



THE PARENT HANDBOOK

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WELCOME

Dear Parents,

This parent handbook has been compiled to acquaint you with our preschool. Please take your time to become familiar with our policies and procedures and keep this handbook for future reference. Many of your questions have been anticipated and are discussed in some detail; however, we are always available for further clarification.

We use a hybrid of Bridge Kidz Academy's & a professional Christian education curriculum, designed to teach your child good character and the ability to discern right from wrong. Every student will be taught great principles from God's Word. Our goal will be to place within each child a love and knowledge of their Creator.

We believe the partnership between faculty and parents is paramount to the child's success while attending Bridge Kidz Academy. Using the online Brightwheel app you will receive a daily report showing a summary of the day on your smartphone, from check-in time to meals, notes, nap times, as well as occasional pictures and videos. It is a very important and convenient tool for parents and faculty to stay in communication

Should you as a parent have any questions or concerns, please do not hesitate to contact your child's teacher through Brightwheel or schedule a face to face meeting with our director. Mutual benefits come from a meaningful exchange of information between home and school. If you have any questions, please feel free to contact me.

Sincerely,
Kristel Morgan
Preschool Director

EARLY CHILDHOOD PROGRAM

The pre-school policies are subject to change.

Please contact the director or bridgekidzacademy.com for updated information.

PURPOSE

"Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6

At Bridge Kidz Academy, your child will be loved and nurtured in a safe and authentic Christian environment. Our excellent faculty will partner with you to ensure your child has a blast, while also developing socially, intellectually and spiritually. We specialize in bridging the gap between us and Kindergarten.

BRIDGE STATEMENT OF FAITH

We believe the Bible is the inspired Word of God, a divine revelation from God to man. We accept the Scriptures as the final authority in all matters of faith and conduct.

We believe the Church has been "called out" of the world to be a habitation of God through the Spirit. As the body of Christ on earth, the church offers hope to mankind. The church is one body made up of many members, diverse in their gifts and calling of the Holy Spirit.

We believe in the one, ever-living, eternal God: infinite in power, holy in nature, attributes and purpose; and possessing absolute, indivisible deity. This one true God has revealed Himself as Father, through His Son in redemption, and as the Holy Spirit dwelling within us.

We believe that Jesus Christ is the Son of God, born of a virgin; that he lived a sinless life, was crucified on Calvary for our sins, and bodily rose from the grave. Further, we believe that he has been exalted to the throne of God; where He is the only mediator between God and man. We believe that through his death and life we have personal salvation and power for victorious living.

We believe that the Holy Spirit is active in the world today and that the baptism of the Holy Spirit, with His accompanying gifts, is the privilege of all New Testament believers.

We believe that all men have sinned and stand in need of redemption, which is obtained through the new birth by faith in the shed blood of the Lord Jesus Christ. Those repenting of sin and being born again become children of God and heirs with Christ.

GENERAL INFORMATION

Non-Discriminatory Policy:

Bridge Kidz Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational and admissions policies.

Location:

Bridge Kidz Academy

Address:

8676 Orf Rd
Lake Saint Louis MO. 63367

Contact:

(636) 887-2570
director@bridgekidzacademy.com

Hours of Operation:

Monday thru Friday 6:30am to 6:00pm
Note: We are open 12 months of the year.

Curriculum:

We use a hybrid of Bridge Kidz Academy's and a professional Christian education curriculum, Abeka, which endeavors for each student to grow intellectually, morally, and spiritually.

They'll be able to demonstrate appropriate age-level knowledge aligned with our scope. The teaching is designed to help instill good character, and enable students to discern right from wrong. Students will be able to apply biblical truths from God's Word to their own young lives and choose prayer and memorizing Scripture to grow in their little hearts of faith.

- We aim to develop safe and healthy habits in young children.
- We foster positive self-esteem as well as provide opportunities for creative expression.
- We provide an environment which supports the development of social skills such as sharing, cooperation, generosity and empathy.
- We aim to stimulate cognitive problem-solving skills with emphasis on language, numbers, shapes, colors, cause and effect, ordering.
- It is our goal also to strengthen the communication skills necessary for listening, reading, writing, and speaking.

- We provide an environment with activities that will enhance fine motor and gross motor skill development.

Children have daily opportunities for indoor/outdoor play, music, creative arts, sensory exploration, pretend play and academic advancement.

Touch-less Check in & Check out:

Using Brightwheel we offer a touch-less check-in and check-out system. We ask that you check-in your child when you arrive and check them out when you leave with them.

