



# **Rising Stars Day School**

## **School Handbook 2024-2025 Year**

3005 Dower House Drive, Herndon, VA 20171  
703-264-9078



# Welcome to Rising Stars Day School!

We are pleased that you are considering us to provide an exceptional educational experience for your child. Parents are an important part of our program, and we hope to develop a great partnership between home and school. This handbook was written to outline our philosophy, policies, and all the details that go into making each day as happy and successful as possible. We ask that you carefully review it, but we will be glad to answer any further questions you may have at any time, and once again, welcome!

## Our Philosophy

Our priority is for children to feel and be safe. Before they become independent, it is important that they have a predictable environment and can rely on adults for protection, encouragement, and reassurance. We recognize that every child has a different interest, pace, and learning style, so at Rising Stars Day School they are respected as individuals.

Our school provides a Reggio Emilia-inspired environment and values the child as central to their own learning. Our open and free-flowing classrooms enable uninterrupted exploration, play and learning, and our outdoor space and time are valued just as highly as formal classrooms. We encourage children to explore, and most of the educational experiences take the form of projects, where they can actively participate and question things.





## Table of Contents

# Contents

Welcome to Rising Stars Day School! .....	2
Our Philosophy .....	2
School Operating Information .....	5
Programs and Hours of Operation .....	5
Enrollment and Financial Agreement .....	7
Enrollment .....	7
Tuition and Billing .....	8
Rising Stars Day School Price Sheet .....	9
Withdrawal and Dismissal .....	10
General Policies and Information .....	11
Drop-off and Absences .....	11
Pick-Up Procedure .....	11
Inclement Weather Policy .....	12
Facility Rules .....	12
Curriculum .....	12
Developmental Monitoring .....	13
Class Placement Policy and Classroom Transitions .....	13
Wellness and Hygiene .....	14
Meals, Snacks, and Food Allergies .....	15
Additional Supplies .....	15
Birthdays .....	16
Quiet Time .....	17
Personal Belongings .....	17
Clothing .....	17
Diapers & Toilet Training .....	17
Parent-Staff Communication .....	19



Who to contact? .....	19
Maintain Respectful and Open Communication .....	19
Confidentiality .....	19
Time to Respond to Communications .....	20
Health, Safety, and Discipline .....	21
COVID-19 Policy .....	21
Medication .....	21
Discipline/Guidance .....	22
Incident Report .....	22
Emergency Preparedness and Response Plan.....	22
Child Abuse Reporting .....	22
Daily Activities .....	23
2024-2025 Parent Handbook Acknowledgement.....	24



# School Operating Information

## Programs and Hours of Operation

Program	Ages	Hours of Operation
Infant Classroom	0-18 months	7:30 am – 5:30 pm
Toddler Classroom	18 months -3 years	7:30 am – 5:30 pm
Preschool	3-4 years	8:30 am – 3:30 pm*  Before care: 7:30am – 8:30am Aftercare: 3:30 pm – 5:30 pm
Pre-Kindergarten	4-5 years	8:30 am – 3:30 pm*  Before care: 7:30am – 8:30am Aftercare: 3:30 pm – 5:30 pm

\* Fairfax County Public Schools core hours

- Preschool and Pre-K classrooms are CLOSED on spring break. Infant and toddler rooms are open.
- The entire school is closed for one week in August (the week before Fairfax County's first day of school), and we are also closed for winter break between Christmas Eve and New Year.
- Infant and Toddler classrooms operate year-round. Preschool and Pre-Kindergarten year starts in mid-August and ends in mid-June.
- Rising Stars runs a summer camp program from mid-June to mid-August (8 weeks), and students in our Preschool and Pre-K classroom can enroll in it.
- The school uses an app named Brightwheel as the main form of daily communication, we send pictures, messages, check-in and check-out alerts, and that is also how parents pay for tuition every month.





