

# bright horizons employee handbook

**bright horizons employee handbook** serves as a critical resource for employees navigating their roles within the organization. This comprehensive guide outlines essential policies, workplace expectations, and benefits that support a productive and positive work environment. Understanding the contents of the Bright Horizons employee handbook can empower staff members to align with company standards and foster a culture of compliance and respect. From detailed explanations of employment policies to procedures for workplace conduct, the handbook offers clarity on both employee rights and responsibilities. Additionally, it provides insights into performance management, safety protocols, and opportunities for professional development. This article will explore the key components of the Bright Horizons employee handbook, emphasizing its importance as a foundational document for employees and management alike. The following sections will guide readers through its structure and highlight critical information contained within.

- Overview of the Bright Horizons Employee Handbook
- Employment Policies and Procedures
- Workplace Conduct and Expectations
- Compensation and Benefits
- Health, Safety, and Security Guidelines
- Performance Management and Professional Development
- Employee Resources and Support

## Overview of the Bright Horizons Employee Handbook

The Bright Horizons employee handbook is designed to provide employees with a clear understanding of their workplace environment and the organizational culture. It acts as a reference tool that outlines company values, mission statements, and the framework within which employees operate. By clearly stating company policies, the handbook promotes transparency and consistency across all levels of the organization. It also serves to communicate the legal and regulatory standards that employees must adhere to, ensuring compliance with applicable labor laws and regulations.

## Purpose and Scope

The primary purpose of the Bright Horizons employee handbook is to establish a uniform set of guidelines that govern employee behavior and organizational procedures. It covers a

broad range of topics, from hiring practices and equal employment opportunity policies to leave entitlements and disciplinary measures. The scope of the handbook extends to all employees, including full-time, part-time, and temporary staff, providing a comprehensive framework that supports workplace fairness and accountability.

## **Accessibility and Updates**

To maximize usability, the Bright Horizons employee handbook is typically made available in digital and printed formats. Employees are encouraged to familiarize themselves with the handbook upon hire and to reference it regularly throughout their tenure. The handbook is periodically reviewed and updated to reflect changes in company policies, legal requirements, or operational procedures. Notifications of updates ensure that employees remain informed about their rights and responsibilities within the evolving workplace landscape.

## **Employment Policies and Procedures**

Employment policies within the Bright Horizons employee handbook establish the foundational rules governing the employment relationship. These policies clarify expectations regarding recruitment, onboarding, job classifications, and termination processes. The procedures outlined help maintain consistency in human resource management and support equitable treatment of all employees.

## **Equal Employment Opportunity and Non-Discrimination**

Bright Horizons is committed to fostering a diverse and inclusive workplace. The employee handbook explicitly states the company's stance against discrimination and harassment based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic. These policies are designed to protect employee rights and promote a respectful work environment where all individuals have equal opportunities.

## **Attendance and Work Hours**

The handbook details expectations regarding work schedules, punctuality, and attendance reporting. Employees are informed about standard working hours, procedures for requesting time off, and consequences for unexcused absences. This section ensures operational efficiency by clarifying how attendance is monitored and managed.

## **Hiring and Termination Procedures**

Bright Horizons outlines clear steps for recruitment, including job postings, interviews, and selection criteria. Similarly, termination policies describe the conditions under which employment may be ended, whether voluntarily or involuntarily, and the procedures for final pay and exit interviews. These protocols safeguard both the company and employees

during employment transitions.

## **Workplace Conduct and Expectations**

The Bright Horizons employee handbook sets forth behavioral standards that promote professionalism and collaboration. These guidelines help maintain a positive workplace atmosphere and reduce conflicts or misunderstandings among staff members.

## **Code of Conduct**

The code of conduct section defines acceptable behaviors and outlines the ethical standards expected from employees. It covers topics such as confidentiality, conflicts of interest, and respectful communication. Adhering to this code supports the company's reputation and operational integrity.

## **Anti-Harassment and Bullying Policies**

To ensure a safe and inclusive environment, the handbook explicitly prohibits harassment and bullying in any form. It provides procedures for reporting incidents and details the investigation process. These policies protect employees from harmful behaviors and reinforce the company's commitment to workplace dignity.

## **Use of Company Property and Technology**

Employees are informed about the proper use of company resources, including computers, email systems, and telecommunication devices. The handbook highlights restrictions on personal use and guidelines to prevent misuse or security breaches. This section helps protect company assets and data privacy.

## **Compensation and Benefits**

The Bright Horizons employee handbook provides comprehensive information regarding employee compensation structures and available benefits. This section clarifies salary administration, bonus eligibility, and benefit enrollment procedures, ensuring employees understand their total rewards package.

## **Payroll and Salary Information**

The handbook explains the payroll schedule, methods of payment, and procedures for resolving payroll discrepancies. It also includes details about salary grades and performance-based compensation to encourage transparency and fairness.

## **Health Insurance and Wellness Programs**

Information about medical, dental, and vision insurance plans is provided, including eligibility criteria and enrollment periods. The handbook often highlights wellness initiatives aimed at promoting employee health and work-life balance.

## **Retirement Plans and Paid Time Off**

Employees receive details about retirement savings options, such as 401(k) plans, and the company's matching contributions. Paid time off policies, including vacation, sick leave, and holidays, are clearly outlined to help employees manage their time effectively.

## **Health, Safety, and Security Guidelines**

Bright Horizons prioritizes employee well-being through detailed health and safety protocols documented in the employee handbook. These guidelines ensure compliance with Occupational Safety and Health Administration (OSHA) standards and other regulatory requirements.

## **Workplace Safety Procedures**

The handbook outlines procedures for emergency situations, hazard reporting, and the use of protective equipment. Regular training and safety drills are emphasized to prepare employees for potential workplace risks.

## **Incident Reporting and Response**

Employees are instructed on how to report accidents, injuries, or unsafe conditions promptly. The handbook describes the company's response process to maintain a safe working environment and prevent recurrence.

## **Security Measures**

Security policies address access control, identification badges, and visitor protocols to safeguard personnel and property. These measures help create a secure workplace for all employees.

## **Performance Management and Professional Development**

The Bright Horizons employee handbook supports ongoing employee growth through clearly defined performance management systems and development opportunities. This

section encourages continuous improvement and career advancement within the organization.

## **Performance Evaluations**

Regular performance reviews are described, including the criteria used for assessments and feedback mechanisms. These evaluations help align employee goals with organizational objectives and identify areas for development.

