



# SONRISE

CHRISTIAN PRESCHOOL

*Where Children Grow in the Son*

## PRESCHOOL PARENT HANDBOOK

*“And Jesus grew in wisdom and stature,  
and in favor with God and man.”*

*Luke 2:52*

Covina - 1220 E. Ruddock St., Covina, CA 91724 | 626.331.0559 | LIC# 191591998  
Cypress Campus: 1661 Cypress Street, Covina, CA 91724 | 626.412.4609 | LIC# -  
Glendora - 710 E. Gladstone St., Glendora, CA 91740 | 909.929.0022 | LIC# 198020054  
[sonrisechristian.org](http://sonrisechristian.org)



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# MISSION STATEMENT

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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

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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*

Liane D'Arezzo  
*Preschool Director*

## **DAYS & HOURS OF OPERATION**

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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 Glendora campus serves students ages 2-4 years old. The Covina campus serves students ages 3 years and potty trained-5 years old.

## **SESSIONS & HOLIDAYS**

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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 Glendora campus serves students ages 2-4 years old. The Covina campus serves students ages 3 years and potty trained-5 years old.

## **CLOSURES**

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The regular session runs from August to June. A summer program is available for those who need year-round care. We close for the following holidays: Labor Day, Veterans 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**

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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 put the time and use your full legal name.

## **DEPARTURE PROCEDURE**

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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 a child.

## **LATE PICK-UP POLICY**

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Plan B: A 10-minute grace period is given to children who are scheduled to be picked up at 2:30 pm. A fee of \$5.00 per 10 minutes will be applied for late pick up. Parents must depart the campus after signing out the child, thus avoiding prolonged departures on the playground or in the classroom.

After 6:00 pm: A late fee of \$1.00 per minute will be charged for children not picked up by 6:00 pm. After the fifth late pick-up, the rate goes up to \$5.00 per minute. The late fee payment is required at the time of pick up.

Plan C: A 10-minute grace period is given to children who are scheduled to be picked up at 12:30 pm. If a child has not been picked up by 12:40 pm the teacher will send the child to the nap room.

Note: Parents are required to sign out their child and enter the time of pick up. A late fee of \$5.00 per ten minutes will be charged after 12:40 pm. Parents must depart the campus after signing out the child, thus avoiding prolonged departures on the playground or in the classroom.

# PROGRAM PHILOSOPHY • OUR BELIEFS

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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 competence 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

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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 2:10

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 times." – 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

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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** (LIC 702)

Copy of CA Immunization Record

All children must be fully immunized before they can attend Sonrise Christian Preschool. This is required by California State Law. Waivers for religious, health or personal preference are no longer accepted. If your child has a medical exemption and there is a disease outbreak, the school may be ordered by the Health Department to temporarily exclude your child for his/her protection. A physician must complete a health form which includes the dates the immunizations were given. The following is a list of requirements:

Polio - At least three doses. If the third or last dose was administered before two years of age, one additional dose is required.

DTP/TD - At least four doses. If the fourth or last dose was administered before two years of age, one additional dose is required.  
Varicella (Chicken Pox) - At least one dose

Measles/Rubella/Mumps - One dose of each, separately or combined, on or after the first birthday.

HiB - At least four doses

Hepatitis B - All three shots complete the series.

## **Consent for Medical Treatment** (LIC 627)

## **Identification and Emergency Form** (LIC 700)

## **Parent's Rights** (LIC 995)

## **Personal Rights** (LIC 613A)

## **Physician's Report** (LIC 701)

Admissions Agreement

Enrollment Application

Financial Agreement

SMART Tuition Application

White Emergency Card

Photo 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.

## **REGISTRATION PROCEDURE**

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For new and returning children, a non-refundable registration fee is to be submitted with the application or re-enrollment form. Registration fees are not prorated regardless of when a child is enrolled. For Summer Camp, a non-refundable activity fee is to be submitted with the enrollment form.

## **TUITION**

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All tuition fees are due on the first of the month and are delinquent after the 6th. If the 6th falls on a weekend or holiday, payment is due on the next business day, regardless if it is the child's scheduled school day. A \$45 late fee will be added to the account balance if payment is received after midnight on the 6th of the month. A courtesy bill is emailed monthly. Payments are due regardless of receipt of the statement or email issues. If payment is not received by the end of the month, the child will be withdrawn from school unless arrangements are made with the Director.

