



2025-2026 Parent Handbook

We would like to welcome you to this session of Bright Horizons. We are so excited to be a part of your child's learning experience. It is our goal to assist you as parents in providing a safe and nurturing environment for children to grow in the knowledge of our Lord Jesus Christ, His word, and the world God created for us.

We are dedicated to being a ministry to help with your child's needs as well as the needs of your family. Please feel free at any time to speak with us about any concerns or questions you have. Our goal is to make Bright Horizons a positive experience for your entire family. We look forward to serving you through this ministry.

In Christ,

*Alexe' Buschman, Director
Barbara Gary, Assistant Director*

Enrollment/Supply Fee

An initial enrollment fee of \$100 will be collected to ensure your child a spot in Bright Horizons. This fee will provide your child with snacks and supplies for classroom crafts throughout the year. Once we receive your enrollment fee, your child will be placed in a class. We have a cap on class size to better serve our children. Please make sure that this fee is paid in full so that we can save a place for you in one of our classes. **This fee is non-refundable.**

Tuition

Tuition is based on a 9-month schedule and broken down into a monthly payment. You may choose to pay the yearly fee or break it down and pay by the month.

\$1665 per year or \$185 per month

Please pay tuition by using Brightwheel or by cash or checks made out to "Bright Horizons." Tuition is **due on the 1st of each month**. If you pay after the 15th, there will be a \$15 late fee (per child) added to your payment.

We understand plans and family needs change, if you will no longer need Bright Horizons as your childcare plan, we will need at least **30 days' notice** to remove your child from the program and stop tuition payments. This allows us time to fill the child's spot in the program.

At this time, if two months pass without receiving full tuition, we will remove the child from the program and fill the spot with someone on the waitlist.

A fee of \$15.00 will be assessed on all returned checks.

Class Placement

Your child will be placed in a class according to his/her age as of September 1st. Your child will be with other children of the same age.

Children entering the 3 and 4-year-old classes must be potty-trained before coming to Bright Horizons. Every class is equipped with at least 2 adults (one teacher and an assistant teacher). This is a safety policy of the Green Lawn Church of Christ. It helps us maintain a safe environment for our students and teachers.

Schedule

The Bright Horizons day **begins at 9:00 a.m.** and **ends at 2:30 p.m.** on Mondays and Wednesdays during the school year. **We ask that students not arrive to their classroom before 8:55 a.m.** Teachers are very busy in staff meetings and preparing for the day and will not be prepared to take children prior to 8:55.

A monthly calendar of events and holidays will be provided for you inside your child's take-home folder. A monthly newsletter will also be provided with announcements and reminders.

Extended Care

We will be offering morning extended care from 7:45 AM – 9:00 AM for **\$75 a month** and afternoon extended care from 2:30 PM – 5:00 PM for **\$105 a month**. To participate in afternoon extended care, the child must be at least one-years old AND walking. These prices apply no matter what time you drop off or pick up for extended care.

When bringing your child to morning extended care, please enter through the North doors. You will need to drop their bags by their classroom, then sign them in the extended care. The extended care teachers will take your child to his/her class when it is time.

When picking up your child from afternoon extended care, you will need to enter through the main church office doors on the east side of the building, and check in prior to picking up your child.

If your child is not picked up from Preschool by 2:35 and is not already scheduled for extended care for that day, they will be taken to extended care and \$15 fee will be due for the day.

Please pick up your child no later than 5:00 p.m. A fee of \$5 will be charged at 5:10. An additional fee of \$1 will be charged for every minute after.

Drop Off and Pick Up Procedures

We will be using the **North Main Doors** to enter and leave the building. In Brightwheel parents will be able to add a list of approved pick up people for

their child. Teachers will ask for identification for any person picking up a child and check it with this list. This will help ensure your child's safety.

***Afternoon extended care, you will use the East Doors check in the main office before heading to pick up your child for the day. ***

Security

The North doors unlock at 7:30-9:15, then they will lock at 9:15 and remain locked until 2:25. If during the time that the doors are locked and you need to enter the building you may do so by entering in the main church office doors. Green Lawn has updated security with the use of cameras around the building. This security system has been put in place for the safety of all those in the building.

Attendance

Timely arrival is important both to the child and their class. Our preschool day begins right at 9:00 a.m., with many classroom activities and chapel soon after.

