

Rise & Shine Handbook

Rise & Shine Philosophy

At Rise and Shine we believe that the young child:

- ❖ Is a complex learner that progresses at a unique rate, has an individual learning style and possesses diverse abilities.
- ❖ Is capable and competent regardless of his/her background, experiences and abilities.
- ❖ Is a social being that learns through the development of relationships with peers and adults.
- ❖ Learn best in environments where the adult is respectful of the child, the family, the language, the culture, and the community.
- ❖ Is entitled to a learning environment that supports development of the whole child.
- ❖ Is entitled to opportunities to learn through active exploration based on prior knowledge and experiences including child-initiated, child-directed, and teacher-supported play.
- ❖ Develops a sense of empowerment by having many opportunities to make choices within the daily routines.
- ❖ Is best understood through observable behavioral change using observation, anecdotal record keeping, and a collection of the children's work.

SERVICES:

We serve children ages 3-5 for preschool. Care during breaks will be available depending on holidays. Summer care is available.

Rise & Shine Goals :

Activities will be designed to meet the Arizona State Early Learning Standards.

These include:

SOCIAL SKILLS STANDARD

- ❖ Self-awareness (recognition and expression of feelings)
- ❖ Social interactions with others (separation, cooperation)

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- ❖ Responsibility for self and others (self-control, respect)
- ❖ Approaches to learning (curiosity, initiative, persistence, creativity, problem-solving, confidence)

LANGUAGE STANDARD

- ❖ Oral language development (listening and understanding, speaking and communicating)
- ❖ Pre-reading process (print awareness, book handling skills, sounds and rhythms of spoken language, letter knowledge, vocabulary development)
- ❖ Pre-writing process (written expressions)

MATHEMATICS STANDARD

- ❖ Number sense & operations (number sense, numerical operations)
- ❖ Data analysis (collection and organization, data analysis)
- ❖ Patterns (patterns)
- ❖ Geometry and measurement (spatial relationships & geometry, measurement)
- ❖ Structure and logic (logic and reasoning)

SCIENCE STANDARD

- ❖ Inquiry (observations, questions, and hypotheses, investigation, analysis and conclusion, communication)

SOCIAL STUDIES STANDARD

- ❖ American history (research skills)
 - ❖ World history (contemporary world)
 - ❖ Civics and government (rights, responsibilities and roles of citizenship)
 - ❖ Geography (the world in spatial terms, family identity/human systems)
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- ❖ Economics (foundations of economics)

PHYSICAL DEVELOPMENT STANDARD

- ❖ Physical and motor development (gross motor and fine motor development)
- ❖ Health (personal health and hygiene)
- ❖ Safety (safety/injury prevention)

FINE ARTS STANDARD

- ❖ Visual art (creating art, art in context, art as inquiry)
- ❖ Music and Creative Movement (creating music, music and creative movement in context, music and creative movement as inquiry)
- ❖ Dramatic Play (creating dramatic play, dramatic play in context, dramatic play as inquiry)

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CURRICULUM

In order to provide children with the building blocks necessary for later school success, Rise & Shine preschool will utilize the OWL Curriculum. OWL Curriculum is a research-based program that helps teachers create rich environments for learning, interact with children in ways that promote development and learning, support children's pre-academic learning through play, encourage children's social competence, and develop strong home-school connections. Weekly newsletters will be available.

ASSESSMENT/PROGRESS MONITORING

Learning outcomes will be measured using the OWL Observation Checklist. This is an observation-based assessment system for children that includes ongoing assessing everyday classroom experiences in all areas of development, as well as more focused assessment tasks for predictors of school readiness in the areas of literacy and numeracy.

DAILY ROUTINE

The daily routine in our preschool includes large group, small group and individual instruction. Themes will be used to plan learning activities throughout the day and to intentionally determine materials and activities placed in learning centers. Our learning explores the classroom and outdoor setting, and includes free time play.

TRANSITION IN/OUT OF PRESCHOOL

It is our hope that parents and staff become partners in the learning and growing process of your child. We hold an open house prior to the first day of school to allow parents and children to become familiar with our preschool classroom, staff and other children. We also send home a child questionnaire which helps us to get to know your child as we head into the school year. At the end of the school year, generally the last few weeks of May, we will visit the kindergarten classrooms. We arrange visits to explore the dynamics of the class and participate in activities to help the children with the expectations and transition into kindergarten.

PARENT/TEACHER CONFERENCES

We like to share with you the progress your child is making. We will do this by holding an open house, informal chats at arrival and departure time, phone calls or notes and weekly newsletter. We hold two parent/teacher conferences per year; the first will be during the months of November and December and the second will be at the end of the school year during the months of April and May. We will also set up additional conferences throughout the year if family feels necessary.

