



The Son Rise School

6539 FM 2011 Longview Texas 75603

Come grow and learn with us!!

903 - 643 - 9566



ABC Son-Shine School

202 W Niblick Longview,

(903) 759 - 6365

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The Son Rise School/ABC Son Shine
WELCOME TO ALL PARENTS

Welcome to our center! We are excited to have you as a part of our family. At The Son Rise School/ABC Son Rise every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing The Son Rise School for your child.

A transition into any new environment can be challenging and cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. We ask that if your child has had anything substantially emotional happen, please inform staff. After enrolling your child at **The Son Rise School/ABC Son Shine** your child may visit and be introduced to his/her new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common, and your child may resist being left at **The Son Rise School/ABC Son Shine** in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in, simply give your child a hug and assure them that you will return for them that afternoon to pick them up. Prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting. Each teacher has the capability to communicate with parents throughout the day through ProCare. If needed, the director will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

This handbook will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child receives the best education and care possible. Please look over the information given, so that you are familiar with our operation and guidelines. Also included with this packet is the paperwork for your child's file, including pick-up permission form, emergency medical consent form, child information form, fee agreement. You must complete these and return them by January 15th. These forms must be redone every January.

Lastly, to ensure that your child's time at **The Son Rise School/ABC Son Rise School** is as enjoyable and comfortable as possible please bring the following items:

- A complete change of clothes (more than one set for infants and toddlers)
- A formula for infants (Son Rise)
- Diapers and wipes if needed.
- Mat- Cloth rest mat
- Sunscreen
- Insect Repellent

Always label everything with your child's name. Labels are available in the classroom for infants.



They run \$10.00-\$25.00 from Wal-Mart, Amazon, or Target

Son Rise

Weekly Rates

Infants- 6 weeks- 17 month \$192/weekly

Toddlers 18 months- 2 years \$170/weekly

*Pre-K (3 year old non potty trained) \$170/weekly
(potty trained) \$160/weekly*

Pre-K 4 year olds- \$157/weekly

*Afterschool (During the school year) \$135/weekly
(During the summer) \$140/weekly*

Enrollment Fee- Non-refundable one time \$75

Supply Fee- January & June \$100

ABC Son Shine School/The Son Rise School

PARENT'S HANDBOOK

MISSION STATEMENT:

"To see the world through the eyes of a child."

We strive to provide developmentally appropriate care in a secure, warm environment that encourages the total development of each child. Our goals are to help children recognize their individuality and worth, to develop self-discipline, and to develop respect for the understanding of individuals different from themselves.

We teach children life skills and morals. ABC Son Shine School/The Son Rise School are Christian childcare centers. We will be teaching biblical truths, weekly Bible Stories, and songs. However, "religion" will not be taught as we feel that it is everyone's choice, made only by the parents. We will uphold and support these choices.

As Christian centers, we feel that in times like these, children need to be taught Christian values and morals: to love and respect themselves and others. By building on the foundations of biblical truths starting at a young age and up into their teen years, they will have solid answers and beliefs to make good choices over bad.

STATEMENT OF SERVICES:

ABC Son Shine School/The Son Rise School is a year-round program. ABC Son Shine School offers all day care for children ages 18 months- 12 years. The Son Rise School offers all day care for children ages 6 weeks to 12 years. Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages that includes a year-round curriculum. Our activities include school readiness skills, arts and crafts, games, music, outdoor play, and story time.

HOURS AND DAYS:

Our hours are Monday through Friday 7:00 to 5:30. We are closed on New Year's Day, MLK Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday. (i.e., Christmas Eve falls on Sunday and Christmas falls on Monday – ABC Son Shine School/The Son Rise School will be closed on Monday and Tuesday) These days will be decided in January of each year and will be posted for your convenience. All holidays will be charged at the regular rate.

STATE LICENSING:

We understand the importance of keeping strict compliance with the state licensing regulations to ensure a quality environment for your children. ABC Son Shine School/The Son Rise School complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facilities, playground, health and safety guidelines, and child/staff ratios.

The results of our most recent licensing inspection are posted in the parent area or may be viewed online at any time.

Local Licensing office: 903-233-5287

DFPS Child Abuse Hotline: 1800-252-5400

www.dfps.state.tx.us

DROP-OFF:

Parents must accompany their child(ren) into the ABC Son Shine School/The Son Rise School area every morning and clock their child(ren) in immediately after dropping their child(ren) off. Children will not be permitted in the building prior to opening hours. New families will be given a code to use to clock each child in. The clock in/out system is in the parent area via QR code. The children are not allowed to come into the ABC Son Shine School/The Son Rise School area alone or to sign themselves in. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual conditions which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

SEPARATION PROCEDURE:

We understand that sometimes, especially with new students, it is hard to say goodbye to mommy and daddy in the mornings. When our students get upset in the morning due to this separation, our procedure is to hold the child until they are acclimated to their surrounding environment. During this time, we reassure them that it is going to be a fun learning day and that everything is going to be okay. Once the child has calmed down, we focus on redirecting the child to the activities that are going on at that time.