Curriculum

The curriculum we will be using is developmentally appropriate for all of our children. It is designed to meet your children's spiritual, social, and academic needs. We will teach your children about the world God created and how we are an important part of His creation. Our year will be divided up into 9 monthly themes. Each class will be following the same calendar and learning the same Bible story. The story will be introduced on Monday and then reinforced in the classroom again on Wednesday with developmentally appropriate activities. Each month will feature a memory verse. We encourage you to help your child learn the verse. We also encourage you to use the information provided on your child's daily note/class pages to review what he/she learned during the day. If you would like more details about the curriculum, please talk with the director or your child's teachers.

Children ages 0-24 months will be using the See-and-Know curriculum which uses songs and visual aids to teach the lesson. They will follow the monthly themes and use developmentally appropriate activities in the classroom.

Chapel

Once a month at 9:15, all classes will attend chapel. This will provide an opportunity for us to come together to sing songs, pray, and be introduced to the Bible verse for that month. Lessons presented at this time will reinforce what your child is learning in the classroom. We will also use this time to have special guests and visitors.

Label ALL Personal Items

Please make sure that all items that your child brings to school are marked with his/her name. This includes but is not limited to coats, sweaters, lunch boxes, cups, diaper bags, bottles, nap mats, pack-n-play sheets, etc. This will help teachers make sure items are not misplaced.

Toys

Please encourage your child to leave his/her toys at home or in the car. We provide toys for the children to play with at various times during the day, so personal toys are not needed. This helps prevent disruption during class times. The exception to this might be if they bring something special to sleep with, but this will need to stay in the child's bag until nap time and it will be put back immediately afterwards to ensure it is kept as clean as possible.

Snack and Lunch

Your child will have set snack and lunch times each day. Bright Horizons will provide the afternoon snack. Please let us know if your child has any food allergies so that we can avoid giving that food to your child. **Each day** you need to provide a **lunch and refillable water cup** for your child. Our classes are unable to heat foods, so please send foods that are ready to eat.

For babies, please be sure to send enough food and drinks for the entire day. This includes bottles and formula. We do have a small fridge to keep items such as bottles cold until needed. We do have some snacks appropriate for children who can feed themselves. Your child's teacher will be sending home a questionnaire about your child's feeding/sleeping schedule.

Nap Time

Your child will have a scheduled nap/rest time each day. For children 18 months to Pre-kindergarten you need to send a **standard size nap mat**. Please make sure your child's nap items are labeled. This helps us keep everything together and makes it easy to store. Because our storage space is limited, we ask that you do not send extra thick items. If your child needs to take home a special blanket or nap item each day, please inform your child's teacher.

Children under 18 months will be sleeping in a pack-and-play. All children who will be sleeping in a pack-and-play will need to provide a sheet with their name on it.

All nap mats and crib sheets will be sent home once a month to ensure we are keeping things as clean as possible.

Dress Code

We ask that you dress your child comfortably for his/her day at Bright Horizons. We have a lot of activities that include moving around from the carpet to tables, P.E. activities, and occasionally going outside. If your child is potty trained, please send them in clothing he/she can manage by themselves (i.e. no overalls or rompers). **We encourage you to send extra clothes in your child's bag each school day inside a Ziploc baggie. Please be sure to include a change of shirts, pants, socks, and underwear, pull-ups, or diapers.**

For babies and children who are not yet potty trained, please send plenty of diapers or pull-up underwear for the entire day. We will provide a generic brand of unscented, hypo-allergenic baby wipes. If you prefer a specific brand of baby wipes you may provide them for your child. Please label the baby wipes with your child's name.

We are requiring that all children that are 3 years old and older to be fully potty-trained (with the exception of naptime).

Discipline

At Bright Horizons, we believe that we are your helpers when it comes to discipline. It is our goal to help you teach your child to be respectful and responsible. Our approach to maintaining a healthy classroom setting is

based on *Love and Logic Discipline* by Jim and Charles Fay. Green Lawn offers the “Love and Logic” parenting classes periodically throughout the year. Your child will bring home information when these classes are offered.

There are some behaviors that are not tolerated at Bright Horizons. Children may not cause intentional physical harm to anyone or anything. If your child’s behavior or actions creates a non-safe environment for themselves or other students, you will be notified immediately. If this behavior continues to occur, your child may be removed from the Bright Horizons program. Inappropriate language is not acceptable. Children are expected to be respectful, listen, follow directions, and be cooperative with their teachers and classmates.

Behavior may be communicated in written form on your child’s daily note. Spanking is never permitted by any of the Green Lawn staff. We prefer to handle matters of discipline here at Bright Horizons by offering choices, giving praise, and providing consequences when needed. Occasionally we do need to call parents. If you ever have any questions or concerns, please speak with your child’s teacher or one of the directors.