ENROLLMENT INFORMATION

Before your child's first day at preschool, the following materials must be returned to us:

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- ADH's Form
- Birth Certificate
- Immunization Record Form
- Enrollment Contract

FEES

Tuition is based on student enrollment agreement (Full time, Part time) unless otherwise specified by parent. If a student is absent from school, they will still be charged the complete monthly rate. Exceptions will be made on an individual basis. Students that are utilizing after care will be billed the complete aftercare rate regardless of days in attendance.

8:00 - 3:30 - \$550

8:00 - 11:30 - \$350

8:00 - 5:00 - \$700

Tuition is due the 1st of every month. A \$10 late fee will be applied to late payments after the 5th of the month. There is a \$30 returned check fee. We do not prorate or have make-up days if your child is absent or when the school is closed for holidays, breaks, etc. We do follow the COCSD school calendar.

FINANCIAL AIDE

Rise & Shine preschool holds a contract with the Arizona Department of Economic Security Child Care subsidies. You can contact DES for further assistance at (602)542-1025.

HOURS OF OPERATION/LATE POLICY

Rise & Shine Preschool hours are part time 8:00-11:30 a.m. Full time 8:00 - 3:30 pm Full time + after care 8:00 - 5:00 pm Before-care is available beginning at 7:30, Preschool doors open at 7:30. Please have your child in the classroom at or before 8:00. Instructional time will begin promptly at the beginning of our day and it will make for a smoother transition and start time.

REFERRAL POLICY

If a parent or teacher is concerned about their child's development, they may be referred through Rise & Shine to Child Find, (Child Find makes monthly visits to the school's campus), or the family's physician. For behavioral issues, we will seek help through Smart Support.

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TRANSPORTATION

Rise & Shine does not provide transportation to and from school. Parents/guardians are responsible for transporting their child, which includes escorting child into the school to sign them in and out each day.

TERMINATION/WITHDRAWAL

Rise & Shine Preschool retains the right to terminate, at its discretion, the enrollment of a child. The purpose of the termination policy is to acknowledge that children develop at different rates, and some three and four year olds are not ready for the preschool setting. Reasons for termination include but are not limited to:

- Separation can cause some children to become emotionally upset for extended periods of time. This difficulty may disappear with maturity, and a child that re-enrolls in six months or a year may prove that they are ready. The preschool's staff may suggest helpful alternatives, including shortened days.
- Some children may display behaviors that pose a threat to themselves or others. For the protection of all, repeated aggression must be addressed. A meeting with parents or guardians will be scheduled. If unsafe behavior continues, staff will help families find assistance.
- Though we recognize that occasional accidents can occur, for some three and four year olds, toileting can be an issue. Due to licensing constraints, the Preschool is not an appropriate program for children who are not consistently using the toilet.
- The staff at our preschools will share the philosophy, policies, procedures, and curriculum with parents as they visit the school and through this handbook. It is our assumption then, that families are comfortable with our program when they enroll their child. However, if it becomes clear that parents have disagreements with the classroom that cannot be resolved, the staff will ask that the family seek a setting that is more compatible with their beliefs.
- Please see our Health & Safety Handbook for a further explanation of policies.
- Chronic Absenteeism.

CHRONIC ABSENTEEISM

Inconsistent attendance is one of the most significant barriers to your child receiving quality education and entering kindergarten ready to succeed. Punctuality is important. When your child is tardy he or she misses out on learning opportunities and may fall behind. Additionally, consistent tardiness is a distraction and may slow the progress of the entire class when it interrupts lessons and activities. Per program expectations, it is

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required that children receiving scholarships/grants be in attendance at least 85% of the time that they are scheduled each month. Students not receiving scholarships/grants are also expected to follow these guidelines and must pay tuition each month the child is enrolled regardless of attendance.

SUPPLIES

A complete change of clothing must be maintained at the school at all times. Items should be clearly marked with your child's name.

ATTIRE

We will play outside every day that the weather allows and preschool activities can be messy. Therefore, we suggest that you dress your child using the following guidelines:

- Clothing should be durable and comfortable, and appropriate for the weather.
- Clothing should allow your child to be independent in the bathroom.
- No flip flops, please.

RESTING

There will be a rest time every afternoon. Children will be asked to rest, but of course, will not be required to sleep. Just as children will not be required to sleep, we will not encourage them to stay awake. Your child's unique needs will determine whether or not he or she needs sleep.

COCSD preschool will provide resting mats. Parents will provide a small, light-weight blanket, to be stored in the classroom. We will ask that the blanket be taken home and laundered at the end of each week.

SNACKS/MEALS

A snack is provided in the morning preschool hours as well as in the afternoon during aftercare hours. Families must provide lunches and nutritious snacks for their child each day.

