



Extended Day Services (E.D.S.)

General Information

As you begin preparations for the next school year, you may also be wondering about childcare before and after school. Bright Horizons operates the on-site childcare programs at Old Mill, Park, Tam Valley, Strawberry Point and Edna Maguire elementary schools. Our programs are called Extended Day Services, or E.D.S. Operating hours of each center are based upon each school's start and dismissal times and are listed on our current Rate Sheet. If you choose to use our quality childcare programs, we will make the process of registering as smooth as possible for you and your family. Below are some frequently asked questions with answers that should be helpful.

At Bright Horizons' E.D.S. programs, children participate in extracurricular experiences that include art, science and nature, language and social development, computer literacy, dramatic play, games and sports, math, music and movement, special events and homework support. Our curriculum is based upon the Bright Horizons World at Their Fingertips, a program that empowers children to become confident, successful, life-long learners and secure, caring people. We use both a project and theme based approach to extend learning. We create opportunities for children to make friends and spend time with them in different settings, from classroom to playground and the neighborhoods around us.

We consider it our privilege to accompany your child as they grow and learn, and look forward to getting to know your child and your family.

Frequently Asked Questions

- **When and how do I enroll my child in E.D.S.?** Application materials are made available each year in early May to all children currently enrolled in E.D.S. and to all families who have registered with the Mill Valley School District to attend Old Mill, Tam Valley, Strawberry Point, Park and Edna Maguire School. When you receive the application, mail it back or deliver it to your E.D.S. center as soon as possible because the programs fill up very quickly. The schedule that you indicate on your application will be your child's E.D.S. schedule beginning the first day of school unless you are notified your child has been placed on a waitlist.
- **Can I change my child's E.D.S. schedule during the school year?** Yes. Schedules are set on a monthly basis. If you want to change your schedule for an upcoming month, a schedule request must be made in writing. The change request is to be turned in by the 1st of the month prior, to be effective the next 1st of the month, allowing for the required 30 days' notice. For example, request by October 1 for an effective date of November 1. If there is not space on the days that you are requesting, your child's name will be placed on a waitlist for those days. If you do not make any requests to change your child's schedule, it will remain the same through the entire school year.
- **What are the space limitations and how does the waitlist work?** The E.D.S. programs fill up quickly. Our space limitations are based upon the state-regulated teacher-child ratios and by the licensed capacities of our centers. If your registration form is received after the program reaches state licensed capacity, your child's name will be placed on a waitlist in the order it was received. If you are

on the waitlist, the site director will send you confirmation of your child's schedule along with a waitlist letter. If a space becomes available, your site director will contact you right away. We work very hard to try and accommodate everyone and move people from the waitlist as quickly as we can.

- **Who do I contact with questions?** You can contact the E.D.S. center that your child will be attending during the school year. Throughout the summer you can email or call your center and leave a voicemail. A director will be in touch with you as soon as possible. All directors will be back at their centers the week before school opens for the fall.
- **How much does E.D.S. cost and how do I pay?** The E.D.S. rate sheet with all fees and schedules for the school year is included with your application packet. Tuition is billed on a monthly basis, and statements will be available online on the Family Information Center 11 days before the first of the next month. Payment is due in advance of service on the 25th of each month. Online Payments via an automated recurring ACH system is the preferred method of payment, and each family will be sent an invitation after enrollment is confirmed. As a non-profit, E.D.S. is supported independently through parent fees and fundraising, and is not part of the Mill Valley School District.
- **Is E.D.S. open on days that the elementary schools are closed?** Yes. With the exception of major holidays E.D.S. remains open when the schools are closed. If it is a School Closure of just one or two days a special sign-up sheet will be posted at the center one week in advance. When school is closed for a full week or more, the E.D.S. monthly tuition will be prorated and a sign-up sheet for the holidays will be made available at your center one month prior and a separate tuition will be due. Advance sign-up for School Closures and Camp is required in order to allow for proper staffing, planning and materials. If there is not sufficient enrollment at a center the programs may be combined at another center. If this happens you will be notified in advance.
- **Do you have a drop-in option?** Yes. All drop-in students must be enrolled in E.D.S. prior to attending. Drop-in is always dependent upon space availability. Requests for drop-in care should be made at least 24 hours in advance, and drop-in fees are due on the day of the visit. If your family is enrolled in the Bright Horizons' Online Payment program, drop-in may be billed and paid along with regular tuition.
- **Do I need to call E.D.S. on days that my child is sick and/or will not attend?** Yes. We expect your child to attend E.D.S. on the days that they are regularly scheduled for unless we hear from a parent. If we do not hear from a parent, we are required to assume a child is "missing" until we can confirm their whereabouts. Please always let us know when plans change so that we know your child is safe and we can allow drop-in space for other children.
- **Are there other forms to complete after I send in my registration form?** Yes. After your application is processed by your E.D.S. center, you will need to complete and return State and Bright Horizons enrollment forms available on your center website. During the summer all families will be sent a confirmation of enrollment, tuition statement, a Bright Horizons Family Guide, and site specific policies and information. Please review all materials thoroughly and return all completed forms promptly. All forms must be received prior to your child attending E.D.S.