# 2024-2025 Calendar

August 19th, Monday	Welcome! First Day of School
September 2nd, Monday	Labor Day - <b>Closed</b>
October 14th, Monday	Indigenous Peoples' Day - <b>Closed</b>
November 11th, Monday	Veteran's Day - <b>Closed</b>
November 27 - 29th, Wednesday - Friday	Thanksgiving Break- <b>Closed</b>
December 9th - 13th, Monday-Friday	Fall Parent/Teacher Conferences
December 24th-31st, Tuesday - Tuesday	Winter Break - <b>Closed</b>
January 1st, Wednesday	New Year's Day - <b>Closed</b>
January 20th, Monday	Dr. Martin Luther King Jr. Day- <b>Closed</b>
February 17th, Monday	President's Day - <b>Closed</b>
April 14th-18th, Monday - Friday	Spring Break - <b>Closed</b>
May 2nd, Friday	<b>Closed</b> for Staff Development
May 26th, Monday	Memorial Day - <b>Closed</b>
May 27th-30th Tuesday - Friday	Spring Parent/Teacher Conferences
June 13th, Friday	Last Day of School <b>Early Release at 12:00pm</b>



# Enrollment and Financial Agreement

## Enrollment

Children between the ages of 12 weeks and 5 years are eligible for enrollment.

- Babies must be able to drink from a bottle before their start date.
- Children 3 and up who want to enroll in Preschool must be FULLY potty trained.

### The following paperwork is required of everyone by the first day:

- Child Record Form
- School Entrance Health Form – signed and dated by parents and pediatrician
- Media Agreement
- Walking Permission Slip
- Field Trip Permission
- Non-prescription over-the-counter skin products
- Allergy Care Plan (if applicable)
- Copy of child's birth certificate
- \$600.00 registration fee
- All children who attend Rising Stars Day School MUST have up-to-date immunization records.

**All information will be kept confidential and is for our records only.**

Please be sure that you keep your work, home, cellphone, and emergency contact numbers updated at the office in case of an emergency. Should any information change throughout the year, please notify us immediately.



## Tuition and Billing

- As long as at least one child is attending full time, a 10% siblings discount will apply if 2 or more siblings are enrolled in our school.
- A \$500 annual fee will be applied to any student who needs bus transportation to and from elementary schools. Students attending Crossfield Elementary School will be taken to the bus stop at the end of our driveway, and the FCPS bus will take them to school.
- **The registration fee is strictly non-refundable and is an annual fee.** Every year before the beginning of the school year, all schools open their enrollment and every family must enroll their child (or children) again in the next “grade”, so your initial enrollment will guarantee a spot in the classroom and on the anniversary of your initial enrollment a new fee will be due as your child enrolls in the next classroom up. The enrollment does NOT go towards tuition, as this fee helps us cover administrative costs and helps us maintain and enhance the quality of education and services we provide to our students. It supports various aspects of our program including things such as technology upgrades, facility maintenance, extracurricular activities (such as our music program), and staff development initiatives. The enrollment fee also covers materials and supplies needed for your child’s classroom.
- Rising Stars Day School’s program is designed and implemented as an **academic program with a childcare component**. We have staff members who have committed to the entire school year, so we ask that families who want to join our program do their best to honor the same commitment to the school. Tuition is expected for 10 months (August to June) for Pre-K and Preschool students, and year-round for anyone enrolled in our Infant and Toddler program.
- No refunds will be given for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vaccinations, snow days, holidays, or any other reason. Tuition is still expected in case of an emergency closing due to unforeseen circumstances (i.e., power outage, damage due to a storm, flooding, etc.). No refunds will be given for partially attended months, enrollment, application, or material fees.
- Tuition is expected on the 1st of every month and a late fee of \$30.00 will be charged to the account if payment is not received by the 5th of each month.
- A service fee of \$25.00 will be added to the account if a check is returned.
- Additional charges parents can expect throughout the year: classroom field trips.





## Rising Stars Day School Price Sheet

PROGRAM	MONTHLY PAYMENT
<b>Preschool &amp; Pre-K 10-month Program Full Day 8:30 am-3:30 pm Half Day 8:30 am-12:45 pm</b>	
Full Day – 5 days ( Preschool and Pre-K)	\$1,550.00
Full Day – 3 days ( Preschool only)	\$1,155.00
Half Day – 5 days ( Preschool only)	\$1,282.00
<b>Infant &amp; Toddler – Year-Round Program Full Day 7:30 am-5:30 pm Half Day 7:30 am-12:30 pm</b>	
Infants (3 months - 18 months) – 5 Full Days	\$1,975.00
Toddler Room - (18 months – 3 yo) 5 Full Days	\$1,780.00
Toddler Room - (18 months – 3 yo) 3 Full Days	\$1,340.00
Toddler Room - (18 months – 3 yo) 5 Half Days	\$1,545.00