Tuition is determined by calculating the actual number of school days in a school year (excluding vacation periods and holidays) and divided into 10 equal monthly payments. Although the school year will have short months, such as August, December, and June, full monthly tuition is due and payable.

Summer tuition is billed in three installments – one due in June, one in July and one in August. If there are any additional charges they are billed as they happen and due no later than the last day of summer camp.

## **CHANGE REQUESTS**

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If a schedule change is desired, it must be submitted in writing on a DAILY SCHEDULE CHANGE FORM by the 10th of the month prior to the billing date. This change will affect the month for which the student is being billed. For example: Changes for October will be due September 10th. In this example, if a change request is received after September 10th for October 1st, a \$20.00 processing fee will be attached to the bill.

## **WITHDRAWALS**

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All withdrawals must be in writing. All withdrawals require 2 weeks advance notification or 2 weeks of tuition is due.

## **OCCASIONAL EXTENDED DAY CARE**

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Occasionally parents may need to drop off or leave their children in daycare when they are not normally scheduled. A fee of \$10 per hour will be charged. However, the parent must call ahead so that we can be sure there is adequate staff in place.

## SUPPLIES NEEDED

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Each child needs to bring the following on the first day of school: two large boxes of Kleenex, one pack of Baby Wipes, one change of clothing, including shoes, diapers and wipes (for the 2-year-old class), crib Sheet and Blanket (if staying for nap time).

## CURRICULUM

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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, Bible and social science.

**Two-Year-Old Class:** The children in the two-year-old class will play and learn with age-appropriate toys and manipulatives. Their daily activities will include an art project, story time, music/songs, snack time, Bible fun, and much more.

**Three-Year-Old Class:** Children will be introduced to age-appropriate preschool academics through the use of toys, music, games, and exposure to writing. The children in the three-year-old group will learn academics in a twofold approach: oral and visual instruction. They will be introduced to numbers and letters and will learn to identify their written name. Academics will be taught by using playful methods and fun activities.

**Pre-Kindergarten Class:** The four-year-old children will enjoy preschool academics using a threefold approach: oral, visual, and written instruction. They will develop age-appropriate critical thinking skills. Children will learn to count, identify numbers and letters, and practice writing their names. They will play academic games that will allow them to categorize, sequence, and group advanced concepts. Pre-kindergarten readiness activities will be introduced and developed in fun and age-appropriate ways. The teachers will engage each child in readiness activities to prepare them for kindergarten. A child must be five years old by October 1st to be eligible for Kindergarten.

**Transitional Kindergarten (TK) 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 Sunrise Kindergarten due to age or readiness. TK is a class that bridges the path from preschool to K-12 and gives our children a head start that will yield huge payoffs in their future academic success. TK will offer children a developmentally appropriate curriculum that is aligned with Kindergarten standards. The curriculum is organized into thematic units which interweave all areas of learning. Our TK includes activities encouraging creativity, exploration and discovery in a developmentally appropriate learning environment. We have a strong emphasis on learning independence and developing a sense of community. TK will foster development in areas such as language, math, literacy, imaginative play, social awareness, construction, art and music. TK will prepare your child for classroom routines with plenty of time for free exploration. Children eligible for this class must be five years old by January 31st and would meet at our Covina location.

## **BIBLE & CHRISTIAN TRAINING**

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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

## **PARENT INVOLVEMENT**

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Parents, grandparents, and friends of the school are invited to be actively involved in the preschool. Opportunities for involvement can take the form of classroom sharing of a profession, hobby, or bringing refreshments. Parents should communicate their interest with the teacher.

## **PARENT'S LENDING LIBRARY**

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Books on childcare and parenting issues are available to all parents. They may be checked out in the office at no cost.

## **PARENT VISITATION**

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Parents are invited and encouraged to visit the school any time. All relatives and visitors must check in at the office prior to entering classrooms or the playground area.

## **CLOTHING**

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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 (TWO-YEAR-OLD CLASS)**

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As your child is developing toileting skills, our teachers will gently guide him/her in this area as readiness is shown. To begin transitioning children to use the toilet independently children will be changed standing up. Staff will wear gloves and use baby wipes to sensitively clean a child's private areas. Children will be encouraged to participate in the changing process as able. When needed, a changing pad with a disposable cover will be used. This pad will be disinfected after each use. The pull-ups, diapers, cover, and gloves will be disposed of in a diapering receptacle. Staff will use new gloves for changing each child.

