



## **Parent Handbook 2019**

### **Welcome / Statement of Purpose**

Welcome to SonShine Daycare & Preschool. This handbook has been created so that there are no misunderstandings, and so that everyone is aware of the requirements of SonShine Daycare & Preschool, as well as the requirements of you, the parents/guardians. This handbook covers our childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with myself or a staff member any questions that you may have.

SonShine Daycare & Preschool is committed to creating a safe, warm, loving environment for children where they can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace. It is our desire to assist you in the training of your child. We strive to make your child's time at daycare and Preschool the best experience it can be for them as well as you, the parents.

We are committed to supporting families by maintaining open communication and encouraging parental involvement in our program and care activities. Our objective is to care for your child the same way you would.

SonShine Daycare & Preschool established in 2019 and Sanford Christian Academy established in 2010 both are ministries of the Calvary Baptist Church of Sanford, Maine, which is a non-profit organization. Calvary Baptist Church was organized in November 2004. Our main goal is to assist parents in the care and training of their children in accordance to the Bible and that we were all created in the image of God.

Our preschool program uses the Abeka Curriculum. This curriculum combines solid academics with biblical principles so that children are best prepared for learning and for life. Learning comes naturally for preschool age children and the Abeka preschool curriculum allows our staff to take full advantage of their God-given curiosity to establish a strong foundation in letters and numbers. We also use songs, fine and gross motor skill activities, science, music, arts, crafts. We strive to prepare your children for their early school years by exposing them regularly to letters, numbers, colors, shapes, name recognition, and new vocabulary. Please see any staff member if you'd like more information on the Abeka Curriculum or you can view it at [abeka.com](http://abeka.com).

### **Inclusion Policy**

At SonShine Daycare & Preschool, we actively promote inclusive practice in order to best meet the needs of the children, families, and staff. All children are welcome to attend our school regardless of ability, need, background, culture, religion, gender, or economic circumstances. Through inclusive practice, we aim to promote positive attitudes to both similarities and differences in each other. The curriculum, activities, books, material and environment are used to reflect the diversity of all children, and families. We are happy to assist parents with securing additional help and resources when there are mutual concerns about a child's development.

In order to provide the best care for our students, parents will be asked to fill out a screening survey in the first month of school, which will be used to determine if your child has any patterns of behavior that represent a concern for his or her development. Any concerns that are identified by the staff will be shared with parents immediately in confidence in an attempt to create a working plan of action to provide assistance or identify additional resources that may be available to help your child. We are happy to partner with parents in helping every child achieve success in our program.

### **Hours of Operation**

#### **Daycare**

7:30am-5:30pm

#### **Preschool**

8:00am-3:00pm w/aftercare provided

#### **Late pick-up policy:**

If you are late picking up (after closing time) your child you will be charged a late fee of \$10 plus \$1 per minute late, except in emergency situations. There will be a 10-minute grace period. However, if you are habitually late the fee will begin at your appointed pickup time. This late fee must be paid in cash to the staff on duty upon pick-up of your child.

### **Enrollment Requirements**

Before your child can be officially enrolled in SonShine Daycare & Preschool you must complete and provide the following documents:

- Signed Parent Contract and Rate Agreement
- Completed Child Application of Enrollment
- Completed Health Form
- Registration Fee must be paid (\$125)\*
- Signed handbook agreement

\*Spaces will not be held by verbal contract; registration fee must be paid in order for a spot to be held for you and your child.

We do suggest that the parent/guardian and their child(ren) visit our center prior to enrollment. This process allows your child(ren) to become more familiar with our daycare and staff.

SonShine Daycare & Preschool admits children of any race, color, national and ethnic origins. We do not discriminate on the basis of race, color, national or ethnic origin.

### **Training and Staff Qualifications**

SonShine Daycare and Preschool also realizes the importance of a good education and qualifications. The director is required to have an Early Childhood Development Degree.

A copy of each teacher/staff diploma and/or qualifications will be on file.

