

SONSHINE GARDENS DAYCARE & PRESCHOOL - POLICIES AND PROCEDURES

I. PHILOSOPHY

We believe that self-esteem is the critical component to optimal growth in young children. In order for a child to develop high self-esteem, we focus on developing the socialization and self-help skills needed to succeed in other areas of development. Children at SONSHINE GARDENS DAYCARE & PRESCHOOL are given the opportunity to explore, experiment and create in a safe and nurturing environment.

II. NON-DISCRIMINATION

SONSHINE GARDENS DAYCARE & PRESCHOOL is a Christian Daycare & Preschool and will teach from the Bible as well as recommended curriculum to prepare your children for Kindergarten. We will admit children of any race, religion, disability, color, national and ethnic origin to all the rights, privileges, programs and activities made available to children. We do not discriminate in any way within the administration of our educational policies, enrollment policies, rates or any other administered program. We do not have a before or after school program.

III. HOURS OF OPERATION

Hours of operation are 7:30 a.m. to 5:30 p.m. Monday through Friday.

VI. ADMISSION AND ENROLLMENT

- A. We attempt to be flexible in our enrollment policies to suit the individual needs of our families.
- B. Full-time and part-time registrations are accepted subject to availability of space and accommodations.
- C. A non-refundable enrollment fee of \$150 per child and the first week's tuition are due at the time of registration. These fees must be paid and the required documentation turned into the office prior to your child's starting date.
- D. The following forms are required and need to be completed prior to placement:
 - Parent Contract signed by parent or guardian.
 - Complete record of immunizations.
 - Medical History form
 - Written consent for child to receive medical treatment.
 - Signed policies and procedures agreement.
 - Signed photo release statement.

V. POLICIES AND PROCEDURES

- **PAYMENTS:** All payments are due on the FRIDAY prior to the week of service.
- **REFUNDS:** No refunds in tuition are made for absences.
- **LATE CHARGES:**
 - For pick-ups after 5:30 p.m., a charge of \$1 for every 1-minute increment will be charged. After 15 minutes, the charge will be doubled.
 - If a late charge is assessed three times in a year, your contract may be reviewed for possible termination.
 - There is a \$35 per day late charge for delinquent payments. This policy is strictly enforced.

D. OTHER FEES

- **RETURNED CHECKS:** A charge of \$35 will be assessed for any returned checks plus an additional late fee of \$35 per day until payment is paid in full. After one (1) returned check, cash or money order will be the only accepted payment.
- **COURT FEES:** Should it become necessary to go to court over non-payment of fees owed, court and attorney fees will be added to your bill.

E. WRITTEN NOTICE:

- Two weeks advanced written and paid notice is required when you wish to terminate your contract. There is no refund for early withdrawal.
- We will give one-week notice to parents if it should become necessary to terminate your contract.
- We will give 30 days written notice prior to any contract changes.

F. VACATION: All full-time children will be granted a one-week “vacation” after one year of enrollment has been accrued. Vacations must be used in one-week intervals before the next anniversary date. Your child may not attend the center during his/her vacation week. Vacation can not be carried over to the next year. Notice of vacation must be given to the Director in writing one week prior to your free vacation week.

VI. HOLIDAYS

- **RELIGIOUS & NATIONAL HOLIDAYS:** Parents who might have objections to recognition of religious or other holidays, such as Christmas, Thanksgiving, Easter, or Valentine’s Day, should so indicate so that proper arrangements can be made to respect you and your child’s wishes.
- **HOLIDAYS:** The center will be closed in observance of the following holidays: President’s Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Thanksgiving Day, Family Day, Christmas Eve (TBD each year), Christmas Day, the day after Christmas, New Years Eve (TBD each year) and New Year’s Day. Tuition is not reduced for holidays. We previously followed the Washoe County School District’s schedule but felt there were too many days off so we have deleted four of them for your convenience.

VII. BEHAVIOR MANAGEMENT & DISCIPLINE POLICY

When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows:

Positive Reinforcement: The child will be encouraged when he/she is demonstrating acceptable behavior.

