



**PARENT**

# **HANDBOOK**

**BRIDGE KIDZ AFTERSCHOOL &  
SUMMER PROGRAM**

**Bridge Builders Leadership Initiative is licensed  
by the Mississippi State Department of Health**



# Parents,

Welcome to Bridge Kidz. We are so excited that you have decided to register your child for our program! We pride ourselves in being a program that helps our children grow socially, emotionally, physically, and intellectually. Bridge Kidz is a part of our parent organization, Bridge Builders Leadership Initiative. BBLI is a 501(c)3 non-profit organization, that offers TUITION-FREE, afterschool and summer programming.

Bridge Builders Leadership Initiative is a Faith-based entity, BBLI offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities.

## Contact Information

Please feel free to contact Bridge Kidz between the hours of  
11:00 am - 6:00 pm at 601-885-3087.

In case of an emergency, please call my number, 601-460-4107.

**Lauretha Bellinder**  
*Director of Programs*

# Purpose & Service Provided



The purpose of Bridge Kidz is to provide a safe, constructive atmosphere for grades K - 5 after school and during summer programming hours. Although scheduling may vary, Bridge Kidz has set times for daily USDA-approved snacks, homework, enrichment, and indoor/outdoor play. Transportation is provided from several Pearl Public School district schools to our program site. Bridge Kidz is committed to providing the best care to each one of our registered children.



# Hours & Holiday Closures

## Hours of Operation

### Afterschool Hours of Operation

- Monday - Friday:
  - Office Hours - 11:00 am - 6:00 pm
  - Program Hours - 2:00 pm - 6:00 pm

### Summer Hours of Operation

- Monday - Friday:
  - Office Hours - 7:00 am - 6:00 pm
  - Program Hours - 7:15 am - 6:00 pm

## Holidays

<b>January</b>	New Year's Martin Luther King Jr. Day
<b>February</b>	President's Day
<b>April</b>	Good Friday
<b>May</b>	Memorial Day
<b>June</b>	Juneteenth
<b>July</b>	Independence Day
<b>September</b>	Labor Day
<b>November</b>	Thanksgiving
<b>December</b>	Christmas

Other days as determined by the official calendar of  
Bridge Builders Leadership Initiative

# Registration



- **Payment**

- Bridge Kidz is a tuition-free program. We require no weekly or monthly recurring fees for the summer or after-school program.

- **Registration**

- School-age children currently in grades K - 5 may be enrolled. BK Registration is open to all, it is first come, first serve until slots are filled. Registration forms must be completed in full. Registration is not complete until the \$50 supply fee is paid. Upon receipt of the registration form and the supply fee of \$50, one's child will receive care at Bridge Kidz.

- **Withdrawal Policy**

- In the event a parent would like to withdraw their child from Bridge Kidz, one-week advance notice to the center is required.

# Insurance

Parents are responsible for providing primary insurance coverage on all accidents involving their children while attending Bridge Kidz.

# Drop-Off & Pick-Up

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- **Drop-Off**

- Please sign your child in and leave them in the care of a Bridge Kidz staff member. Please print your full name every time.

- **Afterschool**

- Bridge Kidz provides afterschool transportation from PPSD to Bridge Kidz's location after-school.

- **Summer**

- Drop-off during Bridge Kidz summer program begins at 7:15 am.

- **Pick-Up**

- All children must be signed out of the facility by an authorized individual before pick-up.

- All children must be picked up by 6:00 pm.

- **Authorized Check-out list**

- Bridge Kidz will only release children to responsible persons for whom the childcare facility has written authorization.

- Bridge Kidz reserves the right to ask for IDs to confirm identity

- After initial registration, please see a Bridge Kidz staff member to add someone as an authorized checkout person.

- **Late Fees**

- Bridge Kidz closes at 6:00 pm, therefore, all children must be picked up before or at 6:00 pm daily. At 6:01, parents will be charged a late fee. Bridge Kidz's late fee is \$1 for every minute after 6:00pm.