## **Training and Development Programs**

The handbook highlights available training sessions, workshops, and educational resources designed to enhance employee skills. Participation in these programs demonstrates the company's investment in workforce development.

## **Career Advancement Opportunities**

Information about internal job postings, promotion criteria, and mentorship programs is provided. This encourages employees to pursue growth paths within Bright Horizons, fostering retention and engagement.

## **Employee Resources and Support**

Bright Horizons offers a range of resources to support employee well-being and job satisfaction, detailed within the employee handbook. These resources aim to address various personal and professional needs of the workforce.

## **Employee Assistance Programs**

The handbook includes information about confidential counseling services, mental health resources, and support for work-life challenges. These programs help employees manage stress and maintain overall wellness.

## **Communication Channels**

Effective communication is facilitated through designated channels such as human resources contacts, grievance procedures, and employee feedback systems. The handbook encourages open dialogue to resolve issues constructively.

## **Workplace Diversity and Inclusion Initiatives**

Bright Horizons emphasizes its commitment to diversity and inclusion through programs

and policies that celebrate differences and promote equity. These initiatives contribute to a respectful and collaborative workplace culture.

- Clear employment policies ensure fair treatment and legal compliance.
- Workplace conduct guidelines promote professionalism and respect.
- Comprehensive compensation and benefits enhance employee satisfaction.
- Health and safety protocols prioritize employee well-being.
- Performance management fosters professional growth and accountability.
- Employee resources support mental health and communication.

## **Frequently Asked Questions**

### **What is the purpose of the Bright Horizons employee handbook?**

The Bright Horizons employee handbook serves as a comprehensive guide outlining company policies, employee benefits, workplace expectations, and procedures to ensure a consistent and positive work environment.

### **Where can employees access the Bright Horizons employee handbook?**

Employees can access the Bright Horizons employee handbook through the company's internal HR portal or by requesting a copy from the Human Resources department.

### **Does the Bright Horizons employee handbook include information about employee benefits?**

Yes, the handbook provides detailed information about various employee benefits such as health insurance, retirement plans, paid time off, and other perks offered by Bright Horizons.

### **How often is the Bright Horizons employee handbook updated?**

The Bright Horizons employee handbook is typically reviewed and updated annually or as needed to reflect changes in company policies, legal requirements, or workplace practices.

## **Are employees required to acknowledge receipt of the Bright Horizons employee handbook?**

Yes, employees are generally required to sign an acknowledgment form confirming they have received, read, and understood the policies outlined in the Bright Horizons employee handbook.

## **What topics related to workplace conduct are covered in the Bright Horizons employee handbook?**

The handbook covers workplace conduct topics including anti-discrimination policies, harassment prevention, dress code, attendance expectations, and disciplinary procedures.

## **Who should employees contact if they have questions about the Bright Horizons employee handbook?**

Employees should contact their Human Resources representative or their direct supervisor if they have any questions or need clarification regarding the policies in the Bright Horizons employee handbook.

## **Additional Resources**

### *1. Bright Horizons Employee Handbook: A Comprehensive Guide*

This handbook offers detailed insights into company policies, workplace expectations, and employee benefits at Bright Horizons. It serves as an essential resource for new hires to understand the organizational culture and operational procedures. With clear guidelines, it helps employees navigate their roles effectively while aligning with the company's mission.

### *2. Workplace Excellence at Bright Horizons*

This book explores strategies to foster a positive and productive work environment within Bright Horizons. It covers topics such as teamwork, leadership development, and conflict resolution. Employees and managers alike can benefit from its practical advice to enhance workplace harmony and performance.

### *3. Bright Horizons: Employee Rights and Responsibilities*

Focused on the legal and ethical aspects of employment, this title outlines the rights and duties of Bright Horizons employees. It explains important workplace laws, anti-discrimination policies, and safety regulations. The book encourages employees to uphold integrity and respect in their professional conduct.

### *4. Onboarding Success at Bright Horizons*

This guide is designed to help new employees transition smoothly into their roles at Bright Horizons. It covers orientation processes, training programs, and mentorship opportunities. By following this roadmap, employees can quickly adapt and contribute to the company's goals.

### *5. Bright Horizons Performance Management Handbook*

Detailing the frameworks for evaluating and improving employee performance, this book

emphasizes continuous feedback and goal setting. It provides managers with tools to conduct effective reviews and support career growth. Employees learn how to set achievable objectives and track their progress.

#### *6. Bright Horizons Diversity and Inclusion Guide*

This title highlights the company's commitment to fostering a diverse and inclusive workplace. It discusses best practices for embracing different perspectives and promoting equality. The guide encourages employees to create a supportive environment where everyone feels valued.

#### *7. Bright Horizons Wellness and Work-Life Balance*

Addressing the importance of employee well-being, this book offers tips for managing stress, maintaining health, and balancing personal and professional life. It outlines the wellness programs available at Bright Horizons and encourages proactive self-care. The goal is to help employees thrive both inside and outside the workplace.

#### *8. Bright Horizons Leadership Development Manual*

Aimed at emerging leaders, this manual provides strategies for building leadership skills within the Bright Horizons framework. It covers communication, decision-making, and team motivation techniques. The book supports employees in taking on greater responsibilities and advancing their careers.

#### *9. Bright Horizons Conflict Resolution and Communication*

This book teaches effective communication skills and conflict resolution methods tailored to the Bright Horizons environment. It helps employees navigate disagreements constructively and maintain professional relationships. The strategies offered promote a collaborative and respectful workplace culture.

## **Bright Horizons Employee Handbook**

Find other PDF articles:

<https://new.teachat.com/wwu8/files?trackid=PLc94-1166&title=haroun-and-the-sea-of-stories-pdf.pdf>

# Bright Horizons Employee Handbook

Author: Bright Horizons HR Department

Contents:

I. Introduction: Welcome to Bright Horizons, Our Mission & Values

II. Employment Policies & Procedures: Compensation & Benefits, Time Off & Attendance, Performance Management, Employee Conduct & Discipline, Workplace Safety & Health, Equal Opportunities & Non-Discrimination

III. Company Culture & Values: Diversity, Equity, and Inclusion, Employee Engagement Initiatives, Communication Protocols, Professional Development Opportunities

IV. Practical Information: IT Resources & Policies, Building Access & Security, Travel & Expense Policies, Employee Assistance Program (EAP)  
V. Conclusion: Looking Ahead, Contact Information

---

# **Bright Horizons Employee Handbook: Your Guide to Success**

Welcome to Bright Horizons! This handbook serves as your comprehensive guide to understanding your role, responsibilities, and the overall culture within our organization. We are committed to fostering a positive and productive work environment where every employee feels valued, respected, and empowered to contribute their best. This handbook covers essential policies, procedures, and resources designed to support your success and ensure a smooth and rewarding experience throughout your employment with us.