Holidays:

We observe the following holidays, and the preschool is closed on:

- New Year's Day
- Martin Luther King Jr Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day & Day After (2 days)
- Christmas Break (3 days)

Note: When a holiday lands on Saturday or Sunday, we will observe it on Friday or Monday. If any other changes are made an official notice will be sent. Tuition will remain the same for any week that includes a holiday.

Arrival & Attendance Schedule:

For non-preschool age children, we understand that flexibility is key and your arrival and attendance can vary within our hours of operation.

Students in the Early Preschool (3's) and Preschool (4-5) classes, although they are welcome to arrive and leave based on our hours of operation, we suggest they are in attendance and ready for school to start by 8:30am and participating until noon.

This policy is in place for Preschoolers for following reasons:

- To prepare students for Kindergarten.
- To minimize distractions and interruptions, enabling young students with shorter attention spans to get the most out of their day.
- To allow the teacher to remain focused on the students. It can be distracting when a teacher's attention is taken away from her duties to help a child transition into or out of the classroom or to talk with adults.
- To keep students on a similar eating schedule for the day. Our snacks are timed carefully throughout the day to make sure the students have enough nutrition to function properly in the classroom but are not sluggish or overly hyperactive.

When parents follow the guidelines requested for the **Pre-school** day attendance,

it benefits everyone in the class. Please be courteous and respectful of all the students and teachers in your child's learning community.

Please see the Director if you have further questions or concerns.

We have multiple classrooms and an outdoor play area.

ADMISSION INFORMATION

Admission Policy:

We do not discriminate against any child based on the child's race, color, national origin, sex, religion or disabilities.

Reasonable accommodation will be made to provide services to persons with disabilities. All children are accepted on a probationary basis for thirty days. The staff and parents will assess the child's needs to ensure that the program is able to meet the needs of the child.

Bridge Kidz Academy is open to children new born to 5 years old. Classes are limited by state ratios. If a class is full, children will be placed on a waiting list until space becomes available to maintain our ratios. Children admitted for part-time enrollment will have their schedule re-evaluated after one year.

Regular attendance and punctuality are required if each child is to benefit from the instructional program. The academic school day is from 8:30am until 12:00pm.

Registration Requirements:

To register for Bridge Kidz Academy, please submit the following online at <https://www.bridgekidzacademy.com/admissions>

1. Registration fee
2. Enrollment Form
3. NPR Form
4. Medical Form & Immunization records

The registration fee covers accident insurance, curriculum and individual supplies. It is not refundable. To manage increasing costs for food and employee benefits, a tuition increase may be implemented annually.

Within one week of registration:

1. Provide child's Immunization Records
2. Provide child's Medical Examination Record signed by physician
3. Provide Special Care Form
4. **Note:** No student may begin class until registration is complete and their account is current.

Immunizations:

All children enrolled must present documentation of up-to-date immunizations.

Medical exemptions may be allowed at the discretion of BKA if accompanied by

appropriate exemption card. Unvaccinated children may be excluded from class if an outbreak occurs. Parents/guardians have the right to be informed if there are any children enrolled who have an immunization exemption on file.

FINANCIAL INFORMATION

Brightwheel:

Families of Bridge Kidz Academy are required to pay tuition through Brightwheel, an automatic and easy to use, online application tuition management system. Accounting is handled electronically by Brightwheel, including end of year tax statements. Information on setting up the Brightwheel account is given during the parent orientation.

Tuition:

We offer 5 day enrollments exclusively.
(includes AM and PM snack)

All pricing is kept up to date on our website.

Tuition Policy:

The tuition rates are firm and must be paid in advance. There are no discounts or credits for days missed due to illness, absences or the Academy being closed for holidays. Charges for the week/month are based on how many days your child is scheduled to attend Bridge Kidz Academy, not on how many days he/she actually does attend.

Tuition must be paid weekly or monthly based on your payment schedule via the Brightwheel online application.

Under grand-fathered-in conditions only this policy is the same for part-time students. In special circumstances, part-time students may request to change a regularly scheduled day for another day. This can only be done once in a month and it is not transferable to another month.

Payment Policy:

Payment schedules can be set on a weekly or monthly basis. All payments are set to be automatic using the Brightwheel online app and are due on the Sunday before the week or month begins.

Late Payments:

- *Weekly payment schedules:* A late fee of \$25.00 per week will be assessed until the account is current.
- *Monthly payment schedules:* After the third day of the month a late fee of \$25.00 per week will be assessed until the account is current.
- *Return payment:* If a payment is returned, a fee of \$30 will be charged.

