

# SUNRISE ACADEMY

*Orange City, Florida*



## PRE SCHOOL

# Parent & Student Handbook

**2022-2023**



**Contents**

**Vision**.....2  
**Mission** .....2  
**Purpose**.....3  
**Licensing** .....3  
**Accreditation** .....3  
**Location** .....3  
**Insurance** .....3  
**Hours and Days of Operation** .....3  
**Confidentiality** .....4  
**Curriculum Statement**.....4  
**Rest Time** .....4  
**Social-Emotional Information**.....5  
**Outdoor Play** .....5  
**Meals and Snacks**.....6  
**Treats for Birthday Celebrations**.....6  
**Weather Related Closing**.....6  
**Disclosure Statements** .....7  
**Admissions Process** .....8  
**Contract for Care**.....9  
**Tuition & Fee Schedule** .....10  
**Application Checklist**.....11  
**Scheduling and Schedule Changes**.....12  
**Attendance / Sick Days /Extended Illness** .....13  
**Vacation** .....13  
**Late Pick Up Fees**.....13  
**Child Pick Up Authorization**.....14  
**Field Trips**.....15  
**Medications**.....15  
**Teachers**.....15  
**Parent Involvement and Communication** .....16  
**Volunteers** .....17  
**Parent Questions or Concerns** .....17  
**Safety**.....18  
**Emergency Care**.....18  
**Health and Medical** .....19  
**Health Policies** .....21  
**Child Abuse Policy** .....22  
**MANDATED REPORTER:**.....22  
**Release of Liability** .....23  
**Disclaimer** .....24  
**Discipline Policy** .....25  
**Behavior Guidance**.....26  
**Expulsion Policy** .....26  
**Disclosure:** .....27  
**Acknowledgment –File Copy** .....28

### Vision

Sunrise Academy provides a safe, and enriched private Preschool -12th education that fosters a climate of innovation, leadership and emotional intelligence. Our goal is to contribute to our community by providing child care, pre-school, & K-12 education services. In doing so, we support families in their efforts to work and/or attend school. We believe that it is important to foster collaboration and build a strong basis for a child to succeed academically. Our children are the future; it is our responsibility as a society to contribute to their betterment and contribute to a healthy environment where learning, love, and responsibility can be instilled.

### Mission

Sunrise Academy prepares students in their educational journey while building on the individuality of children. We provide each child the equal opportunity and access to quality child care with an emphasis on developing the whole child through the use of developmentally appropriate practices and materials. We encourage children to realize the importance of reaching their potential goals through self-motivation and individual growth. We prepare children academically, emotionally, and physically by offering sound educational programs at a pre-school level. We foster a climate which encourages innovation and diligence amongst staff and rewards accordingly. Our commitment is to support each child as they progress through their growing endeavors and to prepare them to be excellent students.

The corporate values governing Sunrise Academy include operation in accordance with the highest level of standards in all relationships with staff, parents and children. Sunrise Academy works closely with children, parents and staff in order to promote intercultural understanding and to integrate the values of inclusive leadership and social responsibility.

We exist to enhance the emotional, social, physical, intellectual, and language development of children and to help them gain confidence and self-esteem while learning to function in a group setting. We believe children learn through a structured environment as well as through play.

Sunrise Academy provides both group and individualized care, which stimulates growth through a balance of both child-directed as well as teacher guided activities. Sunrise Academy uses a state approved curriculum for toddlers, preschoolers, elementary, middle and high school students. Sunrise Academy uses Frog Street for toddlers-PK3, Reading Street for PK3-PK4, and a World of Wonders for PK5 (VPK)- Elementary. Through the use of curriculum, each child has the opportunity for individual development and exploration offered in environments that stimulate creativity and problem solving. This means that children are learning through a structure environment in the classroom settings made by the teachers, as well as exploring their environments through play and field trips. The curriculum is structured by units, the units run for 6 weeks. The curriculum has many tools available for activities in math, literacy and writing. Educational field trips are scheduled throughout the school year. The purpose of field trips are to create a learning platform outside of the classroom and provide real life experiences. Children will be engrossed in the unit at hand and enjoy learning from an Innovative Curriculum that gives us the tools to create these classroom experiences and focus on the children's individual developmental stage. Children enrolled receive quality educational services as well as nurturing and loving care all in one setting.

**Purpose**

Sunrise Academy Preschool strives to support the needs of today’s society. We seek to encourage, promote, and inspire students to find their passion, providing the academic tools to do so. We want to inspire students to discover their learning style, promote utilization of their learning style to ensure their academic success, and we seek to motivate students to become a lifelong learner, promoting self-growth and becoming responsible and contributing citizens.

**Licensing**

Sunrise Academy maintains a current child care license issued by the Florida Department of Human Services for Infants, Toddlers, preschoolers and School aged children. We also are overseen by the Early Learning Coalition and the Department of Education. Sunrise Academy is a proud participant of the Child Care Food Program, in order to maintain our participation in good standing, we must comply with their rules and requirements. We adhere to all state licensing requirements (fire, safety, health, and sanitation regulations—we are an “open-door” facility.

**Accreditation**

Sunrise Academy is accredited by NIPSA, and Cognia. Sunrise Academy is also a Gold Seal status center.

**Location**

Sunrise Academy is located in at 2700 Enterprise Road, Orange City, FL 32763. Phone: 386-775-7866.

Our website is [www.sunriseacademy.education](http://www.sunriseacademy.education).

**Insurance**

Sunrise Academy has a comprehensive liability policy, property insurance, and a bond insurance in effect to the limits required by the State of Florida.

**Hours and Days of Operation**

We are open 5 days a week, Monday-Friday 7:00 a.m. to 5:30 p.m.

We will be **CLOSED** for the following holidays:

Independence Day	Labor Day	Veterans Day	Thanksgiving Week
Winter Break 1 Week	New Year’s Day	Martin Luther King Jr. Day	Teacher Duty Day The Friday Before Memorial Day
Memorial Day	<b>See Holiday Schedule For A Full Detail Of Closure Dates</b>		

**Publicity & Photo Release**

Children attending our center are sometimes asked to participate in public relations activities. For example, pictures for the local paper and or teacher/child observations for staff training. Parents/guardians will be informed in advance of any such activity. In addition, we take picture of activities randomly and post them in our school’s social media page, webpage, and school wide communication platforms.



\_\_\_\_\_

Signature



### Contributions and Donations

Donations to Sunrise Academy are not tax deductible. To find out what is needed in your child's room, please talk to your child's teacher or Center Management. Additionally, each child may be asked to bring in supplies specific to individual classroom needs. If this presents a hardship for you family, please consult with the office.