TOILETING

The preschool can only admit children that are toilet trained. Children will be encouraged to use the restrooms both at scheduled times throughout the day, and as needed. We do recognize that accidents happen and they will be treated with sensitivity. Children will be assisted in changing and cleaning up. Soiled clothing will be placed in plastic bags and placed inside the child's backpack and sent home at the end of the day, to be replaced by parents for the next day.

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If it becomes apparent to our staff that a child is not completely potty trained, we may work together to create a schedule that works better for the child, or choose to dis-enroll the child from the program if the problem is consistent.

A potty trained child is a child who:

- Is able to communicate to an adult that they need to go potty BEFORE they have to go.
- Is able to pull down their undergarments and pull them back up without assistance.
- Is able to wipe themselves clean after using the toilet.
- Is able to get on and off the potty by themselves (with use of a stool if needed.)

STORM CLOSING OR DELAYED OPENING

Preschool closings and delays will be determined by Rise & Shine

VISITING Preschool

Preschools will have an open door policy for parents. We do ask that you do not interrupt the classroom routine, and encourage your child to continue participating in activities and following classroom rules.

EMERGENCY PROCEDURES

In an emergency situation, parents or guardians will be notified. If they cannot be contacted, we will call the next person on the emergency information form. IT IS THE RESPONSIBILITY OF THE PARENT TO KEEP EMERGENCY FORM UP TO DATE.

If a situation requires more than simple first aide, 911 will be called before parents are contacted.

All accidents will be recorded and reported.

ILLNESS

Please do not bring your child to school if he or she is ill. Preschool staff members will use their own discretion in determining if a child should be excluded because of an illness.

A child that becomes ill during the day will be assessed by staff. Parents will be notified and asked to pick up the child as soon as possible. IF THE PARENT CANNOT BE REACHED, WE WILL CALL THE EMERGENCY CONTACT, who must be someone

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willing to care for your child and has transportation to and from the school.

Symptoms calling for exclusion include:

- ❖ A fever of 100 degrees F or higher.
- ❖ Diarrhea
- ❖ Vomiting
- ❖ A draining rash or sore
- ❖ Eye discharge or pinkeye
- ❖ Lice or nits
- ❖ Extreme fatigue

MEDICATIONS

Medications (over the counter or prescription) will be administered by the staff under the following circumstances only:

Written consent of the parent (including topical creams, and sunscreen)

Medications in their original container with the child's name, the date the prescription was filled, and any expiration date.

Medications will be kept in the school health office of the school health aide. Unused medications will be returned to parents.

BEHAVIOR MANAGEMENT/GUIDANCE

Children, at times, experience what is considered inappropriate behavior in group situations. The preschools will uphold state standards of behavior management.

We will attempt to teach expected behavior through modeling, positive reinforcement, and logical consequences. We will do so by having realistic expectations of children. Setting clear but simple limits to meet their understanding. We will create an environment that encourages harmony and helps prevent inappropriate behavior.

HEALTH & SAFETY POLICIES AND PROCEDURES

We have established an extensive handbook based on best practices through the guidance of First Things First and Arizona Department of Health requirements. The handbook is available for parents, staff and visitors to review.

EMPOWER PROGRAM

Our facility is currently enrolled in The Empower Program through Arizona Department of Health Child Care Licensing. This is a voluntary program for licensed facilities to practice and teach children and their families to live healthy lives.

The Empower Program implements 10 Empower Standards supporting healthy foods, physical activity, preventing exposure to tobacco and second hand smoke, supporting

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sun safety and promoting healthy oral health practices so children can develop a healthy foundation for optimal growth and development.

ADMISSION AND RELEASE REQUIREMENTS:

Each student will need to be signed in and out each day by a guardian or somebody on the contact list. Monthly time sheets will be printed and require a signature stating the times are accurate.

FIELD TRIP REQUIREMENTS AND PROCEDURES

If our preschool has a planned activity outside of our licensed areas, a permission slip must be signed by guardian. Staff will always have student's emergency cards on hand. If we will travel off campus, it will be either by walking or taking public school transportation. This will be stated on permission slip along with destination and other important information. Students are not required to participate in field trips and will stay at the campus with a staff member for the time being.

LIABILITY INSURANCE

Our preschool carries the liability insurance that is required by DHS.

DHS INSPECTION REPORTS

All up to date DHS inspection reports are kept on site and in the director's office.

PESTICIDES

Pesticide application will take place at our center. Pesticide spray notice will be posted 48 hours prior to application. Chemical information will be available for review within the director's office.

OUR PROGRAM IS LICENSED AND REGULATED BY DHS:

150 N 18th Ave. Suite 400. Phoenix AZ, 85007

(602) 364-2539

Welcome to Rise & Shine Preschool! We hope this handbook has provided you with information and guidance to help you throughout this special time with your preschooler. We are very excited for the school year filled with fun, learning and growing healthy.

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