



# Sunrise Preschool

## Parent Handbook



First Church of the Nazarene of Pasadena  
3700 East Sierra Madre Boulevard  
Pasadena, California 91107  
626.351.9899

From sunrise to sunset, let the  
LORD'S name be praised!

Psalm 113:3

## **2021-2022 School Year**

Dear Parents,

Welcome to Sunrise Preschool. It is our desire to make this first early learning experience a wonderful one for your child. Our clean and spacious facility, professionally qualified staff, and our exciting curriculum are all part of creating an excellent preschool education for your child.

The Parent Handbook is designed to clarify important policies and procedures necessary for your child's happiness and safety. After reading this Parent Handbook, your signature is required on the Confirmation of Receipt. It indicates receipt of the Parent Handbook and your agreement to abide by its policies and procedures.

We are thrilled to partner with you for an exciting year ahead. At Sunrise Preschool, children will enjoy special friendships, creative play activities, art projects, Bible stories, and academic learning at appropriate developmental levels including letters and phonics, number skills, and beginning writing skills. Our skilled and nurturing staff will make every effort to ensure a secure and loving environment for your child. Our administrative team is available to answer your questions or concerns by phone, email or in person.

We look forward to a great school year ahead. May the Lord richly bless each of our Sunrise Preschool Families!

Blessings,

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## **GENERAL INFORMATION**

### **Enrollment Procedure**

Parents and children have a personal interview and tour with the director prior to acceptance in the school. Enrollment is open to all children without regard to race, color, religion or national origin. Registration fees are non-refundable and saves a child's spot for the preschool session until the first tuition payment of the session becomes due. If all class options are full for a child's particular age group, the registration fee will be refunded. All forms must be completed and submitted by the registration due date in order to complete the enrollment process. A small photo of your child must be included.

### **Licensing**

Sunrise Preschool is licensed by the State of California's Department of Health and Social Services. Sunrise Preschool is a non-profit organization and is owned by First Church of the Nazarene of Pasadena. It is governed by the Church Board and managed by a director. Sunrise Preschool works in cooperation with Pasadena First Church of the Nazarene. It is a vital ministry of the church and has a "shared facility" agreement with the Early Childhood Department.

### **Hours of Operation**

The preschool class hours are from 9:00 am to 12:00 noon. The extended day care hours are from 7:30 am to 9:00 am and 12:00 pm to 6:00 pm. The preschool office hours are 7:30 am to 6:00 pm.

### **Staff**

Each staff member meets California's educational requirements and higher standards set by the school. All staff members are trained in CPR, first aid procedures and are Christian individuals.

### **PHILOSOPHY**

Sunrise Preschool provides quality child care by implementing a stimulating curriculum that is carefully planned to meet the needs of young children. The preschool creates a bridge between home and kindergarten. Children are encouraged to socially interact, engage in play activities and develop skills that will prepare them for kindergarten. They are guided by a Christian staff that is educationally equipped, professional and nurturing. The curriculum enhances educational and social experiences that are appropriate to the child's age and stage of development. It addresses the following areas:

- Intellectual: Enthusiasm for learning is encouraged and discovery learning is practiced. Age appropriate preschool academics are introduced and kindergarten preparedness is emphasized.
- Spiritual Formation: Bible stories, songs and prayers are learned and enjoyed. Children gain an awareness of God's love.
- Social and Emotional: Children are encouraged to participate in group activities to enhance positive social skills.

- Physical: Children play on equipment that is age appropriate. The development of large and small muscle coordination is encouraged.

## **CURRICULUM**

### **Play Curriculum (all classes)**

Children will be engaged in daily creative play activities that relate to development themes both indoors and outdoors. Children can develop language skills, gain socially acceptable behaviors and learn to negotiate with one another. They will be supervised at all times.

### **Academic Curriculum**

Two Year Old Classes: The children in the two year old classes will play and learn with age appropriate toys and manipulatives. Their daily activities will include art, story time, music and songs, snack time, Bible stories, and outdoor playground fun. Students will begin to identify numbers and letters and engage in language development . Two year olds will also learn to toilet train.

Three Year Old Classes: Children will be introduced to age appropriate preschool academics through the use of toys, music, games, and work sheets. The children in the three year old groups will learn academics through oral and visual instruction. They will be introduced to number skills and letters and sounds. Students will learn to identify their written name and practice beginning writing skills. Academics will be taught by using playful methods and fun activities.

