

SonShine
Child Care Center

PARENT HANDBOOK

A ministry of
Community Covenant Church
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Program Introduction

Nursery I, II, III
Toddler Rooms
Pre-Kindergarten
Before & After School

School Policy

SonShine Child Care Center is an outreach of Community Covenant Church and is overseen by the Church Board. We are a Christian caring center which teaches the Bible, Old and New Testaments, as the Word of God.

The school is open on a first come basis (with preference given to parents who need full-time child care), regardless of race, color, nationality, creed or religion, to any child who might benefit from our type of program.

The Director supervises teachers, aides and staff in the Center's operations.

Objectives:

To enhance each child's total growth by ...

- Helping the child to understand that God loves them and has a place for them in His Kingdom
- Developing a sense of trust in peers and adults
- Assisting in the development of learning skills
- Developing emotional, moral, and cultural training in accordance with God's Word in a loving Christian atmosphere
- Being administrators of discipline and instruction, firmly but with great love for the purpose of teaching
- Helping each child develop into a whole person --- body, soul and spirit --- so they might embrace life on all levels

Mission Statement

SonShine Child Care is a ministry of Community Covenant Church. The church's mission statement is "To celebrate the Lordship of Jesus Christ by loving God and loving our neighbors." SonShine Child Care provides a practical way for Community Covenant Church to express God's love for our neighbors by providing excellent, loving child care for families with children.

We want the SonShine Child Care Center to be a place for the peace of God's presence so that staff and children may thrive in an atmosphere of caring and respect. We want the light and love of God's **Son**, our Lord Jesus, to **shine** on the lives of the children at SonShine and their families.

In an age-appropriate fashion, children will take part in chapel services, sing songs of the love of Jesus, and learn the classic Bible stories from both the Old and New Testaments. These Bible stories not only provide the underpinnings of a healthy spiritual life, but also are still part of the vocabulary of what our culture deems meaningful for human existence. We want the children at SonShine to realize that God loves them and that they are important to Him.

Program Information

Hours of operation

- Monday through Friday
- 6:30 a.m. to 5:30 p.m.
- Open year-round

Days closed:

- New Year's Day
- President's Day (staff in-service training)
- Good Friday
- Memorial Day
- Independence Day
- Friday before Labor Day (staff in-service training)
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day closed at 3 p.m.
- Christmas Day

Weekend Holidays

When Christmas falls on a weekend, the SonShine holiday will be the following Monday. If Christmas falls on Tuesday, SonShine will be closed the preceding Monday. If it falls on Thursday, SonShine will be closed the following Friday.

Storm and Electricity Closings

Upon occasion we are forced to close due to dangerous weather conditions. Also, on any occasion when the electricity is interrupted we are not allowed to open according to the OCFS regulations. Closings are announced over the local TV news stations.

Fees and SonShine Holidays

SonShine Child Care Center is closed only 13/14 days during the year. In the computation of year-round weekly charges, the fact that your child will not be present on these holidays is averaged in. Therefore, the weekly fee is the same every week, whether or not the week contains a holiday. For example, the fee would be the same for a "normal" week as it would be for Thanksgiving week, when the school is closed on Thursday and Friday.

Enrollments

In filling available slots in each room, we will give preference to children enrolling full time. However, once a child is enrolled, his/her spot is secure, whether full or part time.

Multiple Enrollments

Having to enroll more than one child in childcare can be a financial challenge for many. Therefore, SonShine offers a 10% discount for second and third children within the same family provided:

- One child is enrolled FULL TIME (26 or more hours per week); and
- The discount is to be taken from the tuition of the oldest child or children.

Overtime Charges

SonShine is open from 6:30 a.m. until 5:30 p.m. If your child is not picked up by an appointed time set by the parents in your Fee Agreement, there will be a late charge for every fifteen minutes or portion thereof. This charge will be added to your weekly bill and is stated on your current Fee Agreement.

Daily Schedules

Infants

There are five infant rooms at SonShine, two of which are for napping. The rooms are designated as Nursery I (youngest infants), Nursery II, and Nursery III (our oldest infants). Nursery I children sleep in their room and Nursery II and Nursery III have their own nap room.

Nursery I infants need to be on their own schedule and we adjust our care to their needs. As infants grow, their need for naps will decline. In Nursery II, the children begin to develop a daily schedule that include two naps, mid-morning and early afternoon. They will outgrow their need for a second nap sometime while in Nursery II into Nursery III, at which time they will nap once after lunch.

