



**SUNRISE SMART START EARLY
LEARNING CENTER, LLC**

PARENT HANDBOOK

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Welcome/Philosophy

Welcome to Sunrise Smart Start Early Learning Center. This handbook has been created so that there are no misunderstandings, and so that everyone is aware of the requirements of Sunrise Smart Start Early Learning Center, 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.

Sunrise Smart Start Early Learning Center 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.

We want to help your child increase their confidence, and self-esteem by treating them as unique individuals, and allowing them to express themselves in a variety of facets. We strive to make your child's time at daycare 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 encourage parental involvement in our programming and care activities. Our objective is to care for your child the same way you would.

In programming activities for the children, we follow the Michigan

Early Childhood Education Curriculum Framework, which follows a play-based learning philosophy.

We develop activities centered on stories, songs, math, fine and gross motor skills, circle time, science, music, theatre and 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.

Admission Requirements/Care Schedule

The Programs are open to all children from birth through 12 years of age. Children may attend on a full-time or part-time basis. On admission, Parent will be required to establish a set weekly schedule for care. Additional care or schedule changes will be accepted on a space available basis. A two-week written notice should be provided in order to make a schedule change.

Typical Activities

Group Play: Singing, dancing, play acting, games, reading, listening to tapes (story and music), circle time.
Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, duplos/legos, play sets, Household toys, pull/push toys, art materials, and may watch limited television or video tapes.
Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards.

Hours of Operation

Hours of operation are 6 am to 6 pm, Monday through Friday. We will be closed on Christmas Eve/Day, New Year's Eve/Day, Labor Day, Thanksgiving, MLK Day, July 4th, Memorial Day, and Juneteenth.

Please see our school calendar for the exact list and dates of school closures.

Late pick-up policy:

If you are late picking up (after closing time) your child, you will be charged a late fee of \$1 per minute late (for example, \$12 if the child is picked up at 6:12) except in emergency situations. This late fee must be paid in cash to the staff on duty upon pick-up of your child, or on the next business day, but no later than Friday of the week that the late fee was incurred. Once you are aware that you are going to be late, please either call the Center or send a direct message to your child's teacher through the Brightwheel App informing them that you are going to be late, and always give an estimate of the time that you believe that you will arrive.

If a child remains at the day care past 6:00 p.m. and Parent has not called to notify the Provider that he or she will be late, Provider will attempt to contact persons listed on the child information card to pick up the child. If Provider is not able to arrange for an authorized person to pick the child up by 6:15 p.m., Provider will contact the police department for further instructions.

Provider reserves the right to terminate the agreement where Parent is excessively late in picking up the child.

Controlling Infection

Sick Children - Please do not send a sick child to the program. Not only is it better for the child's emotional and physical well-being to

remain at home but a contagious child can affect the health of everyone in the program. If a child becomes ill while in the program, he/she will be isolated from the other children. A family member or designated adult will be contacted to pick up the child.

The following should be helpful in deciding when it is appropriate for your child to attend the program before, during and after an illness. These policies were written with the health of everyone in mind.

Change in behavior: If this is the only symptom, send your child to the program, but be prepared to be notified if your child has developed other symptoms and needs to be picked up.

Fever: If your child's fever is higher than 100.3 degrees orally then he/she should not attend the program until 24 hours after the temperature has remained normal (without fever reducing medication) and the child feels well.

Upper respiratory disturbances: A child with a simple cold may attend the program only if he/she is fully able to participate in the daily regimen of the program. If he/she is lethargic, please keep him/her at home.

Gastrointestinal disturbances: If your child vomits or has diarrhea he/she should stay at home and may return after 24 hours of no vomiting or diarrhea.

Pain: A child who is in pain cannot be comfortable or adequately cared for in a child care setting; therefore, the child should stay at home until the pain has been investigated and the child feels well enough to return and fully participate in the normal routine.

Rash: If your child has any rash it must be identified by a physician. Your child can return upon documentation from a physician.