Illnesses

We look forward to having your child in class every day we are together this year, but no child should come when ill. This includes **fever, vomiting, diarrhea, severe congestion, runny noses that are green or yellow in color, or other symptoms of illness. To avoid relapse or spreading illness, a child who has been ill within the preceding 24 hours should not be brought to school.** Every child will become sick at times, and we know home is the best place for him/her to recover.

Please do not bring your child if he or she:

1. Has a fever or has had a fever within **24 hours**
2. Has a constant cough
3. Has symptoms of a possible communicable disease
4. Has possible pink eye. Your child must be on antibiotic drops for **24 hours** before returning.

If your child is on antibiotics, ask your doctor when he/she will not be contagious and can return to school. If your child needs any medication during the Bright Horizons day, you must sign a Medication Permission Form and bring the medication in the original bottle to the Bright Horizons

directors. Medication will only be administered by the director or assistant director. Teachers are not allowed to give medication of any kind.

Please help us from spreading germs and disease. If your child contracts a contagious disease, please inform the Director so that appropriate measures may be taken to prevent the illness from spreading.

If your child becomes ill while in our care, we will contact you to arrange for your child to be taken home. The child will be isolated and made as comfortable as possible while awaiting your arrival. Please be sure to list emergency numbers for your child in case we are unable to reach you.

In addition, in the case of injury, an incident report is filled out, then signed by the teacher and the director. A duplicate copy of this report will be provided to the parents, and the original kept on file at the school.

Cleaning Guidelines

Green Lawn takes pride in maintaining an environment in and around our building that focuses on safety for all who use the building. The building custodial staff is aware that many illnesses and germs are spread as people come in and use the building. Our custodial staff is instructed to address with detail the cleaning of each area. We follow the guidelines (washing hands often, cleaning and disinfecting frequently) recommended by the Centers for Disease Control and Prevention. The products that are being used have been recommended and tested by professionals for their effectiveness, for our protection and for being safe and non-toxic.

Bad Weather

Bright Horizons will make their own decisions on weather delays and cancelations. Make sure you have a Brightwheel account and follow us on Facebook to get the fastest updates for these days.

Phone Calls:

Our teachers are very busy during the school day, and, for safety reasons their undivided attention should always be on the children. Therefore, we ask that you refrain from calling/texting your child's teacher on their cell phone during the preschool day. If you would like to check on your child, please call the Bright Horizons office number, message a director on Brightwheel and we will be happy to check on your child for you.

Birthdays

Birthdays are a special time for your child. If you wish, you may make arrangements with your child's teacher to bring a special snack on this day.

Parent Volunteers:

Research shows that students who are most successful in school have parents who are involved. Bright Horizons would love your involvement. Whether it is reading to the class, helping in the classroom with parties, going on field trips, your help is always appreciated. Green Lawn policy is that you must have a volunteer background check filled out in order to be in our classrooms with our children. Ask the director for this form if this is something you are interested in.

Enrichment Classes:

We are fortunate to offer three unique enrichment classes to the two-, three-, four- and five- year old students. These classes are not mandatory but are offered as a service to the students and parents. Each group will have a table in the foyer during meet the teacher.

Stretch N Grow Ballet Classes:

Our 2, 3, 4, and 5-year old's have the option of attending ballet on Mondays from 2:30 – 3:00 PM. Tuition is due at the beginning of each semester. A ballet recital will be held in May so that parents may see what their child learned in ballet classes during the year.

TOT Basketball Classes:

Our 3, 4, and 5-year old's have the option of attending TOT basketball classes on Wednesday from 2:15 – 3:00 PM. Tuition is due at the beginning of each month. A special program will be held in May so that parents can see what their children learned in basketball class.

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Support Staff

The Bright Horizons Preschool Director, Assistant Director, and staff are guided and supported by the Shepherds of the Green Lawn Church of Christ. All major decisions and issues concerning Bright Horizons are brought before these men. In addition, you may be assured that they and many others are praying for our ministry, our parents, students, and teachers on a regular basis!

Shepherds of Education: 806-795-4377

Gary Estep

Bill Kopf

Mike Galbraith

Bruce Gilstrap

Robbie Rhodes

Toby Rogers

Ches Tucker

Children's Ministry Director:

Courtnei McMillin 806-795-4377

Administrative Minister:

Dewey Howard 806-795-4377

For further information or questions, feel free to call, email or come by to visit.

Bright Horizons Preschool
Green Lawn Church of Christ
5701 19th Street
Lubbock, TX 79407
brighthorizons@greenlawn.org
806-687-2798
Facebook: Bright Horizons Preschool

Alexe' Buschman, Director
abuschman@greenlawn.org

Barbara Gary, Assistant Director
bgary@greenlawn.org

