



Parent Handbook

SUNRISE PRESCHOOL & MMO
2655 Briargate Boulevard
Colorado Springs, CO 80920
License: 23598

Preschool Office (719) 594-9500

Office Hours M-F 8:00AM -2:00PM

Preschool Office: preschool@sunriseumc.com
Office Manager: ps_officemanager@sunriseumc.com
Attendance: ps_attendance@sunriseumc.com

Dear Preschool Families,

Welcome to Sunrise Preschool! It's a pleasure to have you and your child become a part of our preschool family. The Sunrise staff looks forward to providing your child with a fun and loving preschool experience.

This handbook is designed to give all families general information about our program's policies and procedures. It is very important, as your child begins their school years, to keep open communication and to bring any questions or concerns to our attention as early as possible. Please take some time to become familiar with our program and policies. We like to follow Matthew 18 guidelines when dealing with conflict resolution. We believe we are weaving a tapestry of trust, faith, and love between Sunrise Preschool and our families. We believe that home is the first school and we are here to come alongside our families and compliment your child's upbringing during their early foundational years.

We feel open communication is best when working with young children. We encourage our staff to share important information with you and feel it is our responsibility to bring any questions or concerns to your attention. Your input is of vital importance to us as well. Please feel free to discuss your questions and concerns with your child's teacher or the Director at any point during their academic career at Sunrise. We are available to speak with you at any time or will make special arrangements to meet. We seek your active involvement in your child's learning progress.

MISSION

We're here to prepare children academically, socially, emotionally, physically and spiritually to meet today's challenges. We believe in building loving, and nurturing relationships while providing comprehensive curriculum to prepare your children for school.

PHILOSOPHY

We believe in a healthy balance and blend of structured classroom atmosphere, teacher led activities and play based learning. At Sunrise Preschool, we use a whole literature approach to include clear learning of the alphabet, pre-reading, number concepts, science, social studies, and the arts, all while recognizing the importance of both physical and social/emotional development. We believe in the importance of instilling independence and building positive character traits.

Admission and Registration

Sunrise Preschool admits children of any race, color, national~~la~~lity, religious affiliation, or ethnic origin. A non-refundable registration fee of \$125.00 must be paid for each school year at the time of enrollment. A registration form must be completed and registration fee paid for official enrollment to be considered complete.

Class Size

1 year olds	10 students	2 teachers
2 year olds	10-12 students	2 teachers
3-year-olds	15 students	2 teachers
4-year-olds	18 students	2 teachers
5-year-olds	16 students	2 teachers

Fee Schedule (September-May)

Tuition is due the first of each month. Tuition can be paid electronically or with cash or checks. If at any time your check is returned due to Non-sufficient Funds you will be assessed a \$35 fee AND a late fee if applicable AND you will no longer be allowed to pay by a check. Tuition is based upon the total number of days in the school year. This figure is divided into nine equal installments for your convenience. Tuition is therefore not reduced for months including Thanksgiving, Christmas, Spring Break or any other unexpected days off including illness and snow days. Signing your child up for our program, we in good faith plan our budget on that tuition and rely on our families to pay their tuition in a timely manner.

Payments not received by the 5th of each month will be considered delinquent and a \$25.00 late fee will be charged.

A one-time activity/materials fee of \$75 per child is due to the preschool office by the first day of school and must be made in cash.

Class Schedules/Routines

Each teacher will post a schedule/routine in the classroom.

Withdrawal

Each child is enrolled for the entire school year, September through May. Should it be necessary to withdraw your child during the school year, one month's notice is required. A Withdrawal Form must be completed and signed by the parent or guardian and given to the Preschool Office. You will be responsible for all monies due to the preschool at the time of withdrawal. A withdrawal for the month of May will not be accepted unless due to military move, severe medical reason, or upon approval of the Sunrise Preschool Director.

Termination

The school reserves the right to withdraw a child for any reason. Parent or guardian will be notified, using our Termination Letter. If contact cannot be made in person, we will send the Termination Letter via the email address and mailing address on file as a certified email.

