Brightsteps Daycare Parent Handbook

Helping little feet take big steps.

✽ WELCOME TO BRIGHTSTEPS

Dear Parents and Guardians,

Welcome to Brightsteps Daycare! We're thrilled to have you and your child join our community. Our goal is to create a nurturing, safe, and joyful environment where children can grow, explore, and thrive.

This handbook will guide you through our philosophy, daily routines, policies, and contact information. We encourage you to read it thoroughly and reach out with any questions.

🎯 Our Mission

At Brightsteps, we believe every child deserves a bright beginning. Our mission is to support early development through play-based learning, emotional support, and meaningful relationships.

We foster:

- Curiosity and creativity

- Social and emotional growth

- Respect and kindness

- A love for learning

🕙 Hours of Operation

- Monday to Friday: 7:30 AM – 5:30 PM

- Closed on: Public holidays

📅 Daily Schedule

You can add photos of each activity here to showcase your space and routines.

📋 Policies & Procedures

Health & Safety

• Children must be symptom-free for 24 hours before returning after illness.

• We follow strict hygiene and cleaning protocols daily.

• Emergency contacts must be up-to-date.

Meals & Snacks

• Parents provide lunch daily.

• Brightsteps provides healthy morning and afternoon snacks.

• Please inform us of any allergies or dietary restrictions.

Communication

• Weekly email updates with photos and highlights

• Monthly parent meetings

• Open-door policy for questions and feedback

Behavior & Guidance

• We use positive reinforcement and gentle redirection.

• Our staff is trained in age-appropriate conflict resolution.

• We encourage empathy, sharing, and respect.

🎒 **What to Bring**

• A labeled backpack

• Change of clothes

• Diapers/wipes (if applicable)

• Water bottle

• Comfort item for nap time (optional)

🧑‍🏫 Meet Our Team

📞 Contact Us

- Phone: +2541234567890

- Email: brightsteps@gmail.com

- Address: Nairobi Kenya, along Thika RD

- Social Media: Find us on Facebook, YouTube and TikTok

  username: brightstepsheroes