## **I. Introduction: Welcome to Bright Horizons, Our Mission & Values**

(SEO Keywords: Bright Horizons, employee handbook, company culture, mission statement, values)

Starting your journey with Bright Horizons begins with understanding our core mission and values. Our mission is to [insert your company's mission statement here - e.g., "provide exceptional early childhood education and care, fostering the development of children and supporting families"]. This mission statement underpins everything we do, from our interactions with children and families to our internal policies and procedures. Our values—[insert your company's core values here - e.g., Integrity, Respect, Collaboration, Excellence, Innovation]—guide our decision-making and shape our workplace culture. These values aren't just words on a page; they represent the principles that define our organization and how we interact with each other and the wider community. Familiarizing yourself with these foundational elements is crucial to understanding Bright Horizons' philosophy and contributing to our shared success. This introduction sets the tone for the entire handbook and emphasizes the importance of understanding our organizational culture.

## **II. Employment Policies & Procedures**

(SEO Keywords: employment policies, employee handbook, compensation benefits, time off, performance management, workplace safety, equal opportunities)

This section details the essential policies and procedures that govern your employment at Bright Horizons. Understanding these policies is crucial for ensuring compliance and maintaining a positive and productive work environment.

A. Compensation & Benefits: This section outlines your salary, pay frequency, and any applicable bonuses or incentives. It also details your benefits package, including health insurance, retirement plans, paid time off, and any other perks offered by Bright Horizons. Understanding your compensation and benefits is vital to ensuring you are receiving the correct payment and utilizing the full range of benefits available to you.

B. Time Off & Attendance: This section clearly outlines our policies regarding vacation time, sick leave, personal days, and bereavement leave. It also covers the procedures for requesting time off, reporting absences, and managing attendance. Adherence to these policies ensures fair and consistent treatment of all employees and maintains efficient workplace operations.

C. Performance Management: This section details the process of performance evaluation, including performance goals, regular feedback sessions, and performance reviews. It emphasizes the importance of open communication between employees and their supervisors and outlines the process for addressing performance issues. Regular performance reviews help employees understand their strengths and areas for improvement, leading to professional growth and better overall performance.

D. Employee Conduct & Discipline: This section outlines Bright Horizons' expectations for employee conduct and behavior in the workplace. It covers topics such as professional conduct, ethical behavior, and respectful communication. It also details the disciplinary procedures that will be followed in cases of misconduct. Maintaining a respectful and professional work environment is crucial for fostering a positive and productive workplace culture.

E. Workplace Safety & Health: This section outlines our commitment to maintaining a safe and healthy work environment. It details our safety policies, procedures, and emergency protocols. It also explains your responsibilities in maintaining a safe work environment. Ensuring employee safety and well-being is a top priority for Bright Horizons.

F. Equal Opportunities & Non-Discrimination: Bright Horizons is committed to providing a workplace free from discrimination and harassment. This section details our commitment to equal opportunities and outlines our policies regarding discrimination and harassment, along with the procedures for reporting any incidents. Maintaining a fair and inclusive work environment is crucial to ensuring all employees feel valued and respected.

### **III. Company Culture & Values: Diversity, Equity, and Inclusion**

(SEO Keywords: company culture, diversity and inclusion, employee engagement, professional development)

This section delves deeper into Bright Horizons' culture, highlighting our commitment to diversity, equity, and inclusion.

A. Diversity, Equity, and Inclusion (DE&I): Bright Horizons values diversity in all its forms. This section outlines our commitment to creating an inclusive environment where employees from all backgrounds feel welcome, respected, and valued. We will detail our ongoing initiatives to promote DE&I within the organization.

B. Employee Engagement Initiatives: Bright Horizons understands that engaged employees are essential for success. This section outlines our employee engagement initiatives, such as team-building activities, social events, and opportunities for feedback and involvement.

C. Communication Protocols: Clear and effective communication is vital for success. This section outlines our communication protocols, including how information is disseminated, how to address concerns, and how to escalate issues when necessary.

D. Professional Development Opportunities: Bright Horizons is committed to supporting the professional growth of its employees. This section details the opportunities available for professional development, such as training programs, mentorship opportunities, and tuition reimbursement.

## **IV. Practical Information: IT Resources & Policies**

(SEO Keywords: IT policies, employee handbook, building access, travel expenses, employee assistance program)

This section provides practical information to help you navigate your daily work life at Bright Horizons.

A. IT Resources & Policies: This section outlines the IT resources available to you, such as computers, software, and email, along with the associated policies and procedures.

B. Building Access & Security: This section outlines the procedures for accessing our building, including security protocols and emergency procedures.

C. Travel & Expense Policies: This section outlines our policies regarding business travel and expense reimbursement.

D. Employee Assistance Program (EAP): This section introduces our Employee Assistance Program (EAP), which offers confidential support services for employees facing personal or work-related challenges.

## **V. Conclusion: Looking Ahead, Contact Information**

(SEO Keywords: Bright Horizons, employee handbook, contact information)

This concluding section reiterates Bright Horizons' commitment to its employees and provides

contact information for any questions or concerns. It emphasizes the ongoing nature of the employee relationship and encourages employees to actively participate in creating a positive and successful work environment. It includes contact details for HR, relevant department heads, and other key personnel.

---

## FAQs

1. What if I have a question not addressed in this handbook? Contact your supervisor or the HR department.
2. How often are performance reviews conducted? [Insert frequency, e.g., Annually]
3. What is the process for requesting time off? [Outline the process - e.g., Submit a request through the online portal at least [number] days in advance].
4. What is the company's policy on social media use? [Outline policy regarding social media use during work hours and representing the company].
5. What are the company's procedures for reporting workplace harassment? [Clearly state the process, including who to contact].
6. What resources are available for employee wellness? [Mention EAP, wellness programs etc.].
7. What is the policy on bringing personal belongings to work? [Outline the company policy, e.g., Valuables should be kept secured, etc.].
8. What is the process for submitting expense reports? [Outline the process, mentioning deadlines and required documentation].
9. What is the company's dress code? [Outline the company's dress code policies].

