



SONRISE

CHRISTIAN PRESCHOOL

Where Children Grow in the Son

PRESCHOOL PARENT HANDBOOK

*“All your children shall be taught by the Lord,
and great shall be the peace of your children.”*

Isaiah 54:13

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MISSION STATEMENT

Our mission here at Sonrise Christian Preschool is taken from Luke 2:52. We strive to create an environment where children can experience the love of Jesus as they grow in wisdom and stature and in favor with God and man.

WELCOME

Dear Parents,

Thank you for selecting Sonrise Christian School for your child's preschool. We are happy to work with you during this special time of your child's life. God has entrusted us to do everything possible to help your child learn and grow. We look forward to building a loving and trusting relationship with your entire family.

We believe that each child will discover their unique personality and abilities while attending Sonrise Christian Preschool. This handbook is meant to help you transition smoothly into our program and answer some of your questions. One of our program's distinctive elements is ongoing communication with our parents. So, don't hesitate to call with any comments, concerns, or questions. Our goal is to help you maximize your child's Sonrise experience.

In Christian love & service,



Manish Patel
Head of School



Carla Walulik
Preschool Administrator



Joelle Courtney
Preschool Director

DAYS & HOURS OF OPERATION

We operate on a non-discriminatory basis, open to all students regardless of race, religion or creed. Our hours are Monday through Friday, 6:30am to 6:00pm. The San Dimas campus serves students ages 2-4 years old. The Covina campus serves students ages potty trained-5 years old.

CLOSURES

We close for the following holidays: Labor Day, Veteran's Day, Mid-week of Thanksgiving, Week of Christmas, New Year's Day, Dr. Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, 4th of July and a few days per year for Teacher In-Service.

ARRIVAL PROCEDURE

To comply with our licensing requirements, all parents must bring their children directly to a teacher for daily inspection for illness. A parent shall remain with the child until they have been determined to be without obvious signs of illness. Once accepted, the parent is required to sign the child in on the Sign-in-Sheet. When signing in, be sure to use your full legal name.

DEPARTURE PROCEDURE

When picking your child up, the parent is required to sign out his or her child, thus transferring responsibility for the child from the preschool to the parent. Your child will not be released to anyone other than the parent or guardian unless their name is listed on your child's emergency form (green card) or there is written permission from the parent or guardian. Phone authorizations will not be permitted. We will require identification when picking up child.

PROGRAM PHILOSOPHY • OUR BELIEFS

God is the source of all love, knowledge, and truth and it is to Him that we must look to educate the total individual.

“God’s invisible qualities-His eternal power and divine nature- have been clearly seen, being understood from what has been made, so that men are without excuse.” – Romans 1:20

God’s truth and knowledge is revealed through His written word the Bible.

“All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness so that the man of God may be thoroughly equipped for every good work.” – 2 Timothy 3:16-17

God’s love for us is revealed in His plan of salvation through His son Jesus Christ.

“God loved the world so much that he gave his one and only Son. Anyone who believes in him will not die, but will have eternal life.” – 1 John 3:16

God has entrusted the training and education of a child to his parents. As a preschool, we see ourselves as an extension of the home to work together with parents for their children’s optimal growth.

“Children, obey your parents in the Lord, for this is right. . . Fathers don’t make your children angry. Instead, train them and teach them the ways of the Lord as you raise them.” – Ephesians 6:1,4

Intelligence develops in direct proportion to its nurturing. The critical period for establishing intelligence seems to be early in life.

“The father of the righteous will greatly rejoice, and he who begets a wise child will delight in him.” – Proverbs 23:24

Play is children’s work; it’s how they learn. Play calls for initiative, imagination, purposefulness, fine and gross motor skills, and social adaptation. Both formal and informal play experiences are significant factors in encouraging intellectual growth.