A typical schedule includes meals - bottle feeding or breakfast, lunch, and snacks, free play and naps. Free play may include indoor or outdoor buggy rides, nursery playground time, blowing bubbles, music, reading books, picture cards, one-on-one interaction with teachers, and learning cooperative play with friends.

Diapers are changed as children become soiled. As infants grow older, they are checked for soiled diapers regularly, always when children wake up and before going home.

Nursery II through Pre-K

6:30 – 8:00	Greet children and parents
8:00 - 8:30	Breakfast
8:30 – 9:30	Free play* and morning snack for those who need it
9:30 – 10:00	Nursery II – nap
	Nursery III – morning snack
	Toddlers – free play
	3 years and up – circle time
10:00	Snack for those who need it
10:00 – 11:30	Free play*
11:30 – 12:00	Lunch
12:30 – 1:00	Nursery II – free play
12:30 – 3:00	Nursery III – nap and or quiet time
	Free play* upon awakening

	Toddlers – nap and or quiet time
	Pre-K – nap and or quiet time
2:30 – 4:00	Nursery II nap and or quiet time
3:00	Snack
3:30 – 5:30	Free play*

* Free play includes developmentally appropriate activities both indoors and outdoors.

Activities

SonShine Child Care Center has a wide range of activity areas for the children to enjoy. There are separate playgrounds designated for infants, toddlers and pre-K (children from 3 – 5 years). The gym is used for children beginning in Nursery III and the “bike room” (a long carpeted hallway below the reception area) is used for gross motor skills for toddlers and older. The auditorium is used for the annual Christmas Program and special events.

Teachers provide developmentally appropriate activities for the children. Some activities will be teacher directed while others need to be child directed. There are special activities for parents to elect that are in addition to SonShine’s tuition fees – dance (3 years old and up), piano (4 years old and up), and Happy Feet (2 ½ years old and up) at selected times.

Chapel

Children ages two years and up will have chapel twice a week. During this time they will learn Bible stories, sing songs, and have activities relating to the bible.

Field trips

Field trips are planned for children after they turn three years old. There is a fee for these trips due to the cost of chartered bus transportation and entrance fees.

Arrival and Departures

Arrival

Upon arrival, your child will be signed in by the caregiver on the attendance sheet. At that time he or she will perform a health check and ask you about any apparent injuries or illnesses observed. A sleeping child cannot be received into our care until he or she is awake.

Children need their parent/guardian to say goodbye and be reassured they will return later. Should you come before your child's scheduled time you may be required to wait until we have adequate staffing before we can receive your child into care.

SonShine maintains a **No Idling Policy** for vehicles in our parking lot. We need to keep our parking lot free from polluted air.

No child may be left unattended in a vehicle upon drop off or pick-up.

Departure

A child must be awake when returned to your care. When your child is picked up, you must make visual and or verbal contact with the caregiver who will then sign your child out. You may authorize people to pick your child up from childcare. We must have the name, phone number and address of any of your authorized pick-up people on file. No one will be allowed to pick up a child without proper identification shown to the receptionist.

The Police Department and Office of Children and Family Services will be notified if a child is not picked up after we have notified the authorized pick up persons.

Authorization to pick up

No child will be released to a person not authorized by a parent to pick up the child. We must have written authorization to release your child to someone other than those people designated on the application form. **This form must be kept up to date** and it is the responsibility of the parent to notify the center of any changes in the address or phone numbers for persons authorized to pick up their child.

Meals

SonShine Child Care Center is a nut free facility! Please do not bring any products or foods prepared in a facility that processes nuts.

SonShine Child Care Center provides breakfast, lunch and afternoon snack. We serve family style as soon as it is age appropriate, encouraging the children in their table manners and meal-time conversational skills.

SonShine Child Care Center participates in the CACFP (Child and Adult Care Food Program) program. Meals and snacks follow CACFP recommendations which provide for healthy meal components. Parents may opt out of SonShine's meals for religious and cultural purposes as well as for children with allergies, by providing their own healthy meals. A Special Diet Statement is required when an infant's meals do not meet the CACFP infant guidelines. This Special Diet Statement must be signed by a physician, physician's assistant, certified nurse practitioner, registered dietitian, licensed nutritionist or chiropractor.