Extended Day Program for Current Students	Mornings 7:00 am-8:30 am	Afternoons 3:30 pm-6:00 pm	Morning & Afternoon
5 days a week (monthly)	\$130.00	\$190.00	\$260.00
3 days a week (monthly)	\$100.00	\$140.00	\$185.00

Elementary School Students Before/After School Program	Morning Drop-Off 7:00 am -8:30 am	Afternoon Pick-Up 3:30 pm-6:00 pm	Morning & Afternoon
5 days a week (monthly)	\$300.00	\$490.00	\$720.00
3 days a week (monthly)	\$190.00	\$380.00	\$500.00



## Withdrawal and Dismissal

Rising Stars Day School reserves the right to cancel the enrollment of a child at our discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the daycare as outlined in the parent handbook agreement.
- The administration has determined that the school can no longer meet the educational needs of the student.
- Physical or verbal abuse or disrespect of staff or children by parent or child.
- Expired or non-immunization and/or physical.
- Habitual tardiness to pick up your child.

As we partner with your family, it is important to understand that enrollment at Rising Stars Day School is a commitment for the entire school year and the entire tuition amount. Occasionally, it becomes necessary for an enrolled student to withdraw from the school. By providing your signature on the yearly contract, parents acknowledge and agree to the terms of the withdrawal policy and rates. **Parents who wish to withdraw their child from school must first notify the director, Ms. Val Zelna, in writing, 60 days in advance to initiate the withdrawal. The last month's tuition will be at the full rate and no prorations will be granted.**

In the event we ever find it necessary to end our agreement we will also give the parents a written 60-day notice. All personal items must be removed from the school upon the termination of services. Any personal belongings not picked up after 60 days from said termination date will be disposed of or considered the daycare's property.



# General Policies and Information

## Drop-off and Absences

To ensure the safety of the kids, the front door will remain locked during school hours. Parents will be required to park and bring their child(ren) to the front door. Use the Ring doorbell to let us know you have arrived, then a staff member will check them in and take them to the classroom for the day. At pick-up, children will be brought to you in the lobby.

It is not uncommon for children to have separation anxiety and even cry when dropped off, especially during the first weeks of attendance. Please help prepare your child to your departure; do not prolong it as this only makes things worse; do not sneak out either, give them a big hug and a goodbye kiss and reassure them that you will be back by the end of the day. If your child is upset when you leave, please know that children often are calm and engaged in play and activities as soon as the parents are gone. Parents are welcome to call or send the teacher a Brightwheel message to check on their children anytime.

When dropping children off, parents must relay any relevant information that might affect their behavior during the day and please keep the following in mind:

- **ALL STUDENTS must be dropped off between 8:30 am-9:10 am. Instructional time starts at 9:15 am.**
- Unless the school is notified beforehand, if a child is not in class by the cut-off time (9:15 am for all), they will be considered absent for the day.
- If they need to be picked up earlier than their usual pick-up time, let us know in advance so we can have them ready when you arrive.
- **If the child will not be attending school or will be late, let us know as soon as possible.**

## Pick-Up Procedure

Children will only be released to the authorized parties on the pickup list. In the event of an emergency, we will need a phone call, email, or text authorizing someone else to pick up a child. We will request to see ID when the designated person arrives and ask for the child's pick-up code.

If there is a reason to suspect that anyone picking the child up is in an impaired condition (under the influence of alcohol or drugs) we will suggest alternate transportation. We cannot legally hold a child from a legal guardian; however, we will not hesitate to call the other parent and/or the police if we feel the child is at risk.



When picking children up, please keep the following in mind:

- The latest pick-up time is 5:30 pm – **SHARP**.
- If you are running late, you must call or message us on Brightwheel to let us know, and for every event of a late pick-up, a **\$1.00 fee will be added for every 1 min that the parent is late**.