### Confidentiality

Information regarding your child and family is kept private. Staff members have been trained in confidentiality (HIPAA) and can be expected to keep information about your child private. Written information about your child and family is kept in a locked file with access available only to center management. Information from your child's file is shared outside of Sunrise Academy only with your written permission. All Student files are to be stored in a locked secure place to ensure privacy.

### COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Student information is protected and violation of FERPA rights by the school, employees of the school, or an agent of the school is not permitted.

### Curriculum Statement

#### Preschool:

- Your child will participate in a well-planned program. Each day, the teachers design developmentally appropriate learning experiences to meet the children's needs for their age group. This includes opportunities for creative art, music, science, nutrition, language arts, dramatic play, cognitive (knowledge) development, large and small muscle development, outdoor exploration and play.
- Sunrise Academy uses Frog Street, Reading Street and A World of Wonders Curriculum, which reflects developmentally appropriate activities. Daily schedule and lesson plans of the activities presented by staff are posted in the classrooms. You are encouraged to check this area daily. Teachers follow plans based on the curriculum of their age group. Every child is monitored for progress in the areas of physical, social and emotional, cognitive, and language development.
- Sunrise Academy recognizes and respects the unique differences of the families we serve, which is reflected in our curriculum. We strive to present activities that are multicultural, gender fair, and disability sensitive. There are fun events and celebrations presented in the curriculum. Children are involved in intergenerational activities within our community such as Senior Living facilities, Post office, Fire Department and the Police Department.

### Rest Time

A quiet rest time occurs daily from 12:00-2:00 in the toddler and preschool classrooms. Although children are not required to sleep, each child must lie down and rest quietly. After the 30-minute period any child who is still awake may read or play various quiet activities offered. Each child will be provided a cot. A blanket, pillow, and/or favorite stuffed animal may be brought from home for use at rest time.        (Initials)

**School Age:**

The After School Program and the Summer Program consists of daily planned learning activities, socialization, homework completion and field trips. The school-age program provides opportunities for children to explore friendships, conduct experiments, learn to make healthy snacks and use their creativity. School age care is available on non-school days, and before and after school throughout the school year. Sunrise Academy also provides school age care on Teacher Duty Days, Holidays, and Summer Break. Our school age care during the school year is combined in our preschool classroom and is limited to available space.

- |                   |                |               |
|-------------------|----------------|---------------|
| 1. Intellectually | 2. Cognitive:  | 3. Physically |
| 4. Socially       | 5. Emotionally | 6. Leadership |

**Social-Emotional Information**

We hope you will feel comfortable so that you can share important information with us that will help us care for your child the best way possible. Some examples are: If a loved one died, or a pet died, maybe you started off the day with a fight, a pending divorce or separation, or maybe someone new moved into the house. Knowing this kind of information will give the teacher a frame of reference for meeting your child’s needs. Important information will help us to be empathetic with your child because we know there is a change to deal with. Sometimes children will have behavior issues when they are trying to work through things that they can’t verbalize. Everything you share with us is confidential and the information will not leave Sunrise Academy.

**Outdoor Play**

Outdoor play is a special part of the child’s day at Sunrise Academy. Fresh air and exercise are important to the total health of your child and to our curriculum. We have our own playground and we go outside every day. An activity for indoor active activities is plan in advanced in case of weather related interference.

- Toddler’s children go out every day, unless the weather does not allow it.
- Preschooler’s go out every day, unless the weather does not allow it.
- Elementary Students will go out every day, unless the weather does not allow it.
- Summer Camp goes out every day, unless the weather does not allow it.

You are asked to make sure your child is dressed appropriately for outdoor play. Failure to do so will result in a telephone call requiring you to bring in the items needed for the day.



## Meals and Snacks

### Sunrise Academy Is a Participant of The Child Care Food Program

#### Toddler, Preschool and School Age Meals

Breakfast, lunch, afternoon snacks and dinner are provided to all children. Sunrise Academy is an active participant of the food program and all children are required to fill out a lunch application. Menus are posted every week, in the classroom, as well in the office parent board. You can request a copy if you would like. In order to comply with CCFP regulations **WE DO NOT ACCEPT OUTSIDE FOOD**. We provide nutritious and appetizing meals and snacks. Drinking water is provided for the child at any time during the hours of operation.

#### Special Diets

If a child requires a special diet, it is essential that parents/guardians notify Sunrise Academy. Depending on the situation a note from the child's medical provider may be required, or a special written plan developed. Sunrise Academy will accommodate the dietary needs in compliance with guidelines and general meal preparation. Only in the event of extreme allergies we will make an exception to the no food from outside rule. If you must pack your child a lunch, please make sure that no refrigeration or microwave is needed.

#### Treats for Birthday Celebrations

Your child's birthday is a special event and we like to make each child feel special on their birthday. If you would like to send a treat on that day, you are required by the Health Department to purchase the items and keep them unopened until you get to Sunrise Academy. In addition DCF (*Department Of Children And Families*) required Food does not have to be the focus of the party. Alternatives could be party cups, napkins, plates, or stickers. Please don't feel obligated to send anything. We will have fun celebrating birthdays either way.

No Outside Foods Are Allowed During Breakfast, Lunch, Snack Or Dinner. Our Meals Are In Compliance With CCFP Regulations Therefor No Outside Food Will Be Allowed In The Center. Please Know That If Your Child Comes In With An Outside Food Item, The Teacher Will Dispose Of It.



## Weather Related Closing

While closings are rare, should adverse weather conditions force a school closing the following will occur:

- Center closing announcements will be reported on our school's website, social media and Robo call.
- Webpage: [www.sunriseacademy.education](http://www.sunriseacademy.education) and Social Media: [Facebook](#) and [Instagram](#)
- Should weather conditions require a midday closing, parents will be contacted to make arrangements to have their child picked up. Should the child's parents not be reachable, we shall call the emergency contacts listed on your child's profile.

**Disclosure Statements**

**Nondiscrimination Statement**

Sunrise Academy is in compliance with TITLE VI of the CIVIL RIGHTS ACT of 1964 (Public Law 88-352); the AGE DISCRIMINATION ACT of 1975 (Public Law 94-135), and the REHABILITATION ACT of 1973 (Public Law 93-112). This is an Equal Opportunity Program. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. If you believe you have been discriminated against because of race, color or religion, you may lodge a complaint with this Facility's Director, and/or write immediately to the Civil Rights Department, Florida Department of Human Services, 1317 Winewood Blvd., Tallahassee, FL 3299- 0100, Tel: 850.487.1901. Sunrise Academy is an institution of equal opportunity. Sunrise Academy does not discriminate against any student, parent, of employee because of their race, color, religion sexual orientation or disability.

I have received and read this establishment's nondiscrimination policy statement and complaint procedures.



