



Sunrise Country Preschool & Sunrise Country Preschool, Too Parent Handbook

Welcome to Sunrise Country Preschool and Sunrise Country Preschool, Too! We understand that choosing the right center for your child can be a very scary decision. We hope to ease your mind by answering all the questions that are important to you. Because this is such an important decision, we want you to feel free to ask us any questions you might have regarding our center. At Sunrise Country Preschool and Sunrise Country Preschool Too we guide children to learn as they play. Our curriculum is specially designed with a fun, hands on learning approach in mind. Inside this handbook you will see a general outline of our curriculum. Actual lesson plans are much more detailed so as to fill the entire day with fun and interesting activities. We want you to feel comfortable with the care we provide your child, so at any time please feel free to stop and talk to your child's teacher or our center director or just simply call. We would be happy to look in on your child's class and tell you what they are doing at any given moment to help you feel secure.

Our philosophy is to focus on each child and respect that they are all individuals with different needs and talents. We believe that they develop in their own way, and in their own time, in the following areas: Social, Emotional, Physical and Cognitive.

Our goal is to provide the best childcare in a loving environment where children can grow intellectually, physically, socially and emotionally. If you should have any question, please feel free to call the office or stop by the desk and speak with the director.

Sunrise Country Preschool and Sunrise Country Preschool Too practices Equal Treatment of Clients and does not discriminate by reason of race, color, religion, sex, marital status, handicap, age, or national origin in services or accommodations offered or provided to our employees, clients or guests.

Sunrise Country Preschool and Sunrise Country Preschool, Too is an Equal Opportunity Employer which does not discriminate on the ground of race, color, religion, sex, marital status, handicap or national origin in the hiring, retention, or promotion of employees, nor in determining their rank, or the compensation or fringe benefits paid them.

Admission Procedure and Hours - Sunrise Country Preschool and Sunrise Country Preschool Too accepts children ages Birth to 5 years of age for enrollment in the Preschool and VPK programs and 6 years of age to 12 years of age in the Afterschool and Camp programs. We are open Monday – Friday from 6:00 AM – 6:00 PM. It is very important to the learning development of your child that they get enough rest at home, are nourished and be here on time. A fee is assessed for a late pick-up of your child.

Open Door Policy- We encourage you to visit the center at any time. We have an open-door policy, but we do ask that you take into consideration that there are certain times in the day (such as a nap) that visiting can be detrimental to the children's daily routine as well as the other children in the class.

Written Orientation- Parents will be provided a tour of the facility where they will be introduced to the teaching staff and have the opportunity to visit with the classroom teacher. The Director will overview the parent handbook and discuss the expectations of the family and the needs of the child. An overview of available family support resources and activities will be provided during the discussion as well. Please request an interpreter in your native language as we have English, Spanish and French/Creole speaking interpreters available if they are needed.



Additionally, if you would like an opportunity for an extended visit in the classroom for either yourself or your child to become comfortable in the new surroundings the Director or Person In Charge can schedule this time for you.

Reporting of Child Abuse and Neglect- Sunrise Country Preschool and Sunrise Country Preschool Too is responsible for reporting any sign of child abuse and or neglect. We will comply with all aspect of Chapter 415 Florida Statutes protects children from abuse and/or neglect. Florida law legally obligates professionals working with children to report any suspected case of child abuse and/or neglect. Any professional failing to report or knowingly preventing another from doing so is guilty of a second-degree misdemeanor and may be prosecuted. If a parent suspects child abuse and/or neglect, please contact the Department of Children & Families

Health Forms- Before your child can attend our center, we must have on file your child's Immunization record (form 680) and student physical (form 3040) which can be obtained from your child's pediatrician. The forms must be updated each time your child receives more immunizations or when they are due to be given. The physical expires each year. Check the date on the form. These forms must be signed by the doctor. If your child's forms expire they may not return until the forms are updated by your doctor.

Medication Policy- We are unable to administer "over the counter" medications. If your child requires prescribed medication you must fill out a medication permission form located at the front desk. The center will not administer the first dosage of medication to the child and the child must remain at home for the first 24 hours of initial dosage. The medication permission form must be filled out completely with the name of medication, the time we must administer the medication and the amount of medication to be given the form must be filled out each week for on going prescribed medications. All medication must be in the original container and bare the full name of the child to whom it is given. Dosage of medication will not exceed the written instructions on the prescription label. If the medicine should be given twice daily, we ask the parents to give the medication at home.

