



Sunrise
Children's
School

Parent Handbook

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VISION

Our vision is to continue to be recognized as a model educational program for young children. We are dedicated to integrating the highest quality of education and care in meeting the cognitive, language, physical, and social/emotional needs of our children. We measure our success through the satisfaction of our families, growth of our students and support within the communities we serve and represent.

VALUES

We are guided in our daily work by a set of organizational values:

1. *Appreciation* of childhood as a unique and valuable stage in the human life cycle;
2. *Knowledge* of child and family development;
3. *Support* of the close ties between the child and family;
4. *Recognition* that children are best understood and supported in the context of family, culture, community, and society;
5. *Achievement* of a child's full potential through relationships that are based on trust, respect, and positive regard.

STATEMENT OF ACCEPTANCE

The SCS advertises in public forms of media in order to make known openings within the school to all families in the community. Children are accepted regardless of race, creed, color, sex, national origin, religion, or handicapping conditions.

ADMISSIONS

Children who are between the ages of two and four are eligible to enroll at Sunrise Children's School (SCS).

Children will be enrolled into classes based on birthdays (on or before September 1) unless space or other circumstances call for a mixed age classroom. Children will not advance into the older classroom during the current school year.

For children with diagnosed disabilities, the Director will meet with the parents and other educational specialists to review their Individualized Educational Plan prior to enrollment. The same committee, including the child's teacher, will meet quarterly to assess the child's progress. Classes will be filled in a first come/first served basis. If classes are filled when a family registers, the child's name will be placed on a waiting list to fill vacancies as they occur.

Age Limits: 2, 3, and 4 years old as of September 1st.

Health: A record of immunization is required by state law. All children must have their immunization record on file with the Director no later than September 1st. This record includes indication of having received the chicken pox vaccine or verification of having had the illness previously.

TUITION PAYMENT

The first tuition payment will be due, in advance, on August 1st. Therefore, no payment will be due in May, the last month of school. All other tuition is figured as a monthly fee and is to be paid by the 1st of each month. There will be no refunds given for vacation, illness, or inclement weather days. If a tuition payment is past

due, a late notice will be sent and the delinquent tuition plus a late fee of \$25 will be due upon receipt. Any families more than 30 days delinquent will be withdrawn from SCS with no refunds. For your convenience you may pay tuition quarterly or in full.

WITHDRAWAL FROM SCHOOL

A minimum of 2 weeks written notice should be given to the Director when a child will be withdrawing from school. No tuition refunds will be made.

TERMINATION AND SUSPENSION POLICY

Children enrolled at Sunrise Children’s School and their parents agree to follow the existing policies and rules. The rules will be fair, reasonable and age appropriate for children enrolled in the school.

Reasons for Suspension and Termination

1. Physical or verbal abuse towards staff or other children.
2. Endangering self or others.
3. Nonpayment of tuition as determined by contract conditions.

REGISTRATION

Registration for the following school year will be held in January for returning students and February for all others. Registration fees are due upon acceptance into the program and are NON-REFUNDABLE.

SCHOOL DAY HOURS

All days are from 9:00 am to 12:00 pm.

ORIENTATION PROGRAM

An orientation program is provided in order to ensure a healthy and secure entrance into the school year. The program begins with a “home visit” to every enrolled family.

This consists of the child's teachers scheduling a visit to your home prior to school beginning. The purpose for the visit is for you and your child become more comfortable and familiar with the teachers. The visit will last approximately 30 minutes.

In addition to the visit, every class will have a "play date" at Sullivan's Island Park. This is a nice opportunity for you and your child to spend more time with the teachers and meet the other families in the class.

Prior to school beginning SCS will offer an Open House Event. During the event you will have a chance to meet all of the staff, visit the classrooms and socialize with other parents. Once school begins, there is an adjusted schedule for children. Please see the calendar to confirm all dates and times.

ARRIVAL and DISMISSAL

Children may not be dropped off before 9:00 a.m. and must be picked up by 12:00 noon. Children must always be directly delivered to a teacher and should be dropped off and picked up in the child's classroom. If a child is not picked up at the scheduled time and no previous arrangements have been made, a fee will be assessed when the child is picked up. If a parent is 10-20 minutes late, it's an automatic \$15.00 late charge. After 20 minutes a \$30.00 fee will be assessed.