Pre-K4 and TK (Transitional Kindergarten) Classes: The four and five year old children will enjoy preschool academics through oral, visual, and written instruction. They will develop age appropriate critical thinking skills. Children will learn to count, identify numbers and letters, and practice writing their names. They will play academic games that will allow them to categorize, sequence, and grasp advanced concepts. Pre-kindergarten reading readiness and math readiness activities will be introduced and developed with hands on manipulatives and picture flashcards, with phonics cards, lessons and



games. All these activities are designed to prepare each child for kindergarten.

The children who will enter the private school system for kindergarten will require parent's active participation to prepare them for successful kindergarten admittance. The parents who actively assume this responsibility will enhance their child's success on the kindergarten entrance test and beyond. Most private schools will start the application process in the fall months and begin testing the children in January.

**Bible Curriculum—All Classes:**

Sunrise Preschool incorporates a non-denominational Christian curriculum based on Bible concepts that teach love for God, his son, Jesus, and love and respect for self and others. It creates opportunities to build a positive Christian character. A variety of methods are used to communicate God's love to the children, such as puppet stories, flannel graphs and Bible stories. These are just a few of the many creative ways teachers use to incorporate quality Bible time into their daily schedule. Children pray before snack time and learn songs and poems that reinforce a positive attitude toward God.

**Statement of Faith:**

Sunrise Preschool is a Christian School. We teach the Bible as the inspired, infallible, authoritative Word of God. Daily Bible lessons will include the teachings of Christian holidays and biblical family values.

## **POLICIES AND PROCEDURES**

### **Arrival (Preschool Program)**

Children will arrive to their classroom at 9:00 am. Children cannot arrive early and play in the classroom or on the playground unless they are enrolled for early extended day care, even if the parent is present. Parents may not leave their child unattended in the classroom at any time. **Parents and children must enter and exit the preschool building by the main doors only. The playground gate cannot be used for arrival or pick-up time.** Our two year old friends need to have a clean diaper before going to the classroom. A changing table is located in the hallway bathroom for your convenience. A staff member will give a brief health check to every child each morning. A quick drop off is best for children to gain independence as quickly as possible.

### **Birthday Parties**

Children's classroom birthday parties will be celebrated in groups each month. Parents can coordinate refreshments that can include, but are not limited to: birthday cookies, unfrosted cupcakes, mini muffins, doughnut holes, juice, party napkins and cups. Only packaged items are allowed; whole cakes, hats, horns or balloons are not permitted. The teachers will distribute the birthday refreshments during snack time. If birthday invitations are distributed in the preschool all the children in the class must be included.

### **Child Abuse Reporting**

All employees of the preschool are mandated reporters and are required by law to report to the director and to Social Services any suspected physical or sexual child abuse.

### **Communication**

In an effort to communicate effectively with parents, the email from the Family Information form will be used to share current school information with families. We have an open door policy of communication where parents are encouraged to set an

appointment to discuss any questions or concerns with the director and office staff.

### **Disaster Readiness**

Monthly earthquake, fire and lockdown drills are scheduled. The preschool follows specific procedures recommended by the Pasadena Police and Fire Department. In the event of a community emergency or disaster, parents are instructed to telephone the preschool and receive information on the possible closure of the school. **A three-day supply of food, water and medical supplies** are available for each child on campus and will be used in the event of a major disaster. We require that parents assemble a Comfort Kit for their child. These Comfort Kits would be the first line of resource to be used in a situation when students are sheltered at the school longer than the school day. They contain non-perishable food items, a note from parents, and a family photo.

### **Discipline Policy**

Teachers will incorporate a positive re-directive approach to discipline. They will encourage and model appropriate behavior. The staff will re-direct inappropriate behavior and remind children of rules and reasons for the rules. Children are protected from hurting each other and the staff will intervene when necessary. Children will be given reasonable warnings and a suitable time to follow through before imposing age-appropriate consequences.