A. Redirection: The child is redirected to another activity and given an opportunity to try again at another time.

B. “When...Then” Statements: A statement in which the child is encouraged to accomplish something before going on to something else. Example: “*When* you finish picking up the blocks, *then* you can go outside.” **C. “If...Then” Statements:** A statement in which the child is encouraged to make a positive choice. Example: “*If* you pick up the blocks, *then* you can go outside.”

D. Take a Break: The child is separated from the group for a child-regulated period of time. This technique is used only when a child is exhibiting temper tantrum type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

VIII. MEALS & SNACKS

- **NUTRITION:** Mid-morning and mid-afternoon snacks will be provided. Since food and nutrition are important components of a child's development, SONSHINE GARDENS DAYCARE & PRESCHOOL emphasizes fresh and natural foods such as fresh assorted fruits and vegetables, cheeses, whole grain breads, etc...
- **LUNCH:** We will serve a well balanced meal and refrain from including sugary foods and candy. We have a refrigerator if your child has special food requirements to keep lunch fresh until lunch time so you do not need to include an ice pack. Soda is not allowed at school, but we do encourage milk, water or juice.
- **SPECIAL DIETS:** If a child has a particular dietary need, substantiated by a medical evaluation, the director of SONSHINE GARDENS DAYCARE & PRESCHOOL must be so informed and given a doctor's note. Substitute snacks may be brought from home.
- **BIRTHDAYS:** Parents are encouraged to contact the Director prior to bringing cakes or cupcakes to the facility to celebrate their child(ren's) birthday.

IX. HEALTH & SAFETY PRACTICES

- **HAND WASHING:** Hands will be washed before and after meals, before and after bathroom use, after nose blowing or wiping, and after handling an ill child.
- **DIAPER CHANGING:** Hands will be washed before and after changing diapers. The changing mat is sterilized with recommended bleach solution before and after each use. Soiled diapers will be disposed of in a closed and sanitized container.
- **TOYS & EQUIPMENT:** These items will be laundered on a weekly or as needed basis.
- **BEDDING & SOILED CLOTHING:** These items will be laundered on a weekly or as needed basis.
- **FIRE DRILLS:** Practice drills will be conducted a minimum of once monthly and recorded on record sheets approved by the State Fire Marshall.
- **EARTHQUAKE DRILLS:** Emergency earthquake drills are held quarterly to acquaint your child with the "duck and cover" procedures.
- **HEALTH CARE PLAN:** Only children who are current on immunizations shall be admitted. Medical records and immunizations will be kept up to date in children's files. There are no exceptions to this rule.
- **ACCIDENTS & INJURIES:** First Aid will be administered to a child needing care. Each accident will be recorded on a report. Parents will be given a copy of this report and the center will maintain a copy.
- **RELEASE OF CHILDREN:** Children will absolutely NOT be released to anyone except those authorized to pick up the child on the enrollment form. Identification is required of those authorized that are unfamiliar to us. In the event you wish another adult to pick up your child, it would require that you give written permission in advance or a phone call to verify.

J. REPORTING CHILD ABUSE: Nevada State Law and Licensing requirements states that child care facilities are required to report immediately to the police or Child Protective Services (CPS) any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.

X. ILLNESS

- **SCREENING:** Children will be visually screened as they arrive. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child becomes ill and needs to be picked up; the child will be separated from the rest of the children until a parent arrives. Parents must pick up child/children within one hour of notification. A child will be permitted to return to child care the same day with a doctors' note, or 24 hours after the symptoms have ceased. Children with a need for antibiotics must have medication for 24 hours before returning to the child care. See attached Notice of Exposure Spreadsheet.
- **SYMPTOMS FOR EXCLUSION:**
 - Fever of 100 degrees Fahrenheit or higher
 - Diarrhea (three or more watery stools within 24 hours)
 - Vomiting on two or more occasions during the past 24 hours
 - A draining rash
 - Eye discharge or Pinkeye
 - Lice or Nits
 - Too tired or ill to participate in normal activities
 - Too ill to go outside

XI. MEDICAL EMERGENCIES

In the event of a medical emergency, we will first call 911, and then the parents or guardian will be contacted as soon as possible. If the parent/guardian can not be reached the directions on the enrollment form will be followed. In the event IMMEDIATE medical attention should be required, we will use Northern Nevada Medical Center. If you have a preference other than the one listed, we will try to accommodate you, if possible.