If your child has a minor illness or has one of the above six symptoms and you are unsure about sending your child to the program, please call the director. If your child will be absent because of any of the above illnesses, please call the director. The staff will post a sign near the door to alert parents about any contagious diseases. To ensure confidentiality no names will be posted.

Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.

Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated.

Tuberculosis, until a health care provider or health official states that the child can attend child care.

Impetigo, until 24 hours after treatment has been initiated.

Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.

Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted.

Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return.

Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return.

Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return.

Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return.

Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return.

Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.

Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

Any of the following communicable diseases must be also be reported to the division of public health:

RESPIRATORY GASTRO-INTESTINAL
Diphtheria
German Measles
Hemophilus Influenza Disease
Measles (rubeola)
Bacterial (spinal) Meningitis
Mumps
Pertussis (whooping cough)
Rubella
Tuberculosis Giardiasis
Hepatitis A
Salmonellosis
Shigellosis

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare.

FEES

Registration Fee.

Upon enrollment, Parent is required to submit a nonrefundable, annual registration fee of \$75.00. This registration fee may not be used to offset childcare fees.

Enrollment Fee.

An enrollment fee equal to the amount of your child's first week of care is due upon admission to the program. This enrollment fee is non-refundable and used to secure the child's placement in the Program and is applied to the first week of childcare.

Childcare Fee Schedule.

Infants (6 weeks-1year)	Full-time \$220.00/week	Part-time \$160.00 (3 days or less)
Toddler (1 year- 3years)	\$200.00/week	Part-time \$140 (3 days or less)
Preschool (3 years – 4 years)	Full-time \$195.00/week	Part-time \$130.00 (3 days or less)
Preschool (4 years-kindergarten)	Full-time \$190/week	Part-time \$120.00 (3 days or less)
Both Before/After School Care (weekly)	(Mon-Friday) \$130.00/week	(6am to 8pm) (3pm to 6pm)

Childcare fees listed above include daily breakfast, lunch, dinner and snacks. No adjustments will be made where Parent elects to provide the child's food from home.

Fee Changes

Provider expressly reserves the right to change the childcare fee schedule or other fees, (i.e. late pick up fee) upon thirty days' written notice to Parent.

No Fee Adjustment for Absences

The full fixed rate as listed above is due regardless of absences, including sick days and personal days, except for one-week (5 days) vacation per family. Please give advance notice of family vacations at least 2 to 3 weeks in advance. Advance notice helps the center to properly schedule our food service, teacher coverage and financial responsibilities.

Child Vacation/Absences

Families enrolled in our program for fulltime year-round care are allowed one week (5 days) of “free” vacation time per year, meaning that no childcare fees will be assessed, during that week,

Except for the one-week (5 days) vacation time, Parent is required to pay for all time which the child is regularly scheduled to attend the program, regardless of whether the child actually did attend. This policy includes days missed for illness, funerals, doctor appointments, or any other reason.

The one-week vacation time may be taken all at once or may be broken into individual days. The Center needs to receive two weeks written notice of vacation time being used and how many days you plan to use.

Due Dates for Fees

Childcare fees must be paid in full on the Friday before attendance of the week in which services are rendered, or first thing Monday morning before child will be accepted into the classroom.

A failure to pay childcare fees when due will result in late payment penalties and/or possible removal from program.

Types of Payment Accepted

Parents may pay childcare fees with a check, money order, cash, Visa or Mastercard debit or credit.

When a check is returned to the provider for any reason, the provider will issue a written demand to the parent for immediate payment of the check, plus a processing fee of \$35.00.

If the full amount of the check is paid within 7 days (excluding weekends and holidays) after the date the demand for payment was mailed, Parent will pay the full amount of the check plus a processing fee of \$25.00.

Following a dishonored check, all payments must be made by a certified check, money order, or in cash.