If the behaviors continue, the teacher will begin documentation and set a meeting with the parents. Many times, we have found that this method of accountability and partnership between home and school results in a heightened awareness in the child of his/her own behavior, and a newly developed ability for self-regulation. A new sense of confidence results as the child becomes satisfied with the good choices he/she is making and the impact they have on others. Repeated inappropriate behavior may lead to parents being required to pick - up their child earlier than their scheduled pick - up time.

In the rare case that a child's serious behavior becomes repeatedly defiant and infringes on the personal rights of others for a safe and comfortable environment, we reserve the right to immediately withdraw the student from the preschool.

Sunrise Preschool complies with best practices set by Social Services which states: "Constructive methods must be used in maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are prohibited. Punishment must not be associated with food, rest, isolation for illness, or toilet training."

#### **Discounts (one discount per child allowed)**

- A 10% tuition discount is given to the second child in the family. A 15% tuition discount will be given to the third child. Siblings must be enrolled concurrently. Application submission is not needed.
- A 10% tuition discount is given for **active members who are regular attendants of Pasadena First Church of the Nazarene**. Application submission is required for every school session.
- A 25% tuition discount is given to pastors employed by an evangelical church and active missionaries associated with evangelical churches. Application submission is required for every school session.
- Discount applications are available in the preschool office.

#### **Donations**

All donations are tax deductible and highly appreciated. They can be monetary or goods such as bulk snack supplies.

#### **Dress Code**

Children should be dressed in clothing that is easy for them to manage. Clothes that are roomy and washable are encouraged. Over-sized clothing and shoes can be unsafe. Girls must wear shorts under a dress or skirt. Rubber-soled shoes are suggested and only sandals with heel straps are permitted. Negative images on clothing are discouraged. All children must bring an extra set of labeled clothing in a zip-lock bag for the classroom. An additional set of clothing is necessary if the child attends extended day care. These clothes will be kept at the preschool and used when needed. All types of children's tattoos are inappropriate for preschool. All sweaters, coats, lunchboxes and jackets should have the child's name on the label.

### **Extended Day Care - Early Morning Arrival**

Children will arrive at the time the parent designated on the Schedule Confirmation. The preschool opens at 7:30 am for early morning arrivals. Parents and children must enter and exit the preschool building by the main level doors only. The playground gate cannot be used for arrival or pick-up time. Our two year old friends need to have a clean diaper before going to the classroom. A changing table is located in the hallway bathroom for your convenience.

### **Extended Day Care - Pre-set E.D**

The extended day care program is designed for parents who desire additional childcare hours between 7:30 am to 9:00 am and/or following the preschool program from 12:00 noon until 6:00 pm. The rate for pre-set extended day care is \$10.00 per hour. Parents will be billed according to the pre-set Daily Schedule Confirmation on their registration form. Pre-set E.D is billed on a monthly basis one month in advance. Policies and procedures are set according to standard preschool practices. They are designed to ensure quality care while giving parents fair and accurate monthly bills.

### **Extended Day Care – Schedule Changes**

If a schedule change is desired, **it must be submitted in writing on a DAILY SCHEDULE CHANGE form by the 10th of the month prior to the billing date.** For example, changes for November will be due September 10. In this example, if a change request is received after September 10 for November 1, a \$20.00 processing fee will be attached to the bill. A \$25.00 processing fee will be applied for each additional E.D. schedule change made **for the same calendar month.**

### **Extended Day Care – Block of Hours**

Parents may purchase Extended Day Care time by means of a Block of Hours. This system is available for parents who desire occasional or flexible child care. The blocks of hours are purchased in blocks of 5 hours for \$55.00 or 10 hours for \$110.00, and used

as needed. These hours cannot be carried over or transferred to the next school session. There are no refunds or credits for unused time. Deduction of time is done in half hour increments. Parents must complete a request for extended day care in advance each time the system is used. Blocks of hours cannot be used without prior notification. Parents may telephone the preschool office prior to the pick-up time to extend their child's E.D. A fee of \$5.00 per 10 minutes will be applied for early drop off or late pick-up prior to 6:00pm for the Unscheduled Extended Day Care. The fee for this system is not included with tuition, pre-set E.D. or maximum fees.