## Related Articles

1. Bright Horizons' Commitment to Diversity, Equity, and Inclusion: This article explores our DE&I initiatives in detail.
2. Understanding Bright Horizons' Performance Management System: A deeper dive into our performance review process and goals.
3. Navigating Bright Horizons' Benefits Package: A comprehensive guide to understanding and maximizing your benefits.
4. Bright Horizons' Workplace Safety Procedures: A detailed explanation of our safety policies and emergency protocols.
5. Effective Communication at Bright Horizons: Tips and guidelines for clear and effective communication within the workplace.
6. Professional Development Opportunities at Bright Horizons: An overview of training programs, mentorship opportunities, and other learning resources.
7. Bright Horizons' Employee Assistance Program (EAP): Your Support System: A comprehensive description of our EAP and its services.
8. Bright Horizons' IT Policies and Procedures: A guide to using our IT resources responsibly and

securely.

9. Bright Horizons' Code of Conduct: A detailed explanation of our expectations for employee behavior and ethical conduct.

**bright horizons employee handbook: The Employee Recruitment and Retention**

**Handbook** Diane Arthur, 2001 Today's best workers are demanding more before signing on--and requiring more to stay. How does a company find and hang on to great talent? Competition for skilled employees is fierce! This book provides comprehensive, practical advice to employers to get and keep the people they need. It covers such vital topics as what workers want--including a sense of making a real impact in their jobs and getting learning opportunities; why workers leave--sometimes just because they can (it's so easy to find a new job), often because they feel undervalued or bored where they are; and what best-practice companies are doing to attract and retain the talent necessary to remain competitive. Expert Diane Arthur discusses: \* Both traditional and new strategies, including a huge array of special incentives and perks \* Online recruiting via sites like Monster.com or a company's own Web site \* Successful programs from Cisco Systems, Bank of Boston, Eli Lilly, McDonald's, and dozens of other companies, including many small firms \* Competency-based recruiting and interviewing, contingent workers, telecommuting and other alternative work arrangements, future trends, and more.

**bright horizons employee handbook: The Handbook of Employee Benefits: Health and Group Benefits 7/E** Jerry S. Rosenbloom, 2011-06-17

The essential resource for designing and implementing employee benefits—bringing you up to date on critical new industry changes For nearly three decades, HR professionals and consultants have depended on The Handbook of Employee Benefits for authoritative answers to their questions about designing and implementing competitive employee benefits packages. Covering everything from general objectives to costs, this classic reference brings you up to date on critical changes driven by legislative developments, such as the new health-care reform law enacted by the passing of the Patient Protection and Affordable Care Act. The seventh edition of The Handbook of Employee Benefits features the knowledge and insights of the leading scholars and practitioners in the field. Filled with new and updated information and real-world examples, this edition focuses on health and group benefits: Health Benefits: health-care reform's impact on employee benefits, new approaches to cost containment, how to access quality care, consumer-driven health-care plan designs along with dental, behavioral, prescription, and long-term care programs Life Insurance: group term, universal life, and corporate-owned life programs Work/Life Programs: traditional time off and family leave, child and elder care, and assistance for education, financial planning, and voluntary benefits Social Insurance Programs: Social Security, Medicare, and workers' and unemployment compensation programs Group and Health Benefit Plan Financial Management: federal tax laws, funding health benefit plans—insured, self-funded, and captive arrangements Employee Benefit Administration: flexible benefit plans, fiduciary liability issues, and communications Issues of Special Interest: retiree welfare benefits, small company benefits, multiemployer plans, and international employee benefit planning An innovative, efficient employee benefit program has become one of the primary prerequisites to success in today's lean business battleground. The Handbook of Employee Benefits provides the knowledge and tools you need to create plans that benefit the greatest number of employees, while allowing employers to maintain fiscal integrity and competitive advantage.

**bright horizons employee handbook: The WorldatWork Handbook of Compensation, Benefits and Total Rewards** WorldatWork, 2007-04-27 Praise for The WorldatWork Handbook of Compensation, Benefits & Total Rewards This is the definitive guide to compensation and benefits for modern HR professionals who must attract, motivate, and retain quality employees. Technical enough for specialists but broad in scope for generalists, this well-rounded resource belongs on the desk of every recruiter and HR executive. An indispensable tool for understanding and implementing the total rewards concept, the WorldatWork Handbook of Compensation, Benefits, and Total

Rewards is the key to designing compensation practices that ensure organizational success. Coverage includes: Why the total rewards strategy works Developing the components of a total rewards program Common ways a total rewards program can go wrong Designing and implementing a total rewards program Communicating the total rewards vision Developing a compensation philosophy and package FLSA and other laws that affect compensation Determining and setting competitive salary levels And much more

**bright horizons employee handbook: The Handbook of Employee Benefits** Jerry S. Rosenbloom, 2001 The Handbook of Employee Benefits, Sixth Edition, features the knowledge and insights of more than 50 top benefits experts. It is filled with new and updated cases and real-world examples of benefit plan successes and failures. The Handbook of Employee Benefits gives every organization and its HR practitioners and consultants the knowledge and tools they need to create plans that benefit the greatest number of employees, while allowing employers to maintain fiscal integrity and competitive advantage.--BOOK JACKET.

