



# Bright Beginnings Playschool

## PARENT HANDBOOK

Revised April 2026

Kerrville First United Methodist Church  
321 Thompson Drive, Kerrville, TX 78028

## MISSION STATEMENT

Bright Beginnings Playschool is a ministry of Kerrville First United Methodist Church. Our mission is to bring the children in our care to a personal and meaningful relationship with their savior, Jesus Christ, and to be a living example of His love in their lives.

## WHAT WE DO

This is a Christian Playschool program and a ministry of KFUMC. Every class follows a daily schedule. All classes participate daily in music, art, Bible story and structured centers. Children are introduced to letters, numbers and theme. Lessons are based on Christian values and traditions as well as interpretations of events occurring in our daily lives. We explore a new shape and color and participate in different special themed activities or celebrations monthly.

We encourage curiosity, questions and discovery of God's world. We believe that PLAY is the best way for children to learn. Learning is gained through many experiences including interaction with other children and adults as a key to developing social, language, and academic readiness skills. Children's large and fine motor skills are enhanced through art, play, and music. We support process vs. product art; believing the experience a child has creating art is far more important than the final outcome.

## DATES AND TIMES

School is on Mondays and Wednesdays from 9 a.m.-2 p.m. September - May. In the summer, we meet for a 6-week program on Mondays and Wednesdays from 9 a.m.-2 p.m. Please see the calendar on our website [here](#).

We follow K.I.S.D. for inclement weather closures. If KISD has a delayed start, **we will be closed.**

## ARRIVAL AND DISMISSAL

Please enter and exit through the main double doors located off the parking lot. If you arrive late or need to pick up your child early, please ring the doorbell (located to the left of the double doors) and a BBP staff member will assist you. Our cut-off time for drop-off is 10:15. This allows the teachers and children to benefit fully from the routine and programming.

Staff will not release your child to anyone other than the registered guardian unless notified by the primary guardian. Please let your child's teacher know at drop off if someone else is going to be picking up your child. A space on the registration form is available to list persons allowed to pick up your child. They will be asked to present a valid driver's license for identification purposes. If you will be late for pick-up due to extenuating circumstances, please call the BBP Coordinator at **830-257-0820**.

## BRIGHT BEGINNINGS PLAYSCHOOL STAFF

The Bright Beginnings Playschool Coordinator will supervise the daily functions of the Program. A criminal background check is performed on each employee before they are hired. Staff members are certified in CPR and First Aid Certification and required to become certified in the church's safety program called Safe Gatherings.

## CHILD TO TEACHER RATIOS

Bright Beginnings Playschool uses the following guidelines for class sizes and ratios:

<b>Class/Age Category</b>	<b>Students</b>	<b>Teachers</b>
3-12 months	8	2
12-17 months	10	2
18-23 months	12	2
2 years	12	2
3 years	14	2
4-5 years	16	2

## ENROLLMENT AND REGISTRATION

Parents/Guardians must complete an enrollment packet online that includes the following items: registration form, emergency release form, photo release form, and an allergy notification form. **A supply fee is required for each child to hold their spot for the fall/spring and summer BBP Program. This fee is non-refundable.**

Drop ins are welcome if there is a spot available. We appreciate as much notice as possible. The fee for drop ins is \$35 per day for the first child, and \$25/day for any subsequent children.

### **Fall/Spring Tuition: (September – May)**

Tuition is \$225/month for the 1<sup>st</sup> child and \$160/month for each additional sibling. There is a \$85 supply fee for each child that covers the fall and spring term.

**Monthly tuition is figured by a calculated annual sum divided into nine equal monthly payments for September through May.** Tuition is due by the 1st of each month. A \$25.00 late fee is applied to monthly tuition paid after the 10th of each month. **All enrollees must pay tuition each month, regardless of attendance to hold a permanent spot in the program. If tuition is more than four weeks late, attendance will be suspended until the balance is paid. Tuition will not be refunded for absences.**

### **Summer Tuition: (June – July)**

Tuition is \$375 for the 1<sup>st</sup> child and \$250 for each additional sibling. Tuition covers the entire 6-week program. There is a \$40 supply fee for each child. Tuition and the supply fee are due by June 1st. Tuition will not be refunded for absences.