#### **Extended Day Care Program**

- **Children must be picked-up at the time designated on the Daily Schedule Confirmation** on their registration form or on the Block of Hours request slip.
- The extended day care program follows the preschool calendar.
- Parents are required to provide their child with a lunch, which includes a drink. Include a spoon or fork when needed. Lunches cannot be refrigerated or warmed. The preschool will provide children with an afternoon snack.
- The State of California regulations require all children to be signed in and out by an adult or person who is 15 years of age or older. A complete and legible signature including the first and last name is required, along with the pick-up time. Initials, "Mom", "Dad", etc., are not acceptable. Extended day care times of arrival and pick-up must be set at half or full hour intervals. (Example: 8:00 am to 1:30 pm). A pattern of scheduled days and hours must be selected for pre-set schedules.
- Children are required to arrive and be picked up at the specific times stated on the Schedule Confirmation form or on the Block of Hours request slip. Children who arrive prior to their scheduled time of arrival or continue to play after their scheduled pick up time will be charged additional fees. Playtime with a parent on the playground cannot be allowed and swift departures are requested.

- Dis-enrollment from the Extended Day Care program will be sought if a child's behavior is not conducive to safe and positive play.

### **Extracurricular Activities**

Parents may enroll their child in specialized afternoon activities. Sunrise Preschool offers a variety of classes. The specialized activities are offered in the afternoons. Some of the classes may not be available for two year olds. If a child attends one or more of the extra curricular activities, parents must arrange for additional extended day care time for that day and time **OR** a parent must remain in the school building for the entire duration of the extracurricular class time.

#### **Option # 1:**

Parents must stay with their child during the entire duration of the extracurricular class. They can be in the classroom (depending on the instructor's preference), hallway or office. Extended day care fees will not be charged.

#### **Option # 2:**

Parents are not required to stay during the extracurricular classes. The child must be registered for extended day care.

### **Health Policy**

Ill children are not permitted to attend school. If a child appears ill during school hours, the parents will be contacted and required to pick up the child as soon as possible. School policy requires parents to notify the school of any contagious diseases or serious illnesses. Parents will be notified if a class has been exposed to a communicable condition. Children with any of the following illnesses: fever, diarrhea, severe coughing, discharge of green or yellow mucus, irregular breathing, pinkeye, unusual spots or rashes, head lice, sore throat, infected skin condition, stiff neck, vomiting, severe itching, unusual ill behavior or multiple symptoms even without fever will be sent home and should not return to school until they are symptom free for 24 hours, and may be asked to bring a doctor's note. If your child has head lice, please be prepared to show **proof of treatment**, i.e. salon certificate, product box or receipt.

### **Holiday Parties**

Classroom holiday parties will be planned by teachers. Parents will be informed of the menu and invited to contribute party food or supplies.

### **Immunizations and Health Records**

According to California State law, as of January 2016 all preschool children must be fully immunized. Exceptions based on personal beliefs will no longer be accepted.

### **Injuries**

Minor injuries are treated by a staff member. An "Ouch Report" form is completed and given to the parent whenever an injury has occurred. Serious injuries are immediately reported to the parent. A staff member will administer first aid treatment. The paramedics will transport a seriously injured child to the nearest hospital.

### **Kindergarten Evaluations**

Teachers complete all kindergarten evaluations provided by private elementary schools. Each evaluation is reviewed by the Director. **Parents must enclose a pre-addressed stamped envelope to the requesting school with each evaluation.** There is a \$5.00 fee for each completed evaluation form. The payment is requested at the time the form is submitted to the office and payable to Sunrise Preschool.

### **Late Pick-Up - Preschool Program**

A 10 minute grace period is given to children who are scheduled to be picked up at 12:00 noon. If a child has not been picked up by 12:10 pm, the teacher will add the child's name to the afternoon extended day care sheet.

### **Late Pick-Up - After 6:00 pm Pick-Up**

A late fee of **\$3.00 per minute** will be charged for children not picked up by 6:00 pm. Payment of the late pick-up fee is required at the time of pick-up.



### **Lock-Down Procedure**

- An announcement will be heard over the intercom to lock-down.
- Teachers will immediately lock their classroom doors and turn off classroom lights.
- Children and teachers will gather in the classroom bathrooms and closet.
- They will wait to hear an all clear statement over the intercom.

