



14040 S Custer Rd  
Dundee, MI 48131  
734.529.2717

eMail: [sonrisedaycare@verizon.net](mailto:sonrisedaycare@verizon.net)

website: <http://www.dbchurch.faiithweb.com/sonrise>

Nursery, Daycare, and LatchKey  
Hours 6 AM to 6 PM  
Open All Year (except designated holidays)

# Parent's Handbook

Revised October 2, 2007

## Table of Contents

1.	About Our Program—Philosophy.....	3
2.	Discipline.....	3
3.	Admission.....	4
4.	Special Needs.....	4
5.	Enrollment.....	4
6.	Selection Process.....	4
7.	Hours and Days of Operation.....	5
8.	Pick-up and Drop-off.....	5
9.	Rest Time.....	5
10.	Outdoor Play.....	6
11.	Past Due Accounts.....	6
12.	Withdrawal or Termination of Care.....	6
13.	Snacks and Meals.....	7
14.	Parent Visitation.....	7
15.	Parent Participation/Volunteers.....	7
16.	Staff Screening.....	7
17.	What Your Child Needs From Home.....	7
18.	Health and Illness Policies.....	8
19.	Accidents and Injuries.....	9
20.	Safety Procedures.....	9
21.	Pesticide Procedure.....	10
22.	Parent Conduct.....	10

## **1. About our Program—Philosophy**

The SonRise DayCare exists to help parents and children. This goal is accomplished by providing training for the children in their care educationally, socially and spiritually. The training comes by example from only qualified Christian workers, and by instruction from biblically based curriculum. Children are treated with kindness and respect at all times.

We are a non-profit organization regulated by the State of Michigan Department of Consumer and Industry Services, the Monroe County Health Department, and the State Fire Marshall. Standards are constantly maintained to meet their requirements. We will be working on the total development of your child.

Emergent literacy activities will be going on for at least 30 minutes of each day. These activities include building skills that your child will need to be ready to read and write. Not all of the activities include papers and pencils—many are games, songs and stories. We believe that children learn about themselves and the world around them through play, exploration, and positive interaction with adults and other children.

## **2. Discipline**

Discipline is enforced by redirection and time outs on the “thinking chair.” No corporal punishment is allowed. Children are expected to follow the rules of the classroom, use gentle touches, respect others, use inside voices and take care of the classroom, equipment, and toys. Children will be taught that they can protect and speak up for themselves. They will be encouraged to tell others how they feel. We will teach them behavior that makes friends as opposed to those that lose friends.

The following procedures will be followed:

1. Redirection/use of words
2. Verbal warning
3. Counting to 3. Upon reaching three, a time-out will be given. A time-out will consist of one minute for every year of the child's age.
  - a. The child will be told why s/he is in time-out
  - b. Time-out begins when the child is sitting quietly.
  - c. We will discuss proper behavior alternatives and why the child was in time-out.
  - d. We will reaffirm child self-worth.
4. If the time-out has not helped the child learn appropriate behavior, the child may be “grounded” from certain toys. The grounding may last from 5 minutes to 1 day, related to the offense. (e.g. throwing sand, child is taken out of the sandbox.)
5. If the unacceptable behavior persists parents will be called, and a possible conference held with parents and involved staff. SonRise DayCare has the authority to expel a child from the Center for a reasonable amount of time if necessary, as well as ultimately.

If you have any questions or concerns about our discipline policy or any other part of our program, please ask.

### **3. Admission**

Children are admitted into our program without regard to color, religion or national origin. Enrollment is on a first-come-first-serve basis.

### **4. Special Needs**

Sonrise DayCare makes every effort to accommodate special-needs children. Each child's needs are evaluated individually. If we can meet that child's needs and s/he does not pose a threat to the other children or staff, we will welcome that child into our program.

### **5. Enrollment**

A non-refundable \$25 application fee is required.

A completed enrollment packet is required before placing a child or children in our care. The packet includes:

- A Child Information Card
- A Health Appraisal (signed by a doctor)
- A Medical Authorization Form
- A Parent/Provider contract
- A Statement of Acknowledgment of Receipt of Parent Handbook

In the case of emergency, it is crucial that SonRise Day Care has up-to-date information. When telephone numbers, addresses and persons to notify change, parents must provide the information in the enrollment packet.

### **6. Selection Process**

SonRise DayCare prioritizes enrollment as follows.

Full-time children 5 days per week, 10 hours per day, will receive priority.

Part-time children for 5 days a week, at 5 or more hours per day.

Part-time children for part of the week, at 5 or more hours per day.

Part-time children for any part of the week, under 5 hours per day, as staff and space allow.

No enrolled child will be excluded once that child is enrolled.