Parents are responsible for picking up their children unless clear, previous arrangements have been made with the teacher. Written notification of changes in pick up is preferred, and unfamiliar adults picking up children will need to be added to signed consent forms, and show photo i.d. The doors to the Fellowship Hall will be locked until 8:55 a.m. each morning at which time they will be opened and remain unlocked until approximately 9:15 a.m. At 9:15 a.m. the doors to the Fellowship Hall will be locked and remain locked until 11:55 a.m. You may enter through the main entrance doors for the

church at any time during the day. All visitors to the school and church will be required to check in at the church office with the Church Administrator.

MESSAGES

The teachers cannot accept a verbal message from a child if he/she is going home with someone other than designated on the consent form. Please write a dated note and send it in your child's bag. Children will not be able to leave SCS with anyone except a designated person unless the Director is notified.

INCLEMENT WEATHER POLICY

SCS will follow Charleston County School District policy regarding closing school due to weather (i.e. hurricanes, snow, ice, etc.). However, there are times when the Board will need to handle these matters on an individual basis. In such instances, the Director will discuss the situation with a Board member and a joint decision will be made. All parents will be made aware of the decision by phone & e-mail, by 8:30 a.m. Days missed will be addressed by the Board on an as needed basis. In response to a Flood or Tsunami like weather, the school will be relocated to the second floor where children will be secured until directed by the authorities. There will be no refunds given due to inclement weather.

ATTENDANCE AND ILLNESS

Regular attendance is encouraged unless the child is ill. SCS will make every effort to protect the health and safety of the children. Therefore, the cooperation of parents in helping to prevent the spread of contagious diseases is of great importance. Please keep your child at home when he/she has fever (100 and above), vomiting, diarrhea, head lice, "pink eye", or otherwise is ill-appearing. These are highly contagious symptoms and children with these symptoms will be sent home promptly. Your child may come back to

school when he/she has been fever free and symptom free for 24 hours. Please contact the Director if your child contracts a contagious illness, will be absent due to illness, or will be traveling for more than 3 days. Please note that no medication will be given at school.

MEDICATION

Staff is prohibited from administering any medication (prescription/nonprescription) without a form signed by a physician stating type, dosage, and time at which the medication is to be given to the child. All medication must be in the original container. Please see the Director if medications need to be administered during school hours.

CLOTHING, SUNSCREEN, PERSONAL BELONGINGS, and BOOKBAGS

Please bring a full change of clothing, including underpants, socks and shoes, on the first day of school to keep in your child's classroom in case of accidents. Your child's clothes will be placed in a plastic bag with his/her name on it. We will inform you when a seasonal change is needed. Please check daily to see if the clothing was used. When a situation arises for the child to have a change of clothes, he/she is usually more comfortable knowing he/she has his/her own clothing to use. If your child uses diapers/pull-ups, please bring a package of diapers/pull-ups and wipes the first day of school. The teachers will notify you when your child's supply is getting low.

If your child is potty training, please bring a few sets of extra clothes each day in case of multiple accidents.

Comfortable, washable play clothes should be worn each day so your child can have fun and not worry about getting dirty. Shorts or pants with an elastic waistband are ideal to encourage independence when using the bathroom. Belts are too difficult to manipulate in an urgent situation. Please

know that we will encourage all children to wear a “smock” when painting. We use water based, washable paints, but do occasionally have an excited artist!

Please send your child to school in comfortable, “playable” shoes. Sandals, boots, and flip-flops are not appropriate for playground use.

As cooler weather approaches, be sure to send a light jacket or sweatshirt. Layers are best, as it is sometimes cool in the early morning but warms up in time for recess. Remember to label all clothing as many children have similar items, or the children cannot identify their own belongings.

For rainy days, please send in rain boots and a raincoat. Unless there is lightning or heavy downpours we will go outside in light rain. Please do not send umbrellas to school with your child. Please remember to apply sunscreen prior to coming to school. You may also wish to apply insect repellent prior to arrival.