CUT-OFF:

We encourage everyone to have their children present at the center by 8:00 AM each day to get the full benefits of all that we offer at our centers. **There is a daily cut-off time at 8:00 AM.** Your child must be signed in and in class by 8:00 or they may not stay. If you need to make a doctor's appointment, please do so in the afternoon. We do not allow children to come after 8:00.

When you pay your fees, you are reserving your child's spot in our center; therefore, you will be required to pay whether your child attends or not. Please call if your child is going to be absent for any reason. It is the parents' responsibility to inform the director if your child is diagnosed with any of the communicable diseases (F-4).

PICK-UP:

All children must be picked up and clocked out by an adult and/or person approved of by the parent and the center. All children must be clocked out before being picked up. Anyone, including all parents, who are to be allowed to pick the child up, *must* be listed on the first page of the child's admission form (Z-01a) or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual; however, this is strongly discouraged.

The center reserves the right to not allow any individual onto ABC Son Shine School/The Son Rise School property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is to be re-done annually.

In a custody situation the parents signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is in place. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted, and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

MEDICATION:

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine, including scripted and unscripted medications must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medications must have that child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the center. A "Permission to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the "Permission to give Medication" form (Filled out). ABC Son Shine School/The Son Rise School reserves the right not to give medicines if the dosage is questionable or not according to the label. A copy of the "Authorization to Give Medication" form along with the medication bottle and any remaining medication will be given returned to the parent upon completion of the course of medication.

If your child has medication that is to be taken two or more times a day, we will help by giving a dose when needed. We cannot give more medication than what the prescription says. We will NOT administer medications to keep children from running a fever, throwing up, or having diarrhea. We also will not administer the initial (first) dose of a medication due to the chance of an adverse reaction.

1. Prescribed two times per day: Medication will not be administered at school.
2. Prescribed three times per day: Second dose of medication at school with lunch. The first and third dose to be administered at home.
3. Prescribed four times per day: Second dose of medication at school with lunch (11:30) and third dose at school with snack (3:30). First and forth dose to be administered at home.

****We only give lifesaving medication****

PANDEMIC EMERGENCY RESPONSE:

In the event of a large-scale or health-related emergency, ABC Son Shine School and/or The Son Rise School will implement the Pandemic Section of the Crisis Management Plan under the guidance and direction of the CDC, federal and local government, and the Texas Department of Health and Human Services Section for Childcare Regulation.

A pandemic is defined as the following:

1. A disease prevalent over a whole country or world
2. An outbreak of a pandemic disease

To ensure the safety of children, families, and staff of our centers, we will monitor the situation and consider the guidance and suggestions from the authorities on the situation. Decisions made by the center will consider the safety of children, families, and staff.

Decisions may include:

- Closure of the center(s)
- Length of closure to be determined by center, CDC, federal and local governments, and the Texas Department of Health and Human Services Section for Childcare Regulations
- Adjusted hours of service
- Daily health checks
- Limited entry into the building
- Limitations on what the children can bring into the center(s), such as blankets, stuffed animals, and pillows
- The center(s) will communicate these plans through a variety of methods such as the program's parent reminder system, mass emails, and Facebook.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

ABC Son Shine School/The Son Rise School complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to provide special accommodation for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child with special needs in our center, the entire staff must follow the reasonable accommodations we have provided for that child. Any questions about the accommodation of the child should be referred to the leadership staff.

DISCIPLINE:

ABC Son Shine School/The Son Rise School the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy. (E-20)

TOILET TRAINING:

Toilet training is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent positive encouragement from adults at home and at the center.

Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should complete a Potty-Training Contract that describes how they will cooperate to encourage toilet training. This form is available from the director. This plan is commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training. This contract will be kept on file.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The director and staff are available as a resource to answer any questions about your child's toilet training progress at ABC Son Shine School/The Son Rise School. Several complete changes of clothes should be kept at the center during this process.

All pullups must have refastenable sides.

TOYS:

ABC Son Shine School/The Son Rise School has a wide variety of toys, games, and other resources to offer children during center time. Preschool classes will have show and tell related to the week's lesson. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell which should be labeled with the child's name. ABC Son Shine School/The Son Rise School is not responsible for stolen, lost, or broken toys or clothing.

Do not bring toy guns, war toys or other toys of destruction.

ELECTRONICS AND PHONES:

We will have plenty of fun and educational things for your child(ren) to do while in our care. Therefore, we DO NOT allow electronics of any kind (tablets, game systems, cell phones, smartwatches, etc.) in our classrooms. There will be no exceptions. If you need to reach your child at any time during their day, you can call the center. If they need to get in touch with you, they have access to the phone as well.