### **Lunch**

Lunch time is scheduled from 12:00 to 12:30pm. Children who are enrolled in the afternoon extended day care program must bring a lunch and drink. The staff will assist children with their food items. A balanced, nutritious, low-sugar lunch is recommended. Soft drinks are not permitted. Parents should pack utensils, when necessary. Lunches cannot be refrigerated or heated. According to State law children should be eating lunch by 12:10. An emergency school lunch will be provided for the child when the parent does not arrive by 12:10pm. The school lunch is \$5.00. A sample menu of a "school lunch" would be: cream cheese and jam sandwich, water, fruit or applesauce.

### **Medications**

All medications must be brought to the office in their original container. Written instructions by the parent must accompany the medication on a specific school form before it can be dispensed. This procedure must be done on a daily basis when needed. Do not put medication (including cough drops or Chap Stick) in the child's lunch box or backpack. Sunscreen should be applied by parents prior to arrival.

### **Nap Time**

Children are provided a cot, sheet and blanket. The preschool launders the bedding weekly. Each child may receive a calming back rub from the teachers. The staff may rub the child's shoulder to the mid-back area above the waist. The child's parent or the child may refuse the back rub. Children may bring a special nap article from home if it assists the nap time experience. We strongly recommend that all 2 year olds nap if they are staying after 12:30pm. For older children, parents will determine if a nap is needed and complete a Nap Request Form in the office. If a parent decides to discontinue their child's nap, the office must be informed in writing. Parents will be notified if their child's nap time behavior changes. A 20 minute **rest time** is scheduled in the afternoon for all non-napping children.

### **Parent Visitation & Participation**

Parents are invited and encouraged to visit the school any time. For security reasons, all visitors must check in the office prior to entering classrooms or the playground area. We ask that only one parent at a time visit the classroom so as not to disrupt the classroom routine and/or schedule. For that reason, it is helpful if you schedule your appointment through the office. For safety, parents are requested to restrain toddlers from playing on the playground or in the classroom. Opportunities for involvement can take the form of classroom sharing of a profession, hobby or bringing refreshments. Parents should communicate their interest with the teachers.

### **Parking**

Preschool parking areas are identified by signage. White curb-side parking is permitted only as a "quick stop". Curb-side parking cannot block or hinder other cars in the parking lot. Children cannot be left unattended in vehicles. Our campus is a safe place, but we suggest parents lock their vehicles.

### **Payment Agreement**

Sunrise Preschool and the parents have entered into a contractual agreement. Services for preschool and extended day care will be provided in exchange for established fees set forth by the Church Board.

Sunrise Preschool will make every effort to keep our classes open and our school in session. However, as we have seen in the case of the COVID-19 pandemic, unforeseen circumstances beyond the school's control, including but not limited to natural disasters and orders from governmental authorities, may cause our school to close. In such cases, Sunrise Preschool will continue to provide classes virtually with online communications from staff to student and take-home packets of work for all enrolled students. Extended Day Care charges will be suspended; however, tuition (which is an annual fee) will continue to be charged for all enrolled students. We realize that some families may need to make other childcare arrangements, which may result in additional financial concerns. In order to not incur the on ongoing tuition charges, the student should be withdrawn from the Sunrise roster. Parents are free to re-enroll the student when on-campus classes resume if there is still space on the class roster.

Registration Fees are non-refundable and save a child's spot for the preschool session until the first month's tuition is due. If classes are full for a child's particular age group, the registration fee will be refunded.

Tuition—Fall School Session: **Tuition for the Fall School Session is billed in 10 equal installments, July through April. Tuition is paid one month in advance.** All tuition and extended day care fees are due on the 1st of the month and are delinquent after the 10th. If the 10th falls on a weekend or holiday, payment is due on the next business day, regardless of the child's schedule. A 10% late fee will be added to the account balance if payment is received after the 10th of the month. A courtesy bill is sent monthly by email. Payments are due regardless of receipt of the statement, postmarked date or post office delays. **Tuition is determined by calculating the actual number of school days in a school year (excluding vacations and holidays). The yearly tuition amount is divided into 10 equal monthly payments.** Although the school year will have short months, such as Aug., Nov., and Dec, full monthly tuition is due and payable using the formula described above.

**Tuition Summer Session:** Tuition for the Summer Session is billed in its entirety on the first statement; however, payments may be made in two installments:

- May 1 1<sup>st</sup> non-refundable payment.
- June 1 2<sup>nd</sup> non-refundable payment.