## Inclement Weather Policy

The safety of our students and staff is our number one priority any time a decision must be made regarding school closures and delays during a weather situation. The decision to close schools for an entire day or to delay school openings (usually by 2 hours), will be made as early as possible prior to scheduled starting times. Our goal is to inform all the parents of the school's decision, by **9:00 pm the night before**. We will do so through the **Brightwheel app**, and no individual questions will be answered at that time. We will continue to update parents every night prior to any closures until it is safe to open again. Please do not message any staff member individually about closures or delays.

## Facility Rules

At Rising Stars Day School, we believe rules help develop a child's own sense of self-control. They are in place for the health and safety of the children. We teach respect for other people and respect for property. Please take the time and review the following rules with your children and when possible, uphold them at home so we can work as a team:

- No running inside.
- Keep our hands and feet to ourselves!
- Use inside voices.
- No climbing on the furniture.
- Always clean up after yourself.
- No mistreating the toys.
- No roughhousing or wrestling.
- Children must sit at the table to eat/drink.
- Always tell the truth.
- Listen to your teacher.

## Curriculum

Rising Stars Day School uses a curriculum approved by the Department of Education called Early Learning Matters. The Early Learning Matters (ELM) Curriculum is a comprehensive, evidence-informed program to support the optimal learning and development of children from birth to five years of age. It promotes skills linked to school readiness and life success with developmentally appropriate teaching strategies and a coordinated mix of staff-guided and child-initiated learning experiences. Here is a link for more info on that. [ELM Curriculum \(purdue.edu\)](http://elm.purdue.edu)



## Developmental Monitoring

As part of the Rising Stars Day School program, our trained educators will be closely monitoring your child's progress during their time at our preschool. Developmental monitoring involves regularly observing and assessing children's growth and milestones across various domains, including physical, cognitive, social, and emotional development. While the vast majority of children follow a typical developmental trajectory, we understand that every child is unique and may require additional support in certain areas from time to time, and through careful observation and evaluation, we aim to ensure that each child receives the support and resources they need to reach their full potential.

If, during our routine monitoring, we notice any areas of potential concern or areas where your child may benefit from additional support or intervention, we may reach out to you to discuss our observations further. Please rest assured that any communication regarding your child's development will be handled with the utmost sensitivity, confidentiality, and professionalism.

## Class Placement Policy and Classroom Transitions



Rising Stars Day School teachers take the classroom placement of our students very seriously. Our goal is to provide fair and equitable treatment for all children and to create a positive class environment that enables students to reach their potential. Please rely on our professional judgment, and trust that we will group children to provide the best possible learning environment. The staff considers many factors as classroom groups are prepared. Things such as behavior, academic, social-emotional development, classroom size, and ratios. Parents' concerns will certainly be heard but final decisions will be made based on teacher recommendations.

The cutoff date for our preschool and pre-k age requirement is September 30<sup>th</sup> (same as Fairfax County). Rising Stars will allow a 2-week window, so if your child is just 2 weeks or less shy of the required age, they may be placed in the classroom at the beginning of the school year. The requirement is **18 months for toddler room, 3 years old and fully potty trained for Preschool; 4 years old for Pre-K, and 5 years old for Kindergarten.** The teacher-to-student ratio is 1:5.



## Wellness and Hygiene

You are the best judge of your child's health, and we trust you will not bring a sick child to school; however, if while under our care your child falls ill, the parent or an alternate emergency person is expected to come within **ONE HOUR** of being called. The following criteria will be considered in determining if your child must go home:

- Child has an axillary temperature higher than 99.5 F.
- Child is tired, lethargic, and cannot participate in play or group activities.
- Child exhibits signs of highly contagious conditions including but not limited to hand foot and mouth disease, chicken pox, head lice, strep throat, pink eye, impetigo, ring worm, stomach flu, slapped cheek, pneumonia, COVID-19, RSV, Norovirus, strep throat, bronchitis, etc.
- Vomiting (once), or Diarrhea (2 or more loose, watery stools)
- Rash, hives, and bumps on skin with or without fever
- Persistent cough, with or without a runny nose.