Late Payment Procedures

A \$25.00 fee will be charged for any payments not received by the designated time. If payment is not received on the day of care immediately following the due date, admission will be denied until full payment, including the late payment fee, is made.

The child's space in the program will not be held and may be given to another family during this time.

Business Interruption

The childcare program may also be closed due to loss of electricity, fire damage, communicable disease outbreaks, extreme weather events, and other unforeseen events, etc. These closures will be communicated via our daily records app, Brightwheel, as soon as we are aware of the closure.

Snow days will be determined by the discretion of the Director based on estimated snowfall and in concordance with Oak Park School District.

Parent agrees to arrange alternate emergency childcare for these situations. In the event the childcare program is closed for more than one consecutive business day, the Parent is relieved of any financial obligation to pay for those days if more than one business days.

Parent further agrees to resume use of the childcare program as soon as it resumes operation.

Department of Health and Human Services Assistance

Parents who receive assistance from the Department of Health and Human Services are responsible for payment of all fees not paid by the DHS.

DHHS Co-payments

Co-payments help contribute to our cost of paying for your child's curriculum materials and other incidental costs that arise from the care of your child.

The weekly co-payment is \$25.00. All Co-payments are required to be paid by each FIA/DHHS recipient. Non-payment of Co-pays are grounds for termination of your child's enrollment.

Co-payments are due at the beginning of the week, every Monday. If payment is not received by the end of the day on Monday, your child cannot be admitted to the classroom the following day. Co-pays can be paid bi-weekly if desired.

Parent Notification Plan (accidents, injuries, incidents, illnesses)

Parents will be notified when the center observes changes in the child's health, child experiences accidents, injuries, incidents, or when a child becomes ill.

Each of the follow notifications will occur; Accident, injury, or incident – parents will receive a written report that includes the time, date, nature of the incident/accident, and first aid or action taken.

Staff will discuss with the parent at pick up; and parents along with staff will sign the report.

Accident, injury, or incident (serious) – parents will receive a phone call as well as the written report discussing the accident, injury, or incident.

Parents will automatically receive a phone call if the injury occurs above the shoulders in addition to the written report.

Illness – parents will receive a phone call if a child becomes ill. The parent will be required to pick up the child within one hour of the notification.

Exclusion Policy for child illnesses

Provider will report to Parent any accidents, suspected illnesses, or other changes observed in the health of a child.

Provider will notify Parent where the child is exposed to a communicable disease while in care, so that Parent may monitor the child for symptoms.

Where a child becomes ill while at the program, Provider and/or staff will comfortably isolate the child in an area where the child can be supervised and will immediately contact Parent, who will be required to pick the child up within one hour of notification.

If a staff member becomes sick he or she will be immediately sent home. Bedding, toys, utensils, toilet, and lavatory used by an ill individual shall be appropriately cleaned before being used by another child.

Emergency Medical Care

The Parent gives permission to the Provider to call 911 in the event of a serious emergency. Any costs or charges incurred for 911 emergencies are the sole responsibility of the Parent. The Parent will be notified immediately in case of an emergency.

Medication Policy

When a parent requests that the center administer medication, the following provisions shall apply:

Medication, including prescription drugs or individual special medical procedures, will be given or applied only with prior written permission from Parent. Prescription medication must have the original pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given in accordance with those instructions.

Provider will not honor any instruction from a parent which contradicts the instructions of the physician (for prescription drugs) or the instructions on the label or from the pharmacy (for over the counter drugs).

b. Provider/caregiver will maintain a record as to the time and the amount of any medication given or applied.

c. The medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. The Provider/caregiver will keep the medication out of the reach of children and will return the medication to Parent or destroy it when no longer needed.

d. The Provider will not administer any over-the-counter medicines that, in the sole discretion of the Provider, may mask symptoms of illness.

Toilet Training

It is best to have consistency between the home and center to allow the child to be successful. The staff will discuss this issue with parents as their child approaches readiness for toilet learning.