DIAPERS:

Please provide diapers, wipes, and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. You are highly encouraged to bring a package of diapers to leave at the center. You will be notified when your child is running low on diapers. It is your responsibility to supply the appropriate number of diapers that your child needs. If your child does not have an adequate number of diapers and or wipes, they may not stay until these supplies are provided by the parents. All pullups must have refastenable sides.

SUPPLIES:

Each child will be provided with all the instructional supplies necessary here at ABC Son Shine School/The Son Rise School. A materials fee of \$100.00 will be added each January and June. No pro-rations will be given on this fee. *Please mark all items clearly with your child's name.* Additional personal items which are needed include:

- 1) A cloth nap' mat.
- 2) Bug Repellent (optional)
- 3) Sunscreen (optional)

CURRICULUM:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children in each room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plans, and your child's class flexible schedule are posted on the parent's board. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principals:

- Children learn through dynamic investigation.
- Children instigate their own learning.
- Learning comes from open-ended experiences.
- Adults are facilitators of children's learning.

INFANT CURRICULUM:**Frog Street**

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. These activities may include playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring outdoors.

INFANT CLASSROOM OVERVIEW:Infant Care (Available only at The Son Rise School)**Basic Care for Infants:**

- Care given by the same caregiver(s)
- Individual attention given to each child, including playing, talking, cuddling, and holding
- Prompt attention given to physical needs such as feeding and diapering
- Talking to children as they are held, fed, and changed.
- Ensuring a safe environment and constant supervision.

Feeding Instructions:

• Parents must provide written feeding instructions that are signed and dated by the parents and/or the child's physician. This form should be reviewed and updated every 30 days until the child is 1 year of age.

- Hold infants, birth through six months, while feeding.
- Hold infants over six months who are unable to sit unassisted in a highchair or other seating equipment while feeding them.
- The child or adult must hold the bottle. (Never prop the bottle.)
- Provide regular snacks and mealtimes for infants who eat table foods.

PRESCHOOL CURRICULUM:**Texas School Ready Program**

The preschool curriculum will cover the following areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills/
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patterns and classifications
- Geometry
- Measurement
- Numbers and numbers sense

- Basic Addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space.
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Attend to different sounds.
- Imitate and produce sounds.
- Listen and sing.
- Listen and move.

Visual arts

- Attended visual detail.
- Creating art
- Looking at and talking about art

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Mealtime: Staff sit with children while they are eating, encouraging, and participating in quiet conversation and encourage their development of appropriate table manners.

Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age; all are posted weekly in each room.

PREKINDERGARTENER CLASSROOM OVERVIEW:

ACCREDITATION:

ABC Son Shine School/The Son Rise School has distinguished itself as one of the top childcare centers in the nation by seeking outside accreditation NAEYC, Texas Rising Star and Texas School Ready. We pride ourselves in encouraging our staff members to obtain higher education certificates such as CDA, NAC and college credits in child development. These certificates are posted in the teachers' classrooms.

ABC Son Shine School has been awarded a 4-Star Rating for their staff and center accomplishments.
The Son Rise School has been awarded 4 out of four stars for their staff and center accomplishments.

CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Classroom divisions are based upon three issues. These are: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrolment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children at their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

STUDENT TO TEACHER RATIOS:

Student to teacher ratios are based upon guidelines set by Texas State law. The following chart shows the maximum ratios that we observe.

Age of children	Number of Students Per 1 Teacher	Number of Students Per 2 Teachers
Infants	4	10
Toddlers 18-23 months	9	18
2-Year-Olds	11	22
3-Year-Olds	15	30
4-Year-Olds	18	35
5-Year-Olds	22	35
6-8 -Year-Olds	26	35
9- 12-Year-Olds	26	35

MIXED-AGE GROUPING:

Our program encourages times for mixed age groupings of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed age groups to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient, and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program.
- Parent Board – updated with current information about ABC Son Shine School/The Son Rise School and curriculum.
- Parent/Teacher meetings three times a year. September, January and May. Or unless needed before then.
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development with a minimum 24-hour notice.
- Daily communication via ProCare between teacher and parent which includes each child's daily report, classroom memos and daily meal activity.

VERBAL COMMUNICATION:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent most of the day with your child. This is because many children spend 10 hours a day at the center and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for most of the classroom development for the earlier hours and most of the day. We suggest that you go to your child's "lead" or "primary" teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for more detailed conversation. The best time to call and speak to your child's teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone, or via email.

PARENTAL INVOLVEMENT:

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is key to any successful childcare program. Children should be raised by parents. At ABC Son Shine School/The Son Rise School, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We have an open-door policy that allows parents access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to or obligated to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the ABC Son Shine School/The Son Rise School office with their suggestion.

