

Parent Handbook



Sunrise United Methodist Church Preschool

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## ABOUT SUMC PRESCHOOL

### Introduction

Sunrise United Methodist Church Preschool's fundamental philosophy is to make sure we partner with our students' most valuable asset--their parent(s)/guardian(s), to ensure the best learning and operating environment. Clarifying and understanding the expectations of one another paves the way for the most effective learning experience for your child.

### Purpose

The SUMCP Handbook serves as a foundational document that provides crucial understanding and guidance for both our teachers and the parents/guardians of our students. Its purpose is to facilitate a harmonious and effective partnership as we embark on the journey of educating and nurturing the development of our students throughout the school year.

Mandatory Familiarization: It is mandatory for all SUMCP teachers and parents/guardians to thoroughly read and understand the contents of this Handbook. The Handbook encompasses essential operational and educational policies that are vital for fostering a productive and secure learning environment for our students. These policies have been carefully designed to support the achievement of our collective educational goals and ensure the well-being of our school community.

Acknowledgment and Acceptance: By enrolling your child at SUMCP and participating in our community, you, as parents/guardians, affirm that you have read, understood, and agreed to adhere to the policies and guidelines set forth in this Handbook. Your active engagement and compliance with these policies are crucial in creating a supportive and effective educational environment.

Seeking Clarification: We understand that questions or the need for further clarification may arise. We strongly encourage you to reach out to the Director for any clarifications or additional information you may require. Our aim is to ensure that all members of our community are fully informed and comfortable with the policies that guide our daily interactions and activities.

Cooperation and Compliance: Your cooperation in understanding and meeting the expectations outlined in the Handbook is not only appreciated but expected. Compliance with these policies is essential for the smooth operation of our preschool and the creation of a safe and nurturing environment conducive to learning and growth.

We thank you in advance for your commitment to understanding and adhering to the guidelines and policies contained within the SUMCP Handbook. Together, we can ensure a successful and enriching experience for all our students and their families.

### *Mission Statement of Sunrise United Methodist Church Preschool*

The SUMCP was born out of care and concern for ministry to local children (our future!), their parents/guardians, and to the community. The need was determined and through prayers, dedication and commitment, the goal of beginning the children's ministry was realized. We want to teach the children about God and how to live the Christian life, as well as learning obedience, social and language skills, and respect.

### *Teacher Expectations*

There are several goals for our teachers. First and foremost, SUMCP teachers should provide a Christian environment for all children. For instance, teachers are expected to provide Christian learning opportunities and guidance to each student, teaching them about God's word and teachings. Teachers are expected to encourage lasting Christian relationships among all students and to nurture those relationships throughout the school year. They are expected to communicate God's love for one another.

The SUMCP and its teachers are also expected to provide a quality learning environment where activities meet the physical, mental, social, emotional, and spiritual needs of the children. Our staff is required to take at least two continuing education classes a year to keep updated on the latest trends and expectations in teaching young children. Finally, they are expected to understand the spiritual, emotional, and educational influence they have as the first teacher in the lives of their students and communicate student progress with parents/guardians.

### *Parent/Guardian Expectations*

*At Sunrise UMC Preschool, we recognize the vital role that parents and guardians play in the educational and spiritual development of their children. This partnership between home and preschool is foundational to the supportive and nurturing environment we strive to provide. We appreciate the opportunity to work with families and encourage a shared commitment to the values and principles that guide our community.*

*Reflecting Family Values: We encourage parents and guardians to actively reflect on their family values and the character development of their children. Your engagement and alignment with the principles of respect, kindness, and integrity, as taught at SUMCP, are crucial in reinforcing these values in your children.*

*Supporting Educational Efforts: Active support of our teachers' efforts is essential. We ask parents to maintain open and respectful communication with staff, assisting in the reinforcement of the curriculum and Christian teachings at home. Your involvement and support significantly enhance your child's learning experience and sense of security.*

*Code of Conduct: Mutual respect is the cornerstone of our community at Sunrise UMC Preschool. We expect all parents and guardians to adhere to a code of conduct that exemplifies respect, understanding, and cooperation. This includes:*

- Engaging in respectful and constructive communication with staff, students, and other parents.
- Refraining from any form of aggressive, threatening, or disrespectful behavior while on preschool grounds or during preschool-related interactions.
- Supporting a positive and inclusive environment, free from harassment or discrimination.