### **Your child may return to daycare after:**

- Child is fever, vomit and/or diarrhea free for 24 hours without the aid of Tylenol or other medications.
- In the case of persistent cough, the child is cough free for 24 hours without any cough suppressant.
- In case of chicken pox, all the lesions are scabbed over.
- In case of hand, foot and mouth, all mouth sores and open blisters have healed (dried up)
- In case of head lice, all the eggs are gone.
- In case of contagious illness, the child took antibiotics for at least 24 hours.

Not all rashes mean the child must stay home, but if we notice rashes, hives, redness, or bumps in a child's skin, the parent will be required to pick them up and they can only come back after they have been cleared by a doctor. The doctor's note will be required and will be kept in their file.

As we strive to maintain a clean and hygienic environment for all our students, we kindly request your assistance and ask that before sending your child to school, they are bathed, their hair is brushed, their nails are trimmed, their face and hands are clean, and they are dressed in clean clothes.



## Meals, Snacks, and Food Allergies



Please send your child with lunch every day. We will provide AM and PM snacks. Parents of infants are required to supply breastmilk, formula, and/or baby food.

Please let us know if your child has any dietary needs (i.e., vegetarian, allergies, religious beliefs, etc.) and we will do our best to accommodate them. A list of kids with allergies will be kept in the classroom, kitchen area, and First Aid cabinet. **Please remember that we are a 100% nut-free school.** A great alternative to peanut butter is sun butter. **Every single item sent to school for lunch or snack, including water bottles, needs to be labeled and dated every day.**

## Additional Supplies

In addition to meals, we require parents to provide certain supplies for the child's daily needs.

- For preschool and pre-K, we need spare clothes (including underwear and socks), rain boots, rain jackets, sunscreen, and bug spray ( for spring and summer time).
- For toddlers we need diapers/pull-ups, wipes, a nap mat, spare clothes (including underwear and socks), rain boots, rain jackets, sunscreen, and bug spray ( for spring and summer time).
- For infants we need diapers, wipes, spare clothes (including socks), pacifiers, and an extra empty bottle to be left at school.

Teachers will let the parents know when supplies need to be replenished.





## Birthdays

Parents are welcome to send little bags or treats to share with the class on their child's birthday or special occasions, but for everyone's safety please let your child's teacher know in advance what you plan on bringing so we can make sure no child is allergic to it. We suggest picking a treat with a 'school-safe' logo, which can often be found at Wegmans, Safeway, and Giant. We will not distribute birthday invitations or favors unless all children in the class are included.

Due to the quick nature of our birthday celebrations during school hours, unfortunately, parents cannot attend it, but the teachers will post pictures and videos of the celebration on Brightwheel.







## Quiet Time

Our rest/quiet time is from 1:00 p.m. to 3:00 p.m. so to avoid disturbing the children who are napping, please do your best to not schedule pick-ups during this time. We will provide cots for toddlers and cribs for infants. Your child can bring a special stuffed animal or blanket to sleep with. If your baby uses a sleep sack for naps, parents are welcome to send those as well. Please note we will not put any blankets in cribs per our sleep-safe policy. Children who wake up early or do not fall asleep will be directed to quiet activities that will not disturb other sleeping children. Parents are required to provide a cot-sized sheet plus a blanket or nap mat (pillow + blanket 2-1 combination).

Our older kids (preschool and pre-k classrooms only) will have 1 hour of rest time (from 1:00 pm – 2:00 pm) and will do quiet activities and projects from 2:00 pm until snack time at 3:00 pm.

## Personal Belongings

We ask that children **do not** bring random toys, money, gum, candy, cosmetics, jewelry, or toy weapons of any kind. If your child has a favorite **sleep toy**, they are welcome to bring it and take it out of their backpacks only during designated nap times. We will inform parents of our “Show and Share” days and this will be the only day personal belongings are allowed.

Due to Covid, a lot of children carry hand sanitizer in their backpacks, and while we appreciate the parents’ efforts, unfortunately, they *cannot* have it in the classroom. Hand sanitizers contain alcohol, and therefore should not be accessible to children. Teachers will have it available in the classroom for their use.

## Clothing

Because of the wide range of activities, it is recommended that children be dressed in comfortable clothing. **All children need to have at least 2 changes of clothing at school.** Extra clothing should include underwear, socks, pants, and shirts and an extra sweater for sudden changes in temperatures. We also **require sunscreen lotion**, and a hat for the hot summer days we play outside. Children will play outside every day, and they should be dressed accordingly. “Crocs”, sandals, flip-flops, and such hinder their ability to participate in activities and are also a safety hazard, so we ask that children wear **closed toes shoes** for outdoor play.