Tuition- All tuition is payable in advance on the first day of each week - no credit allowed for absences/missed classes. There are no refunds for services provided or if child withdraws without notice. Un-paid tuition will result in discontinuation of services. Tuition is due regardless of absences. Tuition that is received late will be charged a late fee. Tuition can be paid by cash, check, or money order. Additional supply fees for materials, field trips or specials may be requested. Annually each family will receive 3 weeks of vacation/sick time upon request. The child/children must be absent the full week to receive the vacation/sick time- if child attends any of the week full week tuition will be due and once the three weeks of time is used tuition for any additional absences will be due. A family may not disenroll during a school year and re-enroll in the same school year to receive discounted tuition.

Holidays- The center is closed on the following days in observance of the holidays: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving and the Friday following Christmas Day. The days of Christmas Eve and New Year's Eve may also be holidays or days of early closing hours. These will be announced in advance. There will be no discount in tuition for the holidays we are closed.

Sign in and out- Children must be signed in and out with a full signature by the adult who is dropping them off and picking them up each day for verification of attendance as well as safety. Children are not permitted to sign themselves in. In the event that an individual that is authorized to pick up your child appears or shows signs of being impaired or intoxicated the Center will NOT release the child. The center will contact someone else on the authorization list to come for the safe release of a child. If no other person is able to pick up the child, the proper



authorities will be called as our end result is for the safety of each child in our care. In the event that an authorized person picking up your child does not have a child safety seat for each child in the vehicle your child will NOT be released until a child safety seat is in place for each child riding in the vehicle or other arrangements to pick up the child will need to be made. As a security precaution, please walk your child into the school and take them to a staff member. Children are not to be left in the parking lot, office, or hallway. If there is no one in their class, please do not leave them there unsupervised. Their group may be in another room, please take them to their group.

Early Learning Coalition Clients: Sunrise Country Preschool and Sunrise Country Preschool Too is pleased to have joined with the Early Learning Coalition in providing childcare for your family. A concern that has arisen is for the need for the parent or guardian to sign each child in and out. For the parent, this process is critical, as it ensures that an authorized person signs your child(ren) in and out each day. For the provider, this is a record that your child(ren) has attended the childcare center that day. It is a **requirement** that both the parent and the provider ensure that this occurs. You are required to sign your child(ren) in and out each day they are in attendance at his or her childcare provider. Please note that you must:

- Sign your child(ren) in and out on the sign-in sheet – in blue ink –each day of attendance.
- Legibly sign with a full signature (**full first and last name**) i.e., no initials, first name, ditto marks, etc.
- Sign each of your children in and out on a separate sheet each day they are in attendance.
- Sign full signature of parent or ADULT authorized by parent to pick up the child. (In blue ink)
- Write time in and time out each day including am and pm

Due to funding requirements, the Early Learning Coalition can only pay for children who are properly signed in and out on the sign-in-sheet. If these requirements are not met, the Early Learning Coalition may not be able to pay for the days that your child is not properly signed in and out. **If this happens, you will be responsible for payment to Sunrise Country Preschool and Sunrise Country Preschool Too if your child(ren) were in attendance but not properly signed in and/or out.**

VPK Program Clients: In addition to Daily Sign-in Sheets, each parent of a student in the VPK program must verify their child's attendance during the prior month, as follows:

- Short Form

If the provider uses a daily sign-in sheet, the parent must **also** verify the student's attendance using the Short Form of the Student Attendance and Parental Choice Certificate (Form AWI-VPK 03S). The Short form must be signed by the parent at the end of each month verifying their child's attendance.

Education- Our emphasis is on the individual children's social, emotional, cognitive, language, creative and physical development. We utilize the Creative Curriculum for Infants, Toddlers and Two's and Creative Curriculum for Preschoolers the 4th edition. The most important part of our curriculum covers these areas. Each child is unique with individual interests, abilities and needs. All children develop differently at their own paces. Some are advanced in language but lagging in math concepts. This is normal. Our goal is to meet their need for help in developing the areas they have not yet mastered. We strive to get them ready to enter the school system. We will give you information regarding your child's progress frequently and suggest ways you can help them reach their goals. Screening to determine what areas we need to work on with your child will be given three times a year for preschoolers.