“You will show me the path of life; in Your presence is fullness of joy; at Your right hand are pleasures forevermore.” – Psalm 16:11

Growth takes place in predictable stages. While rates of growth differ among individuals, the patterns of these stages are uniform. Experiences appropriate for each step allow a child to move from stage to stage fully prepared for what is yet to come.

“We will in all things grow up into him who is the Head, that is Christ. From him the whole body joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.” – Ephesians 4:15-16

Feelings and attitudes are extremely important in fostering learning and a healthy self-image. A positive, optimistic self-concept enables a child to use his capacities well and develop feelings of competency and self worth.

“My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.” – Colossians 2:2-3

OUR GOALS

To provide a rich and challenging environment that encourages children to explore God's world, to be curious, to problem-solve, and to learn through a variety of activities and experiences.

"For we are God's workmanship, created in Christ Jesus to do good works which God prepared in advance for us to do." – Ephesians 2:20

To provide supportive and caring teachers who encourage children to make choices and decisions in a safe and trusting atmosphere.

"Be imitators of God, therefore as dearly loved children." – Ephesians 5:1

To help children live in harmony with one another with opportunities to give and take and resolve conflicts constructively.

"And do not forget to do good and to share with others." – Hebrews 13:16

"Serve one another in love." – Galatians 5:13

To accept and respect every child as God's unique creation.

"Children are a blessing and a gift from the Lord." – Psalm 127:3

"I praise you because of the wonderful way you created me." – Psalm 139:14

To provide a developmentally appropriate, multicultural curriculum.

"Go into all the world and preach the gospel to all creation." – Mark 16:15

To encourage every child to reach her or his fullest potential in all areas of development:

- Physical: The changes occurring in the body itself, large and small motor skills needed to accomplish a variety of tasks and skills.

"I am fearfully and wonderfully made." – Psalm 139:14

"I can do all things through Christ who strengthens me." – Philippians 4:13

- Emotional: The capacity to express thoughts and feelings.

"Be joyful always; pray continually." – 1 Thessalonians 5:16

"Be glad that you belong to the Lord." – Philippians 3:1

- Social: The ability to get along with others.

"Be kind and compassionate to one another." – Ephesians 4:32

"A friend loves at all time." – Proverbs 17:17

- Intellectual: The ability to form concepts, problem solve and develop language competency.

"Grow in the grace and knowledge of our Lord and Savior Jesus Christ." – 2 Peter 3:18

"The Lord will give you understanding in everything." – 2 Timothy 2:7

- Spiritual: The ability to form a relationship with God through Christian character, attitudes, beliefs and principles of the Bible as appropriate for the preschool child.

"We love God because God loved us first." – 1 John 4:19

"God loves you and has chosen you." – Colossians 3:12

"The fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control." – Galatians 5:22

ADMISSION PROCEDURE

Before a child may enter the program all required forms and records (as noted below) must be completed.

***State forms in bold**

Child's Health History

Copy of CA Immunization Record

Consent for Medical Treatment

Identification and Emergency Form

Parent's Rights

Personal Rights

Physician's Report

Admissions Agreement

Enrollment Application

Financial Agreement

SMART Tuition Application

Green Emergency Card

Photo/Medication Permission Slip

Please keep all forms up-to-date by notifying the office of any changes in your home or work phone numbers and addresses. Also, inform preschool of any temporary schedule changes so we can reach you at all times. Thank you for your cooperation.

CURRICULUM

We offer a full-day program geared to meet the needs of young children to grow and develop at their own individual pace in a loving Christian environment. The Children's day is carefully planned to include times for quiet and active play, rest and relaxation, nutrition, and toileting needs. An experienced and caring staff provides opportunities for intellectual, physical, social, emotional, and spiritual development from a Christian worldview. Children are given a balance of indoor and outdoor activities, teacher and child initiated activities and small and large group activities. In their various groups, children experience activities including: creative art, science, reading readiness, gardening, sand and water play, small and large motor skills, crafts, cooking, singing, movement, rhythms, music, dramatic play, language and literacy, math readiness, computers, Bible and social science.