**bright horizons employee handbook: Handbook of Parenting** Marc H. Bornstein, 2005-02-16 Completely revised and expanded from four to five volumes, this new edition of the Handbook of Parenting appears at a time that is momentous in the history of parenting. Parenting and the family are today in a greater state of flux, question, and redefinition than perhaps ever before. We are witnessing the emergence of striking permutations on the theme of parenting: blended families, lesbian and gay parents, and teen versus fifties first-time moms and dads. One cannot but be awed on the biological front by technology that now not only renders postmenopausal women capable of childbearing, but also presents us with the possibility of designing babies. Similarly on the sociological front, single parenthood is a modern day fact of life, adult child dependency is on the rise, and parents are ever less certain of their own roles, even in the face of rising environmental and institutional demands that they take increasing responsibility for their offspring. The Handbook of Parenting concerns itself with: \*different types of parents--mothers and fathers, single, adolescent, and adoptive parents; \*basic characteristics of parenting--behaviors, knowledge, beliefs, and expectations about parenting; \*forces that shape parenting--evolution, genetics, biology, employment, social class, culture, environment, and history; \*problems faced by parents--handicap, marital difficulties, drug addiction; and \*practical concerns of parenting--how to promote children's health, foster social adjustment and cognitive competence, and interact with school, legal, and public officials. Contributors to the Handbook of Parenting have worked in different ways toward understanding all these diverse aspects of parenting, and all look to the most recent research and thinking in the field to shed light on many topics every parent wonders about. Each chapter addresses a different but central topic in parenting; each is rooted in current thinking and theory, as well as classical and modern research in that topic; each has been written to be read and absorbed in a single sitting. In addition, each chapter follows a standard organization, including an introduction to the chapter as a whole, followed by historical considerations of the topic, a discussion of central issues and theory, a review of classical and modern research, forecasts of future directions of theory and research, and a set of conclusions. Of course, contributors' own convictions and research are considered, but contributions to this new edition present all major points of view and central lines of inquiry and interpret them broadly. The Handbook of Parenting is intended to be both comprehensive and state of the art. As the expanded scope of this second edition amply shows, parenting is naturally and closely allied with many other fields.

**bright horizons employee handbook: The Integration of Employee Assistance, Work/Life, and Wellness Services** Mark Attridge, Patricia A. Herlihy, R. Paul Maiden, 2006-02 This book presents a comprehensive cross-section of experienced professionals who discuss their efforts to fully integrate employee assistance, work/life, and wellness services.

**bright horizons employee handbook: The Essential Conversation** Sara Lawrence-Lightfoot, 2004-09-28 With the insights she has gleaned from her close and subtle observation of parent-teacher conferences, renowned Harvard University professor Sara Lawrence-Lightfoot has written a wise, useful book about the ways in which parents and teachers can make the most of their

essential conversation—the dialogue between the most vital people in a child’s life. “The essential conversation” is the crucial exchange that occurs between parents and teachers—a dialogue that takes place more than one hundred million times a year across our country and is both mirror of and metaphor for the larger cultural forces that define family-school relationships and shape the development of our children. Participating in this twice-yearly ritual, so friendly and benign in its apparent goals, parents and teachers are often wracked with anxiety. In a meeting marked by decorum and politeness, they frequently exhibit wariness and assume defensive postures. Even though the conversation appears to be focused on the student, adults may find themselves playing out their own childhood histories, insecurities, and fears. Through vivid portraits and parables, Sara Lawrence-Lightfoot captures the dynamics of this complex, intense relationship from the perspective of both parents and teachers. She also identifies new principles and practices for improving family-school relationships. In a voice that combines the passion of a mother, the skepticism of a social scientist, and the keen understanding of one of our nation’s most admired educators, Lawrence-Lightfoot offers penetrating analysis and an urgent call to arms for all those who want to act in the best interests of their children. For parents and teachers who seek productive dialogues and collaborative alliances in support of the learning and growth of their children, this book will offer valuable insights, incisive lessons, and deft guidance on how to communicate more effectively. In *The Essential Conversation*, Sara Lawrence-Lightfoot brings scholarship, warmth, and wisdom to an immensely important cultural subject—the way we raise our children.

**bright horizons employee handbook: *The Cambridge Handbook of Labor and Democracy*** Angela B. Cornell, Mark Barenberg, 2022-01-20 We are currently witnessing some of the greatest challenges to democratic regimes since the 1930s, with democratic institutions losing ground in numerous countries throughout the world. At the same time organized labor has been under assault worldwide, with steep declines in union density rates. In this timely handbook, scholars in law, political science, history, and sociology explore the role of organized labor and the working class in the historical construction of democracy. They analyze recent patterns of democratic erosion, examining its relationship to the political weakening of organized labor and, in several cases, the political alliances forged by workers in contexts of nationalist or populist political mobilization. The volume breaks new ground in providing cross-regional perspectives on labor and democracy in the United States, Europe, Latin America, Africa, and Asia. Beyond academia, this volume is essential reading for policymakers and practitioners concerned with the relationship between labor and democracy.

**bright horizons employee handbook: *Work Pressures*** Dawna Ballard, Matthew McGlone, 2016-12-01 *Work Pressures* fills the void of research on the nature of pressures on individuals in the workplace. It offers a broad view of how work pressures can compromise the performance and vitality of individuals and their organizations. The contributions to this volume not only confirm communication’s centrality to the problems work pressures pose, but also open an interdisciplinary conversation about how to learn from and, ultimately, manage them. Specific topics covered include the proliferation of communication technologies, organizational discourse, work overload, and generational differences in the workplace.

**bright horizons employee handbook: *America at Work*** Edward E. Lawler, James O'Toole, 2008-05-13 This wide-ranging volume brings together the commissioned papers that are the basis of James O'Toole and Edward E. Lawler's *The New American Workplace*, their follow-up to the groundbreaking 1973 *Work in America* report. Here leading scholars in the fields of business, management, and human resources offer new research and insightful analyses of existing studies, providing a definitive assessment of the state of the workplace today. Covering wage trends, worker health, education and the workforce, the effects of outsourcing, careers, human resources management, and a variety of other vital issues, this illuminating collection will prove indispensable for scholars, professionals, and policymakers.

**bright horizons employee handbook: *School, Family, and Community Partnerships*** Joyce L. Epstein, Mavis G. Sanders, Steven B. Sheldon, Beth S. Simon, Karen Clark Salinas, Natalie

Rodriguez Jansorn, Frances L. Van Voorhis, Cecelia S. Martin, Brenda G. Thomas, Marsha D. Greenfeld, Darcy J. Hutchins, Kenyatta J. Williams, 2018-07-19 Strengthen programs of family and community engagement to promote equity and increase student success! When schools, families, and communities collaborate and share responsibility for students' education, more students succeed in school. Based on 30 years of research and fieldwork, the fourth edition of the bestseller *School, Family, and Community Partnerships: Your Handbook for Action*, presents tools and guidelines to help develop more effective and more equitable programs of family and community engagement. Written by a team of well-known experts, it provides a theory and framework of six types of involvement for action; up-to-date research on school, family, and community collaboration; and new materials for professional development and on-going technical assistance. Readers also will find: Examples of best practices on the six types of involvement from preschools, and elementary, middle, and high schools Checklists, templates, and evaluations to plan goal-linked partnership programs and assess progress CD-ROM with slides and notes for two presentations: A new awareness session to orient colleagues on the major components of a research-based partnership program, and a full One-Day Team Training Workshop to prepare school teams to develop their partnership programs. As a foundational text, this handbook demonstrates a proven approach to implement and sustain inclusive, goal-linked programs of partnership. It shows how a good partnership program is an essential component of good school organization and school improvement for student success. This book will help every district and all schools strengthen and continually improve their programs of family and community engagement.