Discounts:

Bridge Church Members

- Members of Bridge Church will receive a 10% discount on their tuition bill. In order to receive the discount, members must be in good standing which is defined as having completed the Activate Class and are tithing and serving consistently. The discount will apply after these 3 requirements have been validated. A review of membership will be conducted annually.

Multi-Child

- Bridge Kidz Academy is also pleased to offer a multi-child discount. Your family will receive \$25 off the full-time tuition of every additional child enrolled after the first. Discounts do not apply to the \$100 registration fee.

Employee

- 50% tuition discounts offered to Bridge Church and Bridge Kidz Academy employees wishing to enroll their child or children in Bridge Kidz Academy. Under applicable tax law, the discount is nontaxable. The remainder of the tuition obligation will be paid from after-tax wages by salary reduction.

Withdrawal:

If a child needs to withdraw from Bridge Kidz Academy, parents are to notify BKA via Brightwheel to the director at least two weeks prior to withdrawal. If proper notification is not given, the full two-week tuition commitment will be required.

Vacation:

Each family enrolled at Bridge Kidz Academy has the opportunity to take vacation time each calendar year on days when the child will be absent.

- If a child is registered full time (5 days a week), the family will have 5 days during each calendar year when tuition is not charged.

Please notify your vacation request via Brightwheel to the director two weeks in advance so staff schedules can be adjusted. Once your vacation time has been used, any other absences will be charged to you. (Vacation days do not apply to holidays or sick days.)

The vacation time will only be granted if the family's account reflects a zero balance at the time of the request.

Summer:

If a family chooses to un-enroll during the summer, they will be required to re-enroll for upcoming school year and pay the Registration Fee (\$100) again to hold their spot for the school year. Note: This will be at the discretion of the director.

Part-time Day Swap:

(Only for those grandfathered into Part-time) In special circumstances, part-time students may request to change a regularly scheduled day for another day. This can only be done once in a month and it is not transferable to another month. A change can only be made if there is a space available in the classroom for the day requested

and if it is approved by the classroom teacher at least 24 hours in advance.

Drop Off and Pick Up:

To ensure the safety of your child, only authorized persons on the pick up list within Brightwheel will be permitted to pick up your child. Parents are responsible for updating Brightwheel with the list of people permitted to pick up the child. Brightwheel communication from a parent or a phone call will be required before your child can be released to anyone not on the list. Any pick up person not known by our staff should be prepared to show picture identification.

We require that all parents be responsible for checking your child in and out each day and walking your child to the classroom entry door/gate. The touch-less check in/out via Brightwheel will be in the child's designated drop off and pick up classroom area. If you have any questions, a staff member can assist you.

There might be designated times throughout the year when parents are invited to join in the classroom activities (i.e. class parties and special events). Due to safety and liability issues, parents are asked to not stay in the classroom for more than the time it takes to drop off or pick up a student other than during these special events. (The "classroom" would be anywhere that students are together for an activity including the play area, etc.)

Parents are asked not to interact with the other students or go into a classroom where their student is not enrolled.

At times of pick-up and drop-off, when parents must enter the classroom, they are asked to enter quietly without disrupting the classroom order and to exit as quickly as possible in order to maintain the continuity of the classroom setting.

Parents should only enter the classroom to pick-up or drop off a child. If parents are at the center for another purpose than to pick-up or drop off a child, they should first contact the BKA Director and then meet in the director's office.

Snow (Emergency Closure) Days:

We will follow Wentzville School District for snow days. No reimbursement is made for the first snow day in one academic week (Monday through Friday). The second, third, and fourth snow day in one academic week will be reimbursed at the current daily rate that is paid for each child enrolled full-time. The reimbursement will be made with a credit on the upcoming tuition payment. (For those grandfathered into Part-time) A make-up day will be granted to part-time students for each snow day in which he or she would normally be in attendance.

Should it be necessary to close the preschool, parents will be notified as soon as possible via Brightwheel and/or announcements on the local news channels. (Look for Wentzville School District on the News). There will be no announcement if the preschool is open as usual.

Late Pickup Fee:

For late child pickup, we will add \$1.00 per minute after 6:00pm regardless of the incident. The fee will be added to the students' Brightwheel account and it will be withdrawn automatically with the next tuition payment.