All teacher/staff are required to be CPR/First aid certified by the American Red Cross.

CPR/First aid courses will be paid for by the Administrative office. All teacher/staff are required to Complete Mandated Reporter training every four years as required by law. We require each teacher/staff to keep current with the Maine Laws for childcare.

### **Emergency/Evacuation Procedures**

See the YIKES Emergency Response Plan in the back of the handbook.

Fire drills will be conducted with the children/staff one time per month. Teachers should have preschool age children walk out the exit door of daycare into foyer of church and proceed outside to the far left of the parking lot labelled “designated meeting spot”. Teachers should have infant/toddlers placed in evacuation crib and exit thru the outside door of the daycare and proceed to the same designated location. Fire drill procedures will be logged.

### **Transportation/Outings**

For any field trips or outings that require transportation, parents will be asked if they would like to volunteer to drive their own children, stay for the outing, and then return their children back home with them, or back to the center, whichever case may apply. If we arrange transportation for the children, or if parents are unable to attend and we need transportation to and from a location we will be using the Calvary Baptist Church 2016 Ford Passenger vehicle, which is always inspected up to date, and covered with the proper insurance, we will ask you to provide your child’s car seat. Drivers have the following documents, as well as required insurance to transport children:

- Criminal Record checks
- Valid ID
- Clean Drivers Record
- Transportation Training

If any parent is uncomfortable with this transportation method, they have the option of transporting their child themselves, or choosing to keep their child at home. Outings are a part of your child’s learning, and participation is encouraged by all families. If there is anything, we can do to help you feel more comfortable with your child(ren) participating, please feel free to contact us.

No child will be permitted to go on an outing without a signed transport form. No children other than your own may ride with you without special written consent.

### **Payment Procedures**

Payments will be received through FACTS management. FACTS management is a tuition/payment institution that improves the management of funds using service and technology. It is aimed to help

families manage costs in a secure, flexible, and convenient way while helping the daycare/preschool to manage and improve their financial stability.

FACTS management will draw the proper funds from your bank account either weekly or monthly.

Payment must be paid by Monday of each week (or the first day of care). If payment is delinquent by Monday at pick-up time a late payment fee will be applied to your account at the rate of \$25 per day added to your regular weekly rate. In the event payment is not made after 2 days your child/children will not be allowed to attend SonShine Daycare & Preschool until the payments are made.

### **Registration Fee**

An annual registration fee of \$125/child is required upon enrollment and will be collected by January 31st of subsequent years.

### **Signing in and out/Attendance Records Policy**

You must sign your child in and out upon their arrival and departure. We ask that if your child is going to be absent the center by 10am. When your child does not attend daycare, you must call to let us know the reason – if it is a communicable illness, we are required to record this in case of other cases breaking out. If no one answers the phone, please leave a brief message.

If someone else will be picking up your child, please let staff know upon arrival. Photo ID will be required by the person picking up the child if the staff member is not familiar with that person. Please let any individuals other than parents who may pick up the children that they will be asked for picture ID in order to ensure the safety of all children.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, you will be contacted before the child is permitted to leave and again a photo ID may be required.

### **Absences/Exclusion from Daycare**

If a child is too sick to attend daycare, please keep him/her home. There is not a “sick room” at the daycare, and the best place for a child to be recuperating from an illness is at home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following please keep them home until they are gone, or are well enough to participate in normal everyday activities:

Fever greater than or equal to 100.5 degrees F. (24hr without)

Excessive drainage (clear or discoloured) from the mouth, nose, eyes, or ears.

Red discoloration to the whites of the eye(s).

Skin rashes as they are difficult to diagnose unless seen by a physician.

Severe abdominal pain, vomiting or diarrhea. (24hr without)

A deep, hacking cough

Difficulty breathing or untreated wheezing

Yellow discharge from the eyes

An unusual yellow coloring of the skin or eyes

Cuts or openings on the skin that are pus-filled or oozing

Lice or nits

If your child(ren) are sent to daycare with any of the above listed symptoms or develop during the day they will be sent home. Children should NEVER be medicated and then sent to daycare (i.e. given

Tylenol to break fever). You should arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for days that your child does not attend daycare. There are still costs associated with each childcare spot each day that unfortunately cannot be avoided if your child is not in attendance.