## METHOD OF PAYMENT

The easiest way to pay is with a Debit or Credit Card online at [www.kfumc.org/give](http://www.kfumc.org/give). Please indicate for what child and month. You can also pay with a check made payable to KFUMC (**in the memo line put BBP and your child's name**). Checks can be put in the drop box located next to the IPAD Kiosk. If you would like to pay in cash, please see the coordinator.

## WITHDRAWAL FROM THE PROGRAM

If you need to withdraw your child(ren) from the program, please give a 2-week courtesy notice in writing or by email. **NOTE:** We are unable to refund any supply fee or tuition.

## WHAT TO BRING

### PLEASE LABEL EVERYTHING YOU SEND!

Each child needs to bring a backpack/bag every day with the following items in it:

1. **Snack, Lunch and Cup-** Your child will need to bring a snack and lunch each day along with a water bottle or sippy cup. There are pitchers of ice water in the classroom to refill bottles/cups if needed. A microwave is **not** available to heat up lunches.
2. **Nap Mat or Blanket** (if they nap at school)-This will be sent home every Wednesday.
3. **Diapers or Pullups-**You can send these daily or provide a package with your child's name on it that can be stored in the classroom. Wipes are provided. Please do not send your child in pull-ups unless they are actively potty training.
4. **Change of Clothes-** Each child needs to have at least one change of clothes, including shoes/socks or more if potty training. Our program works together with the parents to aid children (2 and older) in potty training.

**Babies-** Please include food, bowl, spoon, formula, bottles, (there is a bottle warmer and fridge in the baby room) diapers, pacifier, blankets, and anything else unique to your child's needs.

## ILLNESS

For the protection of all the children and staff, before participating in our events/programs, please make sure the child is free from the following: fever, vomiting, diarrhea, sore throat, cough, congestion, runny nose, pink eye, skin infections, rash, complaints of muscle aches or loss of taste or smell. If a child is out sick, they must be symptom free for **24 hours before returning**. If they show any symptoms, they cannot attend BBP that day. If a child becomes ill while in our care, the parent/guardian will be notified to pick up their child immediately.

## **MEDICATION**

No medications will be administered to any child attending Bright Beginnings except for emergency prevention devices such as inhalers and EpiPen's with a doctor's order defining the "how" and "when" the medication(s) is to be administered for the named child.

## **BEHAVIOR AND DISCIPLINE**

Children are expected to obey the teachers and Coordinator within our program. The child will be "redirected" using positive statements. A child that exhibits recurrent or extreme behavior, such as, but not limited to, biting or aggressive behavior, may be asked to leave the program. We reserve the right to refuse continuing service to a child due to a child or parent's behavior.

## **BIRTHDAY CELEBRATIONS**

If you would like to celebrate your child's birthday at school, you are welcome to send an edible treat for the class or goody bags that can be sent home. Mini cupcakes or small cookies are a great option for something sweet, but please do not send a cake that has to be cut. Please check with your child's teachers for any allergies.

## **SERVING CHILDREN**

Although we attempt to meet the needs of each child, we are not equipped to serve children with certain physical and/or learning needs/disabilities. In the event we cannot adequately meet your child's needs, we will notify you so that alternative arrangements can be made.

## **TELEVISION AND VIDEOS**

Parents will be notified before a movie is shown in class and will have the option to have their child participate in an alternative activity. Video/television is allowed during motor skills class to demonstrate dance/activity actions or to reaffirm the Bible Story of the week. If you have questions about the dances/activities or Bible stories shown, please contact the BBP coordinator for more info.

## **PHOTOGRAPHY**

All parents of minors participating in activities concerning KFUMC are asked to sign a photo release form which is part of our online registration form. Bright Beginnings Playschool uses the Band app to communicate and share photos with parents/guardians. If you would like to share/post photos from the Band app, you must obscure the faces of the other children in the photo to protect their privacy.

## **POLICY CHANGES**

If there are any policy changes, families/guardians will be notified.

## **CONTACT INFO**

We strive to work with families to love and teach each child. You are welcome to share ideas, ask questions or schedule a time to discuss concerns with the coordinator.

Sarah Hartgraves, Bright Beginnings Playschool Coordinator  
bbp@kfumc.org  
830-257-0820  
Office hours: Monday and Wednesday 8:15 a.m. to 3:00 p.m.