DISCIPLINE

Good discipline means that the classroom is relatively free from confusion, disorder and anti-social behavior. It means that each child and the group as a whole operates freely within a structural framework which each understands, accepts and incorporates into behavior without constant reminder or discipline. Discipline involves personal responsibility on the part of both the student and teacher. Good behavior and cooperation is required of the students who attend Bridge Kidz Academy.

Discipline Policy:

It is the policy of Bridge Kidz Academy to partner with parents to use consistent and positive guidance as discipline issues arise. Please discuss with your child's teacher specific guidance techniques that work best with your child. Changes at home do affect a child's behavior at the academy.

Time Out, Redirection, Removal of Privileges, Rewards and Modeling are the primary discipline measures used at Bridge Kidz Academy.

Corporal punishment and threats of corporal punishment are strictly prohibited.

Children will be placed in standard Time Out for the equivalent of one minute for each year of their age: 3 year old = 3 minutes. In addition, teachers will encourage children to apologize for wrongdoing, and pray with children who are having difficulties.

If inappropriate or harmful behavior occurs, the child will receive a warning from the academy director and have an opportunity to make a better choice. If aggressive or harmful behavior continues to occur, the teacher and director will contact the parents to discuss alternative solutions. Bridge Kidz Academy reserves the right to terminate a child's enrollment with no refund of weekly tuition if dangerous behavior issues occur or persist.

Bridge Kidz Academy is founded upon Biblical principles and strives to be both firm and fair. It is expected that good behavior will be the norm and discipline problems the exception.

If your child comes home complaining about a policy or discipline, please follow these procedures:

1. Give the teacher the benefit of the doubt. Model trust and respect of authority to your child.
2. Realize that the child will report from an emotionally biased viewpoint. All facts may not be presented.
3. Realize that the academy has reasons for rules, and they are enforced without favor.
4. Support the academy and contact the lead teacher or director for all the facts.

Biting:

As childcare workers, we understand that biting is a distressful behavior for parents and children. Biting is a painful and dangerous behavior; however, it is common. We are committed to understanding the reason for the behavior and seeking to help parents correct it. When biting occurs, we will follow the following procedures:

1. The child who was bitten will receive immediate attention and care.
2. The child who bit will receive instruction on unacceptable behavior and the teacher will attempt to understand the reason for biting.
3. Teachers will send a message on Brightwheel to both child's parents and post an incident on Brightwheel for the child bitten.
4. Teachers will observe closely the children involved as to prevent repeat incidents and to discover the reason for the behavior.

If biting or other aggressive behavior continues to be a problem, and there is no improvement then Bridge Kidz Academy will present a verbal or written Action Plan to parents to include warnings, redirection, and removal from the classroom. Bridge Kidz Academy reserves the right to dismiss the child who exhibits aggression until the behavior is under control.

Property Damage:

Parents or guardians will be held responsible for damage their child causes to Bridge Kidz Academy property as a result of dangerous or negligent behavior (example: smashing a window or purposely breaking equipment.) This does not include normal wear and tear caused by playing with toys.

NAP-TIME POLICIES

In an article, "Is Napping Necessary" from education.com, Donna Freiner gives this advice...

"Daily naps for children are essential for good days and good nights. Many parents believe their child will sleep better at night without a nap during the day. However, if your child is overly tired, they may become stressed and irritable, and their behavior may worsen. Often they become overactive, making it difficult to fall asleep at bedtime... Napping daily can be beneficial for your children, working wonders for both their mood and yours. Children who nap have longer attention spans and are less irritable than those who are not napping."

Preschool/daycare programs are required by the state to have a nap time each day for all preschool-age students. These are Bridge Kidz Academy's policies concerning nap-time:

1. All children at the academy are required to have a rest time after lunch. Even if your child does not normally sleep in the afternoon, he/she will be expected to lie quietly on a cot to rest.
2. Children ages 1 to 5 will rest on individual cots. Children are asked to bring a blanket, crib sheet and small pillow to use on their cot. The linens may stay at the academy during the week, and will be sent home on Friday to be laundered.

3. Nap-time is generally between 1pm and 3 p.m. each day for all of the classrooms.
4. **Infants** will sleep according to their individual schedules in cribs.

HEALTH AND FIRST AID

In order to protect your child and all the children in the preschool, Bridge Kidz Academy complies with Missouri Department of Health requirements for immunization and physical evaluation. Both forms must be on file with the office before admission to preschool.

Illness Symptoms:

While at Bridge Kidz Academy...

when a child becomes ill, the child is isolated from other children in care, and the parent will be called immediately to pick up the child within the hour.