## **7. Hours and Days of Operation**

We operate Monday through Friday, 6 AM to 6 PM, except for the following holidays.

- New Year's Eve
- New Year's Day
- Good Friday
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Otherwise, SonRise DayCare will be open all other weekdays. If for any reason your child will not attend, notify us as soon as possible. Payment is expected for all holidays. Each parent receives a vacation week (5 days) for which no payment is expected. Those days may be used for illness, vacation, etc. When your child is going to be absent for a day, you may only use an absence day if you call before 7 AM that morning. A two-week written notice is required for vacations.

## **8. Pick-Up and Drop-off**

To ensure the safety and well-being of each child, it is important that the staff are well aware of the arrival and departure of each child at the Center. Therefore

- Accompany the child to the Center and sign in at the assigned location.
- When picking up, please make sure that a staff member is aware that the child is leaving the Center and sign the child out
- If an authorized adult other than the parent is picking up a child s/he must check in with the staff and show picture identification.
- No child will be released to an unauthorized person, i.e., someone not on the emergency form, unless prior parent permission was given.

## **9. Rest Time**

Children stay busy and involved at SonRise DayCare and for their well-being need a rest time. We provide a cot for them to lie on and they may bring a favorite small blanket or stuffed toy. No child is required to sleep, but a rest period is required by the state. If children do drop off to sleep, staff will gently wake them after rest period is over. Infants may sleep in their cribs at any time.

## **10. Outdoor Play**

Our daily schedule includes time for children to play outdoors. Outdoor play is an important part of learning to use imaginative play and for self-initiated games. The use of balls, jump ropes, riding toys, running and jumping games, provide a time of building strong muscles and gross motor skills. All outdoor play is well-supervised. Outside, children can move about in groups, use outside voices, and generally do activities not possible inside the Center.

Ensure that your child's outside clothing is appropriate for the weather conditions. Children will not go outside if temperatures are below 20 degrees F. or above 90 degrees F. (including wind chill and heat index).

Inside, children may dress in comfortable clothing, i.e, tennis shoes, socks and play clothes.

## **11. Past-Due Accounts**

Accounts must be kept current. Accounts should be paid weekly unless other arrangements are made. Payments may be made by cash or check. There will be a \$25 fee for any returned checks. After two checks have been returned for insufficient funds, payment shall be made in cash or money order only.

If payment is not received upon drop-off on Friday, a \$25 late fee will be applied. If payment is not received by Monday morning, for the prior week of care, care will be discontinued and the contract will be terminated. Everyday after the Monday following late payment, an additional \$15 will be added to the \$25 late fee until payment is received in full.

Consistent delinquency may be cause for dismissal for our program. Parents should be aware that, upon leaving the program, any delinquent accounts will be turned over to small claims court unless arrangement for payment is made.

## **12. Withdrawal or Termination of Care**

Our desire is to have your child in our program until s/he no longer needs childcare. If it should become necessary to withdraw you child for any reason, we require written notice at least two weeks in advance.

We reserve the right to terminate enrollment if problems arise that cannot be resolved. In most cases, we will provide you with a two-week notice of termination. SonRise DayCare reserves the right to terminate this agreement without notice if:

- A child's participation in the program causes a direct threat to the safety of him/her, other children, or Sonrise DayCare staff;
- Child care payments are not paid when due;
- A parent should engage in inappropriate conduct while at the Center.

### **13. Snacks and Meals**

Children are served a morning and afternoon snack. Snacks will be in accordance with USDA approved guidelines.

Children attending the Center should bring a breakfast if coming before or during breakfast time, and a lunch. A refrigerator is available for storing their meals. We have a microwave for reheating foods, so be sure your child's meal is in an appropriate container. We are not equipped to cook meals, only reheat prepared foods. Clearly label all lunch boxes and containers with your child's name.

### **14. Parent Visitation**

Parents are welcome to visit the Center at different times of the day, or to assist with parties and special events. You are also welcome to call and check on your child to see how s/he is doing. Please understand that we may not always be able to talk to you one-on-one since caring for the children is a priority at all times.

### **15. Parent Participation**

Parent participation is encouraged. However, all volunteers must have a background check which is required by the state of Michigan, physical, and TB test. If you have any areas where you feel that you might want to help out, please inform the director. We always encourage parents to stop in and observe. Parents who would like to participate but cannot because of their busy schedules, will also have a chance to participate by sending needed items. A few times a year, a list will go out for needed items such as empty paper towel rolls, cotton balls, empty milk jugs, etc. It is not mandatory that you participate in this, but every contribution is appreciated.