\_\_\_\_\_

**Contract Statement**

The AGREEMENT shall be prepared and executed in English and if translated into a language other than English for any purpose, the English version shall in all events prevail and be paramount in the event of any differences, questions or disputes concerning the meaning, form, validity, or interpretation of this AGREEMENT.

If you do not understand English, it is your responsibility to make arrangements for a translator to explain the terms of this agreement to you in your native language. **(Si no entiende inglés, es su responsabilidad hacer arreglos para que un traductor le explique los términos de este acuerdo en su idioma nativo).**

\_\_\_\_\_  
Signature


\_\_\_\_\_  
Date





**Admissions Process**

When families are ready to register and prior to your child’s first day of attendance at Sunrise Academy the following process must be completed.

<b>Enrollment information needed before your child starts at the center:</b>	<b>In addition to the enrollment information, families will:</b>
<ul style="list-style-type: none"> <li>● Formal Application for Admissions ( Fee \$25.00)</li> <li>● Voucher must be included in the formal application VPK Only –(NO COST)</li> <li>● Admissions interview               <ul style="list-style-type: none"> <li>□ Admission Decision</li> </ul> </li> <li>● Enrollment Documents               <ul style="list-style-type: none"> <li>□ Contract for Care</li> <li>□ Procure Registration completed</li> <li>□ Immunization record,</li> <li>□ Physical Form DH 3040</li> <li>□ Proof of Identity for student</li> <li>□ Proof of Identity for Parent</li> </ul> </li> </ul> <div data-bbox="186 1008 795 1491" style="text-align: center;"> <p style="font-size: 2em; opacity: 0.5; transform: rotate(-45deg); position: absolute; top: 50%; left: 50%;">SAMPLE</p> </div>	<ul style="list-style-type: none"> <li>□ Enrollment form for Child Care Food Program</li> <li>□ Household Income Statement form for the Child Care Food Program</li> <li>□ Payment contract</li> <li>□ Pay the center’s registration fee of \$150 (except VPK)</li> <li>□ Pre-Pay the first payment for child care based on the contract services desired</li> <li>□ Provide the first weekly or monthly schedule for the child’s attendance</li> <li>□ Meet their child’s teacher Photo and Field Authorization</li> <li>□ Developmental and Family Background</li> <li>□ Sign Acknowledgement for:               <ul style="list-style-type: none"> <li>✓ Parents Handbook</li> <li>✓ Biting Policy</li> <li>✓ Expulsion Policy</li> </ul> </li> </ul> <p style="text-align: center;">Disclaimer:</p> <p>School handbooks, policy and procedures are always available on our website: <a href="https://www.sunriseacademy.education/portal">https://www.sunriseacademy.education/portal</a></p> <p>Under the portal  tab</p>

It is essential that you keep Sunrise Academy up to date whenever there is a change in:

- Home, And Work Phone Numbers
- Address

- Emergency Contacts
- Persons Authorized To Pick Up Your Child
- Medical Information Including New Immunizations
- Attendance Schedule

### Contract for Care

Sunrise Academy has a policy that child care **services are prepaid**. This means when you hand in your child's schedule of attendance you use the rate sheet and pay for those scheduled days. The Director reviews the tuition rates annually. Parents/guardians will be given 10 days' notice to any changes in the Contract for Care.

Up to date fees can always be found on our website, at [www.sunriseacademy.education](http://www.sunriseacademy.education)

#### Important information about our fees:

- **Application Fee:** Due at the time of filing application into Sunrise Academy (\$25.00).
- **Registration Fee:** Due at the time of enrollment into Sunrise Academy (\$150.00).
- **Annual Re- Enrollment Fee:** it's due annually. (\$50.00)
- **Transportation Fee:** In the event that a classroom plans a field trip, I agree to pay \$2 for the transportation fee per trip which my child attends. This will be added to my weekly, bi-weekly, or monthly invoice.
- **County Child Care Assistance Fees:** If I receive county child care assistance, I am responsible to pay for all co-pay amounts. If I receive county child care assistance, I am responsible to pay the difference between Sunrise Academy's charges and the amount paid by the county. Furthermore I understand that any absences may not be covered by the assistance entity therefore it is the responsibility of the guardian/Parent to pay any differences.
- **Holiday Fees:** Sunrise Academy has a weekly based tuition for infants and preschoolers. School age children will be charge an additional \$15.00 fee for the full day schedule difference per full day in attendance.
- **Late Payment Fee:** A late payment fee of \$10.00 per day will be assessed on all accounts that are not paid in full. Weekly Tuition is due by the end of each Monday, and will be considered late on Tuesday.
- **Late Pick-up Fee:** I understand that I must call the center if I am going to pick up my child (-ren) later than my scheduled time and that if I fail to do this, I will be charged a late pick up charge of \$15.00 every 5 minutes (per child). If I know I will be late, I will call the center to make accommodations subject to staff availability, repetitive late pick up is cause for contract termination.
- **Returned Checks:** If a check payment is returned, the parent will incur a fee of \$75.00; in addition, checks will not be allowed as a form of payment for future payments.
- **Termination:** Two weeks' notice is required to terminate your child's enrollment.



---

Signature

---

Date

**Tuition & Fee Schedule**

Class	DUE EACH MONDAY	
1 -Year-Olds	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$225.00
Two-Year-Old	<input type="checkbox"/> \$240.00	<input type="checkbox"/> \$210.00
Preschooler 3	<input type="checkbox"/> \$220.00	<input type="checkbox"/> \$190.00
Preschooler 4	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$180.00
Preschooler or 5 Year Olds (non-VPK)	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$155.00
VPK	\$0.00(8:30am -11:30am)	
Extended Day (6-12)	<input type="checkbox"/> \$155.00	<input type="checkbox"/> \$125.00 Teacher Duty \$25.00
Summer Camp	7am-5:30 pm \$150.00	
Tuition	Tuition and Fees <a href="http://www.sunriseacademy.education">www.sunriseacademy.education</a>	
<b>Tuition Assistance</b>		
Federal Poverty Guidelines Discounts PTSO Program	Provide Income Documentation	<input type="checkbox"/> \$5.00 <input type="checkbox"/> \$ 20.00 Up to <input type="checkbox"/> 50%
Employee Discount: On weekly Tuition Only Drop in – No Discount.	Based on season of the employee: New Employee <input type="checkbox"/> 25%    1 <sup>st</sup> Year <input type="checkbox"/> 35%    3 <sup>rd</sup> Year <input type="checkbox"/> 40%    4 <sup>th</sup> Year <input type="checkbox"/> 45%	
<b>Tuition increases approximately 5% each Year</b> Please visit <a href="http://www.sunriseacademy.education">www.sunriseacademy.education</a> for the most updated fee schedule		



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Application Checklist**

Sunrise Academy

2700 Enterprise Road Bldg. An Orange City, FL 32763

Telephone (386) 775.7876

Fax (386) 775.0687

- Formal Application for enrollment
- Application Fee Payment \$25.00 (Except VPK ONLY)
- VPK Application and ELC Voucher
- Admission Interview
- Registration / Enrollment Fee \$150.00 (except VPK)
- Birth Certificate Copy
- SS Number Copy
- Florida Immunization Certificate (form 680) Copy
- Florida Physical (school entry Health Exam form) Copy
- Parent/ Guardian Driver's License Copy
- Proof of Address Copy
- Medical Exceptions / Food/ Milk/ Allergies (Doctor's Note)
- Records Request
- Enrollment Documents
  1. CCFP required documents (Food Program application)
  2. DCF required documents (Flu, field trips form, safety)
  3. ELC required documents (Voucher, and contact)
- Sliding Scale / Income Verification (For Tuition Assistance only)
  1. Most Recent Income Tax

I, \_\_\_\_\_ Parent of \_\_\_\_\_, understand that my child will not be admitted into the school without the required documentation.