**bright horizons employee handbook: Splish, Splash, Ducky!** Lucy Cousins, 2018 Ducky Duckling has a rainy day adventure, but when the rain stops he feels sad.

**bright horizons employee handbook: Reshaping the American Workforce in a Changing Economy** Harry J. Holzer, Demetra S. Nightingale, 2007 What directions should workforce policy in the U.S. take over the next few decades in light of major labor market developments that will likely occur--such as the retirements of baby boomers and continuing globalization? This new volume edited by Harry J. Holzer and Demetra Smith Nightingale presents fresh thoughts on the topic. This book offers policy discussions that are firmly grounded in strong research and that address the critical workforce issues of the coming years.

**bright horizons employee handbook: Resources in Education** , 1997

**bright horizons employee handbook: *The PGA Handbook*** Nicole Ruder, Johann Aeschlimann, 2011-06-30

**bright horizons employee handbook: *Human Resource Management News*** , 1998

**bright horizons employee handbook: *The Sage Handbook of Human Resource Development*** Tonette S. Rocco, Michael Lane Morris, Rob F. Poell, 2024-08-30 The Sage Handbook of Human Resource Development offers a comprehensive exploration of the evolving landscape of HRD, serving as both an orientation to the profession and an analytical examination of HRD as a field of study and research. The handbook addresses key questions, such as the state of HRD globally, its changes over the past decade, and the foundational philosophies and values shaping research and practice in HRD. Across eight sections, the handbook covers foundational aspects, theoretical influences, learning and workforce development, talent and career development, leadership and organizational development, diversity, equity, inclusion, and belonging, technology-enhanced HRD, and emerging issues and future directions. Each section provides insights into diverse topics ranging from workplace learning, action learning, and employee engagement to social media, artificial intelligence, and future trends. With contributions from scholars across the globe, the handbook reflects the global nature of HRD, making it applicable to academic programs worldwide. Designed for academics, graduate students, HR leaders, executives, managers, and consultants, this handbook stands out with its diverse perspectives and insights, making it an indispensable guide for those seeking a deep understanding of the dynamic field of Human Resource Development.

A.FOUNDATIONS OF THE DISCIPLINE OF HRD B.THEORETICAL INFLUENCES ON HRD

C.LEARNING AND WORKFORCE DEVELOPMENT D. TALENT AND CAREER DEVELOPMENT E.

LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT F. DIVERSITY, EQUITY, INCLUSION, AND BELONGING G. TECHNOLOGY ENHANCED HUMAN RESOURCE DEVELOPMENT H. EMERGING ISSUES AND FUTURE DIRECTIONS

**bright horizons employee handbook:** *The IABC Handbook of Organizational Communication* Tamara Gillis, IABC, 2011-03-21 The IABC Handbook of Organizational Communication THIS NEW EDITION of The IABC Handbook of Organizational Communication contains a comprehensive collection of practical knowledge about successful corporate communication and its effect on an organization as a whole. Thoroughly revised and updated to meet the realities of today's organizational environment, the second edition of The IABC Handbook of Organizational Communication includes fresh case studies and original chapters. This vital resource contains information that is relevant to communicators in any organization, from global conglomerates to small businesses, public companies to private firms, and for-profits to nonprofits. The expert contributors cover a wealth of relevant topics, including how to excel at executive communication and executive coaching, an in-depth examination of communication counsel, a review of communication and ethics as a whole, a review of corporate social responsibility and sustainability issues, and how to prepare for communication during a crisis. The book also contains information on current issues and trends such as the effects of the recent recession and new technologies that affect strategic communication management. A review of internal and employee communication issues, the growing need for international and multicultural communication, and strategies for combining traditional and social media are explored in detail. Whether you are a professional communicator or a corporate executive without a background in the communication discipline, you will gain new insight into traditional and emerging issues in organizational communication and learn what it takes to reach stakeholders both inside and outside the organization.

**bright horizons employee handbook: The Adult Learner** Malcolm S. Knowles, Elwood F. Holton III, Richard A. Swanson, RICHARD SWANSON, Petra A. Robinson, 2020-12-20 How do you tailor education to the learning needs of adults? Do they learn differently from children? How does their life experience inform their learning processes? These were the questions at the heart of Malcolm Knowles' pioneering theory of andragogy which transformed education theory in the 1970s. The resulting principles of a self-directed, experiential, problem-centred approach to learning have been hugely influential and are still the basis of the learning practices we use today. Understanding these principles is the cornerstone of increasing motivation and enabling adult learners to achieve. The 9th edition of The Adult Learner has been revised to include: Updates to the book to reflect the very latest advancements in the field. The addition of two new chapters on diversity and inclusion in adult learning, and andragogy and the online adult learner. An updated supporting website. This website for the 9th edition of The Adult Learner will provide basic instructor aids including a PowerPoint presentation for each chapter. Revisions throughout to make it more readable and relevant to your practices. If you are a researcher, practitioner, or student in education, an adult learning practitioner, training manager, or involved in human resource development, this is the definitive book in adult learning you should not be without.

**bright horizons employee handbook: Benefits Quarterly** , 2001

**bright horizons employee handbook:** Research Handbook on Women in International Management Kate Hutchings, Snejina Michailova, 2014-03-28 The Research Handbook on Women in International Management is a carefully designed collection of contributions that provides a thorough and nuanced discussion of how women engage in international management. It also offers important insights into emerg

**bright horizons employee handbook:** *Work + Life* Cali Williams Yost, 2004-12-28 The empowering new 3-step guide to combining work and life strategically, creatively, and successfully. The message is simple: Work doesn't have to be all or nothing. There are countless combinations of balancing work and life between these extremes. People can establish boundaries and change the way work fits into their lives, in a way that's good for employees and employers. Work+Life provides the tools to adjust the work portion of life in order to have more time and/or energy for personal

responsibilities and interests. Even a small change can make a big difference. Industry expert Cali Yost has been working with people on all sides of the issue: employees and managers at companies such as General Electric/NBC, Ortho-McNeil Pharmaceuticals, and Ernst & Young, and EAPs nationwide that help companies help their employees. They all say the same thing--Work+Life is the missing piece of the puzzle, providing readers with invaluable work life balance tips and putting them on the cutting edge of the workplace revolution.