If your child will not be attending daycare due to illness or any other reason, please let someone at the center know as soon as possible, as well as the reason they will not be attending. This will prevent activities from being delayed.

### **Child Abuse/Neglect**

If there is any abuse or neglect suspected of any children in our care, we are mandated to report it to the Department of Health and Human Services. Our facility will make all childcare personnel aware of their responsibilities as mandated reporters when there is reasonable cause to suspect abuse or neglect of any child under the age of eighteen (18). All staff will follow the written policy for handling suspected instances of child abuse or neglect in accordance with Maine Law. All employees must complete Mandated Reporter Training every four years as required by law.

All teacher/staff are expected to follow Maine Child Care Licensing Rules and all violations will be reported to DHHS. All teacher/staff should report any concerns to the administrative office. Teacher/staff will not be punished or reprimanded for reporting any violations. We strive to be the best we can be in all areas. Any and all reports will be handled immediately.

### **Clothing Code**

Children should come dressed in comfortable, season appropriate clothing that can get dirty, since some activities we do on a daily basis are messy. A spare change of clothes is required for all children in case of soiling of clothes. An extra change of clothes including underwear & socks should be labeled and placed in a gallon size zip lock bag.

A separate set of indoor shoes is required at the daycare for each child at all times. Feet are required to remain covered by public health at ALL times when indoors. These “indoor shoes” can be simply a pair of crocs from the dollar store, or a pair of slippers that they don’t use at home, or even a separate set of sneakers if you wish. Indoor shoes also protect your child’s feet in the event of a fire drill in the winter months/rainy days.

Please also remember whenever weather permits the children are taken outside for 1-2 hours per day. Please ensure that you have proper outerwear provided for your child so that they are comfortable and don’t miss out on outdoor play. If a child does not have proper outdoor apparel they will have to remain indoors with a teacher. This happens all too often in the winter time because of a lack of snow pants and hats and mittens, please leave an extra pair of these items with us if you can or be sure to bring them everyday.

### **Potty Training Policies**

We strive to support your efforts of potty training at home right through the day here at daycare. However, there are some key signs to look for before we are able to help you train your child at the center. The key signs of readiness for potty training include:

- The child is able to pull down and up their pants and underwear/pull-ups on their own with little or no assistance
- The child is able to communicate to you when they need to go to the bathroom
- The child’s diaper is dry after nap times and for long periods during the day

- The child is able to hold their bowels and bladder until they get to the potty once they realize that they need to go

If these signs are not present, your child is not ready to potty train at daycare, as we cannot have a potty in each room for them to use – it is against public health sanitation policies. Children are not able to move up to the preschool room (from the toddler room) until they are completely potty-trained (having no more than 2 accidents per week for at least a 2-3-week period). We will always encourage children to use the potty regularly at the age of 2 years.

When your child does potty train, we ask that you provide extra clothing and remove soiled clothing daily. If we run out of clean clothes and underwear, you will be contacted and asked to bring the items need. We do not have daycare “loaner” clothes.

### **Discipline Policy**

Here at, SonShine Daycare & Preschool our discipline and guidance centers around respect and responsibility. Each child is expected to be a respectful, responsible member of our group. This ranges from children learning to clean up their own “messes” and using manners as well as politeness when speaking with teacher, parents, and each other.

All “rules” center on the following: respect, responsibility, and safety. The only rules are those that are required to maintain a safe and respectful environment for all the children in our center.