The Bright Horizons' *World at Their Fingertips* Curriculum Program

At our E.D.S. programs children participate in a curriculum based on the Bright Horizons *World at Their Fingertips*, (*WORLD* for short), a program that empowers children to become confident, successful, life-long learners and secure, caring people. We use emergent, project and theme based approaches to extended learning, creating opportunities for children to make friends and spend time with them in different settings, from classroom to playground and neighborhood walks.

The *World at Their Fingertips: Education for Bright Horizons* is a comprehensive, integrated program based on understandings developed through the work of Jean Piaget, Erik Erickson, Lev Vgotsky, and other leading developmental theorists and educators, who emphasize the importance of active learning, language, and the need to extend beyond the artificial separation of learning and caring. The *World at Their Fingertips* creates developmentally appropriate learning environments in which each child learns what the world is like, how it works, and what he/she is capable of in it. *World* is both an approach and a sensibility that infuses interactions and the planned environment.

World is intended to provide the framework for excellence in early care and education. Each center provides a similar experience in “sense and sensibility”: philosophy, culture, language, drive for excellence, and general approach to curriculum. In that sense, it is a cookie cutter approach. But, and a very important “but”, using the cookie cutter metaphor, every center will be different and reflect the variety of “dough”: facility, client, budget, talent pool, interests, and regional prevailing practice. We want every center to be an organic community of caring that also reflects the way each center is different. We can be alike and different.

World consists of developmentally based programs for each age group. There are also elements that emphasize a content area, like ***Language Works***, ***Math Counts***, ***Art Smart***, ***Science Rocks***, ***Well Aware***, ***Projections***, ***Our World and Toward a Better World*** that cross all age groups.



Language Works – A Comprehensive Language Approach

- *Growing Readers* is a book and newsletter program devoted to inspiring a lifelong love of reading by spotlighting children’s Books of Excellence and encouraging the joy that literature can bring to children.
- Teaching staff integrate activities for listening, speaking, reading, and writing throughout the curriculum and integrate them into the daily activities, projects, environment, and classroom communication.
- Children are engaged in a continuum of experiences that challenges their emerging skills and knowledge. Reading, rhyming, putting on puppet shows, creating a newspaper, composing poetry, drama, and corresponding with pen pals are examples of *Language Works* in action.



Math Counts – The Bright Horizons Approach to Enriched Experiences in Mathematics

- Mathematical experiences with one-to-one correspondence, counting, sorting, patterning, and problem solving through learning centers, projects, activities, and guidelines for teacher interactions that all promote the developmental growth necessary for success in school
- Math is embedded in everything that we do and experience in our day-to-day lives: budgeting our time or money, splitting a bill, planting the garden, or turning up the volume.
- This element provides guidance for encouraging children’s learning of number recognition, one-to-one correspondence, seriation, ordination, and other fundamental math skills.



Art Smart – The Bright Horizons Approach to Developing an Appreciation of the Arts

- Encourages children to uncover their talents and express themselves artistically.
- Recognition that young children can develop an appreciation of art, music, theater, and dance, and support the artistic expression that grows within each child.
- *ArtSmart* is infused into all areas of Bright Horizons programs because art is what children innately do. Engagement in the arts allows children to make decisions, take action, learn about cause and effect and begin to understand their bodily powers. In addition to enhancing imagination and self-esteem, the arts enhance development of children's skills in literacy, science, math, social studies and social interactions, resulting in a growing sense of competence.



Science Rocks - Enriched Experiences in Science and Technology

- *Science Rocks* is an attitude of inquiry that inhabits everyone in the classroom. From the infant who is just noticing shadows on the floor to the kindergartner measuring the length of that shadow at different times of day, making sense of the world is the job of childhood.
- *Science Rocks* includes science learning centers rich in opportunities for children to hypothesize, gather data, experiment, form conclusions, and make representations of the results. Physics, chemistry, technology, biology, anthropology, paleontology, and geology are all aspects of the curriculum as children explore their environment, only we don't use those names.
- The educational team and children become researchers and problem solvers. Staff does not have to know all the answers; they just have to help form the questions.