BIBLE & CHRISTIAN TRAINING

Bible time is a special time daily for children to study God's word, worship and pray. The curriculum is designed for this age to learn Christian principles through play, art, songs, puppets, object lessons, dramas, and stories. Our ultimate goal is to help every child develop a personal relationship with God's Son, Jesus and experience His love, while growing "in wisdom and stature and in favor with God and man." – Luke 2:52

COMPUTERS

Our children have the opportunity to use computers two to three times per week. We use learning software that introduces the children to a variety of skills and concepts including: numbers, letters, shapes, colors, matching, size discrimination, listening skills, story sequencing, deductive reasoning, classification, eye-hand coordination and small muscle development.

KINDERGARTEN READINESS

PRE-KINDERGARTEN CLASS

Every effort is made in all of our Pre-K classes to help each child gain new skills and concepts necessary for Kindergarten at Sonrise Christian School. A child must be five years old by November 1st to be eligible for Kindergarten.

TRANSITIONAL KINDERGARTEN CLASS

In addition to our Pre-K classes for 4 year olds we offer a 5-year-old class for children who are not eligible for Sonrise Kindergarten due to age or readiness. This class will meet the various needs of children placed in this class. Children eligible for this class must be five years old by January 1st and would meet at our San Dimas location.

CLOTHING

The preschool is an environment designed for exploration. Please dress your child in clothing and shoes comfortable for climbing, running, and playing. Tennis shoes and sandals (with a low heel and back strap) are acceptable. Avoid boots and shoes with very high heels, which may impair a child's movement in the environment and jeopardize his or her safety.

Please provide a complete change of clothing (2 pairs of underwear, 2 pairs of pants, 1 top, 1 pair of socks) labeled with your child's name and placed in a bag or ziplock bag to be stored at preschool. Remember to send rain boots for puddle jumping during the rainy season.

During the summer send a swimsuit, towel, visor or hat, and water shoes for water play fun! Should your child become wet or excessively soiled, we will change his or her clothing. Please take soiled clothing home to be laundered. Replace extra clothes as needed. Please label all of your child's belongings including clothing, sweaters, other outer garments and shoes worn to preschool with your child's first and last name.

POTTY TRAINING ***offered at our San Dimas campus only**

Most preschoolers are using the bathroom independently by 3 years of age. If your child is still developing toileting skills, our teachers will gently guide your child in this area as your child shows readiness. Parents need to supply diapers or pull-ups, wipes, and lots of extra clothes.

DISCIPLINE

"Treat others as you want them to treat you." – Luke 6:31

"Go and make peace with your brother (friends)." – Matthew 5:24

Discipline is a learning process; a way to teach children appropriate behavior. Our program emphasizes a positive approach - being sensitive to children's needs and their self-esteem. We will give your children the tools to problem-solve and express their feelings in acceptable ways. We will praise their efforts to improve. We will redirect unacceptable behaviors, pray with them, and remind them of the rules. When necessary a brief "cool down" period will be given. Length of time-outs are based on the preschoolers age using the guideline of one minute per year of age and not to exceed five minutes.

In cases where behavior problems are in excess, a plan between staff, director, and parents will be implemented. If, after an agreed upon time, improvement is not seen, outside agencies will be recommended. The decision to withdraw a child due to excessive and/or harmful behavior will be made by the Director. This is for the protection and well being of the children, parents, and staff.

HEALTH GUIDELINES

Keep your child home when he or she is ill. The preschool may deny entrance to any child with symptoms of illness. A doctor's clearance may be required for a child returning from an illness.

Some symptoms of illness include fever over 100.3 degrees, vomiting, diarrhea, excessive coughing, yellow or green discharge from nose, throat or eyes and a rash. Children should recover at home and be symptom free without medication for 24 hours. This is necessary to ensure the health and well being of all the children and staff.