### **16. Staff Screening**

SonRise DayCare requires that all staff provide documentation from the Department of Human Services that s/he has not been placed on the state central registry for substantiated abuse or neglect. All staff members are fingerprinted and screened by the Michigan State Police. Each staff member must pass a TB test and have a physical before having contact with the children. A CPR/First-Aid certified staff member will be on duty at all times.

### **17. What Your Child Needs From Home**

- Complete change of clothing placed in a plastic bag
- Seasonally-appropriate clothing
- Small blanket, pillow (optional), stuffed animal (optional)

- Breakfast and Lunch if needed
- Diapers (burp cloth, bib, blanket, pacifier)
- Ready-to-use bottles labeled with child's name and date
- Wipes (labeled)
- Food labeled with child's name and date
- All paperwork necessary for registration
- Doctor's instructions for health restrictions with explicit instructions

Label all items of clothing and other possessions with your child's name. SonRise DayCare cannot be responsible for the loss or damage of personal items that are brought to the Center. Please, leave unnecessary items at home

## **18. Health and Illness Policies**

The Department of Human Services requires that we maintain children's health records. Those records consist of the Child Information Card and Health Appraisal Report that includes the child's immunization record. Parents are required to update forms with current immunization information on a regular basis.

Children who are ill should not be brought to the Center. Communicable illness is a major problem for children in group care and every effort will be made by the staff to limit the spread of these illnesses. The Department of Consumer and Industry Licensing requires that we prohibit the acceptance of infectious children into the Center. Parents must report any infectious or communicable illness to the staff immediately. Children displaying the following symptoms should remain at home if s/he:

- has a temperature of 100 degrees or above when taken under the arm,
- has experienced 2 or more episodes of diarrhea in a 24 hour period,
- vomits,
- exhibits severe coughing, causing the child to become red or blue in the face or make a whooping sound,
- experiences difficult or rapid breathing,
- has a weepy, red eye that feels sore or itchy, or a discharge of pus, causing the eyelashes to stick together,
- has untreated infected skin patches, rash, or lice (SonRise DayCare has a nit free policy),
- is not feeling well enough to participate in classroom activities.

Parents of children who develop these symptoms while in care will be called to remove that child from the Center in a timely manner to ensure a healthy environment for other children. If your child should come down with a contagious condition of any kind, please notify a staff member as soon as possible. Do so even if this occurs on the weekend.

If your child is home for any of the above symptoms, s/he should remain home for at least 24 hours. If, after this time, symptoms no longer exist without medication or having

written permission from a physician , s/he may return to the Center.

Medications are administered to children only in accordance with prescribed dosage and frequency when the following conditions are met:

- A Medications Form must be completed and signed by the parent.
- Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, name, dosage, and strength of the medication.
- All medication shall be in the original container and clearly labeled for the specific child.
- Over-the-counter medication must be in the original container and clearly labeled with your child's name.

The person administering the medication shall maintain a record as to the time and amount of any medication given or applied. We cannot administer any expired medication.

Medication is kept out of the reach of children. Medications not requiring refrigeration are kept in the medication box and stored in the office. All medications requiring refrigeration are.

## **19. Accidents and Injuries**

In the event of an accident or emergency, the following steps will be used:

- Someone will stay with the child at all times and first aid will be administered.
- The parent/guardian will be notified immediately.
- In the case of what is deemed a serious accident, 911 will be called and the rescue squad transports the child.
- With any accident or injury, an accident report will be filled out and a copy given to the parent.
- Parents are responsible for all resulting medical services.

Staff are required by law to report any suspected abuse or neglect to the Department of Social Services.

## **20. Safety Procedures**

- No child will be left alone or unsupervised at any time.
- Staff members have access to a working phone at all times.
- Fire drills are held monthly, at varying times, and a record of these is maintained at the Center.
- A tornado drill is held before the beginning of tornado season.
- Evacuations routes and plans are posted.

- Those in charge of a group of children will be responsible for their safety.

## **21. Pesticide Procedures**

When and if ever the Center shall need to apply any pesticides to the premises parents/guardians are provided a given a written and verbal notice. Liquid spray or aerosol insecticide are never applied in a room unless the room remains unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

## **22. Parent and Visitor Conduct**

SonRise DayCare is mandated to protect the children in our care as well as provide a safe workplace for our staff. Therefore, while on Dundee Baptist Church property parents and other adults must conduct themselves in a sane, professional, and rational manner at all times. Your Child Care Contract will be terminated for inappropriate behavior. This includes:

- Acts of violence, including assault and battery,
- Harassment of, or threats against the staff, other persons, or children,
- Possession of illegal substances or firearms,
- Verbal or physical abuse of any child,
- Profanity,
- Indecent exposure.

SonRise DayCare reserves the right to change or amend the policies stated in this handbook at anytime.

Revised October 2, 2007