**bright horizons employee handbook:** The Wiley Blackwell Handbook of the Psychology of Positivity and Strengths-Based Approaches at Work Lindsay G. Oades, Michael Steger, Antonelle Delle Fave, Jonathan Passmore, 2020-01-07 A state-of-the-art psychological perspective on positivity and strengths-based approaches at work This handbook makes a unique contribution to organizational psychology and HRM by providing comprehensive international coverage of the contemporary field of positivity and strengths-based approaches at work. It provides critical reviews of key topics such as resilience, wellbeing, hope, motivation, flow, authenticity, positive leadership and engagement, drawing on the work of leading thinkers including Kim Cameron, Shane Lopez, Peter Clough and Robert Biswas-Diener.

**bright horizons employee handbook:** *Principles of Management* David S. Bright, Anastasia H. Cortes, Eva Hartmann, 2023-05-16 Black & white print. Principles of Management is designed to meet the scope and sequence requirements of the introductory course on management. This is a traditional approach to management using the leading, planning, organizing, and controlling approach. Management is a broad business discipline, and the Principles of Management course covers many management areas such as human resource management and strategic management, as well as behavioral areas such as motivation. No one individual can be an expert in all areas of management, so an additional benefit of this text is that specialists in a variety of areas have authored individual chapters.

**bright horizons employee handbook: Research Handbook of Global Leadership** Lena Zander, 2020-04-24 The Research Handbook of Global Leadership is an exciting new Handbook that brings together an international, prominent group of scholars to take a fresh look at global leadership, and query why and how global leaders can make a difference in our world both today and in the future.

**bright horizons employee handbook: Handbook of Organizational Politics** Eran Vigoda-Gadot, Amos Drory, 2006 This exciting Handbook offers a broad perspective on the intriguing phenomena of power, influence and politics in the modern workplace, their meaning for individuals, groups and other organizational stakeholders, and their effect on organizational outcomes and performances. The contributors illustrate the fact that organizational politics has many facets and definitions, all relating to the use of personal or aggregate power in influencing others and better achieving goals in the workplace. However, politics in organizations is difficult to study, as neither employees nor management are keen to divulge the political secrets and dynamics that help them to promote their own ideas and goals and to advance in the workplace. In the face of this challenge, the Handbook presents a comprehensive collection of original studies and theoretical discussions from across the globe. Providing a starting point for new research in the area, issues dealt with include: politics, personality and leadership ethics, fairness and prospects of trust in workplace politics organizational politics and employees well-being strategy, change and decision-making as a political process human resource management and consulting in a political sphere. Offering a fresh and up-to-date take on the topic, this highly original Handbook will be a fascinating read for academics, students and researchers in the fields of management and organizational behavior. The wide range of perspectives presented in this book, written by some of the leading scholars and researchers in the field, will also be invaluable to practitioners in management and to individuals in organizations who require a better understanding of the meaning of power and influence in the modern workplace.

**bright horizons employee handbook: Basic Methods of Policy Analysis and Planning** Carl Patton, David Sawicki, Jennifer Clark, 2015-08-26 Updated in its 3rd edition, Basic Methods of Policy

Analysis and Planning presents quickly applied methods for analyzing and resolving planning and policy issues at state, regional, and urban levels. Divided into two parts, Methods which presents quick methods in nine chapters and is organized around the steps in the policy analysis process, and Cases which presents seven policy cases, ranging in degree of complexity, the text provides readers with the resources they need for effective policy planning and analysis. Quantitative and qualitative methods are systematically combined to address policy dilemmas and urban planning problems. Readers and analysts utilizing this text gain comprehensive skills and background needed to impact public policy.

**bright horizons employee handbook: *Diagnosing and Changing Organizational Culture*** Kim S. Cameron, Robert E. Quinn, 2011-01-07 *Diagnosing and Changing Organizational Culture* provides a framework, a sense-making tool, a set of systematic steps, and a methodology for helping managers and their organizations carefully analyze and alter their fundamental culture. Authors, Cameron and Quinn focus on the methods and mechanisms that are available to help managers and change agents transform the most fundamental elements of their organizations. The authors also provide instruments to help individuals guide the change process at the most basic level—culture. *Diagnosing and Changing Organizational Culture* offers a systematic strategy for internal or external change agents to facilitate foundational change that in turn makes it possible to support and supplement other kinds of change initiatives.

**bright horizons employee handbook: *Employee Training and Development*** Raymond A. Noe, 2005 Seeks to find a balance between research and company practices. This text provides students with a background in the fundamentals of training and development - needs assessment, transfer of training, designing a learning environment, methods, and evaluation.

**bright horizons employee handbook: *Willing's Press Guide and Advertisers' Directory and Handbook***, 1999

**bright horizons employee handbook: *Autism in the Workplace*** Amy E. Hurley-Hanson, Cristina M. Giannantonio, Amy Jane Griffiths, 2019-11-15 This book explores the career experiences of Generation A, the half-million individuals with autism spectrum disorder (ASD) who will reach adulthood in the next decade. With Generation A eligible to enter the workforce in unprecedented numbers, research is needed to help individuals, organizations, and educational institutions to work together to create successful work experiences and career outcomes for individuals with ASD. Issues surrounding ASD in the workplace are discussed from individual, organizational, and societal perspectives. This book also examines the stigma of autism and how it may affect the employment and career experiences of individuals with ASD. This timely book provides researchers, practitioners, and employers with empirical data that examines the work and career experiences of individuals with ASD. It offers a framework for organizations committed to hiring individuals with ASD and enhancing their work experiences and career outcomes now and in the future.

**bright horizons employee handbook: *The Improv Handbook*** Tom Salinsky, Deborah Frances-White, 2017-10-19 *The Improv Handbook* is the most comprehensive, smart, helpful and inspiring guide to improv available today. Applicable to comedians, actors, public speakers and anyone who needs to think on their toes, it features a range of games, interviews, descriptions and exercises that illuminate and illustrate the exciting world of improvised performance. First published in 2008, this second edition features a new foreword by comedian Mike McShane, as well as new exercises on endings, managing blind offers and master-servant games, plus new and expanded interviews with Keith Johnstone, Neil Mullarkey, Jeffrey Sweet and Paul Rogan. *The Improv Handbook* is a one-stop guide to the exciting world of improvisation. Whether you're a beginner, an expert, or would just love to try it if you weren't too scared, *The Improv Handbook* will guide you every step of the way.

