

# Parent Handbook

2010-2011

*Life Bridge Christian Church*

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*Longmont, CO. 80504*

*303-776-5897*

*Emergency: 720-280-2080 or 720-480-0070*

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# *Welcome to Sonshine Daycare and Preschool...*

We appreciate you taking the time to look over our new student handbook. We feel that an important part of us caring for your child is for you to know what our expectations are of you and what you can expect from us as your child's caregivers.

As the school continues to grow and develop as a ministry, we want to encourage you to share your concerns and ideas with us. It is so important that you feel comfortable to share your feelings with us so that we can serve your child in the very best way possible. We need to know any possible phone numbers that you can be contacted at in case of an emergency. As situations arise in your family, please let us know so that we can report any changes in your child's behavior at school to you. This way you know how he/she is dealing with family situations away from you. Your personal family situations are kept in confidence and we are sensitive to you and your child's feelings.

The children are surrounded by a Christian atmosphere of respect and a loving appreciation for each person and for the wonders of God's world. Each child is encouraged to progress at his/her own rate of speed toward enriched experiences, self-discipline, and the ability to make choices. We sincerely hope that your child's years at Sonshine Daycare and Preschool will be a very positive transition into the academic world. It is our intention to develop a program that challenges your child, builds self-esteem, respect for others and prepares them socially, emotionally and spiritually for the upcoming challenges that face them through life.

## **Process for Registration & Removal of Child**

In your folder there are five pages of the application that need to be completed and returned to us by the time your child starts their first day here at Sonshine Daycare and Preschool. However, you will have 30 days to return the doctor signature form, for we know that can take some time.

Upon removing your child from our center due to moving, changing schools, schedule conflicts, etc. We ask that you give us a 2 week notice. If you fail to give us the 2 week notice, you will be charged for the 2 week period according to our regular financial agreement. In the rare occurrence that we would need to ask for your child to be removed from our center we will also give you a 2 week notice to find other arrangements.

## **Financial Agreement**

In order to maintain a high quality of care for your child, it is necessary that tuition be paid for the days your child is enrolled. Our teachers are hired on the assumption that your child will be in our school. When he/she is absent and payment is not made for that day, our financial structure is upset. In order to be fair to the parent as well as protect our own financial structure, the following policies have been set:

The school is open from 7:30am – 5:30pm. Our enrollment policy is designed in a way that is most flexible to the unpredictable schedules of a family. It is our desire to promote the family unit. To do this effectively we have designed enrollment in a way which will allow you to spend the most time available with your child while not being penalized for your absences or early departures for special time with the family. Keeping this in mind we have set up the following fee schedule and payment policies.

An annual registration fee of \$40.00 is payable when you enroll your child. You will receive a 25% discount on each child thereafter.

Full daycare; meaning anything six hours or over per day is \$30.00 per day or \$145 for a full week. You will receive a discount of 25% on your second child attending.

Preschool session; meaning between the hours of 9:00-11:30am, is \$15 per day. You will receive a discount of 25% for your second child attending.

There is a late fee of \$1.00 per child for every minute that you are late picking up your child. This applies only to the daycare kids being picked up after 5:30pm.

In the event of an absence or early departure, your account will be credited as follows: full day absences - \$15.00 per day, pre-school only absences - \$7.50 per session missed, early departures - \$1.00 per hour. For these incentives to work, you must notify us as soon as possible so that adjustments can be made to your account.

We encourage family vacations. So therefore, our Daycare families that are scheduled for at least three days or more per week are eligible for two weeks (10 days) vacation annually. We ask that you notify us as soon as plans arise so we may adjust to your account and the classroom schedule. These vacation days run from the calendar of when your child begins attendance.

Payment will be accepted weekly, biweekly or monthly. We ask that you stay consistent to the schedule you set up with us. Fees are due at the beginning of the session. If you have a credit from the previous week, please feel free to take it out of the next week's tuition if you are sure of the amount. If you are unsure, please contact Mrs. Corrie or Mrs. Crystle. We accept Cash, Checks, Money Orders, Cashier's Checks, Visa & MasterCard.