All Summer Session tuition and extended day care fees are due on the 1st of the month and are delinquent after the 10th. If the 10th falls on a weekend or holiday, payment is due on the next business day, regardless of the child's schedule. A 10% late fee will be added to the account balance if payment is received after the 10th of the month. A courtesy bill is emailed monthly. Payments are due regardless of receipt of the statement, postmarked date or post office delays.

#### **Positive Touching**

The staff is professionally trained to display "positive touching". A "positive validation touch" on the shoulders, head and/or back of a child may be used to enhance the child's emotional well being.

#### **Release of Children**

Children will be released only to parents and persons 15 years of age or older whose names are listed on the Family Information form. Parents must advise the office in writing if a person not listed is permitted to remove the child from school. The individual must go to the office and receive an AUTHORIZATION TO RELEASE A CHILD pass. Any person requesting to remove a child from the preschool must be prepared to present a government issued photo identification upon request.

#### **Safety**

- Children must wear shoes with a heel strap at all times to insure their safety while at school.
- Once you exit the classroom be sure to hold your child's hand at all times.

### **Sign-In and Sign-Out Procedure**

The State of California requires all children to be signed in and out by an adult or person who is 15 years of age or older. **A complete and legible signature, including the first and last name, is required to avoid infractions with State law. Initials, "Mom", "Dad", etc., are not acceptable.** Class sign-in/sign-out sheets are legal documents and parents should discourage children from using them for playful drawings. Children who attend 9:00 am-12:30 pm will be signed in/out in the classroom. Children picked up after 12:30 pm will be signed out on the extended day care clipboard. Failure to indicate time of drop-off/pick-up time or to give a complete and legible signature may result in a fee for each occurrence.

### **Snack Time**

All children will be served a mid-morning snack. A parent-participation snack program is implemented for parents who are able to participate. Crackers and juice, fruit and cheese, muffins and milk are a few healthy snack suggestions. Parents will be assigned a date to bring a snack that is **sealed, packaged, and unopened**. Ingredients in snack products must be written in English to avoid problems for children with food allergies. Cookies, doughnuts or similar non-nutritious foods will be returned (unopened) to the parent. Only “juices” can be served to the children. Therefore, “punch” or “fruit drinks” must be avoided.

Children attending the extended day care program will be given an afternoon snack provided by the school. Parents may bring a special snack if desired for children with food allergies.

### **Social Media**

Sunrise Preschool recognizes that many of its families use social media. However, it is important to protect the privacy of all families at Sunrise Preschool. Please refrain from posting a picture of any child from the preschool who is not your own child. This includes small group pictures or class pictures. It is crucial to respect the rights of many families who do not wish their child’s picture to be used without expressed written consent.

### **Tardies**

School begins at 9:00am. Teachers plan their centers and lessons to begin at that time. When a child enters after class begins, he/she disrupts the class and misses important introductions to concepts and lessons. Please make every effort to arrive on time to preschool.

### **Toilet Trained Policy**

In the two year old classes, teachers partner with parents to toilet train children in a positive manner. All children 3 years old and older must be toilet trained. They must be able to use toilet tissue by themselves and wash their hands thereafter. Diapers or disposable underwear are not permitted during the school day. If a child, age 3—5 experiences frequent toilet accidents, it may result in disenrollment. In the classrooms, bathroom doors will be kept open at all times to ensure proper supervision and for the safety and protection of children and teachers.

### **Traffic Safety**

***Parents are requested to enter/exit the campus using the east driveway designated for the preschool.*** The speed bumps are designed to slow traffic. Parents are required to hold their child's hand at all times while walking in the parking lot, and to exercise extreme caution while driving in the parking lot.

### **Vacations**

Please inform the office and your child's teacher if your child will be out on vacation. Regular tuition payment is required as it holds your child's spot in the class.

### **Withdrawal Policy**

**Parent requested withdrawal:** A space has been reserved for your child to attend Sunrise Preschool. During the Fall School session, withdrawals can be arranged; the procedure is as follows:

- All withdrawals must be submitted in writing.
- The first tuition and extended day care payment is non-refundable after July 10.