CACFP Non-Discrimination Policy

"The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.

"If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail

at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 845-6136 (Spanish).

Health Care Policies

Child Health Policies

Families must provide a current physical and immunization record, and proof of lead screening signed and dated by the physician or physician's assistant before being admitted to child care. Any family who does not submit proof of lead screening will be given a lead screening pamphlet and referred to their physician. SonShine's nurse reviews immunization records on a yearly basis and contacts the parent of children who are not up-to-date.

Children with special needs will have an individual health care plan developed for them in conjunction with their parent and/or health care provider.

Sick Child Policy

Children who develop symptoms of illness while at the center will be monitored by the teacher in charge. The child will need to be picked up if they exhibit signs of a possible contagious disease (sore throat, fever of 101 or greater, rash, diarrhea, or vomiting). A sick child will be kept quiet and separated from the group. Any child who is unable to participate in regular indoor and outdoor classroom activities will need to be picked up.

Medications

Medications may only be given by NYS MAT trained staff.

All *prescription medications* given to children require the following information on NYS OCFS approved forms:

- A written and signed statement from the child's physician giving the correct dosage, time of dosage, start and end dates of medication, possible side-effects and/or special instructions.
- Documented parent/guardian consent and instructions.
- All medications will be given from original containers only.
- SonShine will maintain NYS approved written documentation for each medication dispensed including date, time, amount of dosage and the administrator's name.
- Whenever a medication does not control or help the child within one hour, the parent will be called to remove the child.

Over-the-Counter medications may only be given with written consent by the child's physician. SonShine's OTC form must be filled out completely, including the physician's signature and date.

- Documented parent/guardian consent must be obtained before administering OTC medications.
- SonShine will maintain written documentation for each OTC medication dispensed.
- OTC forms should be reviewed every six months by your physician.

All prescription medication must be in the original container and labeled with the child's complete name. All over-the-counter medication must be in the original container and labeled with the child's complete name and expiration date.

Infection Control

Children who are cared for in close contact with other children are susceptible to acquiring germs and communicable diseases from others. SonShine Child Care Center staff is diligent in their personal hygiene procedures and help teach our children personal hygiene. Staff and children's hands are washed when soiled, after toileting, before and after food handling or eating, after contact with bodily fluids or secretions, and after coming in from outdoors.

Infants will be kept clean and comfortable at all times while at the center. Equipment and toys that are frequently used or touched by the children on a daily basis will be cleaned and disinfected with a bleach and water solution when soiled and at least once weekly.

Daily Health Checks

Every child will be observed for a health check when received into care. A sleeping child will be awakened upon arrival before being accepted into our care. Parents will be asked about any observable injuries or health concerns by the caregiver to document on the daily health log.

Program Responsibilities

Admission and Dis-enrollment

Admission

Once you have chosen SonShine Child Care, a non-refundable deposit must be given to hold your child's spot. All children who are admitted are accepted on a trial basis to see if we are a good fit for them and they fit into our program. Preference will be given to full-time enrollments for filling spots.

The following documents must be completed and submitted before a child can be admitted into the program:

- NYS Blue Card providing parent/guardian information
- Authorized pick up form
- Physical Examination form indicating you child may participate in a childcare program
- Immunization record
- Photo publication authorization or non-authorization form
- Signed CACFP paperwork
- Fee Agreement
- Over-the-Counter permission form.

Infant to toilet stage

Due to the special care for these age groups, we ask that you provide a blanket, diapers, toiletries, special creams, change of clothing, formula or drink, baby food, bibs and other personal items for good healthy care.

Except for security objects that are needed in the beginning to help ease your child's transition from home to SonShine, we ask that you leave your child's toys at home. This is especially true of toy guns that tend to cause a disturbance.

What to wear to school

SonShine Child Care Center is not responsible for lost or stolen items. Provide comfortable, washable clothing for your children that can become messed up with play and art materials. Adequate outerwear should be provided for outdoor play, including winter wear. Foot-wear needs to be comfortable, safe and comfortable for your child's protection while at play.

Mark everything!

Dis-enrollment

We require a two-week notice for children's dis-enrollment.

Dis-enrollment of children's care by SonShine Child Care Center may result from the following: Failure to make tuition payments; false information given by parents; consistently being late for pick up or picking up children after 5:30 p.m.; prolonged illness of a child or provider; or children's behavior that is harmful to self or others.

