



BrightLife Academy

Guidelines & Expectations

2026-2027

At BrightLife Academy we are committed to offering enriching, play-based learning experiences that support each child's growth and development. Our class sizes remain intentionally small to ensure every child receives the individualized attention and care they need to thrive.

To enroll at BrightLife Academy for the 2026-2027 school year, families must complete the following:

- Completed online **Registration Form**
- Sign the **Parent Handbook: Guidelines & Expectations Agreement**

In addition, we ask that all families and caregivers

- Bring a positive attitude, a bright smile, and a sense of kindness
- Show respect for teachers, staff, and fellow families
- Support a nurturing, inclusive, and respectful learning environment
- Maintain a supportive home-to-school connection
- Understand that we do not tolerate any form of racism, bullying, unkind behavior, or inappropriate comments—whether in person or

online, public or private—from children or adults

Class Descriptions: At BrightLife Academy **Preschoolers** are students who are **3 as of September 1st** and will be attending school 2 days a week for 2 hours each day. Our **Pre-K** consists of students who are **4 as of September 1st** and will be attending school 3 days a week for 2 hours each day.

Our Curriculum: We're excited to share that we will be using the **Frog Street Preschool and Pre-K curricula**, both designed around the latest early-brain research to support your children's growth across all key areas. For preschoolers (ages 3–4), the program offers nine monthly themes focusing on language, math, STEAM, social-emotional learning, mindfulness, and cooperative play. In the Pre-K program (ages 4-5), Frog Street builds on the preschool foundation with integrated STEAM projects, beginning coding skills, and strong social-emotional tools. Both curriculums include engaging weekly lesson guides, inclusive supports, and multilingual family communications to help you stay connected and informed. Our curriculum also includes at home activities and digital books that complement what your child is learning in their classroom to help increase subject understanding. We believe Frog Street's joyful, developmentally appropriate approach will foster curiosity, creativity, and kindergarten readiness while making learning fun for your child.

Registration: To register your student for BrightLife Academy click the **"Register Now"** button below to complete the digital admissions packet. Once submitted, a member of our team will contact you within 3 business days. To finalize your child's enrollment, a non-refundable registration fee is required:

- **\$85** for Preschool students (age 3 as of September 1st)
- **\$100** for Pre-K students (age 4 as of September 1st)

This registration fee helps cover the cost of supplies for the student throughout the school year. Each child will also need a **BrightLife**

Academy T-shirt for field trips and special programs. This is not included in the registration fee and the cost of the shirt is **\$30**.

Please note: **All students must complete a new registration packet each school year.** These forms are available and can be submitted through the parent portal.

Tuition: At BrightLife Academy **Preschoolers** are students who are **3 as of September 1st** and will be attending school 2 days a week for 2 hours each day. Our **Pre-K** consists of students who are **4 as of September 1st** and will be attending school 3 days a week for 2 hours each day.

The monthly tuition for BrightLife Academy is as follows:

- **\$130 per month** for Preschool students (**age 3 as of September 1st**)
- **\$150 per month** for Pre-K students (**age 4 as of September 1st**)

Monthly statements will be emailed on the **1st of each month**. Please review your statement carefully to confirm upcoming charges **before** funds are withdrawn. All accounts will be automatically drafted through recurring autopay on the **5th of each month**.

All families are required to enroll in recurring auto-pay for tuition and fees. Payments will be automatically drafted on the **5th of each month**. Accounts with any unpaid balance after the **15th** will be charged a **\$35 late fee** each month until the balance is resolved. Any unpaid accounts that are more than 90 days past due will be turned over to a collection agency.

Tuition Discounts: Families with more than one student enrolled from the same immediate family will receive a 10% discount on the second student's tuition at BrightLife Academy.

Students who are enrolled at BrightLife Academy as well as DanceLife Studio will receive 10% off their dance tuition.

Check In/Check Out Policy: All BrightLife Academy parents are required to download the Brightwheel app, which we use for daily check-in and check-out of each student. Parents will be able to check children in once they get to the front door, with check-out completed the same way. For safety and to comply with Utah state regulations, anyone authorized to pick up your child—including grandparents, neighbors, or other caregivers—must be registered by the parent in the app and use it to check children out. This system provides an additional level of security for our students. Our friendly staff is happy to assist you with the setup process.

Drop Off/Pick Up Policy: Students should arrive no more than five minutes before class begins. A five-minute grace period will be allowed after class ends. After this time, a late fee of \$1.00 per minute will be charged unless prior arrangements have been made.

For safety, students must enter and exit through the front door. Parents are required to park, exit their vehicles, and walk their child to and from the building. **Children are not permitted to cross the parking lot unattended.** Your cooperation helps ensure a safe and smooth transition for all students.

BrightLife Academy uses the Brightwheel app to meet the requirements of our Utah State Licensed Preschool. Drop off and pick up times are recorded daily through the app for each child, as well as the individual dropping off or picking up daily.