1. Parent Meetings (Usually 2-3 times per year)
2. Open House
3. Programs and Special activities, such as Graduation.
4. Special parent's involvement activities such as THANKSGIVING FEAST
5. Party Day Volunteer

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

*The Son Rise School/ABC Son Shine School reserves the right to terminate services or dismiss any family at any given time, with or without notice, if policies are not followed or if it is deemed necessary. *

CHILDREN'S BIRTHDAYS:

Birthdays are special days for children. You are more than welcome to send store bought cupcakes or prepackaged treats for your child and their class to celebrate their big day. Please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk.

CLASSIFICATIONS:

Due to strict licensing guidelines and safety issues, we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their workday
- 2) A Child who is in our care (all paperwork has been filled out)
- 3) Parents or others during regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
- 4) Delivery personnel – From a regular or expected company delivering items to the center (should be always in eyesight of an employee and arriving at an expected time)
- 5) Visitors' – Must be approved by the office and should always be accompanied by an employee not to exceed once per month and limited to a maximum of 1 hours.
- 6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a "visitor" for more than once a month or for over 1 1/2 hours.
- 7) An Intruder – Action will be taken by the staff to notify the proper authorities.

Therefore, anyone who is in the building or on the property for an extended period must be considered either a "visitor" a "volunteer" or an "intruder" including parents and employees who are off the clock.

INTRUDERS:

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning "Visitors" and "Volunteers" must be considered an intruder and steps will be taken according to the "Intruder" portion of our "Safety and Evacuation" policies.

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PORTRAITS AND PICTURES:

There is a "Photo Release form" with your paperwork giving us permission to take your child's picture or include them in short video footage. These photos and videos may be posted inside the classrooms, throughout the facility, and online on our center website and/or our company Facebook page. You have the right to refuse your child's picture to be taken and /or posted.

We occasionally schedule picture days. These are organized by a professional child photography studio. Your child will never be left alone with any photographer personnel at any time. These photos taken will not be posted throughout the center and will be available to purchase through the photography company.

CLASSROOM PETS:

We DO allow classroom pets here at ABC Son Shine School and The Son Rise School. We feel this is a great way to teach responsibility and caregiving traits to the kids. Any classroom pet we may have will have a schedule of Veterinary visits and will comply with all of Texas State Licensing Policies. Your Enrollment Package includes a permission form for all classroom pets we have. This form MUST be filled out and returned before your child can participate in caring for our pets.

REGISTRATION AND MATERIALS FEES:

There is a one-time registration fee of \$75 and a supply fee of \$100 due in January and June. Children who pull out of the program for a specified or un-specified length of time will be required to pay a re-registration fee. The exception to this will be children who physically pull out of the program but whose parents continue to pay their full weekly fees to retain the spot in our program or if the parent gives a two-week notice of withdrawal.

WEEKLY TUITION FEES:

It is our philosophy that clients pay for the spot their child will take in our center. This is not based upon attendance but rather on a set weekly or monthly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parents upon enrolling the child(ren) in the program. This is to be allowed at the discretion of the management based on space availability. Since the weekly set fees remain the same, no bill will be given to remind you of these fees.

HOLIDAYS:

Observed Holidays:

Our center will be **CLOSED** on the following national holidays.

New Years Day	Labor Day
MLK Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

*The Son Rise School/ABC Son Shine School reserves the right to terminate services or dismiss any family at any given time, with or without notice, if policies are not followed or if it is deemed necessary. *

LATE PICK-UP FEE:

We are licensed by the state of Texas. Our hours of operation are 7:00 am – 5:30 pm. If you are late picking up your child from our center late fees will be charged. There will be a \$10.00 fee per child per minute for the first 5 minutes if pick-up takes place after closing. Every minute after the initial 5 minutes will result in an additional fee of \$5.00 per child per minute. This fee is non-negotiable and is the responsibility of all clients. If no parent or emergency contact can be reached within 30 minutes of close of business, late fees will accrue, and CPS will be notified.

VACATIONS, ABSENCES AND LEAVING THE CENTER:

Vacations and illnesses will be charged at the regular weekly rate. We request that all absences be reported to the ABC Son Shine School/The Son Rise School office prior to or the day of the absence. The center reserves the right to require the dis-enrollment of a child according to our "Discipline Policy" and or the "Behavior Intervention Policy". The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed and un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies, or its staff.

QUIET TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap.

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children in our care. Texas state minimum standard #746.2901 states, "You must provide a supervised sleep or rest period after the noon meal for all children 18 months of age or older who are in care 5 or more consecutive hours, or according to the child's individual physical needs. You may provide sleep or rest for each child who attends the childcare center for fewer than 5 hours and whose individual physical needs call for a rest period while the child is in care."

We do not require the school-aged children to take a nap; we do encourage them to have a "quiet time" each day. During this time, they can relax while resting, reading books, or listening to soft music or audiobooks. If they choose, they may take a nap. Children can keep a blanket in their cubby for this time. Please do not allow your child to bring baby dolls, stuffed animals, full-sized blankets, sleeping bags, or pillows.