- All withdrawals require advance notification of **20 school days or 20 school days of tuition and extended day care fees are due.**
- Withdrawals during the month of April will incur an additional Early Withdrawal Fee of \$100.00 in addition to the 20 school days notification policy.
- Withdrawals/refunds during the month of May are not given, and all fees must be paid.

School initiated withdrawal:

- Sunrise Preschool reserves the right to withdraw a child immediately if it determines that the child is not potty trained (excluding the two's class), not benefiting from the program, if the child displays behavioral challenges, or if a parent has a negative attitude toward the preschool, staff, policies or procedures.

Summer school session withdrawal: The Summer School session is an 8 week summer program open to Sunrise current and incoming Fall session students. A space has been reserved for your child to attend Sunrise Preschool Summer Session in its entirety. Withdrawal/refunds from the Summer session cannot be given, and all fees must be paid. Summer session tuition and Extended Day payments are non-refundable.

# **SUNRISE PRESCHOOL**

## **Sample Extended Day Schedules**

### **Early Morning Children**

7:30 - 8:00 am     Room 129

8:15 - 9:00 am     Playground Fun

### **Nap Group**

12:00 - 12:30 pm   Lunch Time

12:30 - 2:15 pm     Nap Time

2:15 - 2:30 pm     Wake up/Bathroom Time

2:30 - 3:00 pm     Indoor Play/Arts

3:00 - 3:30 pm     Snack/Group Time Activities

3:30 - 4:15 pm     Playground Activities

4:15 - 6:00 pm     Indoor fun/Song time/  
Free play/Story time



**Non-Nap Group**

12:00 - 12:30 pm	Lunch Time
12:30 - 1:00 pm	Playground
1:00 - 2:00 pm	Free Play
2:00 - 2:30 pm	Quiet Time/Rest Period
2:30 - 3:00 pm	Indoor Play/Arts
3:00 - 3:30 pm	Snack/Group Time Activities
3:30 - 4:15 pm	Playground Activities

**SUNRISE PRESCHOOL**  
**PARENT HANDBOOK ADDENDUM**  
**2021-2022 SCHOOL YEAR**  
**COVID-19 PROTOCOLS**

*Please note, this addendum to the Sunrise Preschool Parent Handbook is designed to clarify important policies and protocols that are being implemented during the COVID-19 pandemic. It is a working document that will be revised/updated with adjustments as new procedures and guidance are issued from governing agencies, and will hopefully become obsolete when the virus is cured and the pandemic emergency is over. These guidelines are in place to protect students, staff and families and will temporarily override the normal Sunrise Preschool policies and procedures.*

## **OVERVIEW**

Sunrise Preschool wants to partner with parents to follow best practices to maintain a safe and healthy environment for children, families, and our staff. We recognize that this health crisis is a fluid situation and that joint efforts from local, state, and federal agencies providing support and guidance can overlap. Every effort is being made to monitor and incorporate the most up-to-date guidelines available. As new data and practices emerge, these guidelines will be updated. Staff are being educated with regard to cleaning procedures, and health screening protocols as well as emotional issues related to this pandemic. Communication is vital. The administrative team has an open door policy and is available to listen and address any concerns or thoughts related to Sunrise Preschool.

## **CLEANING**

We have prepared the campus for the students' return, cleaning and sanitizing each room as well as the playgrounds. We also have implemented frequent cleaning/sanitizing procedures of all high-touch surfaces in the classrooms, restrooms, as well as outdoor play areas. Disinfectants and cleaners will be compliant with the EPA approved list of products, and workers using the products will follow product guidelines. All products will be kept out of children's reach.

## **HYGIENE & SELF-CARE**

Staff will instruct children with proper daily hygiene techniques while being sensitive to and intentional about the emotional well-being of the children. Staff will teach proper handwashing guidelines, as well as to avoid contact with one's eyes, nose, and mouth, and to use a tissue to wipe their noses (and dispose of tissues properly), and also about social distancing guidelines and face coverings. Sunrise has implemented and will enforce strict

application, and then using paper towels to dry hands thoroughly. Students and staff will have additional breaks for hand-washing throughout the day. Hand sanitizer will be available to all staff and students, although disinfectant soap and water will be the preferred method of hygiene.