Consequences of Misconduct: It is important to understand that any behavior by parents or guardians that undermines the safety, respect, or well-being of the preschool community may lead to significant consequences. At the discretion of the Preschool Director, such behavior may result in the following actions:

- Immediate intervention by preschool staff or authorities to ensure the safety and well-being of students and staff.
- A formal review of the incident, which may include meetings with the involved parties, to determine the appropriate course of action.
- Potential dismissal of the student or students from the school if their parent's or guardian's behavior is found to be consistently disruptive or harmful to the community.
- Banning of the offending parent or guardian from the preschool grounds to protect the community's well-being.

We believe that a collaborative and respectful partnership between parents, guardians, and the preschool is essential for fostering an environment where children can grow, learn, and thrive.

### Staff Qualifications

The staff at Sunrise United Methodist Church Preschool is hired based on a combination of education and/or childcare related experience. Each employee has their references validated, undergoes a criminal background check and an annual health physical prior to working directly with children.

All of our staff have at minimum qualifications, life experience with children within the last five years through other preschools, public schools, church and childcare centers. We also require all staff to be trained in CPR/First Aid. There will be ongoing professional development training throughout the year.

Staff members have also been trained in Safe Sanctuary practices as Sunrise Church is a safe sanctuary church.

### Program Ratios

All of the 2's and 3's classes have 2 teachers to 8 students. the MWF 4's class has 2 teachers to 8 students, the M-Th 4's has 2 teachers to 10 students and the M-F 4's has 2 teachers to 12 students.

## Preschool Program

### 2 - 4 years old

We offer preschool classes for ages 2, 3, and 4. Children that turn 2-4 by August 31st are eligible to enroll in preschool. We loosely follow Wake County Public School Systems traditional calendar. This program is designed to prepare our preschoolers to enter kindergarten.

\*All 3- and 4-year-old preschool children **MUST** be fully potty trained prior to the start of the school year.

### Curriculum:

The preschool years are widely recognized as providing the foundation for lifelong learning. Children develop significantly in their physical, social, emotional and cognitive areas during preschool years. The adults in their lives and environment influence all of these areas. Sunrise United Methodist Church Preschool is a play based curriculum revolving around Christian teachings, theme based activities, kindergarten readiness skills, imagination through play and creativity through arts and crafts, physical exercise, speaking and listening.

SUMCP is designed to be a Christian-developing Preschool; however the goal is not to be an academic Preschool, but to offer experiences that are prerequisites to academic learning. Learning/Exploring Time is designed for children to utilize their abilities by **learning through PLAY** and to grow their imaginations through the various activities listed above, all of which promote positive peer interaction and language development.

### Chapel/Daily Prayer:

We hold a weekly children's chapel lesson for all students. This will give each child the opportunity to praise God, learn about being a part of a community through bible stories, and become aware of God's presence in his/her daily life. There will also be opportunities for prayer throughout the school day for all children. Our hope is that the children in our care become aware that God is always there to guide and listen to them.

### Daily Schedule:

Each individual teacher has the ability to create a schedule for their classroom. The schedule will have a balance of quiet and active periods, outdoor play, whole group learning, snack, and individual playtime. If you have any questions regarding your child's schedule, please feel free to contact their teacher or the director.

An example of a Preschool class daily schedule is:

1. Circle Time - A group activity of listening and communicating with one another, reading, sharing, and discussing the calendar and weather, focus for the day, etc.
2. Learning/Exploring Time - Center-based activities including a home area, blocks and other manipulatives, books, art activities and field trips.
3. Playground
4. Snacks
5. Music Time - Once a week with a music teacher.
6. Bible Time – Once a week with the chapel teacher.

