



# 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 September 1st. 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. In response to COVID-19, if school closes for 5 or more consecutive days, tuition will be prorated weekly. Please note: If you choose not to attend, we cannot save your child's space unless you pay monthly tuition

## **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 with Stay & Play option Monday thru Thursday, 12:00 pm to 2:00.

## **\*ORIENTATION PROGRAM CANCELED FOR 2020-2021 SCHOOL YEAR\***

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.

Please see the calendar to confirm all dates and times.

## **ARRIVAL and DISMISSAL**

Please know in order to keep foot traffic to a minimum and the school in the upmost sanitary conditions, we are restricting parents or visitors from entering the building. Children may not be dropped off before 9:00 a.m. and must be picked up by 12:00 or 2:00. Children must always be directly delivered to a teacher and should be dropped off and picked up in their alternative, designated location (playground or side entrance). Late drop offs or early pickups must be arranged with staff. 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. All doors will remain locked throughout the school day.

## **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. 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 and school days will not be made up.

## **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. In relation to COVID-19, you are asked to pre-screen your child every morning prior to attending school. A pre-screening form is included in your enrollment packet. We are entrusting that each family thoroughly does so. We will be conducting wellness checks throughout the school day. Below are our expectations with Screening and Response to COVID-19

**1. Has the adult or child been exposed to a person with a positive case of COVID-19 in the past 14 days?**

**2. Has the adult or child been exposed to a person with a presumptive case of COVID-19 in the past 14 days?**

- A “presumptive” case means the person was exposed to someone with COVID-19 and the presumptive adult or child showed symptoms in the past 10 days. If they answered yes to either question 1 or 2, the child or adult must quarantine for 14 days. The 14-day quarantine starts on the day that child or adult last had contact with the COVID-19 case.
- The 14-day quarantine cannot be shortened by getting a negative COVID-19 test, or by getting a note from a medical professional.

**3. Is the adult or child experiencing unusual cough, shortness of breath, or fever? “Unusual cough” means something not normal for this person (e.g., allergies, asthma).**

If yes to question 3, that person must be excluded from the program for 10 days, and 48 hours symptom-free.

- With regard to cough and shortness of breath only, if the person has been checked by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional. Anyone with a fever of 100.4 Fahrenheit is excluded.

**4. Does the child or adult have symptoms of diarrhea, vomiting, headache, sore throat, or rash?**

If yes to question 4, that person must be excluded as follows.

- If seen by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional.
- If not seen by a medical professional, they may return 48 hours after resolution of symptoms.

In all other cases, please keep your child at home when he/she has fever (100.4 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, without the use of fever-reducing medicine, for 48 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.

### **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 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 are approved by teacher prior.

## **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 offered twice a year, once in the fall and once in the spring. Assessments will be completed and emailed prior to the conference dates. All requested conferences will be held via phone or video. 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 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.

Will we refrain from self-serve, community snack due to COVID-19 concerns. Teachers will serve snack. Cooking activities are also a part of the curriculum and will often relate to a theme or topic being covered by a teacher.

An annual snack fee will be assessed per child and will be included in the 1st tuition payment.

Stay and Play requires a lunch to be provided from home. Please ensure it is peanut-free.

### **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.

## **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.

## **CHANGES ASSOCIATED WITH COVID-19**

The health and safety of the children in our care is our top priority. As such, Sunrise Children's School will follow special COVID-19 health and safety protocols which are developed based on guidance from the Centers for Disease Control, direction from state and local public authorities.

We have implemented the following enhanced protocols at our school: Enhanced Operating Protocols:

*Wellness Checks:* We are asking all families to prescreen children prior to morning drop-off. All staff members are required to conduct same health screen. Regular wellness checks are being conducted for children and staff throughout the day. The families of children that show signs of illness will be notified immediately. To help stop the spread of illness, children are taken to a dedicated classroom and cared for by a member of management until a family member can pick them up.

*Protective Masks:* Staff members may wear protective face coverings when working with children. They will use their discretion on when masks are necessary. Children are not required to wear masks though may choose to.

*Health Screening:* When families drop-off for the day, they will need to confirm their child is well before our staff brings them to the classroom. *Limited School Access:* School is reserved for teachers and children only. To curb the spread of germs and to control group size, families are asked to remain outside of the school only. To limit non-essential

personnel in our schools, we have temporarily discontinued all specialized activities provided by third parties.

*Same Person Drop-Off and Pick-Up:* Families are asked, whenever possible, to assign one family member for drop off and pick up to minimize exposure to multiple people.

*Handwashing:* We continue to ensure increased frequency of handwashing by children and staff. Hand sanitizer will be used throughout the day.

*Social Distancing:* We have implemented the social distancing strategies listed below:

- Children and staff remain in the same group each day, when possible.

- We are staggering playground times, so different groups are not mixed together.

- We have cancelled or postponed special events such as festivals, holiday events and special performances.

- When possible, children are placed 6 feet apart.

- We have temporarily suspended outside visitors.

- We have altered drop off and pick up procedures to limit unnecessary exposure.

- Sanitizing & Classroom Cleanliness:* We have strengthened our existing cleaning and sanitizing practices. Toys, playground equipment, doorknobs and other high-touch surfaces are disinfected, and toys are rotated throughout the day. We follow CDC guidelines for proper disinfectants.

- Playground Restrictions:* Outdoor play structures will be used by one class at a time and will be cleaned daily per CDC guidelines.

- Safe Dining:* We've modified our mealtime practices to reduce the potential spread of germs. Children will still eat together but we have stopped family-style dining and are only serving pre-plated snack and pre-packed lunches to children.

## **ASSUMPTION OF RISK AND RELEASE OF LIABILITY**

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing.

I further acknowledge that Sunrise Children's School has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that Sunrise Children's School cannot guarantee that my children or family will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others.

I voluntarily seek services provided by Sunrise Children's School and acknowledge that I am increasing mine and my families risk to exposure to the Coronavirus/COVID-19. I acknowledge that myself and my family must comply with all policies and set procedures noted in this handbook to reduce the spread while attending school.

I hereby release and agree to hold Sunrise Children's School harmless from, and waive on behalf of myself and my family any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss and/or property that may be caused by any act, or failure to act, or that may otherwise arise in any way in connection with any services received from Sunrise Children's School.

I understand that this release discharges Sunrise Children's School from any liability or claim that myself or my family may have against the school with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from Sunrise Children's School. This liability waiver and release extends to the school together with all owners, partners, and employees.