Multimedia Use- Sunrise Country Preschool and Sunrise Country Preschool Too does not use videos for longer than a 15-minute period and the Video/DVD is used only to reinforce the theme unit they are working with in the lesson. The school-age children may use the computers in their classroom to conduct research on their homework and use the computer programs to work on educational concepts such as science, math and other problem-solving activities during daily scheduled times.



Guidance Policy- Our center uses positive reinforcement, conflict resolution, limit setting and redirection as the guidance techniques. If the child must be sent out of the classroom and behavior does not improve the parent will be called to pick up the child for the day. If behaviors do not improve or if they pose a safety risk the parent will be asked to find another childcare facility as outlined in our Behavior Policy.

Behavior Policy- The school reserves the right to discontinue services for behaviors which are disruptive to the operation of the school or pose a safety risk. We can refer parents to programs who can assist in the screening and assessment of areas of concern.

Parent-Teacher Communication-Parent feed back is extremely important in order for us to provide your child with the best quality of care. Please feel free to communicate with us when you are pleased as well as when you have a concern with us or your child's development. Our director is here to serve you. Weekly notes telling about your child progress will go home on Friday. Monthly newsletters will go home the first week of each month. Also, a calendar of daily new activities your child will be participating in will go home so you can read it to the child, and they will know what to expect at school.

Parent Conferences - We will offer parent teacher conferences twice a year. The conference notes will be dated and signed by the parent and teacher and a copy will be maintained your child's folder. We will request that families complete a written evaluation of the program annually.

Parent Participation- We encourage parents to be involved in their children's educational experience. We offer many opportunities for parents to participate in the program such as the Read to the Children program, Parent Show and Tell and Community Participation events like the Hop-A-Thon and the MDA Lock UP. Parents need to make arrangements through the office before volunteering in the classroom, so all the Department of Children and Families requirements are met.

Parent Resources- Please review our Parent Information Boards in our reception area for up-coming trainings, community offerings and events for your family. We also have informational brochures and listings of community partners available for you in the Parent Information Area.

Outside Play- Fresh air and exercise is very important for growing children. The children will go outdoors twice a day weather permitting. When the weather is not favorable indoor gross motor activities will be offered. Closed toe shoes with rubber soles for climbing are required. Please dress you child appropriately according to the weather.

Lunch- We participate in the USDA Food Program and provide a well-balanced breakfast, lunch and snack for your child. Children with special dietary needs must provide a doctor's note with identified needs and acceptable substitutions to the center. Please do not bring any food items from home. All food is prepared at the center. If you would like to eat lunch with your child, please make arrangements with the center the day before so we can order your meal. A menu is posted in your child's classroom. If you would like to celebrate your child's birthday at the center by bringing in cupcakes or a cake the item must be commercially prepared (store purchased not home made).

Clothing and Supplies- You are required to provide diapers, wipes and diaper ointment for your child if they are in diapers. Please check your child's cubby frequently to see that they are stocked up. They should have at least 8 diapers a day to ensure they are covered even if they become ill. Toilet training children need to have four changes of



easy to pull up and down clothes. This includes underwear, and socks as liquid tends to go with gravity. It is also a good idea to have a spare pair of sneakers in the cubby for the same reason. Belts, zipper and button are discouraged for potty training children. These things can wait until they get a good grasp on using the potty. Children who are potty trained need one change of clothes in their cubby in case of food spills or other emergencies. All clothing should be labeled on the inside fabric of tops and bottoms and in the toe for socks. Preschool children's clothes need to be in a zip-lock bag sealed and labeled in their cubby for health department requirements to be met.

Bedding- We provide cots and/or cots for naptime for the children. It is your responsibility to provide clean sheets or mat covers and a small blanket for your child. These items need to go home for washing every Friday. If your child is out on Friday, they need to be switched out with clean sheets Monday morning. This will help keep your child from becoming ill. Cots are sanitized regularly.

Toilet Training - Toilet training requires cooperation between school and home. However, if your child has an excess amount of accidents, potty training may be temporarily put on hold. Please notify your child's teacher and the office when your child is ready to begin this process. Children must be toilet trained to enter the school's 3-year-old program.

Photographs or Live Scenes- Photographs or live scenes of children who participate in this program may appear in newspapers, magazines, informational brochures or on television. Throughout the year the school will randomly be taking **photographs** and/or **video** footage using digital imagery, etc. at the school or on field trips. These photographs and/or video footage may be used in public viewing in advertising, presentations, websites, bulletin boards, brochures and/or advertising material. Your permission for your child to participate in the media is a part of this agreement.