Health and Illness

SonShine Child Care Center can accommodate well children and those who are mildly ill, not contagious, and able to participate in the regular program including going outdoors.

Any child sent home with a temperature of 101 or greater, seen by a doctor and placed on an antibiotic must remain home for at least an entire 24-hour period. An individual is considered contagious before this point and cannot return to the center prior to this time. When a child is sent home for a non-contagious illness, such as an ear infection, that child MUST remain home for an entire 24-hour period before returning to the classroom setting. It is the policy of this center to allow a child adequate time for rest to ensure that child's ability for full participation in the program.

An ill child must be picked up within one hour after receiving a phone call from SonShine. When your child is ill or will not be attending SonShine for any reason, please phone the office and report the absence by 7:30 a.m.

Return to childcare after an illness: A child who has been sent home due to illness may return to childcare after an entire 24-hour absence. Please keep your child home if he or she has any of the following:

- A fever of 101 degrees or higher
- A heavy nasal discharge
- A constant hard cough.
- Symptoms of possible communicable disease, including noticeable rash.
- Vomiting.
- Diarrhea three times at child care. Your child must remain home until there are no more symptoms of diarrhea for a 24-hour period.

Children's illnesses will be kept confidential by the staff.

Notifications

REENROLLMENT FEES FOR SUMMER VACATION AND MATERNITY LEAVE

In order to ensure your child's continued enrollment, a reenrollment fee will be charged for summer vacation or maternity leave.

Withdrawal

A two-week notice is required prior to withdrawal.

Change in Supervision

SonShine will give parents notification if there is a permanent change in supervision in your child's room when possible.

Move-up

SonShine will notify you two weeks prior to your child moving up into their next classroom. The children will be given opportunity to "visit" their new classroom prior to moving up to become comfortable in their new room.

Off-Campus events

Occasionally children will take walks off campus with their class. Written permission slips with emergency contact information must be completed for any off-campus event.

Field Trips

Permission slips are required for field trips indicating emergency contact information for parents or guardians. SonShine Child Care Center charts buses from established companies for field trips.

Serious injury or accidents

Any child who requires immediate, life-threatening emergency care will be attended to through 911 Emergency Medical Services. Parents will be immediately notified. Should a child have a breathing emergency, a staff member will attend to the child until EMS arrives. The other children will be removed from the room and attended to by staff during the emergency.

Classroom Contagious Illnesses

Notification will be made in classrooms where children have contagious illnesses (measles, strep throat, lice, etc.).

Rate Changes

Parents will be notified with any rate changes.

Year-End Tuition Statement

SonShine Child Care Center will provide parents with an end of year tuition statement upon request.

Monitoring Camera

SonShine Child Care Center has a monitor at the main entrance to observe anyone who intends to enter the center.

Relocation Site

Should a catastrophic event occur that requires us to relocate our children, arrangements have been made to evacuate to the Manlius Senior Center located beside the Manlius Library. All contact information will go with the caregivers and a sign will be placed on the entrance doors to SonShine indicating we have relocated to our “shelter-in-place site”. The sign will not give an address for our relocation for safety purposes (we do not want non-parents or guardians to try to take advantage of our children during any confusion in relocating).

Handbook revisions

Revisions to this handbook and will be given to parents as they are made.

Behavior Management

SonShine Child Care Center staff will endeavor to help children develop self-control and learn acceptable forms of social behavior. Teachers will help the children talk through situations or conflict as age appropriate. When possible, the teacher gives the child or children ideas of how they could resolve their conflict. It is often appropriate to model acceptable resolving techniques or behaviors to better help the children understand what they could do.

SonShine Child Care Center expects children to maintain or regain self-control, treat others with respect and use appropriate manners while at the center. A child who does not employ self-control and repeatedly causes harm to themselves or others will not be allowed to remain at SonShine.

When there is a disruptive child at the center, the teachers will move the other children to a safe place. An administrator will be called to remove the disruptive child and care for him or her until the parent arrives.

School Readiness

SonShine Child Care Center provides age appropriate activities for children in our care within a nurturing environment. Our goal is to meet your child's social, emotional, spiritual and academic needs.

"Play is the highest form of research." Albert Einstein

Studies shows that "play" is one of the most important elements for learning in young children and we see that in practice at SonShine.