***The Son Rise School/ABC Son Shine School reserves the right to terminate services or dismiss any family at any given time, with or without notice, if policies are not followed or if it is deemed necessary. ***

ABC Son Shine School/The Son Rise School
DISCIPLINE POLICY

We believe that children need limits to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self control. The basis for our Discipline Policy is an organized classroom and staff members prepared. At ABC Son Shine School/The Son Rise School we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

According to licensing rules for childcare centers in the state of Texas:

Rule 746.2803, (2) Behavior *Management and Guidance*. (Subchapter L.) discipline is:

- (1) Individualized and consistent for each child
- (2) appropriate to the child's level of understanding
- (3) directed towards teaching the child acceptable behavior and self-control.
- (4) A positive method of discipline and guidance that encourages self-esteem and self-direction including the following:
 1. Using praise and encouragement of good behavior instead of only focusing on unacceptable behavior
 2. Reminding a child of behavior expectations daily by using clear, positive statements
 3. Redirecting behavior using positive statements
 4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

The following is considered unacceptable behavior:

- | | |
|--|--|
| Running in the classroom | Leaving the area or group without permission |
| Becoming disruptive | Defiantly removing shoes or throwing shoes |
| Throwing toys, rocks, sand | Using toys and materials inappropriately |
| Aggressive behavior | Abusive, or inappropriate language |
| Arguing with team members or other children | Lack of Cooperation |
| Behavior determined by the director to be unacceptable | |
| Hurting themselves or others, such as hitting, biting, spitting, kicking, pulling hair, etc. | |

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- 1) **Redirection** - Encourage child's good behavior and/or redirect his or her activity.
- 2) **"Time out" or "think time" within their area**
 - A) If a problem still exists, the child is then removed from the situation
 - B) One minute per year of age, no more than three minutes after the child has regained control or composure.
 - C) "Time out" or "think time" shall be defined as an area away from the group or activity yet within their classroom.
 - D) The child will be allowed to return to the group as soon as they have regained composure and had their "time out" or "think time".
 - E) The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
 - F) If redirection and "time out" / "think time" periods are not sufficient, director intervene as soon as possible to prevent physical or emotional injury.
 - G) The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives
- 3) **"Time out" or "think time" away from the group**
 - A) If the child continues in the inappropriate behavior
 - B) And/or the "time out" / "think time" with-in the area becomes either inappropriate or ineffective
- 4) **Behavior Report**
 - A) If the child's behavior continues to be inappropriate or unacceptable
 - B) OR the severity denotes an un-resolved problem.
 - C) After a maximum of three (3) verbal and/or written behavior reports, a MANDATORY Behavior Intervention Meeting must be scheduled within the following 24 hours of parent notification or care will be terminated

ABC Son Shine School/The Son Rise School BEHAVIOR INTERVENTION POLICY

At **ABC Son Shine School/The Son Rise School**, our vision is to provide the best education to the most children possible. We strive to help every child be successful and to achieve their highest potential. We implement the Behavior Intervention Policy when needed to ensure this happens.

The basis for our Discipline Policy is an organized classroom and staff members prepared. At ABC Son Shine School/The Son Rise School we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

A Behavior Intervention Meeting may be called in three different manners:

1. The primary teacher, the center director, or the center assistant director may call for a Behavior Intervention Meeting at any time as they deem necessary.
2. Either parent may call for a Behavior Intervention Meeting at any time prior to what they deem necessary.
3. A Behavior Intervention Meeting is mandatory after the third verbal and/or written behavior report.

Our first goal will be to determine and identify the behavioral difficulties that the child is having. The child's primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled within 30 calendar days.

The approach will vary slightly in the case that a mandatory Behavior Intervention Meeting has been called. Our first goal will be to determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child's needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child's special needs.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

1. Daily Reports – a parent/center communication format that does not count as a written behavior report (ProCare). If the teacher deems it necessary, a copy will be kept on file of all behavior documentation.
2. Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the office to be placed in the student's file.
3. The "Behavior" Report – These are the "Incident Forms" and are duplicate. The original is filed in the child's file and the copy is offered to the parent. Each "Behavior" Report counts as one of the three that would result in a Behavior Intervention Meeting or termination of services.

ABC Son Shine School/The Son Rise School expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs cannot be met immediately.

The Behavior Intervention Policy's purpose is to establish procedures for the parents, lead teachers, and the directors to utilize when planning to meet the needs of the child(ren) with unacceptable or inappropriate behavior habits. A parent, the child's lead teacher and the directors will attend a Behavior Intervention Meeting and agree in advance on the time and date.