If your child stays overtime during the day and we have been notified of the additional time the fee is \$5.50 per hour. For example: if your child goes to preschool and on a certain day needs to stay for lunch, you will be charged for the preschool session plus \$5.50 per hour for the extra time. You may either pay that amount at the time of pick up or in the next week's tuition. Drop-In Care is available on a space opening basis only. The fee for drop-in care is the same as the discussed previously. No registration fee will be charged for drop-in care until the third visit. However, drop-in children require the same paperwork as all the other children enrolled.

### **Licensing**

Sonshine Daycare and Preschool is licensed by the State of Colorado, Department of Human Resources, for children ages 2 ½ years old thru 6 years old.

### **Policy for Reporting of Child Abuse**

For all suspected Child Abuse or Neglect reports, please contact:  
**Boulder County Department of Social Services at  
303-441-3131**

### **Procedure for filing a Complaint about our Child Care**

If you feel the need to file a formal complaint about our center, contact:  
**The Colorado Department of Human Services Division of Child Care  
1-800-799-5876**

## **Services offered for special needs children**

We here at Sonshine Daycare and Preschool will make every effort to help those children that have special needs. We will look at each case individually and decide from there what services will be offered.

### **Health and Safety**

Your child's health is a matter of importance to us all. Upon enrollment, you must file us a health form signed by a physician. The state regulations also require that verification of current immunizations be signed by a physician. It is mandatory that these two forms be turned into us before your child begins attending. You are also required to give us an updated immunization form for each school year your child attends Sonshine.

Please keep your child at home if he/she:

- Has a fever or has had one during the previous 24 hour period
- Is vomiting or has vomited during the previous 24 hour period
- Is in the first 24 hours of taking an antibiotic
- Has a heavy nasal discharge with coloring in the mucus has a constant cough
- Is extremely fussy, cranky, tired or generally out of sorts
- Has symptoms of a possible communicable disease

Please notify the school as soon as possible, if your child is diagnosed with a communicable disease.

**This is very important!!**

Your child may come to school if he or she:

- Has a slight cold with a clear mucus discharge
- Has a note from a doctor permitting him or her back into school
- Has passed the incubation period of any illness

In case of accidental injury or illness while at school, we will make every attempt to notify the parent, guardian or emergency contact. If we can not reach anyone, we will then call the child's physician. If necessary we will call an ambulance or the paramedics. Until the arrival of a parent, guardian, physician, ambulance or paramedic, the Director (Cathy Rickman) or Assistants (Corrie Kraft or Crystle Rickman) will remain with the child at all times. As well as if the child needs to be transported.

In the event of an accidental injury, you will be expected to assume responsibility for any resultant expense not covered by your insurance. The school will maintain a parents signed consent form agreeing to this provision. Any delay in notifying you due to a change in information that Sonshine Daycare and Preschool is not notified of, is beyond our control. We will act in the child's best interest based on the information provided.

### **Weather Policy**

Children will go outside in all kinds of weather unless: raining or snowing extremely hard, or the temperature is below 30 degrees or above 100 degrees. In case of really hot or cold weather children may be allowed to go out, but only for a short period of time.

## **Procedures for Responding to Emergencies**

### **Lost Children:**

1. Stay calm
2. Check all areas child might be hiding (bathroom, closet, behind toys, etc.)
3. Notify director
4. Ask other children
5. Continue looking
6. After 15 min. of looking, we will contact emergency services
7. We will then contact you, the parent.

### **Tornados:**

1. Stay calm
2. If sufficient warning, parents should be notified to pick up children
3. Children should be kept indoors and taken to the gym, once there the children should be instructed to sit in groups and do quiet activities
4. Director will open a door and window to allow air to move through the building
5. Flashlights kept available in case of power outage.

### **Fires:**

1. Stay calm
2. Ask children to "freeze", quietly line up at the door.
3. Close windows and doors, get attendance book.
4. Evacuate children as far from building as possible, taking the easiest route.
5. Administration staff will check all restrooms, isolation areas for sick children, and other areas where children might be and will also get the first aid kit.
6. Once safely outside: All adults and children must be accounted for by teachers and director, the teachers will assure children of their safety, first aid is administered if needed, building is not reentered until permission is given by fire officials.