### Snack:

At Sunrise Preschool, the daily snack time is an opportunity for students to recharge and socialize. To foster a sense of community and involvement, we have introduced a rotating snack provision system where parents/guardians contribute to providing snacks for all students in their child's classroom.

Parent/Guardian Rotational Contribution: Each parent/guardian will be assigned a specific week or period during which they are responsible for providing the class's snack. This schedule will be organized by the teacher at the beginning of the school year and communicated to all parents/guardians at the beginning of each month to ensure clarity and coordination.

Compliance with Dietary Restrictions: All snacks provided must adhere to the dietary restrictions established for each classroom to ensure the safety and well-being of all students. Parents/guardians are expected to bring store-bought and packaged snacks that meet these guidelines. For example, if your week is the first of the month, you might provide a sealed box of nut-free animal crackers that will be shared among the students throughout the week.

Health and Sanitation Standards: To maintain health and sanitation standards, it is imperative that all snacks are store-bought and provided in their original sealed packaging. This ensures that the snacks are safe and free from potential allergens or contaminants.

Personal Water Bottles: We encourage each child to bring a water bottle to school to ensure they have access to water throughout the day. Hydration is key to maintaining energy and focus.

Birthday Celebrations: Students celebrating their birthday are welcome to bring in special treats to share with their classmates. These treats must also be store-bought and comply with the classroom's dietary restrictions to ensure all students can partake in the celebration.



By participating in the snack rota, parents/guardians play an active role in our school community, contributing to a shared responsibility for the well-being of all our students. If you have any questions about the snack provision system or the dietary restrictions in your child's classroom, please feel free to reach out to the classroom teacher.

#### *School Supplies:*

Sunrise provides school supplies for their students. Teachers will have a “wish listed” posted at Meet the Teacher or may periodically request certain items from their parents.

#### *Preschool Parent Communication:*

Parents will receive a weekly email from their teachers, reminding about the upcoming week and activities planned. They will also send home a monthly calendar, detailing plans for the month.

Our teachers are always available through email or through Class Dojo, our in house communication tool.

Our 4 year olds will have a parent teacher conference in January to discuss their child’s progress as we know that Kindergarten registration is happening around that time. A final conference is offered in May.

#### *Arrival/Dismissal Procedures:*

Arrival is the most important part of a child’s day. We ask that your child arrive on time daily for both drop off and pick up. Our program begins and ends at the following times:

2’s – carpool drop off at 9:00 am and pickup at 12:30 pm

3’s – carpool drop off at 9:10 am and pickup at 12:40 pm

4’s – carpool drop off at 9:00 am and pickup at 12:30 pm

\*We understand things come up and emergencies happen. If you have an emergency and will not be able to pick your child up on time, please message your child’s teacher immediately on class dojo.

#### *Tuition:*

Tuition is based on a yearly cost per student. We have split tuition into 9 equal payments due on the first of each month. The first payment is due September 1<sup>st</sup>, and the last payment is due May 1<sup>st</sup>.

#### *School Holidays/Snow Days:*

Except for the opening closing dates and teacher workdays, the SUMCP will operate on a similar schedule as the WCPSS traditional calendar, including holidays. All families will receive a year calendar at Meet The Teacher.

SUMC Preschool will close for snow days when the WCPSS are closed for snow days. When the public schools open one hour late due to weather conditions, SUMCP will begin at 10 am. If WCPSS opens on a 2 or 3 hour day, SUMC Preschool will be closed. Schedule changes will be

announced for Wake County delays on WRAL and WPTF Radio. Closing and delay information for the preschool will be sent out on Class Dojo from both your child's teacher and the preschool director. The preschool's Facebook and Instagram page will also be updated.