A parent will be contacted when any of the following occur:

- Fever is 100 degrees or more
- Child has had 2 diarrhea bowel movements
- Any other questionable symptom is exhibited

According to state regulations, children who exhibit any of the above symptoms should be picked up within one hour of being notified.

Before bringing a child to Bridge Kidz Academy...

if the child has exhibited any of the following symptoms, we ask you to refrain from bringing the child to the Academy until the child has been symptom-free from the following for 24 hours:

- Fever over 100 degrees (touch-less temperature check will be taken before completion of drop-off)
- Diarrhea more than twice
- Severe coughing - If the child gets red or blue in the face or makes high pitched croupy or whooping sounds after coughing.
- Sore throat or swallowing difficulty
- Vomiting
- Headache and stiff neck
- Difficult or rapid breathing
- Yellowish skin or rapid breathing
- Pink eye-tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus.
- Unusual spots or rashes
- Unusually dark, tea colored urine
- Gray or white stool
- Infected skin patch - crusty, bright yellow, dry or gummy areas of the skin.

- Severe itching of the body or scalp or scratching of the scalp, or the presence of nits

If a child is sent to the Academy with any of the above symptoms, parents or emergency contacts will be contacted so that the child can be picked up.

Contagious illness: If your doctor determines that your child has a contagious illness, please notify the Director of Bridge Kidz Academy so that we can inform other parents. According to state regulations, we are obligated to disclose this information.

In order to return to Bridge Kidz Academy after being diagnosed with a contagious illness, we must receive a note from your doctor releasing your child back into our care. The Director has the right to refuse admittance to any child exhibiting sick symptoms.

Children enrolled at Bridge Kidz Academy are to be observed before entering their group so we can maintain a healthy environment for all children at the school.

Administering Medication:

If your child requires medication to be administered at the Academy, parents must sign the Medical Authorization form.

Medication must be in labeled container, must not be expired, and must only be given to the child whose name is on the container.

Sunscreen, insect repellent and diaper rash ointments are considered medications and we must receive written permission to administer these to children at Bridge Kidz Academy.

Provision for Emergency and First Aid Care:

In case of minor injury... teachers and the Director will administer basic first aid care and parents will be notified immediately.

If the injury is serious... and requires the services of a doctor, the following procedures will be followed:

1. If an injury or condition is life threatening, 911 and parents/guardians will be called immediately.
2. Otherwise, for any other injury...
3. Immediately contact the parent/guardian.
4. Call one of the persons listed as an emergency contact.
5. Call the child's physician for his/her advice.
6. If the above three fail, we will call an ambulance or paramedic to transport the child to SSM Health St. Joseph Hospital. A staff member from the Academy will accompany the child in the ambulance and remain with the child until parent/guardian assumes responsibility.

Note: Any expense incurred as a result of emergency care will be the responsibility of the child's family or guardian.

GENERAL POLICIES

Snacks and Lunch: **IMPORTANT: We are a peanut-free facility!**

Morning and afternoon snack is provided each day. Please send lunch in with your child. Please pack lunch in a labeled waterproof container/lunch bag with an ice pack if needed. Lunches can not be refrigerated or heated while here at BKA.

If you choose to bring in a special snack for birthday celebrations, only pre-packaged, store-bought items may be shared. Such as Oreo's, Rice Krispy Treats or other cookies. We request you refrain from sending items loaded with icing or sprinkles. Please discuss arrangements with your child's teacher or send a message via Brightwheel.

Items to Bring:

- Send a backpack with an extra set of clothes (including diapers/pull-ups if needed, socks and underwear)
- Bring a sippy cup, one blanket and a small pillow to store in your child's backpack in the cubby or on the hook (sent home weekly on Friday for laundering)
- Send an appropriate coat, the children will play outside, weather permitting.
- Children who are not potty-trained, parents should bring diaper bag or add to backpack the following items... wet wipes, extra diapers or pull-ups (bring those that fasten on the sides and send children to school in clothes that they can pull up and down unassisted, no belts or onesies please)
- Until potty trained - soiled clothes will be sent home for laundering.
- Please do not allow your child to wear jewelry or open-toed sandals, slip-ons or flip-flops to school as these are possible hazards, especially when playing in a group of other children.
- All items should be able to fit in a backpack or cubby.
- **Please label EVERYTHING possible.**

Diapering:

Children who wear diapers or pull-ups should bring an adequate supply of disposable diapers each day they attend Bridge Kidz Academy. We will let you know when your diaper supply is getting low. If your child has a diaper rash or any other condition that requires an ointment or medication, written permission must be submitted before our staff can administer the treatment.