Please notify the preschool if your child contracts a communicable disease, so that other parents may be notified about possible exposure. Some common communicable diseases are chicken pox, conjunctivitis, lice, fifth disease, ringworm, and hand, foot, mouth disease.

If your child becomes ill during the day, parents shall be notified immediately and will be asked to pick up their child as soon as possible. We will first attempt to contact parents or guardians, and if parent or guardian cannot be reached, we will then attempt to contact one of the individuals listed on your child's emergency form.

The preschool has first aid supplies and teachers with first aid and CPR training who will provide emergency first aid when needed. In case of serious injury or illness:

- Paramedics will be called first
- Parent or Guardian will then be notified
- Child will be transported to nearest hospital

Medication will be administered to your child only if the parent or guardian completes and signs a Medication Release Form. The medicine container must be labeled with child's name, date, and directions. Prescription medication must be in the original bottle labeled with dispensing physician's name, dosage, name of medication, expiration date, and child's name. Prescription and over-the-counter medication will only be given according to the prescription and/or product label. **Some medication services will not be provided due to limitations on staff training.** Parents will be informed daily when such medications have been given. All medications shall be returned to parents.

AS-NEEDED MEDICATIONS: Along with prescription and a completed medication form, parents must also provide a list of symptoms that indicate the need for medication. Devices such as nebulizer, epi-pen, blood sugar monitoring, etc. will require additional authorization from the Preschool Director as well as additional necessary paperwork when indicated.

NUTRITION

Two nutritious snacks are served daily. Each snack provides at least two servings from the Food Pyramid. The morning snack is served before 9:30am. The afternoon snack is served between 2:30pm and 3:00pm. They are encouraged to taste a variety of nutritious foods in a comfortable and relaxed atmosphere. They learn about nutrition and practice good eating habits. A hot lunch is provided at an additional rate, or you may choose to pack your child's lunch. You will receive a monthly lunch menu and snack menus are posted. Please eat a healthy breakfast together at home before coming to preschool. We do encourage birthday celebrations and invite you to plan these with your child's teacher.

REST TIME

"Come to Me, all who are weary and heavy-laden, and I will give you rest. Take My yoke upon you, and learn from Me, for I am gentle and humble in heart; and you shall find rest for your souls." – Matthew 12:28-29

After lunch, the classroom transforms into a place for resting. Cots or mats are provided for all children to lay down on in a quiet area without distractions. Please bring a blanket and crib sheet labeled with your child's name. Your child may bring a special stuffed animal or some other cuddle toy to sleep with as needed for a little extra security. If after awhile, a child has not fallen asleep, a book or quiet toy will be provided.

ABSENCE

Call or email the preschool when your child will be absent and specify whether it is due to illness or other reasons so your child's teacher may record the absence on the attendance sheets.

EXTRACURRICULAR ACTIVITIES

"Praise God with trumpets...tambourines and dancing." Psalm 150:3-5

Extracurricular programs are available for an additional fee to children three years old and above. Please inquire in the office to find out what is offered at your child's campus.

BRINGING THINGS FROM HOME

Educational materials like books, CD's, nature items, games, balls, etc. may be brought to share with the class. Please keep toys at home. We do not assume responsibility for lost or broken items. Guns, action heroes, knives, war toys, nail polish, lipstick, money, and other potentially dangerous items should not be sent with your child. A special security toy may be brought to help a child adjust to preschool as needed.

EMERGENCY PROCEDURES

In the event of an emergency closure, parents will be notified by posted sign on facility, message on website, email, phone call, and or notice sent home as time allows. In the event of a natural disaster requiring children to be transported to a safe location the parents will be informed by phone.

DRILLS

In compliance with Licensing and the Fire Department, drills for fire, earthquake, and lockdown are held on a monthly basis for children and staff members to practice emergency procedures. In the event of a fire, teachers will follow the posted Evacuation Plan to take their class to their designated safe area. In the event of an earthquake, children indoors will take cover under tables and children outdoors will duck and cover away from windows, trees and electrical wires. In the event of a lockdown, children will be locked in the rooms with the lights out for their protection. The preschool is inspected on a regular basis by the Fire Marshall.