We follow the 1-2-3-time out procedure (redirect, model, time out). The child will get two warnings upon the first and second instances of the child not acting safely or being irresponsible or disrespectful. If the child continues the action that is not acceptable, the child will receive a third warning and a time-out. It is explained to the child as “when you cannot be safe with yourself and your friends/when you cannot play nicely, you must step away”. The child will be removed from the group and asked to go sit on a chair by themselves, but still within the same vicinity. They will be asked to sit for a few short minutes to calm down and think about what behaviors are OK. The time-outs will last the amount of time that corresponds with the child’s age (for example, if the child is 3, they will get a 3-minute time-out). Before rejoining the group, we will briefly discuss what appropriate behaviors will need to be used to be a part of the group again.

### **Items Needed from Home** (All labeled with child’s name)

Preschool Nap – We provide the nap mat, but you must provide a crib sheet, blanket, small pillow (if desired) , as well as any comfort items that they may need to sleep (blanket, toy, etc.- please limit to 1)

Infant/Toddler- We provide a crib and crib sheet, but you must provide a blanket, as well as any comfort item they may need to fall sleep. By state regulations we will remove them from the crib once they are asleep.

Diapers/Rash Ointment (Training pants or pull-ups for those who are potty training)

Spare Clothing – including underwear and socks

Sunscreen/Sun Block, and a hat if you choose

Weather appropriate clothing - jacket/splash/snow pants/hats/mittens, boots etc. –lack of weather appropriate clothing will prevent your child and possibly the entire class from enjoying our outdoor play

time, please ensure you dress your child for outdoor play everyday.

Please ensure that children come dressed in “play” clothes. Although we are careful while doing art and playing outside; there are instances where clothes could become dirty and stained. We appreciate your understanding and so do the children. Extra supplies can be left at the daycare and replenished when necessary this is space permitting.

Children are welcome to bring toys from home to the center, but we ask that it be limited to one toy a day, and it must fit in their allotted cubby space. Children will be asked to share these toys from home with the other children. If a child does not wish to share his/her it will be put away for them until they feel like sharing. The only toys we ask that the children do not bring to the center are play guns, weapons, and electronic devices. Thank you for your understanding.

### **Snack and Meal Times**

In an attempt to be as environmentally friendly as possible we would like to encourage parents/guardians to pack their children’s lunches in reusable containers and use reusable drink containers. Throughout the day water drinks are available for the children as needed. At all times during drinking and eating, children are required to be seated and not engaged in any play activity. This is to ensure safety (to avoid choking) and to promote healthy eating/drinking habits. Under no circumstances will young children be allowed to walk around or play with bottles in their mouths. Pacifiers are encouraged for use at nap time only and if your child requires a bottle at nap it will be given to him or her before they get into bed. Under no circumstances will children be allowed to go to sleep with bottles in bed. This is also to ensure safety (prevent choking) and to prevent dental problems. All food items must come to the daycare unopened. We will not allow students to finish any type of food that was opened before arriving at SonShine Daycare & Preschool. For infants this includes formula. We must have an unopened container to keep at the daycare. We will not be able to refrigerate Preschool snacks and lunches. They will need an appropriate lunchbox.

### **Medications**

All medications are stored in a closet that is inaccessible to children. Children are not given any medication without the parents’ written consent. Written consent may only be on a “Permission to Administer Medications” form and all medications must be in their original bottles with original labels. Staff must also indicate on the administering form the date, time and dosage of medicine given at each administration, and then initial this information.

For prescription medication, only the directions on the bottle will be accepted for administering the medication. And in all instances staff need to know when the child received his/her last dosage of the medication, to ensure medication is given at appropriate times consistently.

In the event that your child is taking a prescription antibiotic, they may not return to care until they’ve had a full 24 hours of dosage, and they are no longer contagious. They must also be ready to participate in the full child care day.

### **Allergies**

All allergies (and dietary concerns) will be clearly posted in each room, on the refrigerator and written on the child’s emergency info/consent cards. Please note that we are NOT a peanut free facility. We are subject to change in the event of a peanut allergy in a child.

### **Developing Illness Policy**

In the event a child becomes ill during the course of the day, to the point where they are not capable of participating in regular activities, the parents/guardians will be contacted immediately and be required to come pick the child up. If the parents/guardians can't be reached the alternate emergency contact person will be called to come pick up the child. Allergy related and common cold symptoms as well as non-communicable diseases/illnesses do not require that the child be excluded from care.