**The preschool will be unable to make up snow days.**

## General Center Guidelines

### Attire:

For the safety of all children, children **must** have appropriate clothing and footwear. Shoes with cleats, sandals, crocs, jellies, and shoes with holes are **not** permitted at the center.

In the event of an accident, we ask that you provide a full change of seasonally appropriate clothes. This must include a shirt, pants/shorts, underwear and socks. Please put these clothes in a Ziploc bag labeled with the child's name. Any soiled clothing needs to be changed out with a new change of clothes.

Please make sure to send your child in clothing they can independently take on and off while using the restroom. Belts, overalls, and jumpsuits are often difficult for young children to remove.

As the seasons change, please make sure your child is dressed appropriately. Jackets, hats and mittens for the fall/winter months and sunhats, shorts and cool shirts for the spring/summer months are recommended.

### Items from Home:

Children are **not permitted** to bring personal items from home, toys or electronics. Some teachers may do a show and tell but please make sure you have coordinated this with your child's teacher.

### Toileting:

**Two Year Old Students** – Do not have to be toilet trained. If a parent/guardian is in the process of training their child, they should send them to school in pull up training diapers and provide a change of clothes in their bags/backpacks each day.

**Three and Four Year Old Students** - All children must be toilet trained and must be able to use the restroom facilities with minimal assistance from the staff. This means they must be able to independently get on and off the toilet and dress themselves with minimal assistance.

### Birthday Celebrations:

Birthdays are important to a child and we would like to share those special days. If you would like to bring in a treat for your child's birthday, the items **must** be store bought. Please check with your child's teacher prior to buying any treats to ensure there are no food allergies in the class. Please let the teacher know ahead of time if you are planning to bring treats. If you would like to send out birthday party invitations, please make sure you have an invitation for every child in the class to avoid any issues.

### Outdoor Time:

Outdoor play is a critical part of a young child's experience and aids in all aspects of development. Each child will have fun, active and engaging activities for outside play time. We do ask that families ensure children are dressed appropriately.

We pay close attention to weather when making decisions regarding outdoor activities. We will reduce or eliminate strenuous outdoor activities due to extreme heat or extreme cold. Teachers will monitor the weather to determine if it is safe to go outside.

Pick Up/Drop Off Procedures:

- Safety First: The safety of our children is our top priority. All children must be picked up by a parent or an authorized individual. A picture ID is required at pick-up to verify the identity of the authorized person. Anyone not on the authorized pick-up list must have prior written permission from the parent or guardian. In the absence of an ID, the director will assist with the check-out process. Please note that children will not be released to anyone under the age of 16.
- Special Custody Circumstances: It is crucial that you inform us of any special custody arrangements. We must have court documentation on file to enforce any restrictions on the release of a child to his/her custodial parent as listed on the registration form.
- Carpool System: For those unfamiliar with our carpool system, please note that carpool occurs only in the back lot of the preschool. See the provided carpool map for details. Carpool begins at 9:00 AM for the 4's and 2's and at 9:10 AM for the 3's. Please ensure your child is buckled and unbuckled by you, and wait for a teacher to assist your child in getting out of the car. Each teacher will escort only two children at a time into the building.
- Late Arrivals: Children arriving after 9:20 AM must be walked to the front of the church, where you should ring the bell and wait to be let in.
- Late Pick-Up Policy: It is important to pick up your child on time. Our carpool ends at 12:40 PM for our 2's and 4's and at 12:50 PM for our 3's. A late pick-up fee of \$5.00 per minute will now be charged if parents arrive after this time. This fee is a necessary measure to encourage timely pick-ups and to cover the additional supervision required when children are picked up late.
- Parking Lot Safety: We ask that you begin discussing parking lot safety with your child to ensure they understand the importance of safety around vehicles.
- Carpool Tags: Please display your child's carpool tag on the windshield or dashboard to facilitate a smooth and safe carpool process.

*Preschool Closings:*

Emergency school closings happen on occasion. The center will close due to extreme inclement weather or extended power failure. In these cases, an announcement will be made through the “One Call” system as well as an email sent to all parents notifying them of the closure.