**bright horizons employee handbook: *The Oxford Handbook of Positive Organizational Scholarship*** Kim S. Cameron, Gretchen M. Spreitzer, 2013-05-02 An ideal resource for organizational scholars, students, practitioners, and human resource managers, this handbook covers the full spectrum of organizational theories and outcomes that define, explain, and predict

the occurrence, causes, and consequences of positivity.

**bright horizons employee handbook: Zappos 2014 Culture Book** Zappos.com, 2015-01-01

**bright horizons employee handbook: Compassion: From Neuroscience to New Horizons and Innovative, Inclusive Research Agendas** Kathryn Waddington, Julian Manley, Trudi Edginton, Jason Kanov, 2024-01-11 The nature and science of compassion encompasses many aspects of human behavior, social and organizational experience, with resultant debate about its definition, meaning and application. Research, theorizing and scholarship is spread across a wide range of methodological, disciplinary, historical, and cultural perspectives including psychology, sociology, psychosocial studies, organizational science, inter/national politics, and evolutionary studies. Global concerns relating to the climate crisis, COVID-19 pandemic, and mass movements of displaced people all point to an urgent need for compassion in all human interactions. New and innovative interdisciplinary approaches, agendas, and paradigms are needed to both compliment, and critique, existing understandings of the meaning and applications of compassion in all its diverse and complex forms. In a world where there appears to be increasing demand for simplification and quantification from governments and policy makers, questions must be asked about what this means for psychology and social science research. The tendency towards post/positivist reductionism has led to critiques that universities have become factories that produce sterile, derivative, unimaginative writing. 21st-century universities have been described as 'anxiety machines', lacking in compassion, and creating more competition and stress than knowledge. Arguably, research into compassion should take place in compassionate disciplinary and institutional cultures. We all have a role to play in addressing the lack of compassion in universities, which will involve an institutional level shift from individual-level competition to group-level collaboration. Importantly, recent advances in compassion research promise gains in understanding in both the science and neuroscience of human experience, and in applications of that work to improve humankind and the world around us. Qualitative research in psychology and psychosocial approaches, although becoming more visible, still remain a minority endeavor within the discipline. This Research Topic offers the opportunity to foreground the values and virtues of qualitative psychology, alongside more tried and tested approaches.

**bright horizons employee handbook: Transparency in Business** Utpal Dholakia,

2023-03-28 This ambitious book develops an integrative understanding of business transparency spanning business disciplines. It synthesizes the vast, siloed research on business transparency to develop and provide an integrative view for business researchers and scholars, pointing out research opportunities in the process. The first chapter introduces business transparency with a brief historical overview, followed by its key conceptualizations and challenges. Chapters 2 through 5 take up four conceptually distinct views of transparency in depth: transparency as strategic disclosure (Chapter 2), transparency as a business tactic (Chapter 3), transparency as organizational culture (Chapter 4) and transparency as a managerial virtue (Chapter 5). Chapter 6 explores transparency's infeasibility challenge through the chasm between disclosure and understanding and considers its implications. The final chapter provides an integrative framework of business transparency. This book will be useful to business academics who are interested in transparency and associated concepts.

**bright horizons employee handbook: Handbook of Health Social Work** Sarah Gehlert, Teri

Browne, 2006-03-20 The Handbook of Health Social Work provides a comprehensive and evidence-based overview of contemporary social work practice in health care. Written from a wellness perspective, the chapters cover the spectrum of health social work settings with contributions from a wide range of experts. The resulting resource offers both a foundation for social work practice in health care and a guide for strategy, policy, and program development in proactive and actionable terms. Three sections present the material: The Foundations of Social Work in Health Care provides information that is basic and central to the operations of social workers in health care, including conceptual underpinnings; the development of the profession; the wide array of roles performed by social workers in health care settings; ethical issues and decision - making in a variety

of arenas; public health and social work; health policy and social work; and the understanding of community factors in health social work. *Health Social Work Practice: A Spectrum of Critical Considerations* delves into critical practice issues such as theories of health behavior; assessment; effective communication with both clients and other members of health care teams; intersections between health and mental health; the effects of religion and spirituality on health care; family and health; sexuality in health care; and substance abuse. *Health Social Work: Selected Areas of Practice* presents a range of examples of social work practice, including settings that involve older adults; nephrology; oncology; chronic diseases such as diabetes, heart disease, and HIV/AIDS; genetics; end of life care; pain management and palliative care; and alternative treatments and traditional healers. The first book of its kind to unite the entire body of health social work knowledge, the *Handbook of Health Social Work* is a must-read for social work educators, administrators, students, and practitioners.

**bright horizons employee handbook: Top Management Handbook** Harold Bright Maynard, 1960

**bright horizons employee handbook: The Compensation Handbook, Sixth Edition: A State-of-the-Art Guide to Compensation Strategy and Design** Lance A. Berger, Dorothy Berger, 2015-07-06 Publisher's Note: Products purchased from Third Party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitlements included with the product. The definitive guide for HR and compensation professionals—revised to help you achieve a sustainable competitive advantage for your company The theme of the sixth edition of the classic compensation guide aligns with business's number-one goal today: achieving a sustainable competitive advantage. The *Compensation Handbook* shows you how to deal effectively with five strategic human capital issues: innovation, attracting talent and retention, big data, workforce changes, business advantage through compensation programs.

**bright horizons employee handbook: Mike Mulligan and His Steam Shovel** Virginia Lee Burton, 2010-06-28 A modern classic that no child should miss. Since it was first published in 1939, *Mike Mulligan and His Steam Shovel* has delighted generations of children. Mike and his trusty steam shovel, Mary Anne, dig deep canals for boats to travel through, cut mountain passes for trains, and hollow out cellars for city skyscrapers -- the very symbol of industrial America. But with progress come new machines, and soon the inseparable duo are out of work. Mike believes that Mary Anne can dig as much in a day as one hundred men can dig in a week, and the two have one last chance to prove it and save Mary Anne from the scrap heap. What happens next in the small town of Popperville is a testament to their friendship, and to old-fashioned hard work and ingenuity.

Back to Home: <https://new.teachat.com>