XII. MEDICATIONS

Medication may be administered under the following conditions:

- **CONSENT:** WRITTEN parental and physician's consent is required to administer ANY medication.
- **PRESCRIPTION MEDICATION:** All prescription medication must be in its original container and properly labeled with child's full name, date prescription was filled or medication's expiration date and legible instruction for administration, such as manufacturer's instruction or prescription label.
- **NON-PRESCRIPTION MEDICATION:** A physician's authorization is needed for non-prescription medications.
 - **UNUSED MEDICATION:** will be returned to the parent or properly disposed.

XIII. TRANSPORTATION & FIELD TRIP ARRANGEMENTS

- Parents will provide transportation to and from the facility.
- Written authorization is required for parents to fill out before their child may attend a field trip, including walks to the local parks.
- In the event of a field trip, SONSHINE GARDENS DAYCARE & PRESCHOOL will provide safety approved car seats in accordance with Nevada State Law.

XIV. ADJUSTMENT

- **WHAT IS NORMAL:** It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.
- **FIRST EXPERIENCE:** If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. A cheerful good-bye kiss, a smile, and a reassuring word that you will be back after work is all you need to do. We will take it from there. Please do not sneak out when your child is not looking. Usually the child will settle down shortly after you leave.
- **COMMON BEHAVIORS:** Depending on their age, some children will “act out” their feelings by:
 - Clinging to you and refusing to let go
 - Having tantrums
 - Forgetting their toilet training
 - Not eating
 - Waking up at night or having bad dreams
 - Thumb sucking
 - Bed-wetting
 - Expressing desire to stay home

Usually these problems are temporary. If your child is treated lovingly, but firmly, this behavior should go away.

D. WHAT TO DO: Please feel free to call SONSHINE GARDENS DAYCARE & PRESCHOOL when you arrive at work. Chances are that your child will be busy playing and you can relax and concentrate on work.

XV. CHILDREN’S SUPPLIES, & VISITATIONS

- **CHILDREN’S SUPPLIES:** Parents are requested to label* and supply those items necessary for the proper care of your child:
 - Backpack with two or three sets of clothing
 - Wipes (potty trainers)
 - Diapers (potty trainers)
 - Necessary medications (refer to Medications section);
 - Lunch or substitute snack (for children with food allergies).

*All of your child’s personal items should be labeled with a permanent marker.

B. TOYS: We ask that all toys with the exception of a soft sleepy time toy or toys for sharing days stay at home. This assures that they will not be lost or broken while at school. Any toys that are brought to school will remain in the child’s cubby until pick-up time.

C. VISITATIONS: Your child’s safety is extremely important to us at SONSHINE GARDENS DAYCARE & PRESCHOOL. We have installed video cameras for your convenience. You may login and check on your child anytime throughout the day. With that in mind, we request that you call ahead if you wish to stop by or pick-up your child early as we will not allow the general public to roam through our building while your precious child is here. Please ask the director for the instructions to access the video website.

XVI. SUMMATION

All children enrolled in this facility are treated with love and respect and provided with the opportunity to engage in a wide variety of activities. Our most fundamental objective is to provide for your child a safe, clean and loving environment in which each child will feel that he/she is loved, valued, and wanted.

I have read and understand the information in *SONSHINE GARDENS DAYCARE & PRESCHOOL Parent Handbook of Policies and Procedures*. I am willing to abide by these policies and procedures.

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Parent or Guardian Signature Print Name Date

- -----
Parent or Guardian Signature Print Name Date

- -----
Employee Signature Print Name Date

Sonshine Gardens Daycare & Preschool

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