ABC Son Shine School/The Son Rise School
BITING POLICY

Biting is a common and developmentally appropriate behavior in young children, especially from 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly because of a child's inability to communicate. Children may become upset by a new experience and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents, caregivers, and the bitten child when it occurs, the goal of our policy is to replace the child's undesirable behavior with more effective way of communication and to ensure the health and safety of everyone in our program. The following is a plan of our preemptive strategies:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Parents will be notified if their child is bitten at school. However, to protect the privacy of all our families, parents will not be informed of the biter.
- If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.
- If it is observed that the child's habit of biting is due to lack of developmentally appropriate communication, then the lead teacher and the director of the center will put in a referral to Early Childhood Intervention (ECI).

In order to ensure the safety of all children, if all attempts to stop chronic biting fail, we reserve the right to remove the biting child from the program. There are printed resources for parents in the parent area in reference to acknowledging and breaking biting habits as well as information about ECI.

We have the right to dismiss any child at time for any reason

Bite Marks

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with hydrogen peroxide.
3. Apply an icepack to the injured area.

In an emergency

1. Contact the director.
2. Instruct a staff member to call 911, as well as the child's parents.
3. Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics' arrival.

Head Lice

1. Confirm with the director that nits or lice are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning. (F-4)
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well.
4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked for re-entry into the Center.
6. It is the parent's responsibility to present the child to the director upon return for inspection. Documentation of treatments will be required for readmittance.

Contagious Disease

1. Parents are required to notify the center when a child contracts a contagious or communicable disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5th disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted in the parent area by the door.
3. The child may return to the center as stated by the CDC or center standards depending on outbreak status (refer to page F-4).

Asthma Inhalers, Nebulizers, and Epi Pens

A child with asthma or a severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events ONLY if the student has written permission from the parent or the child's physician or licensed health care provider. This written statement must always stay in the child's file at the center. If your child has any issues with asthma or anaphylaxis, TELL YOUR CHILD'S TEACHER AND THE DIRECTOR.

- Nebulizer Treatment (Breathing Treatments) - If your child requires a treatment while at the center, we will administer breathing treatments in 4–6-hour increments unless physician orders or prescription states differently.
- Epinephrine Pen (EpiPen) - If your child has a prescribed epinephrine pen, it will be in the classroom that the child attends. In the instance that a child has an allergic reaction and the EpiPen must be administered, the parent will be notified along with the center director calling 911.
- Asthma Inhalers - If your child requires the use of an inhaler, it will be in the classroom or area that the child attends. Inhalers will be administered as prescribed by the child's physician and according to the prescription label.
 - The prescription medication must be prescribed to said student with the original prescription label.
 - Self administration is done in accordance with the prescription unless a signed note from the child's physician says otherwise.
 - ABC Son Shine School or The Son Rise School must be provided with a written authorization from the student's parent/guardian or physician, stating that the student is able to self-administer their asthma or anaphylaxis medication.
 - A parent/guardian of the student must provide the school with a signed statement from the student's physician or other licensed health care professional stating the following:
 1. The student has asthma or anaphylaxis and can self-administer the medication.
 2. The name and purpose of the medication
 3. The prescribed dosage for the medication
 4. The time at which or circumstances under which medication may be administered
 5. The period for which the medication is prescribed

DOCTOR'S NOTE POLICY:

Our fax number is as follows:
(903)499-6069

If your child requires a doctor's note for readmittance to the childcare center after being sent home ill or after contracting a communicable disease, the Doctor's note MUST be faxed directly from the Doctor's Office to the above listed fax number. The Doctor's note will not be accepted if it is emailed, texted, or handed from parent to staff member. The note MUST be faxed from your child's Doctor's office.

The doctor's note must state the following:

- the child's first and last name
- date seen by Physician.
- diagnosis (if a communicable disease)
- date Doctor allows child to return to normal daily activities at childcare center.

ABC Son Shine School/The Son Rise School reserves the right to deny readmittance to a child if it is decided that child is still ill or unable to participate in our daily activities without harm to child, staff, or other children in care.

*Your pediatrician may fax ABC Son Shine School/The Son Rise School the required immunization records, the required physician's statement, or any other correspondence necessary for enrollment or file updates. We ensure that our fax line is always HIPAA compliant.

If your child has been sick, you need to follow these guidelines before bringing them back to daycare. They can come back after 24 hours of being free of any symptoms without taking any medication, but only if they have a note from a doctor that says they are not contagious. Alternatively, they can come back after 5 days of being symptom free without a doctor's note.

If your child is sent home sick and has a sibling that attends the center, they will be sent home as well.

According to our policy, we reserve the right to prevent a child from coming back to our facility if we suspect that the illness is infectious, regardless of what the doctor's note says. This is to protect the health and safety of our staff and other children. We appreciate your cooperation and understanding in this matter.

ABC Son Shine School/The Son Rise School MANDATORY REPORTING OF CHILD ABUSE

State law requires that every employee of a licensed day care or preschool facility, who in the course of employment reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of child services.