**Scheduling and Schedule Changes**

Children contracted at Sunrise Academy must provide us with any upcoming schedule changes within two weeks prior to changes. Failure to do so may result in your child duplicate the current weeks schedule and you will be billed accordingly.

Additionally, if you will not be needing care for a whole week or if your child is not in attendance for any reason, you will still be responsible for the number of days contracted. Sunrise Academy requires a two week notice for all families who wish to terminate contract for care.

If your child is not attending or is arriving late, please contact the center by 8:30 a.m. so we can make arrangement for your child’s late arrival (if arriving after cut off time, a doctor’s note is the only exemption).

THE PRESCHOOL CUT OFF TIME IS AS FOLLOW:

Infants –PK4 9:00am.

PK5- VPK 8:45am

**Drop in Rates:** When a day needs to be added to my contracted schedule it will be subject to fees based on the drop in rate.

<b>Toddler -2 Years old</b>	<b>PK3- PK 4</b>	<b>Five Year Olds -School Age</b>
\$42.00 (10hr Block)	\$38.00 (10hr Block)	\$36.00 (10hr Block)

**½ Day Rates:** We currently do not accept half day students with the exception of Voluntary Prekindergarten.

**Voluntary Prekindergarten (VPK)** Education Program – A free educational program that prepares age-eligible children for success in kindergarten and beyond. To be eligible, children must live in Florida and be 4-years-old on or before September 1 of the program year.

**Preference for Fulltime:** Sunrise Academy has a preference for fulltime Contracts. We currently do not accept part time contracts.

**Late Fees**

Tuition payments are due by Friday for the upcoming week. If payment is not received by Monday morning, a \$10 late fee will be added to your account promptly on Tuesday morning and you may be denied entry until balance is paid.

Any account not rectified in the manner described above will be considered in arrears. If your account is in arrears, your child will be unable to attend the child care center, until your account is current. The Center will hold the spots(s) for one-week period before offering it to another family on the waiting list. Your deposit will be applied to this one week holding period. Once the account is current, you can only re-enroll if the spot(s) has not been filled.

### Attendance / Sick Days /Extended Illness

If a student is sick, a doctor's note is required. If a student has an extended illness, a doctor's note is also required.

**Attendance:** As a student of Sunrise Academy, I understand that in order to fully comply with the attendance policy of the school I must maintain a 90% attendance policy. I understand that Sunrise Academy reserves the right to terminate a student for non-compliance of the attendance requirement. Your tuition is not based on attendance, please know that even if you only attend one day you are still responsible for the weekly tuition

**Excessive Tardiness:** It is our policy that a student who accumulates 15 or more unexcused absences within 90 days with or without the knowledge or consent of the student's parent shall be considered for expulsion. Sunrise Academy is required to report students who are not in regular attendance to the Department of Children and Families Social Worker for a wellness checkup.

Disclaimer: Absences of 10 consecutive instructional days will be considered a withdrawal from the preschool program at Sunrise Academy.

### Vacation

Sunrise Academy promotes family quality time, we understand it is important to your child's emotional health, and development. For these reasons we allow ONE free vacation a year. No tuition will be charged, however we do request a MINIMUM OF TWO WEEKS' notice so that we may accommodate the staff. After the week a year is used, there will be a holding fee of 50% of the tuition. As a parent you have the right to withdraw your child and re-enroll them, however we cannot guarantee space availability upon your return.



Parent Initials

### Late Pick Up Fees

Our faculty schedules are based on your children's schedules and state mandated teacher/child ratios. When parents are late to pick up their children it causes hardships for faculty because they are unable to leave at the end of their scheduled shift. Many teachers have classes, families and regular commitments for which they are responsible. It can also be distressing for children to be left at the center after hours. Late pick-up is not a normal program option and should be considered an exceptional occurrence. There are two situations in which late fees can be applied to a family's account. Late fees that are assessed during normal hours of operation (7am – 5:30pm) are based on the fee for adding hours to one's normal schedule at the rate of \$12/hour. For example, a family's schedule may be 9am-4pm. A parent may arrive for pick-up at 4:15pm. A late fee of \$10 will be assessed to the family's account. We may ask that a family change their schedule if they are having difficulty consistently picking up at their regularly scheduled time. Late fees can also be assessed when children are picked up after 5:30pm. This fee is \$15.00 per the first 5 minute/per child, after that is 15 dollars every 5 five minutes. Please note that in the enrollment agreement it states: "It can be distressing for children to be left in the Center after hours."



### VPK- School & Readiness

I understand that the center is responsible for notifying ELC after five consecutive absences. Sunrise Academy reserves the right to terminate any students who does not comply with the attendance policy. Sunrise Academy follows the Uniform Attendance Policy 60BB-8.204.

Sunrise Academy requires a two week notice for all families who will no longer be contracted with us.

I understand that the center is responsible for notifying ELC after five consecutive absences.

In the event a child is absent without notifying the center, the center will make all possible attempts to contact parents, in the event that the parent does not respond we will notate the student file for unexcused absence.

A student is considered to have attended all VPK program hours offered during a temporary closure caused by emergency circumstances for a combined total of five (5) instructional days for each VPK class if the private provider or school district submits notification in writing to the coalition the dates which the provider was closed. A closure is caused by emergency circumstances when a state of emergency is declared by federal, state or local officials for the area in which the provider is located

**Admittance Cut Off Time: School Year VPK: 8:45 am   Preschool: 9:00 am**

**Admittance Cut off Time: Summer Camp: 9:00am**

### Child Pick Up Authorization

The safety of your child is very important to the school. It is imperative that you list everyone who could possibly be able to pick your child in case of an emergency. In the event an emergency arises we will not release your child to anyone who is not on the pickup authorization / contact list.

You can add someone via email, the email must come from the email you registered when enrolling your child.

