

Sunnyland Nursery and Preschool

Parent Handbook

2008-2009

4540 Plank Road
Fredericksburg, VA 22407

540-548-0036
540-548-0037 (fax)
www.sunnylandpreschool.com

Administrator – P. A. Blevins
Administrator – Kim Chung
Director – Lori Bowers

Center Hours: 6:00 a.m. – 7:00 p.m.
Ages: 6 weeks through 12 years of age

Hours and Days of Operation

Our Center is open, Monday through Friday. We open at 6:00 a.m. and close promptly at 7:00 p.m.

Philosophy

Our emphasis is on the whole child. By creating a safe, loving, nurturing and enriching environment, we want to foster the growth and development of healthy, happy, confident children.

Staff

Our staff is dedicated, hard working individuals that have over 100 combined years of child care experience. The staff has chosen to play a very active role in the education of your children. Lori Bowers, the Director, has been working with young children for over 30 years. She has earned her Associates in Child Development and is currently finishing up her Bachelors in Early Childhood Education. Lori has earned her Child Development Associate Certificate through the Council for Professional Recognition as well as earning her National Administrator Credential from the National Child Care Association.

The staff of Sunnyland is well trained, educated and experienced professionals whose qualifications meet and in most cases exceed Virginia's requirements. The staff is all required to be qualified in CPR, First Aid and trained in Emergency Preparedness. Every employee undergoes a thorough screening which includes a check of references, criminal background check by the Virginia State Police and a central registry check by the Virginia Department of Social Services and Child Protective Services.

Program

Our programs are designed to offer a fun and enjoyable experience while providing developmentally appropriate challenges, skills and goals in a manner that will promote self-esteem. Our Infant program offers individualized, weekly lesson plans, and our Preschool Program offers a weekly lesson plan that revolves around a weekly theme chosen by the Lead Teacher. Weekly lesson plans also take into consideration the individual child's needs and are repeated when needed.

Communication

Good communication between our Center and our parents is essential. Our Director or her alternate is always available. Please feel free to ask questions, express concerns, leave messages, or discuss your child's progress. It is important that we work as a team for the benefit of your child. ***Check the bulletin board for daily announcements, reminders, and teachers' reports.***

In our Infant Program, a daily information report will be done and sent home daily. In our Preschool Program the daily reports are prepared daily but will cease when the parent states they are no longer required. Accident reports containing the date, time, injury, treatment, etc., for any bruises, cuts, etc., your child may incur must be signed by the Parent/Guardian or other authorized individual picking up your child in the afternoon. It is our policy to give a courtesy call to the parent for any accident or injury from the shoulder up.

You may also check out our website at www.sunnylandpreschool.com for general information concerning our center.

Admission

Children of all races, creeds and nationalities are welcome. If there is a waiting list, we will add your name and call you as soon as an opening becomes available. We recommend one or both Parents/Guardians visit the Center with your child. To enroll, you will need the following:

- Our registration form—completed and signed.
- Payment of the registration fee.
- Birth certificate/some other proof of child's age & identity.

Tuition and Fees

Prior to enrollment, a non-refundable program registration fee will be due guaranteeing your child placement in our program.

Tuition is charged weekly and payable by Tuesday of each week. For accounts that are not paid by the close of business on Tuesdays, will be charged a late fee of \$15. For accounts more than two weeks in arrears, care will be suspended until the account is brought current. Tuition is subject to change upon thirty (30) days notice. Enrollment is based on full time participation and tuition is payable during his/her absence regardless of the cause, no credits or deductions will be made for any absence from Center regardless of whether the absence is due to sickness, inclement weather, vacation, legal holidays, etc.

Weekly tuition and associated fees are posted and a copy is available. A \$35.00 fee will be charged for any/all returned checks.

Physical Examination/Health forms

Every child is required to have a current Commonwealth of Virginia examination and immunization certificate signed by a physician each year. This certificate will be maintained on file at our Center. **No Exceptions.** Have the doctor make a note of any chronic conditions, allergies, and food sensitivities.

Enrollment

The Registration Form, completed Contract, a completed Physical Examination form, the completed Emergency Sheet and a completed Pick-Up Authorization must be turned in prior to enrollment.

Parents/Guardians whose child is enrolled in our 3-day or 4-day program must designate specifically which days their child will attend. Part time care is based on availability only. If a class fills up, there will be a 21 day notice to change part time spots to full time spaces. Waiting lists will then be started for future enrollment inquiries.