Our policy concerning this contains the following:

- a. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department, Child Protective Services, and any local law enforcement agencies previously notified within 3 days of the initial report and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of the report.
- b. A staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed by state law. A Staff member shall also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- a. The names and home address of the child, phone number, date, and year.
- b. The child's explanation as to what happened.
- c. The nature and extent of the child's injuries, what the marks look like and color of bruises.
- d. The date CPS was called, name of reporter and case worker.
- e. Any other information or comments in which the person making the report believes might be helpful in establishing the cause of the injury.
- f. If the police were called.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations.

To report child abuse anytime, day or night, call:

Texas CHILD ABUSE
HOTLINE

1-800-252-5400

www.childabuse.com
www.dfps.state.tx.us

Child Care Centers and Preschool Licensing Standards and Procedures

The facility is regulated by the Texas Department of Human Services, Adult and Family Services Division.

Our Child Care facilities Licensing Coordinator can be reached at: 903-233-5287

Child Care Licensing Coordinator for The Son Rise: Charles Dheil

State Department of Human Services

Email: Charles.Dheil@hhs.texas.gov

Phone: 903-261-0616

Address: 1750 N. Eastman Road Longview Tx 75601

Child Care Licensing Coordinator for ABC Son Shine: Paula Linton

State Department of Human Services

Email: Paula.linton@hhs.texas.gov

Phone: 903-261-0616

Address: 1750 N. Eastman Road Longview Tx 75601

All our recent inspection reports are available to view in the parent area or online.

ABC Son Shine School/The Son Rise School
FIELD TRIP POLICY

We no longer go on field trips.

SNOW AND POWER FAILURE PROCEDURE:

If the Public Schools are closed for the day due to inclement weather, The Son Rise School may or may not also close. Parents will be notified via ProCare or look for closure updates on KLTU Channel 7, CBS 19, or KVNE 89.5. If there are any unsurety, parents may call the center prior to dropping off their children. If Public Schools dismiss early due to snow, parents are required to come as quickly and safely as possible to pick up their children. As ratios allow, The Son Rise School will start sending members of the staff home according to those that lives the farthest away. If the parents cannot come to pick up their child, a ratio enough of the staff, including an on-site supervisor, will stay with the children for as long as necessary. Staff will provide activities for the children to participate in until their parents arrive. In the case of a power failure, The Son Rise School will notify the parents to pick up their children as quickly as possible. It is illegal for childcare centers to care for children with no power or running water. If evacuation due to power failure is deemed necessary, the children will be taken to the designated evacuation site, Center Presbyterian Church (Corner of Hwy 323 X FM 2011). If this location is unavailable or deemed unsafe for any reason, we will then relocate to ABC Son Shine School (202 W. Niblick St. Longview, Tx 75604 (903)759-6365).

CHEMICAL SPILL EVACUATION PROCEDURE:

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the center is considered unsafe, children will be loaded into the center van and in staff members' vehicles to take them to an area deemed safe by the authorities. Information will be given to the parents via the ProCare app throughout the development of these events. Police and news broadcasting channels will be notified as well to distribute this information. KLTU channel 7, CBS 19, KVNE 89.5 and the ProCare app will all be kept updated on the status of the situation and our relocation details.

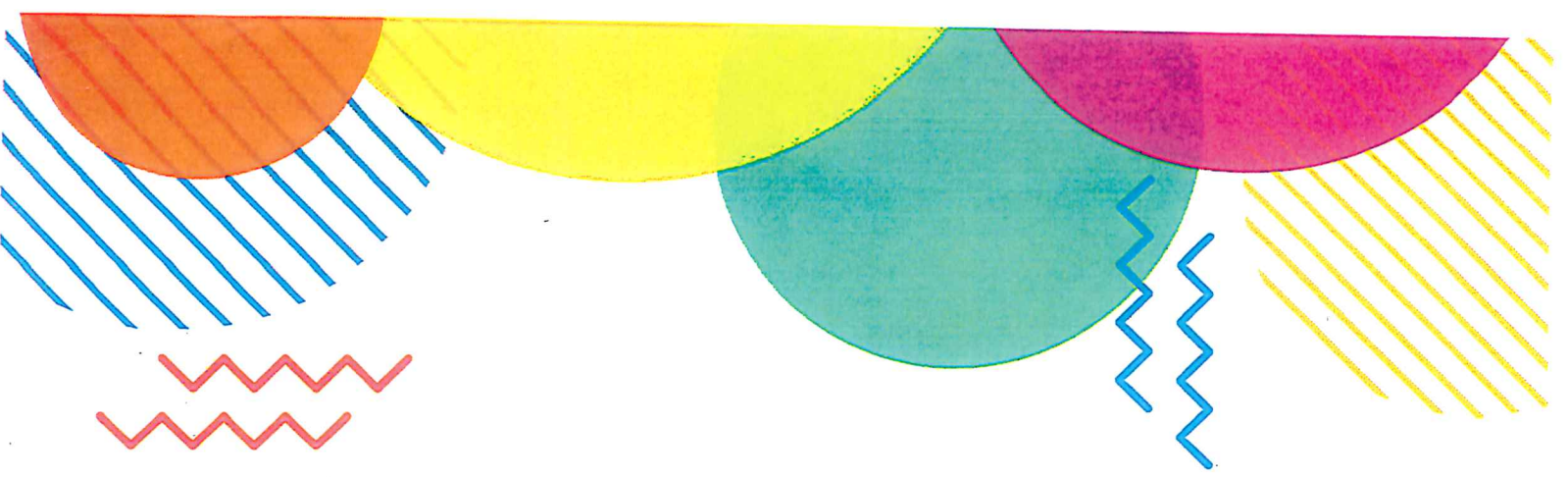
INTOXICATED AND OR UNDER THE INFLUENCE PARENT PROCEDURE:

If an intoxicated or under the influence parent comes to pick up his/her child, center staff is required to call 911 and Child Protective Services. The director will contact another person on the child's emergency contact list and request that they pick up the child. The director will then inform the intoxicated or under the influence parent of the pickup plan. If the center staff are unable to contact another pick up person, the child must legally be allowed to leave with the parent. The parents would be informed that the police and Child Protective Services would be called immediately to inform them of the incident.

If, at any time, a parent enters our facility and emits the scent of marijuana use to the extent of it bothering or affecting our staff, the children in our care, or the other parents at our facility, a meeting will take place with the parent(s) involved that will symbolize a warning. One more occurrence after this meeting will result in this individual not being allowed to return to our facility. Each occurrence will result in the staff present to alert CPS, as this is our responsibility.

ABC Son Shine School/The Son Rise School
TRANSPORTATION POLICY

1. We no longer transport.



Nursery Parents:

Changes:

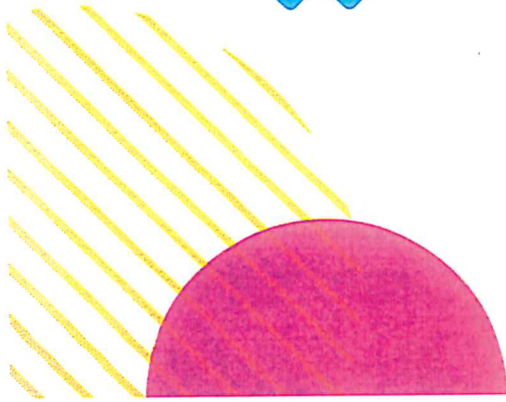
No more bottles!

We will begin using Sippy cups for breakfast, lunch, snack, and water cups.

No More Cribs!

We will begin using a nap mat, supplied by you!

No More Pacifiers!



Congratulations on your little one growing up! You are the parent of a 12 month old!! With this milestone comes many changes and transitions.

Listed below is a general list of the biggest changes that will take place here at school.

You will still need to supply your child's diapers, wipes, ointment, and changes of clothes. You will also need to supply your child with a mat and blanket for nap time.

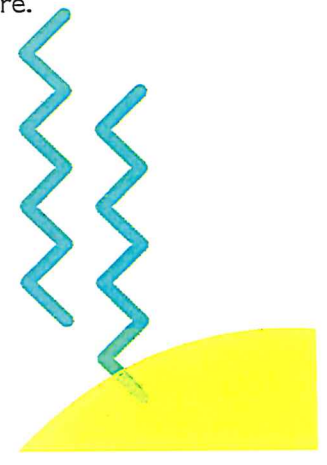
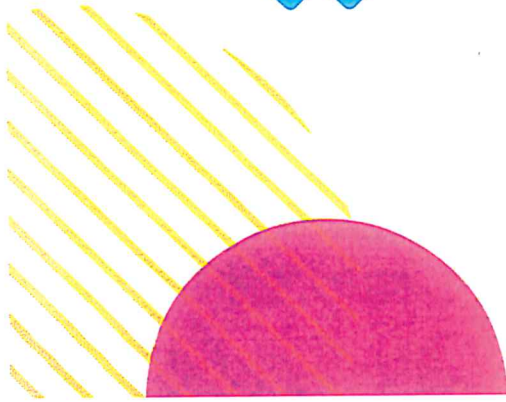
Comments:

We will send your child's bottles back with you and will not implement them in their daily routine from this moment forward.

Please speak with your child's teacher to see what sippy cups are being used in the classroom. It may really help your child to use the same type of cup at home also! Unless your child's doctor signs authorization for a different accommodation, your child will be served Whole Milk 2X/day.

As per State Law, children over 12 months of age may no longer sleep in a crib. It is your responsibility to supply a nap time mat for your child to rest on each day. You may also bring a blanket for them to use. Please, no pillows or stuffed animals.

At 12 months of age, we will be transitioning away from the use of pacifiers and binkies. These will not be tolerated in any of the higher-up classrooms so the transition away from these will begin here.



Communicate with your child's teacher or reach out to Mrs. Amanda if you have any questions or concerns regarding these changes.