As our children mature and develop new skills we provide an environment for continued growth and learning. Teachers begin using a formal curriculum with our three year old children. That curriculum changes in the four year old room, providing more structured learning times while still engaging in play. The "Pre-K" four/five year old curriculum addresses the 5 essential domains of school readiness identified by the National Education Goals Panel as follows:

- Language & Literacy
- Cognition & General Knowledge

- Physical Development & Health
- Social & Emotional Development
- Approaches to Learning

Custody Visitation & Court Orders

SonShine Child Care Center maintains a policy of non-discrimination against children of divorced, separated, unmarried or same sex parents. The following is a brief summary of these policies:

- The enrolling parent is required to list the names of both parents.
- A certified copy of an Order of Visitation or Custody must be on file.
- A child may not be removed from the center by a non-custodial visiting parent or grandparent.
- We regard our center as “neutral territory” and will make every effort to keep issues of dispute away from the child. We will not meet with an attorney of either parent during a dispute.
- We require documentation of any issue of dispute regarding the paternity of a child.
- Unless there is a court order, both parents will have equal visitation and removal rights.

Parent Responsibilities

Enrollment

Parents must complete the entire enrollment packet and submit the forms to SonShine Child Care Center before your child may begin childcare. Every child must be supplied with adequate amounts of diapers and wipes for infants, adequate changes of clothing for all ages, sunscreen, a crib or cot sheet (that will be taken home at the end of each week for laundering), safe footwear and adequate outdoor wear. Occasionally a teacher may request additional supplies be furnished for a project.

Early Arrival & Late Pick-Up

Your agreement with SonShine Child Care Center regarding your need for childcare forms the basis of our commitments to staff. An unexpected early drop-off could result in you having to wait for staff to arrive before we can receive your child. A late pick up (later than the agreed upon time on the Fee Agreement), may result in added fees. A late pick-up after 5:30 will result in late fees. Consistently picking up your child after 5:30 could result in dis-enrollment.

Payment

Registration Fee

To secure the next available spot on a waiting list, you must place a non-refundable Registration Fee. Once the spot is open, you will have first choice for placement in that room. However, the spot will be given to another child if you do not choose to fill it at that time.

Fee Agreement

Your **Fee Agreement** has your weekly tuition or hourly rate on it. This is the amount you should pay weekly in addition to any late fees. You will not receive a bill for childcare. Payments are the responsibility of parent or guardians and are due on the first day of your child's week. **A delinquent account of two weeks or more will result in termination of services.** We accept cash or checks made out to SonShine Child Care. A receipt will always be given for cash payments and upon request for checks.

When a child is taken out for an extended period of time (except during summer vacation and maternity leave) and another family requests your spot you will be given the opportunity to return at that time or forfeit your spot.

Returned Checks

The bank charges a non-sufficient funds fee to SonShine for each check that is returned and we pass those fees on to the parent.

Contact Information

Operations – Director

Registration – Assistant Director

Childcare times and changes – Assistant Director

Tuition Accounts – Tuition Manager

Vacation Requests - Receptionist

Receipts - Receptionist

Office of Children and Family Services

Accessing Regulations:

SonShine Child Care Center is regulated by the Office of Children and Family Services. This is the regulatory body that issues regulations all family child care centers, small child care centers, and large day care centers must abide by. A copy of those regulations can be viewed at the Reception Desk, in the offices of the administration and director. The regulations can also be found at the website of the Office of Children and Family Services as well as at Child Care Solutions, Syracuse.

Procedures if a parent suspects abuse/maltreatment of the program

Every classroom has the phone number of the Office of Children and Family Services and the Child Abuse Hotline for you to call if you suspect a staff person of abuse or maltreatment of a child in care. The booklet I Said No can be obtained from the administration for any parent who would like a copy.

Should an allegation arise regarding a staff member who may have abused or maltreated a child, that staff person will immediately be placed on suspension until there is a finding in the case. The caregiver will be terminated if the allegation is found to be true.

Contact Information:

- Office of Children and Family services
The Division of Child Care Services
The Atrium
100 S. Salina St., Suite 350
Syracuse, NY 13202
- Phone (315) 423-1202
- Licensors are assigned by OCFS – call to find the name of the current licensor
- Hotline for non-mandated reporters – (800) 342-3720

If you believe a child is immediate danger call **911** or the local police department.