Drop & Go Policy: The first few weeks of school can be an adjustment for young children. New environments, routines, and unfamiliar faces often take time to become comfortable. At BrightLife Academy, we understand this transition and are here to support each child with patience and care.

Our goal is not only to provide quality early education but also to help children build the confidence to face new experiences independently. We reassure them that their grown-ups will always return.

Most children adjust quickly, and families play an important role in this process. The best way to support your child is by showing confidence in their ability to succeed and trust in the staff caring for them. At drop-off,

please keep goodbyes brief and positive—this helps your child feel secure and ready to start their day.

If your child needs extra support, we will reach out. We're committed to helping every child have a smooth and successful start to the year.

Attendance Policy: To maintain a healthy and safe environment for all children, students who are sick should not attend school. Children exhibiting any of the following symptoms **MUST** stay home: fever, severe cough, rash, diarrhea, vomiting, or cold symptoms. Additionally, students diagnosed with lice, pinworms, or other parasites should remain at home until the issue is fully resolved. If your child will be absent, please call or notify the preschool as soon as possible. **Please note that tuition refunds will not be issued for missed days.**

If a child becomes ill while at school, we will first contact the parent or guardian. If they cannot be reached, we will call the secondary parent or guardian listed. Sick children must be picked up promptly to help prevent the spread of illness to others.

Brightwheel App: Brightwheel is a secure and user-friendly app that helps parents stay connected to their child's day at BrightLife Academy. Key features include:

- **Daily Check-In/Out:** Quick and secure sign-in/sign-out with digital time stamps.
- **Messaging:** Direct communication with teachers and staff.
- **Daily Updates:** Photos, videos, and activity logs to keep you informed about your child's learning and play.
- **Reminders & Announcements:** Stay up to date on upcoming events, closures, or important school messages.

- **Billing & Payments:** View invoices and make tuition payments easily through the app.

Brightwheel enhances transparency and strengthens the home-to-school connection, giving parents peace of mind throughout the day.

Communication: Our primary method of communication will be through messaging via the Brightwheel app. Please ensure the app is downloaded, notifications are turned on, and that you check it regularly. Please also be sure to read all messages thoroughly. Occasionally, important notes may also be sent home in your child's backpack and/or emailed to ensure nothing is missed.

Toilet Training Policy: All students at BrightLife Academy **MUST** be toilet trained and out of diapers/pull-ups. Students **MUST** be able to wipe themselves and dress themselves after using the restroom.

Preschool T-Shirt: Each child will need a BrightLife Academy T-shirt for field trips and special programs. The cost of the shirt is \$30.

Supplies: Your child will need to bring a full-size backpack to preschool each day. Please be sure to label all personal items—such as backpacks, jackets, and water bottles—with your child's name. All other necessary school supplies will be provided by BrightLife Academy.

Personal Belongings: To help prevent items from being lost or causing distractions, children may **not bring toys or games from home**. All necessary materials and play items will be provided by BrightLife Academy.

Birthdays: We love celebrating birthdays at BrightLife Academy! We will do our best to celebrate each child's birthday on the preschool day closest to their actual birthday. To make the day special, your child will receive a birthday bag to take home and return with **three items that reflect something special about them** to share with the class.

If desired, children may also bring a birthday treat to share. Please note that **cupcakes are not allowed**. All treats must be **store-bought and individually wrapped** for safety and allergy considerations.

Children with summer birthdays will be celebrated during the school year—dates to be announced.

Field Trips: Students at BrightLife Academy will participate in approximately two field trips each year—typically one in the fall and one in the spring. Parents are responsible for transporting their child to and from each field trip and are required to stay with their child for the duration of the event.

Detailed information will be provided in advance of each trip. Students are required to wear the current year's **BrightLife Academy T-shirt** to all field trips.

Performances: BrightLife Academy will host a **Christmas Program** and a **Spring Graduation Program**, both held during the day at BrightLife Academy/DanceLife Studio. There is **no additional cost** for these events, and we warmly welcome **parents, siblings, and grandparents** to attend and celebrate with us!

Photo & Video Consent Policy:

By signing this document, I grant permission for BrightLife Academy to photograph, film, or otherwise record my child during daily activities, classroom events, special programs, and field trips. I understand that these images or recordings may be used for promotional materials, BrightLife Academy's website, social media, newsletters, or other marketing and communication purposes.

I acknowledge that all images and videos will be used respectfully, and that no confidential or identifying information—aside from first names, when appropriate—will be shared. **No compensation will be provided for the use of these materials.**

Consent is granted at the time of enrollment and will remain in effect for the duration of the child's time at BrightLife Academy unless revoked in writing by a parent or guardian. If, after granting permission, I no longer wish for my child to be included in photos or videos, I understand it is my responsibility to notify the BrightLife Academy office in writing.

State-Licensed Preschool: BrightLife Academy is fully licensed as a commercial preschool by the State of Utah. All staff members have passed background checks, are CPR and First Aid certified, and complete a minimum of 20 hours of professional development training annually. We consistently meet and exceed all state inspections and recommendations.