Field Trip Policy- Sunrise Country Preschool and Sunrise Country Preschool Too provide fun, educational and interactive field trips for children who are enrolled in the Pre-K thru School age program. If you do not wish for your child to attend a field trip you **MUST** make alternate arrangements for care. The teacher that is responsible for your child's group is on the field trip and the center must maintain appropriate ratio and group sizes. Your child may not stay at the center when their group is on a field trip. The program must have a signed permission statement in the child's folder for your child to attend the filed trips. We will post a notification of the field trips in the front office as well as in the parent information area of your child's classroom. All children that attend a field trip **MUST** wear their center T-shirt, if you do not have a shirt you may purchase one at the front desk. If your child is present on a field trip day and is not wearing a t-shirt one will be provided to your child and your account will be billed. We prepare our staff using staff to child ratios for the number of children we leave the center with each day, therefore, you must arrive at the program before the van leaves for the trip, you may not bring your child to the field trip **UNLESS** you plan to stay and bring your child to the program after the trip.

Transportation Policy for the School age program- If your child attends the School age program and we provided drop off and pick up service to the local elementary schools, you must notify our program if you child will be absent from our program. If we arrive at the elementary school and find that your child is absent, and we have not been notified a charge will be assessed to your account. We are not able to leave the elementary school without first confirming with the school office that your child is absent; this causes our vehicle to be late picking up from the other schools.

Illnesses, Accidents and Emergencies Policy - The staff of Sunrise Country Preschool and Sunrise Country Preschool Too have been trained to recognize signs and symptoms of illness so that they can safeguard all the children in their care from becoming ill. We are not physicians and do not in any way mean to diagnose a child's



illness, but we do have a duty to protect the whole group from the spread of infection. If your child exhibits any of these symptoms while in your care, please do not bring them to the facility as they could get others sick as well. Please do seek medical treatment. If your child exhibits any of these symptoms while in our care you will be notified and will need to pick up your child immediately.

It is our policy to remove the child from the group to prevent further spread of infection. They will remain in the office until your arrival. If your child is out sick or leaves early to illness, we require a doctor's note in order for them to return to the center. The note must say that they are no longer contagious and can return to normal activities. List of signs or symptoms:

- Yellow/green running nose
- Drainage from the eyes-yellow/green or crusty
- Excessive coughing
- Pulling on ears or discharge from ears
- Fever at or above 100 degrees
- Rashes
- Infestations such as Ring worm, Lice and nits
- Vomiting (more than once)
- Diarrhea (more than once)

There may be other symptoms which cause us to feel there is a concern that are not listed. In any event the management has the right to decide when to require a doctor's note for return. This applies to injuries as well as illnesses. In the event of an accident an incident form will be filled out by the staff member present when it occurred. This form will give information such as what happened, what area of the body was hurt and what steps were taken to treat the child (such as band-aids). In the event of a serious injury all the necessary steps will be taken. Our staff is trained in childcare First Aid CPR. In the event of an emergency the director or other appointed staff member will dial 911 and then the parents. If the parents could not be reached, we will continue down the list of emergency numbers you have provided in your registration.

Medical Emergencies - In the event of a medical emergency the parents will be notified by the Director or next Person in Charge using the Emergency Contact Information completed in the Enrollment Packet. The child will be transported via emergency vehicle to the designated hospital in the Enrollment Packet or closest hospital where the medical emergency occurred. The name and telephone number of the child's primary physician and preferred emergency care source is to be listed in the Enrollment Packet which will provide written parental permission to obtain emergency treatment.

Hygiene - Personal hygiene is taught and encouraged. Children wash their hands after using the restroom, after playground time, and before eating. They are also taught and encouraged to cover their mouths when sneezing or coughing and to use a tissue when necessary. Please keep your child's fingernails short to prevent accidental scratches during playtime. Blankets and sheets are to be taken home as needed, but no less than on Fridays, laundered and returned.

Responsibility, Caring, Honesty, Respect - Children are taught and encouraged to display the 4 values including demonstrating responsibility by putting their toys away, caring towards other children, honesty, and to respect other people's feelings. You will notice these values being carried over to their daily lives.