- If no one from the authorized check-out list has picked up the child by 6:40 pm, Bridge Kidz will then contact the authorities.

# Personal Belongings

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## **Afterschool:**

- Children are permitted to bring their backpacks, and lunchboxes to Bridge Kidz after school. They will be stored in a designated location in our facility. Please be sure your children have all of their belongings with them upon pick-up

## **Summer:**

- Children are permitted to bring a small lunch or a small personal bag with them to Bridge Kidz summer program. If your child brings a snack bag, they will need to wait until the appropriate time on the schedule before consuming.

## **Strictly Prohibited Items:**

Please do not bring the following items to the program:

- Weapons of any sort – fake or real!
- Toys & stuffed animals
- Expensive clothes
- Nail polish/ makeup
- Valuable items
- Fidget spinners

**Bridge Kidz is not responsible for stolen or lost items. Please ensure your child has all of their belongings with them upon pick-up daily.**

# Program & Activities



## **Photography** \_\_\_\_\_

Bridge Kidz prohibits the photographing of a child without parental consent. During registration, each parent is giving a consent form to restrict or approve the photography of a child.

## **Outdoor Play** \_\_\_\_\_

children will participate in outdoor play every day, weather permitting. Shorter periods of outdoor playtime may be scheduled if it is too hot, too cold, or raining outside. All children are expected to participate in all play and activities unless a doctor's note is on file specifying medical restrictions or limitations.

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## **Records**

Each child's record shall contain a statement signed by the child's parent, indicating that they have received a summary of licensing standards and other materials designated by the licensing agency for such distribution.



# General Schedule

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**Parents can refer to Bridge Kidz's schedule posted on the bulletin board by the front door for a more detailed outline.**

## **SNACK TIME:**

- In accordance with USDA nutrition standards and meal pattern guidelines for after-school programs, we will provide water and at least one snack, per child, per day.
- children may also eat a snack from home or finish a sack lunch but may only do so during the scheduled snack time.
- Food cannot be shared and must not contain nut products.

## **• HOMEWORK TIME**

- Bridge Kidz is NOT a tutoring program.
- We will provide a time and setting conducive for children to complete homework.
- Time limits for homework sessions will be set according to age/grade level appropriateness.
- children & Parents are responsible for properly checking for homework assignments.
- children who do not have homework may participate in alternative supervised activities.

# Health & Emergency Procedures

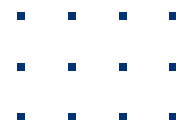
- **Procedures for storing and giving a child medication.**
  - A form giving Bridge Kidz permission to treat your child in case of an emergency, when the parent can not be reached, must be signed and given to Bridge Kidz. Other important contact information and procedures in the event of an emergency will need to be included.
  - BK will not hold or administer prescribed medications.
  
- **Policy for reporting suspected child abuse.**
  - Bridge Kidz staff is required by law to report any suspected child abuse, and/or unsafe environment.
  - CHILD ABUSE HOTLINE (TOLLFREE).....1.800.222.8000
  
- **Provision for emergency medical care, and treatment of illnesses and accidents, which include:**
  - Parents of registered children at Bridge Kidz will be immediately notified of any serious illness, accident, or injury to the child.
  - In the event of a crisis, or an emergency situation, the parent of the child, and the correct emergency responders will be called immediately.
  
- **Dangers Situations**
  - BK prepares for dangerous situations, including but not limited to, dealing with violent individuals, individuals entering the facility with weapons, bomb threats, or conditions posing an immediate threat to children by way of drills.
    - **Bridge Kidz performs regular safety drills with children.**
      - Fire Drills
      - Tornado Drills
      - Active Shooter Drills
  
- **Relocation Sites**
  - In the event of a necessary emergency location, parents will be immediately notified.
  - **Emergency Relocation Sites:**
    - **Pearl Parks & Rec. Center**
      - Address: 320 Center City Dr. Pearl, MS 39208
      - Distance: 2.6 miles from The Bridge Church (Bridge Kidz)
    - **New Vision Fellowship**
      - Address: 652 Luckney Rd, Brandon, MS 39042
      - Distance: 7.2 miles from The Bridge Church (Bridge Kidz)

# Discipline Policy

Bridge Kidz has a disciplinary strike system. Please talk with your child about their behavior and review the policy with them.