Vacation/Illness Tuition Policy

Tuition credit is not given for occasional days off and days taken for illness. Adjustment to tuition will only be made in case of extended injury/illness and arrangements must be made with the Preschool office. Expenses of the school do not fluctuate with the number of children present. If your child will be out for any extended amount of time please email attendance: ps_attendance@sunriseumc.com or call the preschool office: 719-594-9500

Sign-In/Out Procedures

Parents/guardian/authorized persons are required to sign their child in and out using the form provided by each classroom. If someone other than that child's parent or guardian will be picking up the child from school, written authorization must be made and the authorized person is expected to present identification at pick-up. **NO CHILD WILL BE RELEASED TO A PERSON NOT AUTHORIZED BY A PARENT.**

Arriving and Departing From School Each Day

All children must be accompanied to and from the school each day by a parent/guardian or authorized person. Please make every effort to arrive and depart on time. If you are unavoidably delayed, please contact the school so we can assure your child you are on your way. It is very upsetting to a child when the parent is late and all their friends have gone home.

Late Child Pick-Up

A late charge of \$1.00 per minute will be assessed to parents who leave their children beyond the regular class release time. After 5 minute, the preschool will attempt to contact the parent or designated emergency person. The Director or designated staff member will wait with the child until one of those persons arrives. If no one picks up the child within the hour, Child Protective Services and the Colorado Springs Police Department will be called.

Daily Closing Policy

The preschool will be closed each school day at 3:00pm. The entire school will be checked for remaining students, alarmed and locked by preschool director or office manager.

Emergency Forms

Please be sure to complete the emergency form and return it to the school office the first day of class. The following information should be current at all times. Please keep emergency information current by notifying the Preschool office with all changes in the following information:

- Phone numbers where you can be reached during the day and time your child is in school.
- Addresses at home and at work.
- Names of authorized persons who may be contacted in case of an illness, injury or emergency.
- Names of all persons authorized to pick up your child.

Identifying Children

Children are accounted for during all times of the day. During transitions to and from playground, P.E, etc. children line up and teachers count each child 3 times (once before leaving the locations, once during the transition, and once when they arrive to the new location).

Visitors to the School Policy

All visitors to Sunrise Preschool must check in with the preschool office upon arrival to the school. Personal identification must be presented.

Volunteers to the School Policy

We love volunteers! Parents and Designated representatives are welcome to volunteer in their child's class. Please coordinate with your child's teachers for these great opportunities. You will be asked to sign in at the office during your volunteer time.

Parent Conferences

We provide 2 written progress reports (Fall and Spring) for ages 3-5 years old where we provide a full developmental evaluation on each child's progress. Parent-teacher conferences will be held in November upon request. Additional conferences may be scheduled by contacting your child's teacher at any time during the child's enrollment.

Newsletters and Communication

A school-wide newsletter is sent out via email each month. It is called Hot Topics.

Your child will also receive a classroom newsletter and academic calendar from their teacher that includes what's happening in the classroom and anything you need to know about upcoming special events for the month.

Personal Belongings Policy

Sunrise Preschool cannot assume responsibility for loss or damage to any personal possessions or money children bring into the school. It is very distressful for a child to misplace or lose personal belongings and at times difficult for the teacher to identify the owner. Therefore, we encourage children to leave all personal belongings at home unless they are scheduled for designated "Show and Tell" days. However, we do ask that children do not bring any valuable or fragile items, mouth toys, guns or knives to school at any time.

Birthdays

Birthdays are special days for all young children when they like to bring something special from home to share with their friends at school. This can be arranged through your child's teacher. **Please do not bring party invitations unless the entire class is invited, favors and/or presents to the classroom. A special treat can be brought that is appropriate and pre-packaged.**

Clothing

We recommend that your child be dressed in comfortable play clothes that he/she can manage by himself. This allows freedom of activity with no fear of ruining their best clothes. We require that closed-toed shoes be worn while at school for safety reasons. Since part of our program involves outside activities, please send along a jacket or sweater as soon as the weather begins to cool off. We go outside every day unless it's raining, snowing, or below 32 degrees. Please make sure your child is dressed appropriately. Sunscreen is not provided by the Preschool, so we suggest the parents apply sunscreen before they drop off their child.