Up-date Requirements-All parents must fill out a new application and/or registration form for any of the following:



- There is a change of name
- There is a change of address
- There is a change in telephone number (home, work, or cell)
- There is a change of emergency contact persons
- There is a change in persons allowed to pick up the child(ren)
- There is a change in employment
- There is a change in financial status (For clients on Subsidized Programs)

Complaint Procedure-In the instance that a complaint should be warranted please bring this to the director immediately. If the Director is unable to assist you with this concern, please bring the matter to the attention of the Owner.

Withdraw Procedures-While we hope you will be happy with our center and stay with us until your child graduates from the Pre-K program, we know that some families will leave for one reason or another. If you wish to withdraw from our program, we wish you the best in all your endeavors. We only ask that you give two weeks notice.

Dismissal Procedures -The center reserves the right to dismiss any student that poses a threat to themselves, any other student and/or teacher in the program, any non-compliance in the program policies or handbooks, or if the student while on a field trip or while in route to or from the center while being transported on a center vehicle does not follow the center outlined rules. We have developed this procedure to ensure the health and safety of all children in our program.

Things not to bring-Please do not bring toys from home; we have plenty for your child to play with. We do not allow money, gum, toys or junk food to be brought to school. If your child wears jewelry, we will not be responsible for it being lost or stolen.

Privacy- Any information you give us will remain confidential, unless we need to collect a debt, recover a bad check or as directed by an appropriate governmental authority. It is your responsibility to keep your child's information up to date, remember to notify us of any changes.

Our Lockdown and Emergency Procedures: *Please be advised that the director or assistant director will notify all parents using the emergency contact information provided in the enrollment package be sure that all information is current and correct.*

Our designated Media Relations Person is the Director in her absence it will be the next Person in Charge as designated at our center.

Lockdown Codes:

Code Red: No movement from center grounds

Requirements: shut curtains, turn off lights, lock doors, children huddled

Code Yellow: Limited movement from center

Requirements: authority figure evacuation of center to designated meeting place

Code Green: All Clear

In the event of an emergency we will follow a plan of action

In case of Injury:



Our plan of action is to assess the situation, give the necessary first aid and/or CPR and send for help. Once these steps are completed, dependant upon the nature of the injury we call the parents. If they cannot be reached, we call the emergency contact person until someone is reached.

In case of Fire:

Our plan of action is to evacuate the center following the posted evacuation routes. Teachers are to take role call books which will include emergency contact information for their class with them to the designated meeting place*.

In case of Stranger at center:

Our plan of action is to request the stranger identify themselves by showing a form of picture identification. The teacher will notify the director or designated person in charge immediately - no child will be released without confirmation of authorization of release.

In case of Tornado:

Our plan of action is to have classes go to designated areas posted in the classrooms and follow the procedures outlined.

In case of Hurricane:

Our plan of action will be to follow the school district closings. If the school district has closed, then we will do the same. We will notify the local news and radio stations to inform them of re-opening status once property has been evaluated for safety and power and phone lines have been restored.

In case of Bomb Scare:

Our plan of action will be to lockdown the center. No child will be released until notification of all clear has been given from proper authorities. If evacuation procedures must be followed center will follow the plan of action for “In case of Fire”.

*Designated Meeting Place #1 will be the located _____.

*Designated Meeting Place #2 will be located _____.

Children will be transported by _____.



New Family Orientation Checklist

- ___ Tour of Facility
- ___ Introduction to teaching staff
- ___ Parent visit with the classroom teacher
- ___ Overview of parent handbook
- ___ Discussion of expectations of family and the needs of the child
- ___ Overview of available family support resources and activities
- ___ Interpreter available if needed
- ___ Opportunity for extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable in the new surroundings

Please sign and date that you have been provided a written orientation to the program as outlined in the New Family Orientation Checklist.

Parent/Guardian Signature Date

Policies and Procedures Checklist

- | | |
|--------------------------------------|--|
| ___ Admission procedure | ___ Philosophy and program goals |
| ___ Hours of service | ___ Holidays |
| ___ Fee structure / payment plan | ___ Late payment |
| ___ Refund information | ___ Drop off / pick up procedure |
| ___ Illness policy | ___ Medication administration |
| ___ Emergency preparedness plan | ___ Curriculum |
| ___ Guidance / discipline | ___ Statement reflecting the role and influence of parents |
| ___ Family participation | ___ Complaint procedure |
| ___ Parent-teacher conferences | |
| ___ Withdrawal / dismissal procedure | |

Please sign below to acknowledge that you received your parent handbook outlining our policies and procedures, understand and agree to all terms outlined in such handbook.

Parent/Guardian Signature Date