## **Procedures for tracking arrival and departure**

There will be sign in and out sheet posted at the entry/exit area where parents/guardians must sign their children in and out. This is very important for many different reasons. It is not only a way for us to know who is in our care, but this also determines tuition charged to your child's account.

Identification will be checked by a staff member until parent is recognized, and always when someone new, who is authorized on your child's pick up list. If someone who is authorized is picking up your child, they will be required to show a picture i.d. before being allowed to leave with the child. They will also be required to follow through with the standard pick up procedure of signing out with the time.

### **Visitors**

All visitors are required to check in through the front desk in the church lobby and be escorted back to the school office. It is mandatory to sign in on our visitor log sheet. Upon departing the center it is also necessary to sign out.

### **Records**

It is important that accurate records be kept of phone numbers, place of employment for both parents, change of addresses, people, and doctors to be called for emergencies. We would appreciate your fullest cooperation concerning this; it may save time if your child were to become ill or injured.

## **Discipline**

1. Corporal punishment or humiliating or frightening techniques are never used, nor is punishment ever associated with food, rest, isolation for illness, or toilet training.
2. Disciplinary problems are prevented or handled in these manners:
  - Re-direction to avoid a problem
  - Giving recognition for positive achievement
  - Time out if child cannot cope with the situation or need time to calm down.
  - As a last resort privilege may be denied
  - If a problem exists that is consistent or serious, the child will be taken to the Director or Assistant Directors and the parent will be contacted. We will expect your cooperation in such a matter.

## **Nutrition**

We provide a nutritious mid-morning and mid-afternoon snack that may consist of fruit, vegetables, crackers, granola or other good foods. Milk and fruit juice will also be provided.

All children must bring their own lunch to school. We ask that lunches be wholesome, simple and geared to the child's eating patterns. Lunch is at 11:30am. Milk or juice will be provided if needed.

We celebrate birthdays at snack time. You are welcome to bring special snacks for your child's class. Please notify your child's teachers in advance. And please make sure there is enough for all the kids.

## **Medication**

If your child has an allergy, is recovering from an illness (and is no longer contagious) and still requires medication or has special medical conditions, it may be given at school if:

1. Medicine is in its original prescription container.
2. Doctor's orders and signature will be required before we are able to administer medication.
3. The child's name, dosage, times of administration, name of physician and name of the pharmacy are properly labeled on the container.
4. Parents must complete the medicine form for all medications. This form is located in the school office.
5. The medication will be held in the school office in an official, labeled bin, in a closed cabinet.
6. Medication is administered by the Director or teachers qualified and licensed to do so.

## **School Calendar**

The preschool program here at Sonshine will follow the same calendar as the St. Vrain Valley School District. You are not charged for days that preschool is out due to a school holiday. Daycare is open everyday, except the holidays indicated below. You may choose to sign your child up for daycare during the regular preschool hours when the public schools are closed for the day. Notice will be given in advance on these dates. If for some reason school must be canceled due to weather, please watch the local weather station and watch for directions of St. Vrain Valley School District. Also, there will be a message on the Sonshine Daycare and Preschool phone line, so you can call that as well (303-776-5897). The daycare will be open depending on the severity.

## **Sonshine Daycare and Preschool will be completely closed on the following days :**

- \* Labor Day
- \* Thanksgiving Day
- \* Day after Thanksgiving
- \* Christmas Day
- \* Christmas Eve we will close at 12pm
- \* Day after Christmas
- \* New Years Day
- \* President's Day
- \* Memorial Day
- \* 4<sup>th</sup> of July

## **Parent / School Communication**

1. Parents will be informed of current information and events through weekly parent letters, called "Parent Newsletter". **These are very important to read!!**
2. Conferences: Pre-K will have evaluations come home in the fall and again in the spring. During the spring evaluations there will be sign-ups for end of the year, conferences with your child's teachers. You are always welcome to request a special conference throughout the year, please make an appointment with your child's teachers.
3. Parents are always welcome to visit the school. Please see the Director to set up a convenient time for you and the teacher.