## **DISCIPLINE**

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"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 preschooler's 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**

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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. Children who leave school early for fever, diarrhea, or throwing up will not be admitted the following day unless they have a doctor's note stating the child is not contagious.

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, and 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 the child's name, date, and directions. Prescription medication must be in the original bottle labeled with the 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**

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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.

## **INJURIES**

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Minor injuries will be treated by a staff member. An “Ouch Report” form will be completed whenever an injury has occurred. A staff member will administer first-aid treatment. Paramedics will transport an injured child to the nearest hospital. Serious injuries are immediately reported to the parent. All staff members are certified in CPR and first aid procedures.

## **NUTRITION**

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Two nutritious snacks are served daily. Each snack provides at least two servings from the Food Pyramid. Children 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 parent participation snack program is encouraged. Crackers and juice, fruit and cheese, muffins and juice are a few healthy snack suggestions. All snacks should be brought in an unopened package. Snack ingredients must be written in English to avoid problems for children with food allergies. Cookies, doughnuts or other non-nutritious foods are not allowed and will be returned (unopened) to the parent. By law, only 100% juice, 1% or fat free milk or water can be served to the children. Extended day care children will be given an afternoon snack provided by the school. Special attention will be given to children with food allergies. Snacks with peanut butter or any type of nuts must be avoided.

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**

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“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 11:28-29

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 a while, a child has not fallen asleep, a book or quiet toy will be provided.

## **ABSENCE**

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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**

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“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**

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Educational materials like books, CDs, 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.

## **CHILD ABUSE REPORTING**

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All employees are required by law to report any actual or suspected physical or sexual child abuse. If child abuse is suspected, the employee must report it first to the Director and thereafter to the Department of Protective Services.

## **EMERGENCY PROCEDURES**

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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**

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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**

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“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.

# **HARASSMENT**

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Sonrise Christian Preschool's desire is that children look forward to coming to school. It is the policy that all children are entitled to attend school in an environment that is free from harassment and intimidation. Sonrise Christian Preschool is committed to creating an environment that represents the respect and dignity that we all want and deserve.

It is the policy of Sonrise Christian Preschool not to tolerate any form of harassment, including sexual harassment, whether intentional or unintentional. We follow all state guidelines regarding issues and reporting policies relating to harassment and abuse.

Violation of this policy is a serious offense. Violators will be subject to appropriate disciplinary and/or corrective action to correct and end the conduct, prevent its reoccurrence, and protect the complainant and other similarly-situated individuals from harassment, discrimination, hate crimes, retaliation, and bullying in the future.

To avoid recurrence of an uncomfortable situation, children and/or their parents who suspect harassment are asked to report any incident/s to the director, any teacher, or any staff member of Sonrise Christian Preschool as soon as possible. In the event that suspected harassment is reported, Sonrise Christian Preschool will take the necessary steps to ensure confidentiality. Sonrise Christian Preschool does not tolerate retaliation. Our goal is to protect anyone reporting suspected harassment. All reports will be taken seriously and handled promptly, with sensitivity. A thorough investigation will take place to determine if harassment has occurred and if corrective action is needed.

# **TEACHER IN-SERVICE**

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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**

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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**

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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**

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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**

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The staff of Sonrise Christian School shall provide all intermittent health care. All staff 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 have 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, and 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 who 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.

# INCIDENTAL MEDICAL SERVICES - PLAN OF OPERATION (CONT.)

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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. Parents 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.
  - B. Instructions for medication storage:
    1. The telephone number and address of the child's physician.
    2. 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. Parents 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.
2. Sonrise Christian School will comply with the specific instructions from the child's parents.
3. Instructions must include the following:
  - A. Specific symptoms that require the use of the medication, or a detailed schedule.
  - B. Duration of treatment.
  - C. Potential side effects and expected response.
  - D. Dose-form and amount to be administered pursuant to the physician's prescription.
  - E. Actions to be taken in the case of side effects.
  - F. The telephone number and address of the physician.
  - G. Instructions on how to clean and store the machine.
  - H. Staff members will clean the mask, cups, and/or mouthpiece in the way specified by instructions or by the parent.
4. Instructions will be updated as needed per prescription.
5. 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.