If any of the following conditions are present, it is required that children be excluded from care: Children may return to care when they are free of symptoms or are approved to return by the facility operator or in some extreme cases, by a medical doctor.

-Pain - any unexplained or undiagnosed pain

-Difficulty in breathing - wheezing or persistent cough

-Fever (100.5\* F/ 38.3\*C or higher) – child must be free from fever (without being medicated) for 24 hours before returning to care at the facility

-Sore Throat or trouble swallowing

-Infected skin or eyes (mucus/pus draining) or an undiagnosed rash

-Severe body or scalp itching

-Children with a known or suspected communicable disease/illness

-Vomiting - 2 or more times in 24 hours - may return to care after 24 hours without vomiting

-Diarrhea (as defined by an increase in frequency and loosening of stool) - 2 or more times in 24 hours - may return to care after 24 hours without loose stool/diarrhoea

-Just not feeling good - a child must be well enough to participate in the entire child care day to be at daycare

\*\*\*Parents are required to inform staff of any serious illness or communicable /contagious disease (with their child or within their family) within 24 hours to allow other families within the child care center to be alerted.

### **Financial Information**

All Fees: (effective January 2019)

#### **Daycare**

Full-time is defined as having access to our services on all days that we are open, Monday thru Friday from 7:30AM – 5:30PM.

Registration Fee	\$125
6 weeks-3 years old (diapers/wipes provided)	
5 days	\$200
3 days	\$135
2 days	\$100

#### **Preschool**



Full days are 8:00AM-3:00PM, half days are 8:00AM- NOON

Registration Fee	\$125
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3 years old

5 full days	\$150
5 half days	\$100
3 full days	\$135
3 half days	\$ 90
2 full days	\$100
2 half days	\$ 75

Before care & After care are available to Preschool children at the following rates:

7:00-8:00 AM	\$3.50 per ½ hour
3:00-5:30 PM	\$3.50 per ½ hour

The daycare will be closed on all statutory holidays and if any other closures are expected, for instance on non-statutory holiday days, notice will go out to parents at least 1 week in advance.

Parents/guardians that use government subsidy to help pay for fees are responsible for renewing their authorization before it expires. If parents/guardians do not renew their subsidy claim before their previous claim expires the parents/guardians will be responsible for full fees until we receive authorization to bill the government and received payment. If/when we receive back payment from the government (if fees have already been paid for by the parents), we will reimburse the parents/guardians the subsidy amount.

### **Payments**

SonShine Daycare uses FACTS management, an innovative payment management for educational facilities that elevates the experience for the school and the families. It is aimed to help families manage costs in a secure, flexible, and convenient way. Payments will be made weekly each Friday for the upcoming week. FACTS management has a \$30 fee for insufficient funds.

### **Vacation**

We will be closed for 3 weeks during the year, Christmas Break, Winter Break and Spring Break according to the SCA school calendar. These 3 weeks you will not be required to pay for care. Any vacations taken outside of these 3 weeks will require FULL payment.

### **Snow Day Policy**

School closing announcements will be made with a “One call” (1-877-698-3261). Please add this number to your contacts. We will also post all closing announcements on our Facebook page.

### **Phone Communication**

If you need to contact the daycare for any reason, please feel free to call the office at 207-324-0777. If you get our voice mail please leave a message, we are out or busy with the child(ren) and unable to get to the phone at that moment. We do check messages regularly and return phone calls as soon as we get the chance. We do not mind calls to check to see how your child(ren) are doing during the day. We ask to limit them to 2 per day.

If you call outside of daycare hours, please leave a detailed message. Someone will return your call at

our next earliest convenience.

### **Parent Involvement**

Our doors are always open to parents who would like to be involved in their child's care and education. We welcome any comments or suggestions from parents about programming or the care of their children. If any parent wishes to volunteer at the center, or on outings please contact any staff member so we can make necessary arrangements.