PLEASE MARK ANY REMOVABLE CLOTHING CLEARLY WITH THE CHILD'S NAME. (jackets, hats, mittens, etc.) We will mark them with a sharpie if not labeled at home.

Lost and Found

If your child is missing anything, please check the Lost and Found table by the Preschool Office as soon as possible. It is very helpful to have all the child's removable clothing labeled, so we can easily identify whose items are lost. Unclaimed items are given to charity at the end of the year.

Meals and Snacks

Parents are expected to pack a snack and a lunch for their child each day. We do not offer meals at our facility. We encourage nutritious foods and good manners. We suggest that all snacks be healthy and nutritious and not contain large amounts of sugar. It is helpful if the snack can be served and eaten with a minimum amount of preparation and clean-up.

Screen Time and Media Policy

The Preschool uses videos on occasion for educational purposes only. Videos have been censored for age-

appropriate material. Internet usage is not permitted for any student.

School Calendar

Classes are September-May. Beginning and end dates will be determined on a yearly basis. The school year calendar is posted on our website. Special event days are subject to change based on weather.

Snow Day and Delay Policy

We follow Academy District 20 inclement weather procedures. If District 20 closes school, Sunrise Preschool will also be closed. Please listen to local radio/TV stations for these announcements. Sunrise will also post to our social media pages to inform families. When District 20 calls for a delay for inclement weather, Sunrise Preschool will also be on a delay and classes will begin at 11am for those days and conclude at the regularly scheduled pick up time. When D20 has scheduled delays, Sunrise Preschool will operate normal business hours.

Early Release

If District 20 has an early release, Sunrise Preschool will **not**, and school will continue with normal release times. An early release may be called due to an emergency, but families will be notified when this may occur.

Playground Policy for Inclement Weather

Children go outside to play every day for 25 minutes or more. During excessively hot weather or excessively cold weather, children will not play outside. Please make sure your child is dressed accordingly. Adult supervision is constant and child/staff ratio is upheld while children are on the playground.

Sunscreen Policy

Sunscreen is not provided by the Preschool. We suggest parents apply sunscreen before children come to Preschool.

Field Trips and Transportation

Often times, parent initiated and planned family field trips may occur throughout the school year. We do depend on parents to transport their own children to and from field trip destinations, as the school does not own or operate any vans or busses. We do not transport children. Parents are expected to remain with their child for the duration of the activities. Staff may be present but not expected to supervise during these events. A Staff member should never be asked to transport children to these outside planned events.

Emergency Preparedness

In all situations, our primary focus is to protect our students and staff from injury or harm. Drills are conducted monthly when school is in session. All staff are trained and knowledgeable in the following procedures:

Emergency Procedures

In case of illness or injury, we will make every effort to contact the child's parents immediately. If we cannot reach the child's parent/guardian, we will contact your child's emergency contact on file. 911 will be called for any major injury. Immediate first aid will be administered by a qualified staff member, but will never surpass the individual's current level of training.

Fire/Evacuation Procedure

In the event of a fire or emergency evacuation, students and staff will go to a designated area away from building, where all children will be accounted for. Director and Office Manager will check all rooms to make

sure each child is out of the building. Staff will make every attempt to contact parents. Students will only be released to parent or emergency contact. Children will be picked up at the convenience store located on the South West corner of Union and Briargate Blvd.

Lockdown/Active Shooter Procedure

When a situation occurs where there is a significant risk or danger inside the building, law enforcement will be contacted immediately. All students and staff will seek shelter in classroom or office. All exterior and interior doors are locked. No dismissal until situation has been resolved and law enforcement has given the all clear.