A child may begin toilet learning when: The child shows some interest at home and/or at the center. The child can retain bowel

movements and urination for short periods. The child is willing to sit on the toilet. The child understands what is expected of him/her.

Toilet Learning Procedure:

Put child on the toilet at routine times-cues taken from the child and/or center's schedule.

Put child on the toilet at the child's request.

No toys in the bathroom while the child is on the toilet.

Rewards are immediate and may be hugs, cheers, or praise.

Be CONSISTENT.

Present a relaxed attitude. Remember, learning to use the toilet is the child's job, not yours. He/she is, after all, the only one who can.

If the child is showing signs of resistance stop for a few days and try again later.

We view toilet learning as a developmental process and take its successes and failures in stride.

[Cultural Competence Plan](#)

We value you and every child's unique differences. Our program has a commitment to respecting all children and families' diverse and cultural needs.

Our goal is to provide a supportive early learning program that respects home culture and promotes and encourages the active involvement of the traditional family, extended family, and the non-traditional unit.

To ensure all children and families of different cultures and ethnicities are respected and valued our program provides the following:

- Baby dolls in each classroom with various skin colors and facial features.
- We do encourage families to share their individual holiday traditions with their child's classroom.
- Books, pictures, materials, and dress up clothes are in the classroom that reflects various cultures of the children.
- We use "traditional clothing" as part of our dress up clothes such as, kimonos, dashikis, or Native American headdresses.
- Posters, songs, and language used in the classroom would include simple words from the cultures of the children in the classroom.
- Curriculum focuses on valuing the factors that make us different such as skin color or language.
- Our menu excludes pork and beef products in order to respect home cultures and any religious beliefs.
- Family structure such as, dual parent families, single parent families, same sex parents, grandparents, etc., are reflected throughout the curriculum in stories, pictures, and discussions.
- An intake family questionnaire helps us to gain information about the individual families' values and customs.

Special Needs Care

Our program has a commitment to inclusion of all children. It is important that communication is ongoing and responsive to the needs of all families.

We want to assure you that confidentiality is respected and upheld of all children and families in our care. In order to meet the individual needs of the child we ask that you communicate any special needs your child may have.

We will always strive to maintain a barrier free physical environment to enhance the educational experience of all children in our program. If a need were to arise we would gladly help to connect

you to any comprehensive services. Parents of children with special needs may request a written daily record.

Child Care Abuse Reporting

As a licensed childcare center, we are required by law to report any instances of the child abuse or neglect to the appropriate authorities. They must also report any instances in which there is a “reasonable suspicion” that abuse or neglect may have occurred.

Sunrise Daycare takes these responsibilities seriously and will report any actual or reasonable suspicions of abuse.

Discipline

It is our policy at Sunrise Daycare Center, to correct inappropriate behavior with love and respect. Under no circumstances should discipline occur with shame, humiliation, sarcasm, or physical punishment.

If your child’s behavior becomes unmanageable, you will be notified to come pick him/her up. In addition, we will document all behavioral problems, as well as any conversations with parents or guardians.

Discipline/Guidance for Toddlers

We use language, gestures, eye contact, redirection and touching to help toddlers when frustrations arise. We also use role modeling such as; “I know you want Tony’s truck. He has it right now---here is another one for you.”

At this age we generally redirect to encourage their curiosity and exploration of their new world and playmates. Consistency in scheduling and planning appropriate and adequate activities helps to reduce a toddler’s frustrations.

Discipline/Guidance for Preschoolers and Older

Teachers listen to children having difficulties to determine if they can work it out on their own and then encourage them to do so. If this can't be done the teacher will intervene and help mediate the problem with suggestions (taking turns, use words to describe how you feel, diversion to another activity, etc.) If necessary, the involved parties will be helped to make another choice until they can regain self-control.

Discipline Action Plan for School-Age

Discipline is a learning experience that teaches children to respect themselves and others.