For most up-to-date faculty email list please visit our website <https://www.sunriseacademy.education/faculty-staff>

WE DO NOT ACCEPT PHONE CALLS, or faxes. Only way to add someone is via the registered email you provided during registration. It is the parent's responsibly to update the email if it changes. Any information update must be done in person or you may do so on the portal <https://www.myprocare.com/Default/EnterEmail>

***Disclaimer: Sunrise academy does not get involved with parental disputes. Should a problem arise, please provide the center with acceptable documentation to have a parent with parental rights removed.***

***Acceptable documents are documents from official agencies such as a restraining order, court order or child protective service order.***

### Field Trips

When weather permits, children may participate in walking field trips. Many field trips occur on-site when a visiting “expert” comes to share their work or a project with the children. When off site field trips are planned, the teacher will give you the information about that trip and a permission slip that must be signed if your child is to participate. Please keep in mind that we need the permission slip back signed, dated, and paid by the due date. In order to plan accordingly we need to secure the amount of students and teachers that are attending every field trip. In the event the permission slip is not returned on time that child will not be able to attend the field trip. Field trips are part of the scheduled activity for the day.



---

Parent Initials

### Medications

We do not administer any medicine. Sunrise Academy does not have a nurse on staff. If your child requires medication, you must administer it to them. Exceptions are any life-or-death situation for example asthma medication, epi pens, those are the only exceptions to the medication policy. Exceptions (life threatening conditions as established above) require a doctor’s note with detailed instructions.



---

Parent Initials

### Teachers

Sunrise Academy staff are experienced teachers with genuine love for children and a willingness to commit to enriching the lives of the children for whom they care. Sunrise Academy extends empowerment opportunities to new coming teachers as teacher aids, to ensure that they will be prepare to become a lead teacher.

- Each has a qualified educational background as identified by the FL Department of Children and families, gold seal and the accreditation state guidelines.
- Additionally, they participate in continuous program of in-service education to keep them current in early childhood best practices. Each full time teacher is required to participate in over 20 hours of training each year.
- Sunrise Academy Teachers and Teacher Assistants are required to participate in First Aid and CPR certification. At a minimum, each classroom has one DCF 45 hrs. Certified staff person at all times, Each Classroom has a Lead Teacher, the lead teacher possesses a CDA/ or a Staff Credential recognition on their DCF Transcript.
- All personnel at Sunrise Academy must successfully pass a criminal background check.



---

Parent Initials

### Parent Involvement and Communication

Sunrise Academy has an **Open Door Policy** and is open 5 days a week, Monday-Friday 7:00a.m. to 5:30 p.m.

**The cut of time is 9:00am** For Prekindergarten students, the cut off time is 8:45am. During Nap, a quiet rest time that occurs daily from 12:00-2:00pm, we do not allow visitors, therapist, or any tours.

1. Showing interest your child's activities
2. Reading newsletters and taking time to discuss your child's day with his/her teacher
3. Attending special functions
4. Helping with fundraising
5. Volunteering to help with field trips
6. Sharing hobbies, skills, and careers with the children
7. Talking with your child about his or her day

### Regular Communications between Parents and Staff

SUNRISE ACADEMY staff includes parents in the following ways:

- **Daily Written Reports** – Parents of Infants and Toddlers, and Preschoolers receive a daily written report. Written reports regarding significant events and daily activities are communicated through our communication tools. The communicating tools are HiMAMA, and robot calls. In the event an urgent manner occurs you will receive a phone call from the office staff.
- **Daily Verbal Reports** – As parents arrive or pick up their children staff members work schedules have been designed to ensure parents get the key feedback about their child's day.
- **Special Events** – Parents are invited to special events – watch for postings in individual classroom and the main doors for these announcements.
- **Himama App / Website / or Bright Arrow** – Parents receive user name and password
- Sunrise Academy's newsletters are provided weekly to keep families up to date on the activities, news, reminders, and upcoming special events in each classroom.
- **Robo Calls:** please provide email, cell phones of all individuals you wish to add to the contact robo call list. All activities, parties, events, and closures are notified through our robo call.
- **Parent-Teacher Conferences** - While parents are encouraged to visit the center at any time, parents/guardians have the opportunity to meet with their child's teacher at a scheduled conference. Conferences include a written report from the teacher on the status of your child's intellectual, physical, social, and emotional development. Additional conferences can be arranged as needed. We urge parents/guardians and our staff to discuss significant events or situations that may affect your child at home or at SUNRISE ACADEMY to help ensure children's needs are met. Daily communication with staff is strongly encouraged.
- **No personal items are permitted in the facility example (toys, electronics etc.)**  
Please do not allow your child to bring toys to school, all of our toys are educational and **outside toys are not permitted.** In the event a child brings a personal item that is not permitted Sunrise Academy will not be responsible for its whereabouts.

## Volunteers

Sunrise Academy allows parents, grandparents and legal guardians to volunteer in our center. The guidance for volunteer is as follows.

1. Complete and pass a level II background screening through the clearing house.
2. Complete the volunteer application process
  - a. Understanding that that parent will not be allowed to volunteer in their sibling's classroom
  - b. Fill out a volunteer application and be accepted
  - c. Sign the release of liability statement
  - d. Meet Sunrise Academy's age requirement ( 14+)
  - e. Provided proof Level II background screening (finger print card)
  - f. Register to complete DCF Required Part I Training within 60 days

<https://training01-dcf.myflorida.com/studentsite/admin/signin>

As a volunteer, I do not receive any form of payment or compensation such as money, free or reduced child care, or any other type of compensation for my time. I also understand that as a volunteer, I must be under the constant supervision of a trained and screened staff person and may not be left alone or in charge of any group of children. If I volunteer 10 hours or more per month, or receive some form of compensation, I understand that I must submit background screening information in accordance with section 402.302(3), Florida Statutes, and complete the state mandated training requirements.

## Parent Questions or Concerns

We hope your child will enjoy attending Sunrise Academy. If you should have a grievance, the following procedure has been set up so your concern can be properly addressed. A grievance is defined as a statement alleging a violation of the policies or principles of Sunrise Academy.

1. A grieved person will first attempt to resolve the conflict in an informal manner. For example, this might involve discussing the situation with the teacher or Sunrise Academy office.
2. If the informal process does not resolve the situation to the satisfaction of the complaint, the grievance must then be put into written form via the Grievance Form located on the school's website in the Parent Portal.
3. Sunrise Academy management will respond to the grievance in writing within twenty days.
4. The Directors will then investigate the grievance and respond in 30 days to the complainant with a final resolution. A list of Advisory Board members is available on the parent information board.
5. No adverse action will come to the grieved party as a result of his/her filing the grievance and using these procedures.
6. President: [YMarte@sunriseacademy.education](mailto:YMarte@sunriseacademy.education) ;
7. Center Operator Email: [YCastillo@sunriseacademy.education](mailto:YCastillo@sunriseacademy.education)
8. General Inquiries [Info@sunriseacademy.education](mailto:Info@sunriseacademy.education)

We would like to take this opportunity to thank you for entrusting us with your child. As you know, these first few years are the most formative ones that help mold your children into the people that they will become. We are honored to have been chosen as the school, to help start your child on this incredible journey through childhood. .