Things to remember on the first day:

1. A shoebox containing a complete change of clothing (shirt, undershirt, underpants, slacks/shorts, socks). *Clothing must be updated seasonally and as used.*
2. A Crib-size sheet and a crib-size blanket with child's name on each (State requirement). Both sheet and blanket are sent home on Fridays to be washed and returned the next Monday morning. A fee of \$1 per day fee will be charged to use a school blanket.
3. Diapers (or "Pull Ups" with side openings) and wipes for children not potty trained. *Diapers (or "Pull Ups" with side openings) and wipes must be replaced as needed.*

Divorce Disputes/Child Custody

Sunnyland Nursery and Preschool will remain neutral in any and all divorce/custody situations. If a staff member is subpoenaed by either of the parents, the staff member will be compensated for loss of work and travel expenses. If a subpoena is issued for any documents, the center will be reimbursed at the rate of \$30 per hour for time spent gathering materials and for copying.

Neither Sunnyland Nursery and Preschool nor its employees are responsible for resolving questions or disputes between estranged parents regarding the custody of any child in our care. Unless a court order

to the contrary is provided, a child will be released only to the Parents/Guardians or persons whom they have authorized.

Arrivals and Departure

Parents/Guardians are required to park their car in a parking space, walk child into the Center, and sign child in (indicating time). When picking up a child, Parents/Guardians are required, again, to park their car in a parking space, walk into the Center and sign child out (indicating time). Please do not block entrance to Center. As a safety precaution, we do not release children directly from the playground. Parents/Guardians shall notify Center of their child's absence and/or change in schedule. Each child's departure must be documented on our daily "sign out" sheet by a person authorized to pick up the child as designated by the Parents/Guardians on the Pick-Up List.

Parents/Guardians picking up a child late will be charged a late fee of \$15 for the first 15 minutes or portion thereof and \$20 for each additional 15 minutes or portion thereof. After repeated incidents, a child may be dropped from enrollment at our discretion. The late pick-up fee is due immediately.

The Center may call legal authorities to report children left in the Center one or more hours after our normal closing time (7:00 p.m.).

Parent Visits/Conferences

Parents are welcome to visit the school at any time during our hours of operation; however, we request that questions and/or comments be withheld during class time or unscheduled visits. If a conference with your child's teacher is desired, Parents/Guardians should call the Director to schedule an appointment. This is to avoid a disruption of class activities, schedules, and to avoid the attention of the teacher being diverted away from the children in class. At least one parent-teacher conference will be held each year.

Food Policy

A complimentary cereal breakfast will be served from 7:30-8:00am , a midmorning snack, a well-balanced lunch and two afternoon snacks provided each day. A snack and lunch menu will be posted. Parents may bring in separate snacks if child has a documented food allergy. The Center will provide the children with 2% milk, juice and water each day. Children in our before-and-after school program will be offered snack(s) as well.

The Parents/Guardians must provide the Center with complete written documentation of any food allergies and reactions their child may have.

Toys

We ask that toys and jewelry not be brought from home. We cannot be responsible for loss or damage of toys or jewelry. This policy is to avoid potential loss and conflicts arising over sharing "treasured" possessions. We will have plenty of age appropriate toys in each classroom.

School Dress

Please dress your child in clothing that is comfortable, washable, and appropriate for a day of play and learning. Any clothing that may be taken off and misplaced (hats, sweaters, mittens, coats, etc.) should be clearly labeled with your child's name. Please make sure your child's extra set of clothing is changed seasonally.

Outside Play

Children enjoy running, playing, shouting and being outdoors. Weather permitting, all children are to spend one-half hour or more each morning and afternoon outside. We will exercise our best judgment in this regard. Please make sure that your child has clothing that is appropriate for the daily forecast.

Illness

Note: Please keep your children home when they: (1) are running a fever over 101 degrees (2) have a rash without a Dr.'s written explanation, (3) are experiencing flu-like symptoms (4) have diarrhea (5) have pink eye (conjunctivitis) or any other condition which might be spread to the other children.

We will notify you as soon as we are aware your child is ill. Your child will be considered ill if he/she has a fever (over 101 degrees); recurrent vomiting or diarrhea; or any communicable disease. ***The Parents/Guardians or another authorized individual must pick up an ill child within one-half hour (30 minutes) of notification by the Center.*** This requirement is to prevent the spread of contagious viruses and infections. For this purpose, it is required that all Parents/Guardians update their "Emergency Information" sheet every 6 months as well as every time a phone number, address, or an emergency contact changes.

The Parents/Guardians will inform the Center within 24 hours or the next business day after child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Medications

Medications will be given only with the appropriate completed paper work. It will also be given in emergency (life and death) situations. Parents/Guardians are also welcome to administer medications during the day. A staff member must be present when the Parents/Guardians dispense the medication and the staff member must initial the entry after the Parent/Guardian signs a logbook which documents the time that the medication was given, the name of the medication, the quantity, the name of the child who received the medication and the name of the parent who dispensed the medication.