Strike Number	Consequence
<b>Strike 1</b>	Warning
<b>Strike 2</b>	child Conference about Behavior
<b>Strike 3</b>	Parent Phone Call about Behavior
<b>Strike 4</b>	In-Person child and Parent Conference
<b>Strike 5</b>	One Day Suspension from Program
<b>Strike 6</b>	Parent Meeting about Next Steps

# Discipline Policy cont.



## **Unacceptable Behavior Includes, but is not limited to:**

- Use of profane language
- Inappropriate gestures or movements
- Bullying, of other children
- Inappropriate physical interactions with other children
- Disrespectful behavior and attitudes toward counselors

## **Acceptable Discipline Measures Include:**

- Positive guidance and redirection are the two disciplinary responses shown to the children. Repeated praise for appropriate behavior will help maintain a harmonious classroom.
- Children may be put in 'time-out' for a brief period of time (one minute per year of age) if the child has lost control of his or her behavior.
- A child may be given a strike as a consequence of unacceptable behavior. A parent will be notified any time a child is given a strike.

## **Unacceptable Discipline Measures**

- Bride Kidz DOES NOT use corporal punishment at this facility. No child is to be spanked, popped, or shaken by the teacher.
- If the teacher has tried all approved methods, the child may be brought to the director and appropriate discipline worked out by the director, teacher, and parent.

**Bridge Kidz reserves the right to change/amend policies as deemed necessary.**



# MISSISSIPPI STATE DEPARTMENT OF HEALTH

## CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The Regulations Governing Licensure of Child Care Facilities require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities.

You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

Licensing Requirements	Health, Hygiene, and Safety	School-Age Care
Right of Entry and Violations	Nutrition and Meals	Summer Day Camp &
Facility Policies and Procedures	Discipline and Guidance	School-Age Programs
Personnel Requirements	Transportation	Hourly Child Care
Records	Diapering and Toileting	Hearings, Emergency Suspensions,
Reports	Rest Periods	Legal Action and Penalties
Staff Requirements	Feeding of Infants and Toddlers	Release of Information
Program of Activities	Swimming and Water Activities	
Equipment, Toys and Materials	Children with Special Need	
Buildings and Grounds	Night Care	

### APPENDICES

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|---|--|
| Appendix A - Child Abuse and Neglect Reporting Statutes | Appendix F - Handwashing Procedure   |
| Appendix B - Reportable Diseases                        | Appendix G - Diaper Changing Procedure   |
| Appendix C - Nutritional Standards                      | Appendix H - Cleaning and Disinfection Procedure                                 |
| Appendix D - Playground Safety Standards                | Appendix I - Communicable Disease/Conditions and Return to Child Care Guidelines |
| Appendix E - Dishwashing Procedure                      |  |

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at [www.msdh.state.ms.us](http://www.msdh.state.ms.us) (from the left menu, select Licensing, then Child Care. You may direct your questions to the local licensing official,

\_\_\_\_\_ Azelda Ellis \_\_\_\_\_ . at \_\_\_\_\_ (769)-209-5549 \_\_\_\_\_  
or you may contact the Child Care Licensure office in Jackson at (601)-576-7613.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at 1-866-489-8734.



**BRIDGE**  
**KIDZ**

The logo for 'Bridge Kidz' is centered at the bottom of the page. The word 'BRIDGE' is written in a bold, blue, sans-serif font. The letter 'B' is significantly larger and contains a white silhouette of a suspension bridge. Above the 'I' in 'BRIDGE' are three balloons in blue, yellow, and red. Below the 'I' are three small geometric shapes: a red square, a blue square, and a yellow triangle. The word 'KIDZ' is written in a bold, yellow, sans-serif font with a thick black outline.