Well Aware & Movement Matters – An Approach to Health, Fitness & Wellness

- The *Staying Healthy* campaign creates safe and healthy environments for children
- Fosters positive attitudes towards healthy living through modeling, experience, and activity
- Promotes understanding of how health and fitness impact our sense of well-being and fitness
- The goals of *Well Aware* include giving all children who attend Bright Horizons centers access to daily structured physical activities, to improve the fitness and health of children in our care, and to provide families with information regarding the benefits of structured physical exercise. This program not only focuses on children's physical health, but also heightening awareness for children from a young age, relieving stress, building self – esteem and decreasing illness.
- Movement Matters contributes to improved balance, coordination, flexibility, strength of bones and muscles, respiration and cardiovascular rate.



Our World and Toward a Better World – Appreciating Diversity, Caring for the Environment, and Helping Children Make a Difference in the World

- Acknowledges and values the rich cultural heritage of families
- Provides a wide range of experiences for children to learn respect for our world, its diverse people, and the environment
- Supports the development of empathy, compassion and social awareness in children.
 - Offers service opportunities to act on these dispositions through center and home activities and projects.
- Children learn to connect and care about the world and learn what they can do to
 - make the world a more beautiful and sustainable place
 - volunteer and support our communities by helping the homeless and hungry and supporting community helpers
 - celebrate diversity and promote peace

MILL VALLEY SCHOOL DISTRICT 2019-2020 CALENDAR

Staff Development Day

Teacher Work Day

Holiday/Recess Day

Early Release Day

Board Approved: 12/14/17

AUGUST 2019

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19 Staff Development Day
20 Site Staff Development Day
21 Teacher Work Day
22 First Day of School

10 Staff; 7 Student days

FEBRUARY 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17 President's Day
18-21 Recess Days

15 Staff; 15 Student days

SEPTEMBER 2019

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day
12 Elem Back to School Night
19 6-8 Back to School Night

20 Staff; 20 Student days

MARCH 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 Staff Development Day

22 Staff; 21 Student days

OCTOBER 2019

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Staff Development

23 Staff; 22 Student days

APRIL 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6-10 Spring Break
30 6-8 Open House

17 Staff; 17 Student days

NOVEMBER 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-15 K-5 Parent Conferences
11 Veteran's Day Observed
25-29 Thanksgiving Recess

15 Staff; 15 Student days

MAY 2020

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 Memorial Day
27 Early Release Day

20 Staff; 20 Student days

DECEMBER 2019

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23-31 Winter Break

15 Staff; 15 Student days

JUNE 2020

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4 Elem Open House
11 Last Day of School
12 Teacher Work Day

10 Staff; 9 Student days
Year: 186 Staff; 180 Student days

JANUARY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Winter Break
20 Martin Luther King Day

19 Staff; 19 Student days

JULY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Independence Day

Online Payments

Bright Horizon's Automated Recurring Payment Solution
available through the



The **Family Information Center** is a secure web destination for families to manage and view important information about your child, your center/school, and your family's account.

The Online Payment Solution, allows primary payers to:

- **Enroll in recurring ACH payments** using a secure, paperless online web portal.
- **Easily access billing statements and view account balances** at your convenience.
- **Forget the payment reminders!** Once payments are set up they will be deducted automatically; no need to remember to write a check when tuition is due.
- **Manage your account information in one place.** View center messages, manage contact information, and manage billing all in one secured system!

Register Today to Set Up Online Payments!
<https://familyinfocenter.brighthorizons.com>



Family Information Center and Online Payments

Enrollment Instructions

- First-time users click on the “Sign Up” tab on the login page. Returning users may use the ‘Sign in’ tab.
- Enter primary email address (must match an email associated with your account)
- If it matches, a welcome email will be sent along with a temporary password - once you use the temporary password you will be prompted to reset it to your own password.
- Take a few minutes to confirm we have your details correct under My Profile, making updates if needed.
- Make note of your Kiosk PIN – this will be used at the Center to sign your child in and out and for the parent responsible for accounting, your PIN is required to handle Online Payments.
- To sign up for Online Payments, the primary payer (parent handling accounting after reviewing your Profile, must be logged into the Family Info Center. On the main page find “My Balance” on the right side and click on “set up Recurring Payments”. You will be taken to the JP Morgan Chase website.
- Click on “New Account” and hit continue.
- Fill in your accounting info and hit continue.
- Read through the policies and sign off using your email and Kiosk PIN. Be sure to fill in the box that says that you “accept the terms and conditions”.
- You should then see a confirmation page with a reference number. We suggest you print and keep it in a safe place for reference.
- At the top of the page click on ‘Exit’ to return to your Family Info Center.

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- If it matches, a welcome email will be sent along with a temporary password - once you use the temporary password you will be prompted to reset it to your own password.
- Take a few minutes to confirm we have your details correct under My Profile, making updates if needed.
- Make note of your Kiosk PIN – this will be used at the Center to sign your child in/out and is required to handle Online Payments. * Each adult on your pick-up list will have their own unique PIN. It is accepted as a legal signature and secret!
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