## **DVD Viewing**

DVD viewing will occur every Friday afternoon from 4:30-5:30pm as a special privilege for the end of the week. We only allow G-rated movies approved by the Director or a teacher. The only other times we will view movies is to allow a different learning style for a theme or bible story being taught at that time. Once a year we do a pajama day where your child is allowed to come to school in their P.J.'s and bring blankets, a soft animal, pillow and we eat popcorn while watching a movie.

We try to be very careful to allow all of our time with your children to be interactive, encouraging and responsive. If your child does not wish to view the video they will be given another activity to participate in.

## **Items from Home**

Although we discourage bringing toys from home, we do have exceptions. The 2 ½ year old room has many different reasons for having special toys, blankets or stuffed animals. We like to allow them to have what they might need for transitioning tools and also to sleep with. As for the 3 ½ - 6 year olds, we try to keep it at a minimum. We always allow them to have something soft at rest time; however, during class time or play time, we ask no toys be brought with them. We will have special share times, and those are the times when they can bring a share item to school; this will be asked to follow the theme or story for the week. If there is a special circumstance regarding this topic, please talk to your child's teacher. We ask that children not be allowed to bring money, expensive toys and we ask that you respect the values of the school and send **NO GUNS OR WEAPONS OF ANY SORT, AS WELL AS MEAN OR EVIL ACTION FIGURES AND TOYS.** The staff will not be responsible for any lost or broken items that come to school. If an item does get lost, there is a lost and found.

## **Mandated Reporting**

By law, we are required to report to the Department of Human Resources any suspicion or disclosure of child abuse immediately. It is not our job to make a judgment as to the validity of the suspicion or disclosure, but simply to report it.

### **In the event a child has not been picked up upon school closing time:**

1. Child will be kept in the school office.
2. Child will be kept entertained and assured that someone is on their way to get them.
3. Director or Assistant Director will be contacted, and two staff members will stay with child at all times.
4. By 5:45pm, parents/guardians will be called and informed their child has not been picked up.
5. If parent is unable to be reached and no one comes to pick up the child, there is a time limit of 2 hours before authorities will be notified.

## **What to Bring**

\* **EXTRA SET OF CLOTHES:** ACCIDENTS WILL HAPPEN, IT MAY BE A POTTY ACCIDENT, BUT IT ALSO COULD BE WATER, MUD, PAINT, ETC. PLEASE **EVERYBODY** BRING A CHANGE OF CLOTHES IN A BAG AND KEEP AT YOUR CHILD'S HOOK DAILY!!

- **A SHEET IS REQUIRED FOR EVERY CHILD RESTING AT THE CENTER!**
- **A BLANKET AND SOFT ANIMAL** YOUR CHILD MIGHT WANT TO SLEEP WITH!

**PLEASE LABEL WITH YOUR CHILD'S NAME ON EVERYTHING YOU BRING TO SCHOOL. WE ASK THIS IS VISIBILE TO ALL THE TEACHERS**

## **Closing Comments**

Everyone at Sonshine Daycare and Preschool is looking forward to working with your child and sharing the love of Jesus. Our main goal is to provide a quality program where your child may develop to their fullest.

We believe that children thrive best in a atmosphere of genuine love cared for by reasonable and consistent discipline. Our goal is to provide a program that will provide the child with a sense of self esteem, an understanding of God's love, an opportunity for emotional, social, spiritual, and academic growth and a safe, positive environment. Our commitment to you is to do the very best job that we can and provide the very best care while glorifying God.

# State of Colorado letter of Licensing

## State of Colorado

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Department of Social Services  
1575 Sherman Street  
Denver, Colorado 80203-1714  
Phone (303) 866-5700

Dear Parent:

Your child was recently enrolled in a child care program that is licensed by the Colorado Department of Social Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not yet done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse for the Boulder County Department of Social Services is (303) 441-3131. Colorado law requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional and social development will be nurtured in a well planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about the child care facility, consult the Colorado Office of Child Care Services at 1-800-799-5876.

Sincerely,

Licensing Administrator  
Office of Child Care Services