Shelter in Place/Tornado

When there is a tornado warning or dangerous weather alert, staff and students go to the designated area, Wesley Chapel. Children or staff outside return to building immediately and join others.

Reunification and Continuity of Operations after Emergency

Children will only be released to parents or emergency contacts with a photo ID. Continuity of Operations will occur only when authorities have given the all clear.

Children with Disabilities and Special Needs

If your child has any special needs (i.e., speech difficulty, physical or mental disabilities, etc.) please let us know. Families of children with disabilities or special needs will meet before the start of school with the Director and the Teacher. The purpose of this meeting is to provide the most positive learning experience for your child. In this meeting, we will also make a list of things they might need in case of an emergency, including medications, batteries for assistive equipment, or any other special health care needs so that staff feels prepared on how to best keep your child safe in the event of an emergency.

Lost Child

If a child is unaccounted for, a staff member will search the area in which the child was last seen. All staff will be notified to be on watch for the child. Authorities and parents will be contacted if the child is not located within 10 minutes of being reported as missing.

Immunization and Health Records

According to state regulations, Immunization records must be provided upon enrollment and kept current. If child is non/under immunized, the parent or guardian must take the state required online course, Immunization Education Module, and must provide the school with the certificate. The school also requires that all children have a physical examination within the last 12 months. Physical and Immunization Forms must be completed and returned to the preschool office by the first day of school. Enrollment of the child will not proceed and child cannot attend school until all health forms have been turned in.

Medication

If your child requires medication, an authorization form must be signed by the child's parent and physician. Only staff who are medication trained and delegated by the school nurse may administer medications. Administration documentation will be completed using the medication log. Medications are kept securely in each classroom for immediate access. All medication is given in the preschool office. Any unused medication at the end of the year will be returned to the parent.

Medication in Emergency Situations

At least one member of our staff who is trained in CPR and certified in first-aid is present at all times in the event of an emergency. In all cases, the instructions of the poison control center or emergency personnel will be followed.

Illness

Please keep your child home if he/she:

- has had a fever during the previous 24 hour period
- has taken an antibiotic for less than 24 hours
- has a cold that is less than three days old
- has heavy or discolored nasal discharge
- is fussy, cranky or generally not themselves
- has symptoms of a communicable disease (chicken pox, pinkeye, etc.)
- has vomited or had diarrhea in the previous 24 hrs.

In the event a child contracts a communicable disease and exposes other children, notice of such exposure will be posted and parents will be notified. The parent must understand that if a child is too sick to participate in all school activities, they should not be attending school.

Cleanliness

We promote cleanliness and good hygiene with the children. Hand washing is required before eating and after toileting. Our school is cleaned weekly by professional janitorial services. Preventive pest control is conducted. Our staff cleans and disinfects working tables and counters each day. All toys and equipment are disinfected on a regular schedule.

Diapering and Toileting

1-2 year old classes: Staff will change diapers on a regular basis throughout the child's day. Parents are responsible for providing their child's diapers and wipes, as well as an extra change of clothes to be kept at the preschool. Teachers will put on a new pair of gloves with every diaper change and wash their hands. The changing table is disinfected between each use. When child and parents are ready to begin the toilet training process, it is the parent's responsibility to communicate that with the teacher. Staff is here to support you and your family through the journey. We ask that you do not send your child in underwear until they are prepared to go the full day without accidents. We understand that accidents will happen and staff will be ready to assist when needed. However, if accidents are frequent, you will be asked to keep your child in diapers and pull-ups until they are ready to try again. Accidents are defined as unusual incidents and should happen infrequently.

3-5 year old classes: All children in our 3-5 year old program must be in underwear and toilet trained before the first day of school. Diapers and pull-ups are not allowed in these classes. Bathroom breaks are offered throughout the day frequently. We understand that accidents will happen and staff will be ready to assist when needed. We ask that every child keep an extra change of clothing in their backpack just in case. If accidents are frequent, your child may be dis-enrolled or suspended until they are fully toilet trained. Accidents are defined as unusual incidents and should happen infrequently. If during one school day a child has more than 3 accidents, parents will be notified to come pick up the child to go home. If a parent cannot be reached, Preschool staff will call authorized/emergency contacts on the child's list.