TEACHER TRAINING

"Teach me your way, O Lord; I will walk in your truth; unite my heart to fear your name. I will praise You, O Lord my God, with all my heart, and I will glorify Your name forevermore." – Psalm 86:11-12

Sonrise employs teachers with specialized training in early childhood education who display a strong commitment to the Christian school ministry. All of our teachers meet the "All State" mandated requirements to teach preschool children. Our teachers are encouraged to continue their college education, Bible studies, and Christian service to their local church and community.

TEACHER IN-SERVICE

Our preschool staff attends monthly meetings and annually attends trainings or seminars. These events are a wonderful opportunity for our entire preschool staff to continue learning to provide a Christ-centered program. You will need to plan ahead for alternative childcare. April and August tuition rates remain the same. Preschool tuition is an averaged monthly charge for the preschool year (from September to August). No additional fees are charged for months with more days of attendance.

INSPECTION AUTHORITY OF THE DEPARTMENT OF SOCIAL SERVICES

The Department of Social Services has the authority to interview clients, including children or staff and to inspect and audit all school records without prior consent. They also have the authority to observe the physical conditions of the child including conditions, which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional physically examine the child. We are required by law to make you aware of this information. It is for the benefit and protection of you and your child.

BILLING QUESTIONS

Please direct any questions or concerns about your preschool tuition to the Director or Assistant Director by calling the preschool office or leaving a note. Please do not call the Accounting Department, as any changes must be requested by our Preschool Department. Tuition is due on the 5th of each month. A monthly statement will be emailed to you. Any changes to your child's schedule must be made at least two weeks in advance of the change. If you do not receive a monthly statement please continue your payments and inform the preschool office. Refer to your financial agreement for more information.

PARENT CONCERNS

We encourage parents to request a meeting any time you have questions or concerns regarding your child or the policies of the program. Please feel comfortable to approach your child's teacher to set up a meeting. The Director is available to help you and the preschool staff during this time to implement an acceptable plan of action. If necessary, an additional meeting can be made with the Administrator.

INCIDENTAL MEDICAL SERVICES - PLAN OF OPERATION

The staff of Sonrise Christian School including but not limited to shall provide all intermittent health care:

- Preschool Lead Director
- Preschool Site Director
- Teachers

INCIDENTAL MEDICAL SERVICES - PLAN OF OPERATION (CONT.)

All staff including the above shall be certified in CPR & First Aid, instructed in EpiPens, as well as all inhaled medications. In the event there is a child that requires a Nebulizer or EpiPen, training will also be provided by the parent of the child in need of this type of treatment.

At this time, Sonrise Christian School will not administer Glucose monitoring, Glucagon, G-tube feeding or ileostomy bags.

All medication and medical equipment will be kept in a locked cabinet, in the office, designated for this purpose and will be inaccessible to children. Also located in this area will be the Medication Consent Forms, as well as the Medication Log. Medication requiring refrigeration will be kept in a locked box in the refrigerator.

All staff has been instructed in **Universal Precautions** and will use these procedures when administering any type of medication, intermittent health care, and first aid. Proper precautions include, but are not limited to:

- Wearing gloves for any procedure that could expose the staff member to blood or body fluids.
- Hands will be washed thoroughly after any procedure
- Gloves and other items will be properly disposed of.

Parents, whose children take on-going medications, will have access to medication log and consent forms.

Any parents of a child that receives emergency or as needed medications will be notified by a phone call at the time it is given.

Upon any evacuation, the Lead or Site Director will be responsible for taking medication from the storage area and keeping it safe and away from children until the evacuation is lifted. It then will be returned to the locked cupboard.

Upon completion of medication or in the event that a medication expires, it will be returned to the parent and logged out.