The staff uses positive methods which encourage self-control, self-direction, self-esteem and cooperation. When a child's behavior requires staff intervention because it is unsafe for the child or others, intervention will be conducted in a professional manner.

When an intervention is made it will be on an individual basis, based upon the conflict resolution model ascribed by Sunrise Smart Start Early Learning Center, Inc.

Sunrise Daycare will redirect children by verbal reminders, restructuring of activities, "time in," "cooling down periods" and parental notification.

Research shows that time-outs make children feel isolated and scared, and they don't address the problem. Sunrise implements "time in," where the teacher will hold the child and prevent them from further harmful actions, talk to them about the behavior, and let them go when they are ready to try again. This may include removing them from the classroom for a couple of minutes, but no isolation.

If a problem behavior continues after these steps are taken, the parents and staff will decide together on an effective course of action. Sunrise Smart Start Early Learning Center, reserves the right to remove any child whose behavior is not appropriate for the setting. For

exceptional circumstances a single incident may be enough to remove the child.

Disciplinary Action

First incident – parents will receive a written “behavior report” describing the inappropriate behavior, in addition to oral communication.

Guardians are expected to sign this form upon receipt. One copy goes home, and one will be filed in the child’s file.

Second Incident – Upon receiving a second written “behavior report” form, a conference with the student, staff, guardian and director or assistant director is arranged to discuss an appropriate behavior plan.

Third Incident – After three incidences of extreme behavior resulting in the third written “behavior report” form the child may be dismissed from the program or a suspension with a clear action plan may occur. Any disenrollment will be approved through the director.

Disruptive Behavior

When a child’s behavior is disruptive, (i.e. biting, hitting, throwing objects or using “bad” language), parents will be notified.

If the child continues a disruptive behavior, a parent conference will be held to discuss reasonable solutions to the situation.

The discussion will include a consideration of any disability, which affects the child’s behavior and a reasonable accommodation to meet the child’s needs and ameliorate the disruptive behavior.

If a reasonable solution and/or accommodation cannot be reached, the child may be removed from the program with two weeks’ notice to allow Parents an opportunity to find alternate childcare.

The child will be removed without notice if the child's continued participation in the program creates a direct threat to the safety of the child, other children or the Center's staff.

Food and Nutrition

We believe healthy eating is important for children. We have a nutrition plan in place that follows the guidelines of the Federal Child Development Food Program. Some examples of the healthy food we serve at mealtime include:

Breakfast – fruits, whole grains, and milk (ex. whole grain cereal and bananas)

AM Snack/PM Snack – two of the food groups (ex. turkey slice and pita bread)

Lunch – protein, whole grains, fruits, vegetables, and milk (ex. Turkey meatballs, mashed potatoes, diced peaches, and whole grain roll)

If your child has any kind of food allergies, please make us aware at the time of enrollment. The cost of food is included in the childcare fees. When a parent elects to supply food from home, no fee adjustment will be made. Center will provide the parent with a full menu on the first day of each month.

Note: Per Federal Guidelines any child under 2 years of age receives whole milk while any child over the age of two receives 1 percent or skim milk.

Meal times are as follows:

Breakfast 8:00 am-9:00am

AM Snack 10:30 am- 10:45am

Lunch 12:00 pm – 12:30 pm

PM Snack 3:30 – 3:45 pm

If you drop your child off between a meal and a snack please feed them before their arrival, we can provide a small snack but the kitchen will be closed between meals and snacks.

Employee/Family Professional Conduct

Personal relationships between employees and program families may create an actual or perceived conflict of interest, and/or create the risk of sexual harassment/hostile work environment related claims.

Thus, employees may not engage in personal relationships with any program family members. If a personal relationship develops between an employee and a program family member, they must notify the director immediately.

A personal relationship includes but is not limited to the following activities: dating, sharing the same household or other activities that may give rise to an inherent subjectivity or conflict of interest.