During the summer months, we request that Parents/Guardians bring in protective sunscreen with your child's name printed directly on the bottle and must complete a sunscreen form authorizing the Center to apply the sunscreen to your child's face, arms, and legs before he/she goes into the sunshine. The application of insect repellent also requires written authorization by the Parents/Guardians. Written authorization by the Parents/Guardians is also required before diaper lotions and creams will be applied.

Discipline

Our Center's rules, limits and behavior expectations are made with the ages and abilities of the children clearly in mind. Our teachers, as role models, are aware of their responsibility to teach social skills and safety rules by example as well as by encouraging good behavior. When it becomes necessary to discipline a child, we do the following:

We encourage the child to verbalize his/her feelings. When needed, we intervene and attempt to redirect a child's attention or activity. For more significant disciplinary problems, we use a "cooling off" period. This means that, when a child misbehaves or displays undesirable behavior, he/she is temporarily

removed for a cooking off period and given time to calm themselves and get refocused. After a brief period of time, he/she is again able and encouraged to rejoin the group or activity.

Physical punishment and verbal abuse are not used in our Center. Toileting accidents, a natural childhood occurrence, are not ever punished.

Policy on Reporting Child Abuse

The Center's staff are required by law to report any suspicion of physical abuse, sexual abuse, neglect, or emotional maltreatment.

School Closings

Sunnyland Nursery and Preschool will be closed for the following days/holidays:

New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Friday after, Christmas eve at 3 p.m., Christmas Day & day after Christmas.

Snow & Emergency Closings

Listen to WFLS (93.3) and/or WGRQ (95.9) on the radio for late opening or closing information. More specific information as to emergency evacuation procedures is available upon request.

If weather becomes bad during the day, or if road conditions begin to deteriorate, please plan to leave work early so that you and your child and our staff can reach home before it becomes too dangerous to travel. A staff member will contact you if it becomes necessary to close the Center early.

Withdrawal/Dis-enrollment

A two-week (2-week) written/typed notice must be given prior to the withdrawal of a child for any reason. Parents will be charged during that period. A late fee will be added until the total owed is paid in full. Once a child has been withdrawn, a new registration fee must be paid and a new contract must be signed in order to re-enroll a child/children.

The Center may dis-enroll any child without prior notice if the Center makes the determination that the child's dis-enrollment is in the best interest of the child or the Center. Behavior that will cause dis-enrollment includes, but is not limited to, the following: acts or threats of physical violence, unresolved differences with a parent or child, or non-payment of fees. Every effort will be made to resolve any conflicts that arise. The Director and Administrators are responsible for making the final determination regarding expulsion.

The Parents/Guardians will pay all court costs, attorney fees, and any other legal expense incurred by Sunnyland Nursery and Preschool in the process of collecting money due under the terms and conditions of the contract.

Transportation for Before and After School Students

As a courtesy to our families, we will transport our school-age children to and from school with written consent from their parents or legal guardians.

Children will be transported by a Sunnyland Nursery and Preschool qualified, licensed driver. Children requiring transportation to school must arrive at the center in time to board the van with the other children. This allows our staff to properly account for each child. After the van leaves the center, the parents or legal guardians will be responsible for assuring that their child/children arrive at school safely.

In the afternoon, children are to leave from the classroom and head directly to the Sunnyland van. Please encourage your children to go directly onto the van for their own safety. This will also allow our drivers to pick up at the other stops in a timely manner.

In the event you need to pick up your child/children directly from the school, parent/guardians will contact the Center. This will provide the Center with a clear account of your child/children's whereabouts and will prevent a delay caused by waiting for a child who has already been picked up.

A transportation agreement will also be given to you for review of policy and procedures. No child will be transported without this agreement being read and signed.

Infant Room Policies

With the growing need for infant care in the community, we have opened up an Infant Room. The Infant Room will be staffed at a 1:4 ratio. The room will be set up for non-mobile and mobile infants. In an effort to keep dirt and germs at an absolute minimum, access to the room will be restricted to the parents or guardian only. Please keep all siblings or guests in the hall waiting, so that we can keep all children protected against unnecessary exposure to unwanted germs.

Upon arrival, the parents will start a daily report that will be readily available. The sheet must state what time the child woke up last, the last time fed, and how many bottles are being brought. All bottles must come already prepared, ready to feed and labeled with the first name, last name and date. If breast milk is being used, all labeling will need to be in red to easily make staff aware of the need for extra measures. Each child will be personally assigned a crib and the crib will only be used by them. Crib sheets will be changed daily. Every attempt will be made to follow the parents instructions and schedule, but each child will be fed and sleep on demand. All Virginia Licensing Standards will be practiced and in most cases exceed minimum licensing requirements.