*A toilet trained child can do the following:

- Communicate to the teacher that they need to use the restroom before they need to go
- Alert themselves to stop what they're doing to use the bathroom

- Remove clothing and get it back on without assistance
- Get on and off the toilet by themselves
- Wipe themselves after using the toilet (staff does not wipe, unless needed in an emergency situation, such as diarrhea, special needs, etc.)
- Wash and dry their hands on their own
- Postpone going if they must wait for someone else who is in the bathroom

Please note that this policy is not in place to shame or inconvenience families. Rather, our facility does not have the staffing to toilet train children in our 3-5 year old programs. In addition, when a staff member is busy cleaning accidents and changing soiled clothes, it is time consuming and takes away from learning time, daily activities and interaction with the rest of the class and puts us out of compliance for mandated ratio requirements.

Behavior Expectations

It is our goal to help children achieve maximum development of individual knowledge, skills and positive behavior patterns, which will in turn, promote your child's mental health, social and emotional well-being. Every child is expected to show respect for authority and peers. We strive to promote an environment that keeps students engaged in learning and healthy development. Positive reinforcement and consistent communication with parents and family is our priority. All staff is trained annually in how to effectively provide social and emotional support, with the intent to reduce challenging behavior and prevent suspensions and expulsions.

Discipline Policy

Positive guidance techniques will be used and will be consistent, clear, and age appropriate. These practices will be related to each child's personality and level of development. Rules will be explained at the child's level of understanding.

When inappropriate behavior or behavior that disrupts the classroom occurs, the first approach is redirection. Depending on the age of the child, staff will have a conversation to help the child understand why the behavior is inappropriate. If this behavior continues, the approach will be separation-type discipline. The child will sit on their cubby for quiet time (no more than 2-5 minutes depending on child's age) or go to the office to try and regroup. The child will then be given another chance to try to re-enter the classroom environment and correct the behavior with guidance from a staff member. If the problem continues after all attempts are made, parents will be called.

It is our intent to create a safe environment for children and staff.

Aggressive or violent behavior such as, but not limited to, biting, spitting, kicking, hitting, use of abusive and foul language and throwing objects, will not be tolerated. Parent or guardian will be called immediately in these situations and the child may be asked to go home.

In any of the situations listed above occur at school, parent or guardian will be communicated with, keeping in mind that the goal is to cultivate a healthy and positive child, staff and family relationship.

Suspension and Expulsion

Our staff are well trained and work hard to identify each child's social and emotional development. However, there are times when children may need additional care that our staff may not be able to provide.

If all steps listed in our discipline policy have been taken, and no change in behavior is made, alternative options shall be explored. A meeting will be called with parent, teacher, Director, and possibly an intervention specialist or mental health consultant. The purpose of this meeting will be to develop a Behavior Plan, which would support the child at home and at school. If progress is still not shown after the behavior plan has been implemented, a second meeting will be held to discuss suspension, expulsion or request to withdraw the child. In the event a child is suspended, full tuition payment is expected to be paid in order to hold your child's spot until they return.

Christian Values

Chapel time is presented once a month by one of the church pastors. Prayer time is held before eating. Christian songs and/or Bible stories are biblically integrated into the academics. There is a Bible verse and Bible story for every month that is incorporated into our academics.

Filing a Complaint

To file a complaint concerning the facility or suspected licensing violations, please contact the Department of Human Services at the phone number, 303-866-5958.

Reporting of Child Abuse and Neglect

We are required by law to report any incidents or suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state protective agency not to notify the parents of such a report. The Child Care License phone number is (303) 866-5958. The El Paso County Dept. of Human Services can also be contacted at (719) 444-5700.