Toys should **not** be brought to school, unless they pertain to the unit of study and are to be used for show and tell.

SCS will provide a canvas school bag for all children to bring to school. Please use these bags and not standard “book bags”. Thank you for your cooperation.

COMMUNICATION WITH PARENTS (CONFERENCES)

Parents will be informed of school and community events through bi-monthly newsletters. The newsletter will include classroom activities and special events, information about important dates and changes in the calendar.

Parent conferences will be held twice a year, once in the fall and once in the spring. Parents may ask for additional conferences if concerns need to be addressed.

CONFIDENTIALITY

A child's record will only be opened to the director, the child's teacher, authorized employees of the licensing agency, or the child's parent or legal guardian.

DISCIPLINE

One of the goals of Sunrise Children's School is to develop a caring community of learners. The classroom is set up in such a way to prevent behavior problems before they happen. For example, all children can be seen from any area in the room, and learning centers are planned and arranged to encourage active learning. Active and quiet times are scheduled so children are not asked to sit idle too long, and shelves are pictured and labeled to help children at clean up time.

Any management of behavior will take place on an individual basis because of the varying abilities of the children. Positive guidance and redirection are the two most used management techniques. In keeping with the National Association for the Education of Young Children (NAEYC) standards, SCS teachers use non-punitive and developmentally appropriate discipline strategies. We believe that conflict is a natural part of working and playing together, so we treat it as a teaching opportunity. By working through conflict, children can learn self-control and cooperation. They also can develop strong qualities of self-esteem and independence. We encourage children to verbalize feelings, to problem solve, and to express anger, sadness, and frustration appropriately. We also state our expectations for behavior in a positive and friendly way. At SCS, we never use physical punishment. We never withhold food, nor do we offer food as a reward. No child is humiliated or threatened. Teachers work together to promote positive strategies in the classroom.

*In circumstances where a more specific behavior management plan is required, all parties will meet and

determine attainable and fair goals; behavior modification plan for the family. The child will be placed on a 30 day probation period. Every 30 days the plan will be reviewed to determine to level of progress and what action would follow; termination of behavior plan, 30 day extension of behavior plan or expulsion from school.

SNACK/FOODS

SCS is peanut-free. Please do not bring any foods containing peanuts or traces of nuts into the school. Children should have eaten breakfast before arriving at school. A healthy self-serve snack will be offered mid-morning. If there are concerns about allergies, please see the director in order to make arrangements for additional snack procedures.

Since snacks are considered to be part of the curriculum, children will be encouraged to serve themselves (pour juice, count crackers, or spread toppings). Cooking activities are also a part of the curriculum and will often relate to a theme or topic being covered by a teacher. Teachers may ask parents for donations for special cooking activities.

Children may bring in special treats from home for everyone with advance notice being given to the teacher; however, due to state health regulations, snacks must be prepackaged or purchased from a bakery. An annual snack fee will be assessed per child and will be included in the 1st tuition payment.

COMMUNICATION with BOARD OF DIRECTORS

Should the need arise for you to have communication with the Board, please follow these guidelines.

- Please contact the Director. She will be happy to discuss your situation and/or explain any policy or procedure.
- If after meeting with the Director, you wish to direct your issue to the SCS Board, please submit your issue

in writing to the Board Chair at least 7 days prior to the next monthly meeting. These meetings are held the first Monday of every month.

- You may present your issue to the Board during the monthly meeting. After the Board reviews our issue in Executive Session, the Chair will respond to you in writing within 7 days regarding the Board's final position.

HOLIDAYS

Holidays will be celebrated in a way to encourage knowledge and understanding of different beliefs. One religion, rite, ceremony, or practice will not be endorsed over the others. The celebration of holidays will offer a time of appreciation of differences and a chance for families to share traditions while affirming their own beliefs.

VOLUNTEER HOURS

All parents are encouraged to volunteer. Please see the staff to know how you can help.

SUBSTITUTES

If you are interested in substituting in the school please contact the Director.

ANIMALS/PETS

Animals, of any kind, are not allowed in school unless a student has received special permission from the classroom teacher. Please leave pets outside of the building during pick-up and drop-off.