## Safety

### **If Your Child Is Hurt**

We try our best to keep the children safe from accidents, but unfortunately, we cannot prevent all of them. If your child is hurt while at the Sunrise Academy, you will get an accident report filled out by the teacher so that you are aware of the incident. If you have any questions about an incident, please let us know. We document all accidents, but every once in a while, a child will get hurt and not tell us about it. Please let us know if something happened that we may not have been aware of. If your child needs to go to the doctor because of an injury sustained at Sunrise Academy, please update us on the outcome of the doctor visit.

Sunrise Academy has a first-aid kit on hand for minor injuries. All key staff members are trained in first-aid and CPR. The parent will be notified by a staff member if an injury occurs at Sunrise Academy. You will receive an accident report describing what happened and how the injury was treated.

## Emergency Care

In case of an emergency, Sunrise Academy will try to contact the parent. If a child needs immediate medical attention the child will be taken to the emergency room at Fish Memorial Hospital. Each parent will be asked to authorize EMTs for emergency treatment.

### **Suspected Child Abuse**

All child care workers are mandated by law to report any suspected child abuse to local authorities. Sunrise Academy has child abuse reporting policies and copies are available upon request.

### **Rilya Wilson Act:**

Rilya Wilson Act; short title; legislative intent; requirements; attendance and reporting responsibilities. The Legislature recognizes that children who are in the care of the state due to abuse, neglect, or abandonment are at increased risk of poor school performance and other behavioral and social problems. It is the intent of the Legislature that children who are currently in the care of the state be provided with an age-appropriate education program to help ameliorate the negative consequences of abuse, neglect, or abandonment. Sunrise Academy is obligated to comply with the "Rilya Wilson Act". (When a child is absent without notifying the office, authorities need to be notified)

### **No Guns**

NO ONE is allowed to bring a gun or weapon into Sunrise Academy or onto Sunrise Academy grounds. This rule applies to everyone including those who visit or work at Sunrise Academy.

### **No Smoking**

No smoking is allowed in the building or on any areas of our facility including parking lots and common areas.

### **Missing Child**

Our staff members receive training on supervising and managing a group of children while both on and off site. Continuous head counts maintain attention on every child's location and activities. Staff members also count the number of children they have anytime they leave and return to the premises as well as periodically during excursions off the property. Should a child be missing, the staff will search the building and grounds completely as well as calling the police and parents immediately.

### **Alcohol or Drugs**

No child will be allowed to leave Sunrise Academy with an authorized person if the staff suspects the person is under the influence of a chemical. If this occurs, and you do not find another person to safely pick up your child, we will call authorities to assist you home.

### **Seatbelts**

We want the children to get to and from Sunrise Academy safely. Remember, your child will get into the habit if they see you doing it. If we see that your child is not restrained in a seat belt then we must report it because we are mandated reporters and failure to securely fasten your child in age appropriate restraint is endangering to him or her. Children must remain in a car seat until they are 8 years old or 80 lbs. whichever comes first under FL Law. Please be safe.

### **Fire Safety**

Sunrise Academy is equipped with a fire alarm system and fire extinguishers. The children and staff participate in fire drill at least once a month. Staff members have been trained on fire drill procedures

## **Health and Medical**

The State of Florida requires an up-to-date record on each child for the following items:

- An up-to-date immunization form must be in the child's file at all times. (DH form 680)
- An Annual Physical (school entry form)
- Parents/guardians will be informed if their child has been exposed to any infectious or contagious diseases.
- Parents/guardians should inform us within 24 hours if your child has contracted a contagious disease.
- Exposure to a new setting and individuals may cause some children to become ill more frequently while their immunity is being developed. Staff members take precautions to safeguard children against exposure to germs, but most children do experience a normal number of infections. Please keep in mind that you may need an alternative plan for childcare during this time to care for your child if they are ill.



- Please do not send your child to daycare if you feel that your child is too sick to go outside to play, or join in on normal activities. This is best for your child, and helps to prevent the spread of illness.

### **Hand Washing**

We strongly believe that high-quality hand washing is important to maintaining good health for the children and the staff. Sunrise Academy uses a hand washing protocol and we wash hands:

1. Before all meals and snacks
2. After toileting
3. After sneezing, coughing or wiping a runny nose.
4. After playing outside
5. Before and after playing in a water table, sand box or play dough
6. Hand washing is an important component of promoting healthy habits. To ensure so we may require handwashing more than usual at our center.

### **Center Cleaning**

1. All toys are washed and disinfected as needed.
2. Toilets and sinks are cleaned and disinfected daily and more if needed.
3. Tables are disinfected before and after every meal.
4. Blankets are sent home for washing every week.
5. Cots are disinfected each day.
6. Floors are swept, mopped, and vacuumed daily.

Sunrise Academy has employed Janitorial services responsible for daily cleaning. The janitorial services are also responsible for disinfecting the building daily. We utilize chemicals that can only be used during non-operational hours. This is for the safety of our faculty and students.

Sunrise Academy also contracts with Massey services for extermination of the facilities on a monthly basis. Please notify the office in the event that a home infestation occurs so that we can contact our exterminator contractor to perform additional extermination services to prevent an infestation in our facility.

Disclaimer: In the event we find bugs in a back pack or a child belonging a notification will be sent out to the parent and we would require items brought in to the center to be brought in a clear zip lock bag.

### **Pets**

Pets may be allowed in Sunrise Academy. However only for special occasions such as pet day.

Please make sure to get clearance from the office, as some children may have allergies.

**Health Policies**

Sunrise Academy follows the recommendations published in the book from the FL Health Department entitled, "Infectious Diseases in Child Care Settings". Below are some illnesses that affect children and may require exclusion.