### **Photographs**

We like to take pictures at the daycare to share on the SonShine Daycare Face book page, for art projects, promotional materials for SonShine Daycare, and to show the parents how much fun we have at daycare. Please make sure that you have signed the Photo release portion of your enrollment application or you may opt out by not signing this portion.

### **Withdrawal of Services Policy**

A **MINIMUM 2 WEEKS WRITTEN NOTICE** is required for termination of childcare services. Even if your child does not attend during that two-week period, payment is still required. Any fees not paid on time with regards to termination of child care services will also be subject to daily late fees, until full payment is received. If fees are not paid, the unpaid bill will be placed into collections. Unpaid 2 vacation weeks may NOT be used for this time.

### **Reporting Licensing Violations Policy:**

Please bring all cases to the administrative office. All licensing violations will be immediately reported to the State of Maine DHHS.

### **Parent's Grievances and Suggestions**

We at SonShine Daycare & Preschool are committed to being very open and honest, and if any parent should have any grievances, or any suggestions, please don't hesitate to contact us. If you wish to contact our Early Childhood Education Co-ordinator, you may do so as well (her information is posted on the Parent Information Board, as well as below), however, we hope that you will come to us first so that we can work any problems out before it comes to that.

Director: Kendra Blaisdell

Phone : 207-636-0540

Email : mrmrsb2015@icloud.com

Department of Education and Early Childhood Development

In the event of any concerns (raised by staff, parents/guardians or even children) a meeting can be scheduled to address the issues. The meeting will involve owner/operator and involved staff member and the parents/guardians involved. The concerns will be clearly stated (ex. late payment, failure to adhere to center policies, behavioural problems etc.) and discussed. Meeting minutes will be taken, and solutions will be sought in a non-judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue cannot be resolved to everyone's satisfaction, a 2-week written notice of termination of services will be given. All parties present will sign the minutes of what was discussed.

**\*\*SonShine Daycare & Preschool has the right to make any changes to the above handbook at any time. Parents/Guardians will be notified in writing immediately of any and all changes.**

Vacation Calendar  
2019-2020  
(follows Sanford Christian Academy calendar)

SonShine Daycare & Preschool will be closed on the following dates

**2019:**

Labor Day	September 2
Columbus Day	October 14
Veterans Day	November 11
Thanksgiving Break	November 28-29
Christmas Break	December 23-31 (no payment)

**2020:**

New Year's Day	January 1
Martin Luther King Jr	January 20
Winter Break	February 17-21 (no payment)
Spring Break	April 10-17 (no payment)
Memorial Day	May 25
Independence Day	July 3

## Preschool Schedule

8:00-8:45	Inside play
8:45-9:10	Bible
9:10-9:30	Skills Development
9:30-10:00	Language Development
10:00-10:30	Restroom / Snack
*10:30-11:00	M/W/F Phonics T/R Numbers
*11:00-11:30	Outside play/rainy day Gym play
*11:30-12:00	M Show and Tell T Music W Puzzles R Art F Poetry/Nursery Rhymes
12:00-12:20	Lunch/Restroom/Dismissal
12:20-12:30	Story time
12:30-2:40	Nap
2:40-3:00	Snack/Restroom/Dismissal

### After care

3:00-4:00	Outside Play/Rainy day movie
4:00-5:00	Indoor Play

### \*Alternate schedule

10:30-11:00	Outside play/rainy day Gym play
11:00-11:30	M/W/F Phonics T/R Numbers
11:30-12:00	M Show and Tell T Music W Puzzles R Art F Poetry/Nursery Rhymes



## Parent/Family Handbook Agreement 2019

(Must be signed and dated for child's folder in Administrative Office)

Child(ren)'s Name(s): \_\_\_\_\_

I/We (the undersigned) have read the parent handbook for SonShine Daycare & Preschool and understand all the information, policies and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement, we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Operator's Signature

\_\_\_\_\_  
Date