Over the counter medication, must be in its original packaging and have a clear dosage amount for the child receiving it. Parents must provide the proper syringe or medication cup to measure out the amount to be given. All medication will be administered according to package directions only.

Prescription medications, must be accompanied by the original prescription packaging with clear and concise directions on administration. Medication will only be administered according to the prescription description.

Administration of Inhaled Medication:

1. Parent must complete a Medication Authorization Form being sure to include all required information.
2. Sonrise Christian School will comply with the specific instructions on the prescription or directly from the physician.
 - a. Instructions must include the following:
 1. Specific symptoms that require the use of the medication
 2. Potential side effects and expected response.
 3. Amount to be administered and how often.
 4. Action to be taken in the case of side effects.

INCIDENTAL MEDICAL SERVICES - PLAN OF OPERATION (CONT.)

5. Instructions for medication storage.
6. The telephone number and address of child's physician.
 - b. Instructions will be updated as needed per the prescription.
3. The staff member administering the medication shall record it on the Medication Authorization Form, for every occurrence. This record will be accessible to the parent at any time for review.

Nebulizers:

Parents will be responsible for supplying all equipment in working order and maintaining or replacing it as needed.

The following applies to the use of Nebulizers:

1. Parent must complete a Nebulizer consent form (LIC9166) giving authorization to a school representative to administer the medication, as well as contact information for the child's physician. Consent must include the address and phone number of the child's parent.
 - a. Sonrise Christian School will comply with the specific instructions from the child's parent.
 - a. Instructions must include the following:
 1. Specific symptoms that require the use of the medication, or a detailed schedule.
 2. Duration of treatment.
 3. Potential side effects and expected response.
 4. Dose-form and amount to be administered pursuant to the physician's prescription.
 5. Actions to be taken in the case of side effects.
 6. The telephone number and address of physician.
 7. Instructions on how to clean and store the machine.
 8. Staff member will clean mask, cups, and/or mouthpiece in the way specified by instructions or parent.
 - a. Instructions will be updated as needed per prescription.
 2. The staff member administering the medication shall record it on the Medication Authorization Form, for every occurrence. This record will be accessible to the parent at any time for review.

EpiPen Jr. and EpiPen

The following applies to the use of the EpiPen Jr. or the EpiPen:

1. Parent must complete a Medication Authorization Form being sure to include all required information.
2. Use in accordance with the direction and as prescribed by a physician.
3. Keep ready for use at all times
 - a. EpiPens are kept in a high cabinet in the child's classroom. They are out of reach of the children, but easily accessed by an adult if needed.
4. Protect from exposure to light and extreme heat.
5. Note the expiration date on the unit and replace the unit prior to that date.
6. Injector will be checked regularly to ensure the solution is not discolored. If it is found to be parent will be notified so that a new one can be obtained. Physician will be contacted on how to proceed in the interim.
7. In the event of a child needing the medication administered, 911 and the parent or authorized guardian will be called immediately after.

INCIDENTAL MEDICAL SERVICES - PLAN OF OPERATION (CONT.)

8. Licensing will be contacted to communicate the incident
9. Unusual incident (LIC 624) completed and reported according to regulations and a copy kept in child's file.

Prescription Medication

The following applies to the administration of prescribed medication:

1. Parent must complete a Medication Authorization Form being sure to include all required information.
2. Medication will be given according to the prescription label as prescribed by the child's physician.
3. Once medication term is completed it will be returned to parent and logged out.

Over-the-counter Medication

The following applies to the administration of over-the-counter medication:

1. Parent must complete a Medication Authorization Form being sure to include all required information.
2. Medication must be in the original container and packaging
3. Medication must specify a dosage for the age of the child receiving it.
 - a. In the event that this is not present, there must be a note from the child's physician that states the name of the medication, the dosage, the method of administration, and the time schedule it is to be given.
4. Once medication term is completed it will be returned to parent and logged out.