### **SCREENING PROCEDURES**

All staff, children, and visitors will be screened on a daily basis before entering the facility, including temperature checks and the COVID-19 questionnaire. Anyone with an affirmative response to these questions will not be allowed to enter the facility. Staff will conduct a visual wellness check of all children upon arrival. The child's temperature will be taken with a no-touch thermometer and recorded. Individuals with temperatures of 100.4 degrees F / 38 degrees C or higher will not be allowed to enter the facility. Consistent with applicable law, confirmed cases of COVID-19 will be reported to local health officials, and others with a need to know, such as staff and families, while maintaining confidentiality.

### **SYMPTOMS MAY INCLUDE, BUT ARE NOT LIMITED**

#### **TO:**

Fever or chills	Loss of taste or smell
Nausea or vomiting	Cough
Muscle pain or body aches	Sore throat
Repeated shaking with chills	Fatigue
Muscle pain or body aches	Headache
Congestion or runny nose	Diarrhea

### **DURING SCHOOL TIME**

Class sizes will be reduced according to Pasadena Health Department and DSS (Department of Social Services) guidelines and maintained as stable groups. Children will not change from one group to another. Each group will be in a separate room. Groups will not mix with each other. In the classrooms, students will be segregated into smaller groups at tables and play areas, to promote social distancing within the classrooms. Social distancing will also be observed during class instruction /

#### **Recess Time**

Children will have recess in one of three playground areas: Structure area, Bike Track area, Play Yard area. Classes will rotate through each area throughout the week. Classes will not mix during recess time.

#### **Snack Time/Lunch Time**

Staff will utilize more tables to spread out children during snacks and lunch times. Children are not allowed to share or touch each other's food.

#### **Nap Time**

For napping, cots and mats will be six feet apart, with heads in opposite directions.

### **PARENT PICK-UP & DROP-OFF**

Parents will sign students in and record their temperatures, then one parent may walk the student to the classroom. Please do not enter past the classroom gate as we are preserving the classes in their own separate group.

Classroom staff will have the children ready for pick-up based on their pre-set schedule. If pick-up time changes from the scheduled time, parents will need to contact the office to adjust the time. Parents will line up outside, while maintaining six feet between families, sign their student out, and proceed to the classroom for the student will be released to them.

### **EXPOSURE TO COVID-19**

If you, or your child, or someone in your household has been exposed to COVID-19:

#### **Fully Vaccinated Individuals:**

Fully vaccinated individuals who have had close contact with someone with COVID-19 and are not showing symptoms **DO NOT** need to quarantine. However, fully vaccinated people who have been exposed to COVID-19 should wear a mask in public and get tested 3-5 days after their exposure or until their test result is negative. People who are fully vaccinated **DO NOT** need to quarantine after contact with someone with COVID-19 **unless they have symptoms.**

#### **Unvaccinated Individuals:**

Unvaccinated individuals who have been exposed to COVID-19 should:

- Quarantine for 10 days after exposure and watch for symptoms.

**OR**

- Get tested with a viral test 3-5 days after exposure

## **DOMESTIC TRAVEL AND COVID-19**

If you or your child are not fully vaccinated and must travel, take the following steps:

### **While you are traveling:**

- Wear a mask over your nose and mouth in public. The CDC recommends that travelers who are not fully vaccinated continue to wear a mask and maintain physical distance when traveling.
- Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
- Wash your hands often or use hand sanitizer (with at least 60% alcohol).

### **After traveling :**

- Get tested with a viral test 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel. Sunrise Preschool will require proof of your negative test before returning to school. Even if you test negative, stay home and self-quarantine for the full 7 days.
- If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

## **INTERNATIONAL TRAVEL AND COVID-19**

### **While you are traveling:**

- Wear a mask over your nose and mouth in public. The CDC recommends that travelers who are not fully vaccinated continue to wear a mask and maintain physical distance when traveling.
- Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
- Wash your hands often or use hand sanitizer (with at least 60% alcohol).

### **Before you arrive in the United States:**

- All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, [are required](#) to have a negative COVID-19 viral test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.

### **After you travel:**

- Get tested with a [viral test](#) 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel. Sunrise Preschool will require proof of your negative test before returning to school. Even if you test negative, stay home and self-quarantine for the full 7 days.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- If your test is positive, [isolate](#) yourself to protect others from getting infected.
- Self-monitor for COVID-19 symptoms; isolate and get tested