<b>Fever</b>	When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement before fever reducing medications are given. <u>Auxiliary</u> (armpit) temperature: 100° F or higher. <u>Oral</u> temperature: 102° F or higher. Child may return after being 24 hours fever free and provide a Doctor's Note Clearing the child to return to school.
<b>Diarrhea</b>	24 hours after diarrhea stops or until medical exam indicates that it is not due to communicable disease (diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus containing stools. Parents will be called to come and get their child after <u>three</u> diarrhea diapers. A Doctor's Note Clearing the child to return to school
<b>Vomiting</b>	24 hours after last vomiting episode.
<b>Eye Drainage (Pink Eye)</b>	48 hours after treatment has started when thick mucus or pus drainage is present. A Doctor's Note Clearing the child from any contagious illness is required.
<b>Chicken Pox</b>	Child may return if all sores are dry or scabbed or 7 days after rash began. <b>Do not give aspirin to any child or adolescent under 18 years of age, unless directed by the doctor.</b> A Doctor's Note Clearing the child to return to school.
<b>Fifth Disease</b>	If other rash-causing illnesses are ruled out, there is no need to exclude. Pregnant women who are exposed need to consult their doctor. A Doctor's Note clearing the child to return to school.
<b>Head Lice</b>	Child may return after first treatment is completed for 48 hours <b>and</b> no live lice (nits) are seen.
<b>Impetigo</b>	Until child has been treated with antibiotics for 48 hours. A Doctor's Note clearing the child to return to school is required.
<b>Hand, Foot, and Mouth Disease</b>	Child may return 3 days after, when fever is gone and child is well enough to participate in normal activities (lesions or rash may still be present). A Doctor's Note clearing the child to return to school is required.
<b>Whooping Cough</b>	Child may return 4 days after appropriate antibiotic treatment begins. <b>This must be reported to the local and State health departments.</b> A Doctor's Note Clearing the child to return to school.
<b>Pin Worms</b>	Child may return after 48 hours of treatment. A Doctor's Note clearing the child to return to school.
<b>RSV</b>	Child may return when child is without fever for 48 hours and is able to participate in normal activities. A Doctor's Note clearing the child to return to school
<b>Ringworm</b>	Child may return after 48 hours' treatment has begun. A Doctor's Note clearing the child to return to school.
<b>Scabies</b>	Child may return 3 days after treatment begins. A Doctor's Note clearing the child to return to school.
<b>Shingles</b>	Child may return 5 days after treatment begins. A Doctor's Note clearing the child to return to school.
<b>Flu Strep Throat</b>	May return 5 days after antibiotic treatment begins and until the child is without fever for 24 hours. A Doctor's Note clearing the child to return to school.
<b>COVID-19</b>	May return after 10 days with a negative test result

Disclaimer: Please contact the office, as this is subjected to change do to recommendations and new reported illness from the FL Health Department.

**Child Abuse Policy**

All staff members are trained preschool teachers, they are well aware of the code of conduct and their responsibility to comply with it. Teachers are mandated reporters, this means that if they have a suspicion of child abuse, child neglect or child endangerment it is their duty to report it to the authorities or they could be criminally liable for failing to do so.



\_\_\_\_\_  
**Initials**

**MANDATED REPORTER:**

Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter. §39.201(1) (a), Florida Statutes. • Any person, including but not limited to state, county, or municipal criminal justice employees or law enforcement officers, who knows or has reasonable cause to suspect that a vulnerable adult has been or is being abused, neglected, or exploited must make a report. §415.1034(a), Florida Statutes. Professionally mandated reporter – Anyone who is legally obligated to report known abuse and must also identify themselves when reporting. These include: • Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in the admission, examination, care, or treatment of persons; • Health or mental health professional; • Practitioner who relies solely on spiritual means for healing; • School teacher or other school official or personnel; • Social worker, day care center worker, or other professional child care, foster care, residential or institutional worker; • Law enforcement officer; • Judge, §39.201(1)(d)(1)-(7), Florida Statutes; or • Mediators. §44.405(4) (a) (3), Florida Statutes. THIS MEANS WE ARE REQUIRE TO REPORT ANY SUSPECTED ABUSE.



\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

**Release of Liability**

I am excited to volunteer or participate in the Preschool Program (“the Program”) by Sunrise Academy . I acknowledge that I am the only one who can determine if I am physically fit enough or adequately skilled enough to participate in the Program. I acknowledge the inherent risks that may result from my participation in the Program including falls, fractures, contraction of infectious diseases, misbehavior of other adults and children, etc., all of which may result in injury or death to myself or damage to his/her/our property. I expressly assume these risks and any associated costs, damages or losses, including those caused by simple negligence of Sunrise Academy , and waive and fully release all claims held by me, my spouse, my child, or any of our estates from and against Sunrise Academy and its agency partners, officers, board members, agents, employees, volunteers, and representatives, arising from my participation in the Program and accept full responsibility for the cost of all medical treatment to myself or my child as a result of any injuries caused by or through such other risks. This waiver and release will apply to any and all actions, causes, damages, claims, or demands of every kind, whether known or unknown, arising out of or otherwise incidental to participation in the Program. I further agree, on behalf of myself and/or my child, to indemnify, defend, and hold harmless Sunrise Academy and its agency partners, officers, board members, agents, employees, volunteers, and representatives from any injuries, liabilities, claims, damages, and expenses, including attorney fees, incurred by Sunrise Academy, me, my child or on behalf of my child, arising from my child’s attendance and participation in the Program, with the exception of gross negligence or reckless misconduct of Sunrise Academy. While participating in the Program, I and my child will obey all rules, regulations, and laws of the State of Florida and the United States. I and my child will further obey all rules, regulations, and policies of Sunrise Academy preschool.

**The AGREEMENT** shall be prepared and executed in English and if translated into a language other than English for any purpose, the English version shall in all events prevail and be paramount in the event of any differences, questions, or disputes concerning the meaning, form, validity, or interpretation of this AGREEMENT.

If you do not understand English, it is your responsibility to make arrangements for a translator to explain the terms of this agreement to you in your native language. **(Si no entiende inglés, es su responsabilidad hacer arreglos para que un traductor le explique los términos de este acuerdo en su idioma native).**

I \_\_\_\_\_ acknowledge the Employee Handbook, and understand that there is a copy in the front office for me to reference to if I need to. Policy, on \_\_\_\_\_ Day of \_\_\_\_\_ of \_\_\_\_\_ Year. I further understand that it is my Responsibility as a member of this organization to comply with and meet the set forth guidelines of the organization.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Disclaimer**

SUNRISE ACADEMY is not licensed for Sick Child Care. If your child becomes ill during the course of the day, we will move him/her to a quiet area away from other children, and you will be notified to take your child home immediately. If we are unable to reach you, the alternate contacts you provided on the emergency card will be called. It is important that the individuals you list as alternate contacts live within thirty minutes of the center. If your child becomes ill at home with one of the above communicable diseases please let the center know within 24 hours. Your child must meet the above criteria to return to Sunrise Academy and be able to play outside with the other children. We reserve the right to determine when a child, who has been sick, may return to Sunrise Academy.