*Cancellation of Programs:*

We do not wish to cancel any programs at any time; however, each program must meet the minimum enrollment requirements. If the program is canceled, registrants will be contacted, and all fees will be refunded.

## Behavior Guidelines

It is our goal to promote each child's physical, intellectual, emotional, social, and spiritual well-being and growth. Staff will interact with children and each other to provide help, comfort, and support to each other. They will do this through a method called Conscious Discipline:

- Respecting personal privacy
- Respecting cultural, ethnic, and family backgrounds
- Encouraging decision-making abilities
- Promoting ways of respecting one another
- Encouraging independence and self-direction
- Consistency in applying expectations

Behavior guidelines will be constructive in nature, age and stage appropriate and are intended to redirect children toward appropriate behavior and conflict resolution. We will **not** at any point use corporal punishment or use verbally abusive remarks such as belittling or threats.

Behavior reports will be given if the behavior poses a safety risk either to the individual child or others. Parents will be notified and be required to sign the behavior report. If the child continues to struggle behaviorally, staff and parents or guardians will have a formal conference to create a behavior plan to help the child become more successful.

In the unlikely event that the behaviors cannot be resolved the child may be disenrolled at the director and the preschool board's discretion.

### Code of Conduct:

- Parental/guardian involvement is vital.
- Staff will maintain written behavioral reports when necessary.
- Measures to correct the behavior will depend upon the nature of the behavior, the frequency, and the willingness of the child to correct the behavior. The use of these measures is intended to encourage positive behavior.

### Discipline Problems:

- A. Discipline problems are defined, *but are not limited*, to the following: Aggressive behaviors such as biting, hitting, spitting, pushing, scratching, and pinching in which behavior modification does not stop the behaviors.
- 1. First occurrence – the parent will be called and notified about the behavior. The parent may be asked to pick up the child from school immediately.**
  - 2. Second occurrence – the parent will be called to pick up the child immediately. The parent will be asked to keep the child at home for a day if they are in the 4 day or 5 day program.**
  - 3. Third occurrence – the child may be dismissed from the preschool.**

B. Techniques we employ to redirect and modify behaviors are as follows:

1. Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about their behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about their unpleasant behavior enables that child to work at self-control.
2. For a child not cooperating in a group listening situation, the child is seated by a teacher and reminded of acceptable behavior.
3. Removal from the group for a period of "time-out" is the next tactic used for a child who continually demonstrates unacceptable behavior. This time-out is not punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for themselves when they are ready to rejoin the group with appropriate behavior.

If behavior problems persist, the parents are asked to a conference to discuss what may be helpful in motivating their child to behave in an acceptable way. It may be suggested that the child be involved in a behavior modification program from outside assistance such as "Project Enlightenment", with the parents being involved in the process.

If a child is unmanageable, shows excessive aggressive behavior and a constant disruption to the class, the preschool has the right to dismiss the child from the program.

Special Needs:

At Sunrise UMC Preschool, we understand that some children have unique medical or developmental needs that distinguish them from their peers. While we strive to accommodate a diverse range of students, it is important to note that our staff are not medical or therapeutic professionals. As such, we are not equipped to provide specialized medical or therapeutic care.

1. **Staff Limitations:** Our teachers and staff are dedicated to providing a supportive learning environment, but they do not possess the training to offer specific assistance for special medical or developmental needs. Any exceptions to this policy, where some level of support might be considered, require explicit written approval from the Preschool Director.
2. **Assessment and Observation:** Children who have been evaluated and diagnosed with specific disorders will be carefully observed by the Preschool Director and an age-appropriate teacher to determine if our environment can meet their needs without compromising the quality of care and education provided to all students. This assessment will occur prior to the child's admission to the preschool.
3. **Ongoing Evaluation:** If a child, who has not been previously diagnosed, exhibits developmental or behavioral difficulties that significantly impact the classroom

environment, we will notify the parents and initiate a plan to support the child within our capabilities. Should there be no noticeable improvement within two weeks, or if there are changes in the child's needs during the school year, we will seek parental consent to have the child evaluated by an external specialist (e.g., Project Enlightenment) to identify the most appropriate educational setting and necessary interventions.