Sunrise Smart Start Early Learning Center, Inc. reserves the right to use its sole discretion in hiring, assigning, transferring or terminating Employees who have personal relationships with program family members.

Personal Items from Home

The Center discourages Parents from allowing children to bring personal items from home to the program, except for a small cuddle toy, if necessary.

When a child does bring personal items from home, the Center is not responsible for loss or any damage to that item. It has been our experience that when children bring in toys from home to the Center, it causes disruptions and bickering between the friends of your child over the toy.

Clothing and Supplies

Clothing

Due to the nature of some of the activities the program offers for children, Parent must recognize that children's clothing may become soiled or damaged, although the Center takes all appropriate steps to prevent this from occurring.

Parents should therefore bring children to the program dressed in "play" clothes. The Center assumes no responsibility for damage to a child's clothing.

The program is required by licensing to bring the children outdoors for play daily. As such, Parent must be certain that the child is dressed appropriately according to the weather conditions. This may include, but is not limited to rain gear, jacket, sweater, long pants, hat, mittens, boots, snow pants, etc.

If a child arrives at the program and does not have the appropriate outerwear for outdoor activity, the Center reserves the right to call Parent and ask that the appropriate clothing be brought.

When a child is inappropriately dressed, the child cannot go outdoors. Unfortunately, the program may not always have extra staff that can stay inside with the child while the others are outdoors.

Supplies

Parents are responsible for providing the following items:

Infants, Toddlers, Twos, and Potty trainers;

Diapers, pull-ups, and/or underwear
Wipes
One or two changes of clothes
Extra socks

Jacket (for cool weather)
Hat (in cold weather)
Gloves or mittens (in cold weather)
Diaper rash cream
Sunhat, Sunscreen/insect repellent (if wanted)

Preschoolers and school age;

Extra underwear
One or two changes of clothes
Extra socks
Jacket (for cool weather)
Hat (in cold weather)
Gloves or mittens (in cold weather)
Sunhat
Sunscreen/insect repellent (if wanted)

When Parent fails to supply the listed items as needed, the Center will supply them.

Termination

Either Parent or Provider may terminate the childcare agreement upon two weeks written notice to other party. When Parent does not provide two weeks written notice, Parent is still required to pay for the final two weeks of care, following the notice of termination, whether the child attends that program.

The Center reserves the right to terminate this agreement immediately, without notice to Parent, if:

- 1) child care fees and/or other fees are not paid when due;
- 2) the child's continued participation in the program creates a direct threat of harm to the child, other children, or the Center's staff;

or 3) Parent engages in inappropriate conduct such as acts of violence or assault and battery, including harassment against the staff or other parents or children.

4) Possession of illegal substance, and excessive profanity.

Drop off

All children must be brought into the building by a Parent (or other authorized person) and taken to the child's classroom. Teacher will sign the child in when child arrives in his/her care daily. Children must never be left unattended. At pick-up, a Parent (or another authorized person) must enter the building and pick up the child from his/her classroom and the teacher will sign him/her out daily.

We have found that our day begins the best when parents can make their drop off time routine and consistent. A staff member will greet your child in the morning and help him/her to enter the room smoothly. Please help your child remove their personal items into their cubby or hook.

Please leave any special toys in the car since this tends to cause problems during the day. Please talk to your child's teacher for suggestions and help if the drop off time is especially difficult for you and/or your child. We want to make these pleasant times for you.

Sunrise Smart Start Early Learning Center, Inc. assumes responsibility for enrolled children from the time between sign-in and sign-out by parents. Parents are responsible for the safety of their children at all other times. Please remember signing your child in/out daily is extremely important!

Non-Discrimination Policy

The Provider will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of childcare services provided in a manner that does not discriminate against any

child, parent or family based on race, color, religion, national origin, sex, or handicap.