## Diapers & Toilet Training

Parents need to supply all necessary diapers and wipes. We will notify you when your child’s supply is running low. Unless you want to use something of your own preference, we will provide “Aquaphor” or “Desitin” to prevent and heal diaper rashes. When you feel your child is ready for toilet training, we ask that you begin teaching at home. We encourage all parents to



use the 3-Day Potty Training Method before we can start at school. Once they have sat and peed on the potty multiple times at home, we can start the process at school as well. We will follow through and encourage your child while they are in our care and daily communication between the parent and daycare provider is very important at this stage. Here are the main things to keep in mind.

- Parents must bring a **potty chair** for their child on the first day.
- The child must be sent to daycare in **pull-ups every day** until they remain dry for two weeks throughout the day.
- Parents must send their child to daycare with **loose-fitting clothing that their child can manage independently**. Please avoid tight clothing, belts, pants with snaps or buttons, overalls, and tight leggings.
- Staff cannot wash out soiled clothing. They are required to put soiled clothing in a plastic bag for parents to take home and wash.
- Parents must bring extra clothing (including socks) along with pull-ups.
- The child will be encouraged to use the potty every 30 - 45 minutes in the beginning and then every 1 hour – 1.5 hours as they progress into the process.
- The child must arrive with a dry pull-up every morning and the parent must communicate (via Brightwheel or in person), when was the last time the child used the potty.



## **Parent-Staff Communication**

Brightwheel messages and email are the most common form of communication between parents and teachers. Parents should read all emails sent by the school and provide any requested responses. In order to ensure a successful exchange of information, it is important that all parties follow a few key principles.

### **Who to contact?**

For daily communication during school hours, please message teachers and support staff on our Brightwheel app. Contact your child's teacher either on Brightwheel or through email with questions about academic or social development, classroom events, or to schedule a meeting. Please also use Brightwheel to report short-term or extended absences.

Contact [info@risingstarsdayschool.com](mailto:info@risingstarsdayschool.com) for questions about tuition, payments, school events, policies, and procedures, or other general questions.

Parents are also welcome to email Ms. Val Zelna at any point about anything they would like to discuss directly. If there is a problem that needs to be addressed right away, please contact Ms. Val at [val@risingstarsdayschool.com](mailto:val@risingstarsdayschool.com) or via phone.

As a licensed facility, you can find our info at [www.dss.virginia.gov/facility/search](http://www.dss.virginia.gov/facility/search). There is a search option where you can type our school's name and you will see our info, current permit, and any relevant inspection information.

### **Maintain Respectful and Open Communication**

- Always use a respectful and polite tone
- Request, do not demand.
- Be ready not just to provide information, but to listen to teacher/staff observations and perspectives.
- Enter the exchange with an open mind and assume a shared best interest for your child.
- Be prepared to work collaboratively to solve problems.

### **Confidentiality**

- Recognize that confidentiality may limit the information that can be shared from school to parents, including consequences for other students' behaviors.



## Time to Respond to Communications

- Teachers will make every effort to respond as soon as possible to parent communications, with the understanding that the teaching day sometimes precludes immediate responses.
- Teachers and staff may need some time to collect needed information before responding, so we appreciate your patience.





## Health, Safety, and Discipline



### COVID-19 Policy

Should a **student or staff member** become ill with COVID-19 or flu-like symptoms, they will be required to leave the school premises within an hour and stay home until they are **symptom-free for 24 hrs.**

- If a **student tests positive without symptoms** (due to being in direct contact with anyone who tested positive), **they must stay home for 5 days starting from when they first got a positive result.**
- If a **sibling or parent** tests positive for Covid we ask that the parents **inform the school and test the student every day before sending them to school.** For kids in PRESCHOOL AND PRE-K ONLY, please also send them wearing a mask for 5 days to avoid potentially exposing the other kids at school.
- If any student gets in direct contact with an individual who tested positive, parents will be notified.