4. Re-evaluation of Fitness: In cases where a student's needs evolve or become apparent during the school year, a re-evaluation may be necessary to determine whether Sunrise UMC Preschool can continue to provide an appropriate and effective learning environment for the child. If it is determined that we cannot meet the child's needs without affecting the overall classroom dynamic or exceeding our staff limitations, we will engage in a transparent discussion with the parents about finding a more suitable educational setting, and a refund of tuition will be provided if the child needs to be withdrawn.

Our goal is to ensure that all children have access to an enriching preschool experience. We are committed to working with families to understand each child's needs and explore possible accommodations within our capabilities while maintaining our commitment to the well-being of all our students.



## Financial Policies

### Preschool:

- Preschool tuition is based on the annual school year calendar, which is September - May. It is divided into 9 equal monthly payments. There is no tuition reduction for school vacations, inclement weather days, holidays, or absent days.
- Preschool tuition is due on the 1<sup>st</sup> of every month.
- A late fee of \$20 will be assessed after 5 late days. Persistent tardiness in paying tuition may result in escalation of this charge.
- There will be a \$10 fee for all returned checks. After 2 returned checks during one school year, we reserve the right to no longer accept checks as a form of payment.
- A non-refundable registration fee must be collected at the time of enrollment to hold your child's place in the program.
- If the account is delinquent for more than 10 days, your child will not be accepted back into the program until the account is paid in full.
- We accept payment by cash, check or ACH draft.

### Fee Schedule

#### Tuition for 2023-2024

2-Day, 2-Year Old Class	\$230
3 day, 2-Year Old Class	\$255
2-Day, 3-Year Old Class	\$260
3-Day, 3-Year Old Class	\$270
3-Day, 4-Year Old Class	\$285
4-Day, 4-Year Old Class	\$330
5-Day, 4-Year Old Class	\$345

### Termination or Early Withdrawal

If a parent/guardian wishes to withdraw their child from Sunrise United Methodist Preschool, we require a **two-week written notice**. Voicemails or verbal communication is not an acceptable means of communication of withdrawal. The account will be charged for two weeks after receiving the notice whether the child attends the program or not. If the child is withdrawn from the preschool program within the last month of school for reasons other than illness or moving, parents/guardians will be responsible for the last month's tuition.

## Emergency Preparedness Plan

An emergency plan has been developed to ensure that our staff and students are well-prepared for various emergency situations. This comprehensive plan addresses potential scenarios requiring evacuation and internal lockdown procedures.

**Staff Training:** Our childcare staff undergoes rigorous emergency operations training to ensure they are equipped to handle emergency situations effectively. This training is provided during orientation and subsequently updated and reinforced bi-annually. Our staff participates in fire drills and lockdown drills twice each year, ensuring they are proficient in executing our emergency protocols.

**Student Preparedness:** While our staff are thoroughly trained in emergency procedures, we recognize the unique challenges presented by the young age of our students. Therefore, instead of conducting formal lockdown drills with students, which may cause confusion or distress, we focus on creating a secure and reassuring environment. Our staff are trained to guide students safely and calmly during emergencies without the need for explicit drill training for the children. This approach is designed to ensure the well-being and security of our young learners while minimizing potential anxiety or misunderstandings.

**Parental Role:** It is essential that parents maintain up-to-date emergency contact information with the preschool. This ensures that we can communicate effectively with you in the event of an emergency. We encourage parents to discuss general safety measures with their children in a manner that is age-appropriate and non-alarming, reinforcing the importance of following teacher instructions during unusual situations.