# INCIDENTAL MEDICAL SERVICES - PLAN OF OPERATION (CONT.)

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

1. Parents 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.
3. 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, a parent will be notified so that a new one can be obtained. Physicians 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.
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 the child's file.

Prescription Medication: The following applies to the administration of prescribed medication:

1. Parents 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 the medication term is completed it will be returned to the parent and logged out.

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

1. Parents 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.
4. 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.
5. Once the medication term is completed it will be returned to the parent and logged out.

# SUMMER DAY CAMP

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Sonrise Christian Preschool offers Summer Day Camp for families who want their children to have a fun-filled summer. Camp is open to all Sonrise children, including preschool “grads” who will be entering Kindergarten in the fall. The goal for Summer Day Camp is to provide a program that is fun and creative for the boys and girls. Rooms with air conditioners will be used to provide for the children’s comfort during the warm summer days. Games, art activities, in-house field trips and special events are just some of the activities included in Summer Day Camp.

## BEST PRACTICES POLICY FOR COVID-19

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People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell.

This list does not include all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Below are best practices that apply to both the children and staff:

### Social Distancing Strategies

1. The classroom is considered “family” so masks will not be worn. However, outside, all teachers will wear masks, and we will ask but not require children to wear them as well.
2. Classes will include the same group of children each day, and the same teachers will remain with the same group of children each day.
3. Playground times will be staggered so the children remain in their own groups.
4. At nap time, children’s naptime cots will be spaced out as much as possible, ideally 6 feet apart. They will also be placed head to toe in order to further reduce the potential for viral spread.
5. We are implementing strategies to model and reinforce social and physical distancing and movement such as: use carpet squares, mats, or other visuals for spacing; model social distancing when interacting with children, families, and staff; role-play what social distancing looks like by demonstrating the recommended distance; give frequent verbal reminders to children, create and develop a scripted story around social distancing; as well as hand washing, proper etiquette for sneezes, coughs, etc.

### Parent Drop-Off and Pick-Up

1. Parents need to be masked and bring their own pens to sign in and out. Tables will be placed outside to sign in and out. The children’s file folders will be on the table as well so parents do not have to go into the classroom.
2. Hand sanitizer with 60% or more alcohol will be at the table so that the children can clean their hands before entering the classroom. Parents need to supervise their children while using the sanitizer to prevent ingestion.
3. Ideally, the same parent or designated person should drop off and pick up the child every day.

# BEST PRACTICES POLICY FOR COVID-19 (CONT.)

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4. If parents do need to go into the classroom we ask that they enter and exit the room one person at a time to allow for social and physical distancing.

## Children Screened Upon Arrival

1. A visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath will be done.
2. The child's temperature may be taken.

## Classrooms will be Cleaned and Disinfected

1. We will routinely clean, sanitize and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, diaper changing pads, toilet training potties, toilet handles, chairs, cubbies, and playground structures.

## Holding a Child

It is important to comfort crying, sad, and/or anxious children, and they often need to be held.

2. Teachers will wash their hands, neck, and anywhere touched by a child's secretions.
3. Teachers should change the child's clothes if secretions are on the child's clothes.
4. Contaminated clothes will be placed in a plastic bag and sent home to be washed in a washing machine.

Children should have multiple changes of clothes on hand.

## Healthy Hand Hygiene Behavior

All children and staff will engage in hand hygiene at the following times:

1. Arrival to the facility and after breaks
2. Before and after preparing food or drinks
3. Before and after eating or handling food
4. Before and after administering medication or medical ointment
5. Before and after diapering
6. After using the toilet or helping a child use the bathroom
7. After coming in contact with bodily fluid
8. After playing outdoors or in sand
9. After handling garbage
10. Wash hands with soap and water for at least 20 seconds

# **BEST PRACTICES POLICY FOR COVID-19 (CONT.)**

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## Classroom Environment

1. Multiple toys and manipulatives that are easy to clean and sanitize throughout the day will be provided.
2. Each child will have their own supplies (ie. crayons, markers, scissors, glue, etc.)
3. For snack and lunch time children will be placed one chair apart to encourage social distancing.
4. Toys will not be allowed to be brought from home unless specifically asked.