[Infants/Toddler Daily Reports](#)

Parents will receive a daily record from their child's primary care provider that will include food intake, type of food, amount eaten, sleeping patterns, elimination patterns, developmental milestones, and unusual changes in the child's behaviors. Parents will also be notified before each field trip in order to receive these updates please download the Brightwheel App. You will receive an email with an invitation to Brightwheel explaining how the whole programs works. You will find that this is a very efficient and enjoyable way to stay informed all about your child's day.

[Confidential Information](#)

Each child has a right to confidentiality. All information pertaining to the children in the program, including all reports, records, and data are confidential and used for internal purposes only.

Information pertaining to children enrolled in the program will not be released to third parties without the express written permission of Parent, unless required by statute, court order or licensing mandate.

[Parent Notification of the Licensing Notebook](#)

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP).

The notebook must include all reports issued and Corrective Action Plan, (CAPs) developed on and after May 27, 2010 until the license is closed.

This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related

corrective action plans. The notebook will be available to parents for review during regular business hours.

Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult licensing website at www.michigan.gov/michildcare.

Transportation Policy

Sunrise Smart Start Daycare has future plans to offer transportation to our families. The following rules will apply if you sign your child up to be transported to and from our school.

If your child(ren) does not arrive at the center at their regularly scheduled time, the Director or Assistant Director will phone the parents to inform them of the situation. If the parents are not able to be reached within 5 minutes, then the emergency back-up person will be called. If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity by completing the "Alternate Arrival/Release Agreement." Children/School-age children who leave the center must be traveling home or to another activity where adult supervision is present. When a child is transported to his/her destination, an adult must wait until the child enters the building or is met by an authorized person. When regularly scheduled transportation is provided, such as to and from school; the center must maintain a list of children to be transported, route and scheduled stops, name and place where child is to be dropped off.

Smoking is prohibited in the vehicle. Should there be an accident, the Director, Assistant Director, or Administrator must verbally inform the licensing office within 24 hours and provide a written report within

5 business days after the incident. Sunrise Smart Start Daycare will not permit the use of staff vehicles to transport children at any time.

Field Trips

Field trips may be taken throughout the year however, the majority will most likely occur in the summer. Parents will be notified in advance and permission will be required for children to attend. Additional fees will apply and those also must be collected in advance. We encourage parents, grandparents, etc., to attend as chaperones. Our children's safety is priority one. We require parent chaperones to verify that we have a manageable number of children to adults' ratio. If manageable numbers cannot be obtained, Sunrise Smart Start daycare reserves the right to cancel any fieldtrip at their discretion.

Staff will check the children onto the bus, we will take head counts to verify that all children are accounted for before and during the fieldtrip and upon returning to the center. When we arrive at our destination, children will be checked off the bus and then a head count will be made to verify that all children are accounted for. While on the fieldtrip, a head count will be taken once every 30 minutes to ensure all children are accounted for. To ensure that no child is left unattended, our staff will have all children exit the bus when it reaches its destination. A staff member will do a walk-through of the bus to verify that all children have exited the bus.

The staff member will look on and under all the seats to verify no child is left on the bus. Teachers will notify parents in writing of any pre-planned field trips. A permission slip form will also be provided to the parents and a signature is required for a child to attend. A field trip announcement will be posted on the classroom's bulletin board. Field trips may require parents to pay a fee for the child to participate.

If a child cannot attend the field trip the center will provide care for that child.

Photographs

From time to time, Provider will take photographs of the children participating in program activities. At the time of enrollment parents/guardians will receive a photograph permission form. With permission, photographs will be posted in the child's classroom or on our Facebook or website using only the child's first initial.

USDA CIVIL RIGHT STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., braille, large print, audiotape, American sign language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the federal relay service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA program discrimination complaint form, (AD-3027) found online at [HTTP://www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your complete form or letter to USDA by: (1) mail: U.S. department of Agriculture, office of the assistant secretary for civil rights, 1400 independence Avenue, S.W., Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email; program.intake@usda.gov. This institution is an equal opportunity provider. (11/2016).