By maintaining a well-trained staff and a thoughtful approach to student involvement in emergency preparedness, we strive to create a safe and secure environment for our preschool community.

## Inclement Weather

Our programs may be forced to close or delay opening due to severe weather conditions. Parents will be notified to pick up their child(ren) within the hour if the need arises due to inclement weather and/or facility closure.

Except for the opening and closing dates, the SUMCP will operate on the same schedule as the Wake County Public School System traditional calendar, including holidays, but we will be open on teacher workdays.

SUMC Preschool will close for snow days when the WCPSS is closed for snow days. When the public schools open one hour late due to weather conditions, SUMCP will begin at 10 am. When the public school system operates on a two to three hour delay, SUMCP will close for the day. Schedule changes will be announced for Wake County delays on WRAL and WPTF Radio. Closing and delay information will be sent out via teachers on Class Dojo, email, and will be updated on the school's Facebook and Instagram pages.

**The Preschool will be unable to make up snow days.**

## Health and Safety Procedures

### Illness:

To ensure the safety of all students and staff, we ask that you do not bring your children to the center when they are sick. Students **must** be illness free without the aid of medication for **24 hours** prior to returning to school.

Please do not bring your child to school if they have any of the following symptoms:

- Constant cough or wheezing
- Severe headache
- Excessive nasal discharge
- Vomiting
- Diarrhea
- Undiagnosed rash
- Discharge from eyes
- Sore throat
- Ear pain
- Any contagious childhood ailment such as strep throat, pink eye, ring worm, impetigo, etc.

A student who becomes ill or has a temperature of **100.4 or higher** will be separated from the other children until a parent or guardian can pick them up.

The Preschool will not be responsible for the administration of any type of medication, whether it is prescription or over the counter.

In the case of a student with severe allergies, food allergies or other allergies, the parent must provide a Food Allergy Action Plan completed by the child's physician that is updated yearly. The parents must also provide an epi-pen and Benadryl to keep at the preschool when the Food Allergy Action Plan calls for these medications to be administered by the preschool staff in an emergency.

When children in any of our programs have been exposed to a communicable disease listed in the Department of Health's current communicable disease chart (<https://www.health.ny.gov/diseases/communicable/>), the parents will be notified in writing within 2 hours or the next business day of the program being informed, unless forbidden by law, except for life threatening diseases which must be reported to parents immediately.

### Student Health Requirements:

Public school-required immunizations (appropriate for the child's age) are also required for SUMCP students prior to admission. A copy of the student's vaccination records must be completed and updated as necessary. **We do not accept any immunization waivers.**

*Injuries:*

If your child is injured, basic first aid will be administered. If deemed necessary, a parent or guardian may be contacted. Accidents will be reported to parents upon pickup and the parent will be given a copy of an incident report.

In cases of emergency, 911 will be called and the parent or guardian will be notified immediately.

*Open Invitation*

Parents and guardians are always welcome at our school. We encourage you to come and observe our programs. In order to maintain a smooth transition from student to staff, we request your observation is scheduled/discussed with the preschool staff prior to arrival and limited to 30 minutes or less.

Your participation in our programs is encouraged and welcomed for special celebrations and end of the year events. Each teacher will ask for parent volunteers as they need them. We look forward to working with you throughout the year.