**PARENTS MUST INFORM THE SCHOOL IF ANY OF THESE SYMPTOMS/DISEASES OCCUR AT HOME AND NOT BRING THE CHILD TO SCHOOL.**

### Medication

Prescription medication must be in the original container and labeled with your child's name. You must administer the first dosage under your supervision; never the school staff. Anytime your child needs to take medication while attending school, we will require written consent with specific instructions on how to administer the medicine. (A form will be given to you). The form can also be found on our website and must be completed and brought along with the medicine.

No medication, whether prescription or non-prescription, will be administered to your child without written parental consent.



## Discipline/Guidance

If a child is creating a problem, they will be redirected to another activity and/or to a quiet area to give them the chance to calm down. If the behavior persists, we will examine the environment and the events surrounding such behavior and will decide the most appropriate way of dealing with the situation. Parents will also be asked to share their ways of dealing with a child's difficult situations. Children will never be spanked, humiliated, or embarrassed.

## Incident Report

If your child is involved in a mishap that requires any type of attention or first aid, and we do not believe that parents need to be called, you will be notified through an incident report. You will be advised of what, when, and how it happened and what actions were taken. We will keep a daily record of your child's activities and behavior during the day and a copy will be left in your child's file.

Should an accident require emergency medical treatment, the parents will be contacted immediately, and if necessary 911 will be called. If neither parent can be reached, we will call the designated emergency contact person. When you sign your child's information sheet you are authorizing us to implement the plan described above.

## Emergency Preparedness and Response Plan

Should an emergency occur while the kids are at Rising Stars Day School, our Emergency Preparedness and Response Plan will be activated. Depending on the circumstance of the emergency, we will either evacuate immediately to a safe area outside the school building, take cover inside, or relocate the children to a different location. Emergency Preparedness and Response plan are posted in every classroom and located at the front office for your viewing pleasure.

## Child Abuse Reporting

At Rising Stars Day School, we are committed to safeguarding the well-being of all children under our care and this includes the time that the child is in their own home. We will not knowingly allow any form of sexual, physical, or emotional abuse of any child in our care at any time. If we notice a sign of abuse, we will alert both parents both verbally and in writing, along with a full description of the symptoms (bruising, sores, sudden extreme behavioral changes, etc.). Teachers are mandated reporters of suspected child abuse, so we will document the same information for ourselves and if necessary, as a last resort, alert the proper authorities. At first, this might seem like an invasion of privacy, but we cannot in good conscience turn a blind eye to abuse.



## Daily Activities

Age-appropriate activities will be scheduled to address the needs and interests of each individual child. Below are some examples of the areas we will focus on.

### **Cognitive Development:**

- Recognize objects and people
- Imitate actions of others
- Develop decision-making capabilities and problem-solving skills
- Develop language skills
- Develop skills such as matching, pairing and classification and understand concepts such size, shape and color.
- Enhance creativity

### **Social Development:**

- Acquire social skills
- Respect and cooperate with others
- Respect materials
- Appreciate and value differences



### **Emotional Development:**

- Be able to express feelings
- Develop a concept of self
- Develop self-control
- Develop positive self-image

### **Physical development:**

- Refine sensory abilities
- Develop muscle abilities
- Develop eye-hand coordination
- Refine listening skills
- Establish reading readiness skills



Thank you for the opportunity to work with you and care for your little one. We look forward to establishing a great partnership and becoming an important part of your child's early years.



# 2024-2025 Parent Handbook

## Acknowledgement

Please initial and sign the following acknowledgement:

\_\_\_\_\_ I, the undersigned, acknowledge that I have received a copy of the Parent Handbook for Rising Stars Day School.

\_\_\_\_\_ I have read and agree to comply with the policies contained in the Handbook governing the terms of the childcare contract and have been given an opportunity to ask questions about the content of the Handbook.

\_\_\_\_\_ I acknowledge that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook. In addition, I understand that the contents of the Parent Handbook are subject to change.

\_\_\_\_\_ I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for childcare service providers, or at the discretion of the school owner. Such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook and I understand that I will always be notified of any changes and will have 2 weeks of notice on anything that affects my child's routine.

\_\_\_\_\_ I acknowledge that anytime a change in policy is deemed necessary, I will be given two weeks' notice and a signature acknowledging the changes will be required.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date