Note: There is no toilet training while children are in the infant room (under 2 years old). This is because there is no bathroom in the Infant room.

Identification of Personal Property:

All student property must be clearly identified by name and preferably phone number.

Volunteers & Visitors:

Bridge Kidz Academy enjoys when parents get to visit children during special events. Parents visiting or volunteering must check in with the Director before going to the classroom.

Please remember, children behave better when they are able to follow a regular schedule. A special guest may cause abnormal behavior or become a distraction to the other students. Please be mindful of this and allow teachers to do their job in caring for all the children in the classroom.

Toys:

No toys from home please, unless the parent/child has permission from the teacher for show-n-tell. One small stuffy and one lovey please per child. The Academy is not responsible for items lost, stolen, broken or disfigured in any way.

Correspondence:

Good communication is very important. Teachers will correspond with parents daily using the automated report in Brightwheel, which can be accessed using any device with internet connection. While the preschool will primarily use Brightwheel to communicate, we may also communicate from time to time by sending notes and class papers home with the student. The purpose of the communication is to keep parents informed of the child's progress, needs and upcoming events. The director will make these updates on Brightwheel to help keep you informed.

Photographs:

Individual pictures may be taken to ensure we have complete class photos. In the event we begin to use photos to be used on Bridge Kidz Academy media etc. we will ask for parents to sign a waiver giving permission to use photos for marketing and such.

Holiday Parties & Events:

Holiday parties will be planned each year. These may include, Thanksgiving, Christmas, Valentine, Easter, St. Patrick's Day. We strive to maintain a Christian perspective in the celebration of various holidays. However, it is not our policy to undermine the way each family celebrates the holidays. As a school, we focus on Christ's birth as the message of Christmas, God's love as we celebrate Valentine's Day, Christ's resurrection as we discuss Easter.

Parents and loved ones are encouraged to attend each of the Bridge Kidz Academy live events held at Bridge Church, especially Graduation Night.

Field Trips:

The 4 & 5 year olds classes may take interesting and educational field trips as a part of the instructional program. Small fees may be charged to cover expenses. Before students can go on the field trip, parents must sign the Transportation Waiver. This form is signed at registration and becomes a part of the student's file. *Note: Parents assisting with field trip or attending are not to bring younger children.*

Fire, Tornado and Emergency Drills and Procedures:

Bridge Kidz Academy will follow the Missouri state fire regulations by conducting quarterly fire drills and tornado drills.

In case of a tornado warning or other emergencies where leaving the building is not advisable.

1. Students will be evacuated from classrooms to designated places and sit with their backs to the wall.
2. Doors to the classroom are to be closed.
3. Students will be encouraged to remain calm and quiet and be prepared to receive additional instructions.

For a fire drill, children will exit and gather on the sidewalk of the building directly behind the play area using the following procedure:

1. The classes will leave the building in a quiet and orderly manner.
2. Teachers may give other instructions as needed.
3. Teachers will evacuate the nursery children.
4. Class groups are to remain together in designated areas.
5. Teacher will take attendance and report absentees to director.
6. The director will give the “all clear” signal.
7. Classes will return promptly to their rooms.

Pandemic Response:

If the pandemic causes the state of Missouri to implement school closings and a shelter in place order, Bridge Kidz Academy will plan to remain open to provide care for children of essential workers.

In response, we may offer the following options to parents:

1. Continue attending and continue paying as usual.
2. Unenroll, do not pay weekly tuition, and re-register when the time comes (no spot can be guaranteed)
3. Partially unenroll, continue paying half the tuition rate to guarantee a spot when the family is ready to return.

In addition, our hours of operation from 6:30am-6pm will be adjusted ie. 8a-4pm, in order for teachers to spend extra time each day cleaning and sanitizing etc.

Grievances:

Good communication and interpersonal relationships are vital to the success of your experience at Bridge Kidz Academy. We are honored to serve your family, and make every effort to conduct business in a professional manner. In the event of misunderstandings, personality conflicts, or specific complaints against the Academy staff or about our policies; parents are encouraged to make an appointment with the Director to remedy such issues. Complaints may also be submitted in writing to...

Bridge Kidz Academy Board of Directors

8676 Orf Rd.
Lake Saint Louis, Mo. 63367