## **Guidelines for Release of Students to Separated or Divorced Parents**

### Release of the Child

- A. If there is no court order or separation agreement concerning custody of the child, either parent or legal guardian) has the same right to see the child at school or have the child released to him or her at the end of the school day.
- B. Parents must notify the school director of visitation or custodial limits if the school is to be expected to follow them.
  - 1) Unless notified otherwise, the school assumes that both parents have equal access to the child.
  - 2) The custodial parent should provide the school a copy of the cover page, pages specifying applicable provisions, and signature page of the court order or separation agreement. In the absence of official documentation, school officials have no authority to deny either parent access to the child.
  - 3) Out-of-state court orders should be honored by the school.
- C. School officials should carefully read the specifics of the court order or separation agreement.
  - 1) If a court order or separation agreement awards custody to either parent, the school should follow the wishes of the custodial parent regarding school day visits with the child or release of the child at the end of the school day.
  - 2) When limited visitation privileges are specified, the school should act in accord with the specified provisions (e.g. custodial rights on certain days which allow for visiting the classroom with the child for school events or picking up the child after school).
  - 3) Visits with the child during the school day should conform, not only to the court order or separation agreement, but also to the rules and usual procedures of the school.
- D. When the school has not been provided a court order or separation agreement and a non-enrolling parent seeks physical custody of the child at the school over the objection of the enrolling parent, the school should notify the enrolling parent before releasing the child.
  - 1) School officials should clarify with the parents that school officials cannot settle parental disputes and can only follow the provisions of a court order or separation agreement.
  - 2) When in the judgment of school officials the health and/or safety of the child is at issue, the school should not release the child to the non-enrolling parent. In such instances, the director or designee should notify the Department of Social Services, the police department, and the enrolling parent to explain the situation.
- E. When the custodial parent is incarcerated and two (2) or more parties present themselves to have the child released to them, school officials will make every effort to ascertain the

wishes of the incarcerated custodial parent before releasing the child to the presenting persons.

- 1) If the wishes of the incarcerated custodial parent cannot be ascertained, the director must use her/his best judgment in releasing the child to the non-custodial parent or other relative.

Legal orders regarding custody and visitation are kept on file in the school office

## Program Information Agreements

To ensure an understanding and acknowledgement of program information, please review each item below and initial:

\_\_\_\_\_ Staff will attempt to notify me whenever my child becomes ill, has behavior issues, or in situations of emergency or inclement weather. I will arrange to have my child picked up within 30 minutes of notification.

\_\_\_\_\_ If my child or someone in my household comes down with a reportable communicable disease, I/We will notify staff within 24 hours so they can notify the parents of other students.

\_\_\_\_\_ I/We have read and understand the behavior guidelines stated in the Parent handbook and understand that a child can be dismissed from the preschool for excessive disruptive behavior and causing a constant disruption to the classroom.

\_\_\_\_\_ I/We acknowledge and agree to adhere to the Parent/Guardian Code of Conduct as outlined in the handbook. I understand that failure to abide by these guidelines may result in disciplinary action, including the potential dismissal of my child from the preschool and/or banning from the preschool premises.

\_\_\_\_\_ An emergency operations plan has been developed to help staff and participants be prepared for situations. This is posted in all classrooms and is updated each Fall.

\_\_\_\_\_ I/We will provide my child's immunization record by my child's first day of attendance.

\_\_\_\_\_ I/We understand that the terminations/withdrawal policy of SUMC requires a two-week written notice. If proper notice is not provided, I will be responsible for the tuition fees.

\_\_\_\_\_ Tuition is due prior to attendance. I/We are aware of the specific tuition fees and deadlines for the registered program. Late payments will be assessed and could result in the child being unable to attend programs.

\_\_\_\_\_ I/We hereby certify that all information noted above is correct and true and agree to abide by the policies and procedures in the Parent Handbook.



Parent/Guardian Acknowledgement Form

I acknowledge that I have read the Sunrise United Methodist Church Preschool’s Handbook which is available from the Sunrise UMC Preschool office and website:

<https://mysunrise.org/preschool-documents-and-forms/>

If the website is unavailable, I acknowledge that I have received a copy of the Sunrise United Methodist Church Preschool’s Handbook at the time I am signing this form. I understand that it is my responsibility to read and be familiar with the policy’s contents and if I have any questions, I will contact the preschool director for any clarification that I may need.

Additionally, I agree to abide by the preschool’s policy and procedures set out in the parent handbook.

Student Name:

Parent/Guardian Name (please print):

Parent/Guardian Signature:

Date:

Upon completion of this acknowledgement sheet, please sign and return it to the director as soon as possible.

\_\_\_\_\_

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