**Please do not send your child to daycare if you feel that your child is too sick to go outside to play, or join in on normal activities. This is best for your child, and helps to prevent the spread of illness.**



\_\_\_\_\_  
Parent's Signature \_\_\_\_\_ Date

I acknowledge that my failure to comply with these rules, regulations, policies, and laws may result in my child's expulsion from the Program. I have read all of the above terms and conditions and I understand and agree to be bound by them.

All school-owned equipment, such as desks, computers, etc. are subject to random or individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, purse, wallet, or book bag for school personnel. If a student happens to damage something by accident, he should report it to his teacher immediately. However, willful damage, waste, defacing of, or destruction to any school property, will not be tolerated. (All damage must be paid for, whether willful or accidental.)



\_\_\_\_\_  
Parent's Signature \_\_\_\_\_ Date

### Discipline Policy

#### We believe that Positive Reinforcement is the best way:

- ☺ Encourage the Heart
- ☺ Inspire a Shared Vision
- ☺ Enable Others to Act
- ☺ Be the example
- ☺ Take initiative

#### If A Child Becomes Unruly:

- ☹ Child will be directed to the classroom “safe place” where they can take a moment to calm down, relax, and then rejoin the group.
- ☹ We believe that once you know better you do better.
- ☹ We will take the time to educate the child on the behavior and explain why is not acceptable.
- ☹ Discuss behavior with teacher or director and/or call for a parent conference.
- ☹ Because All Leaders focuses on a bully free zone, motivational, inspiring, and educational environment any child who repeatedly fails to comply with the disciplinary expectations of the facility would be recommended for expulsion from our program. (Please request a copy of the code of conduct)

In the event a child becomes a direct threat to the safety of his or her peers, Sunrise Academy reserves the right to expel the student without the following the remedial process. This means immediate expulsion, this action is reserve for sever infractions such as violent ones.

#### Conference:

1. Develop a plan of action to help guide an improve behavior.
2. Follow up, regroup, and examine the plan of action. Make changes if need be or continue with it.
3. Teachers, Administration, and parents come together to conclude the behavior modification.
4. A final recommendation will be made by the teacher, from that point on either the student gets a fresh start or a termination date. In the event a termination date is set, we will allow the parent a week to locate a new center.
5. Students who repeatedly fail to comply with the classroom rules and policies a two day suspension may take place. In some cases a week may not be a vital option for time frame. In this cases the center will proceed to an immediate expulsion



Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Behavior Guidance

We find that behavior guidance issues arise infrequently when the children are actively involved with other children, staff, and curriculum activities are present. Daily activities are designed to be developmentally appropriate for the individual age groups of the children served at the center. Harsh or Threatening Methods of Discipline Will Not Be Permitted At Sunrise Academy .

Preferred behavior guidance techniques include setting clear, enforceable limits, modeling acceptable behavior, structuring the environment to maximize good behavior, planning engaging activities, giving choices, teaching the use of acceptable alternatives, anticipation problems, redirection, and use of direct and logical consequences.

Children may be separated from the group temporarily, if less intrusive methods of behavior guidance have been ineffective and the child's behavior threatens the wellbeing of other children or staff. Parents will be informed by the office, teacher or classroom aid. The teacher will also make a note in the student's academic file. If staff is unsuccessful in calming a child, parents may be called to come and calm him/her. If such behavior continues, a conference will be set up to communicate and write a plan to assist in guiding the mistaken behavior.

## Expulsion Policy

### Immediate Cause for Expulsion:

1. The child is at risk of causing serious injuries to other children or himself / herself.
2. Parent threatens physical or intimidating actions towards staff members.
3. Parent exhibits verbal abuse towards staff in front of other parents and or enrolled children.
4. Repeated failure to comply with classroom rules and procedures

### Parental Actions for Child's Expulsion:

1. Failure to pay / habitual lateness in payments.
2. Failure to complete required forms such as food program paperwork, enrollment forms, and including the child's health and immunization records.
3. Attendance requirement noncompliance (Habitual tardiness, late pick up and excessive abscess)
4. Verbal abuse to staff, Parents refusal to comply with the schools policies and procedures.

### Child's Actions for Child's Expulsion:

1. Failure to adjust after a reasonable amount of time. (Normally we allow 3 weeks for a child to adjust).
2. Uncontrollable anger outburst. (Continues after interventions have been put in place).
3. Ongoing physical or verbal abuse to staff or other children. (Continues after interventions have been put in place).
4. Excessive biting. (Continues after interventions have been put in place).

**Disclosure:**

**Disclosure:** Prior to an expulsion, a parent will be called and correspondence will be added to the students file indicating that a problem exists, and every effort will be made by both the center and parent to correct the problem. We can provide several county resource name and phone number so that the parent has the opportunity to seek professional intervention if needed. Such resources are the Early Learning Coalition, Behavioral specialist in the community, occupational therapist, and speech therapist. If after one or two weeks, depending on the risk to other children's welfare of safety, behavior does not improve, and the center finds that they can no longer accommodate the child. The parent will be asked to remove child from the center. The parent will be given a minimum of one weeks' notice to find another center to provide care for this child.



---

Parent's Signature

---

Date

**Acknowledgment –File Copy**

Parents are required to sign written acknowledgement that the Parent was notified, where to find a copy of the parent’s handbook in the facility, they can request a copy, that it is their responsibility to read it. Parents must agree to comply with the Sunrise Academy rules and guidelines and all related policy, including electronic policies, personal property, discrimination and harassment, and confidentiality.


I have been notified that a copy of Sunrise Academy parent’s handbook can found in the front office, the school’s website ([www.sunriseacademy.education](http://www.sunriseacademy.education)).

I know that I must read the policy so that I understand my rights and responsibilities as a parent.

I also understand I may contact the administration if I need additional information about this or any other policy or procedure of Sunrise Academy .

This handbook concerns the Preschool section of Sunrise Academy only. Please note that a different Handbook covers the K-12 section. You can view all handbooks on our website, at [www.sunriseacademy.education](http://www.sunriseacademy.education). While every effort has been made to ensure the accuracy of this handbook, please understand that errors may occur.

Sunrise Academy makes all handbooks available in both English, and Spanish, though the terms of the handbook as written in the English language will always prevail.

The  hand symbol is displayed on some pages, and this indicates a place where a parent/guardian signature is required.

If you do not understand English, it is your responsibility to make arrangements for a translator to explain the terms of this agreement to you in your native language. **(Si no entiende inglés, es su responsabilidad hacer arreglos para que un traductor le explique los términos de este acuerdo en su idioma nativo).**

I \_\_\_\_\_ acknowledge the Parent Handbook, and understand that there is a copy in the front office for me to reference to if I need to.

On \_\_\_\_\_ Day of \_\_\_\_\_ of \_\_\_\_\_ Year. I further understand that it is my Responsibility to comply with and meet the set fourth guidelines of the organization.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preschool Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this page to the Director of Operations.**

This form will be kept in the student’s file.