

Philosophy

WELCOME TO SUNRISE CHRISTIAN PRESCHOOL!

We are a division of Orangewood Academy, a WASC accredited co-educational school in the heart of Orange County. Our purpose is to provide excellent child care for children, ages 2 to 5, of all ethnic, religious, social, and developmental backgrounds. We provide early educational experiences that help children develop socially, physically, emotionally, cognitively, and spiritually. We work towards building a child's self-esteem through encouraging them to develop competence at their own level. We want children to be actively involved in their own learning as they explore their environment. We are a Seventh-day Adventist Christian school that aims to demonstrate and model Jesus' love.

We understand the parent, as the child's first teacher, has a unique role to play in a child's development. We will work to support and extend that parental role. Parents are encouraged to participate in their child's school experience by keeping communication ongoing, participating in fundraisers, attending school functions (i.e. field trips, Back to School Night, Music Programs), visiting the child's classroom, and interacting with their child's teacher.

Sunrise Christian Preschool teachers are chosen for their love and interest in teaching and nurturing young children. All lead teachers must have a minimum of 12 Early Childhood Education units and hold either a two or four year college degree. Teacher assistants also have between 6 and 12 Early Childhood Education units or are currently enrolled in college level professional growth classes.

Come Learn With Us!

Late Pick-Up

We appreciate your cooperation in picking up your child on time. In consideration of staff commitments, after the scheduled close of the school day, Sunrise Christian Preschool has established a late fee policy to address the inconvenience of a child being picked up after closing time. There **is a late fee of \$1.00 for every minute after 6:00 p.m. (5:00 p.m. on Friday)** that your child remains after closing time. This fee will be billed to your monthly statement. **If you have an emergency, please call school promptly at 714-534-4694, ext.107, in order to notify the closing staff.** A half day schedule is over at 1:00 p.m. In case of emergency, please contact the preschool director to make arrangements for your child to remain later.

Enrollment

All children must be up to date with their immunizations to be enrolled in school. The yellow immunization card or another type of official immunization documentation is required upon the first day of attendance. A copy will be made to be kept in the child's file at school. The physician's form must be submitted prior to the beginning of a child's third week of school.

All enrollment forms and registration fee must be submitted on or before the first day of a child's attendance. Tuition will be adjusted if a child begins school in the middle of the month.

Health and Medication

The school seeks to promote and encourage good health and hygiene for all children in our care. In the event that your child becomes ill during the school day, a parent will be called to come pick the child up immediately. A parent will be called for any of the following reasons: high temperature, vomiting, diarrhea, oozing sores, or what appears to be conjunctivitis (pink-eye), head lice, or continued coughing that interferes with the child's normal activity.

IF YOUR CHILD SHOULD ACQUIRE AN INFECTIOUS DISEASE, PLEASE INFORM THE SCHOOL IMMEDIATELY.

Medication prescribed by a physician and the necessary form filled out by the parent allows staff to administer medication at school. Over the counter medication must have a doctor's prescription. **Children may not take medication of any kind on their own!**

Emergencies/Disasters

A parent will be contacted and the necessary action will be taken immediately if a serious accident occurs. In the case of an extreme emergency, unless otherwise indicated, the child will be taken to [Garden Grove Medical Center](#) which is the nearest emergency room. Emergency telephone numbers are extremely important. It is the parent's responsibility to keep these phone numbers updated. In the event of an earthquake or other major disaster, children will remain at school until a parent or other authorized adult comes to pick up the child. Anyone who picks up a child must present photo identification. The school has emergency food and water for children up to three days. Your child's safety and care are our first priority.

Vacation

Each child is entitled to one week vacation in the fiscal year (July 1 to June 30). A "vacation notice" must be turned in prior to the time taken. Additional weeks taken beyond one week will be billed at the regular tuition rate. You may hold your child's place in the school by paying the \$75.00 registration fee for extended absences (1 month or more).

Holidays & Birthdays

No tuition adjustment is made when the preschool is closed due to official holidays.

THE OFFICIAL HOLIDAY LIST IS:

New Year's Day
President's Day
Independence Day
Thanksgiving & Day After
Martin Luther King Jr. Birthday
Memorial Day
Labor Day
Christmas Day

We reserve the right to close additional, days for facility maintenance, or teachers' in-service meetings not to exceed five (5) days per year. The school will close the week between Christmas and New Year's. This week may be used as your one week vacation credit. Please inform the director or speak with a teacher if you want to celebrate your child's birthday at school. Due to children's allergies, religious beliefs, etc., we ask that you first check with the director before bringing food for other students.

Meals & Snacks

We ask parents to pack a nutritious sack lunch for their child. We have a cafeteria that prepares a vegetarian lunch Monday through Thursday. The menu and cost is posted. The school provides pizza on Friday. The school provides juice or milk for lunch according to the children's preference.

Parents are asked to help provide snacks on a rotating basis. A monthly snack menu is provided and regular reminders are sent home. Snacks are provided from two basic food groups.

MORNING AND AFTERNOON NUTRITION

The morning nutrition break is provided at 8:30 a.m. The afternoon nutrition break is provided at 4:00 p.m. Coming to school having had a good breakfast is very important to a child's behavioral attitude, social development, and academic focus. If your child comes to school before 8:00 a.m., without having had breakfast, a meal can be brought in with the child and the staff will ensure the child eats it in a timely manner.

Napping (1:00pm-3:00pm)

Every child present during nap time is required to either rest or nap during this time. Each child will have their own cot to lay on. Parents are asked to provide a crib sheet and blanket. Please take your child's blanket and sheet home on Fridays for washing. If a child comes to school without a crib blanket, the school will provide one until one is brought by a parent. Parents will be asked to wash and return school blankets if this scenario becomes a regular occurrence. All cots are washed and disinfected on a regular basis.

Field Trips

The school takes two official field trips every year. Bus transportation is provided for all official school trips. A permission slip signed by a parent is required before the child can attend a field trip. Field trips are an educational extension to our curriculum. Parents are welcome to participate.

Activities/Dress

Children should be dressed in play clothes so that stains from paint, food, and dirt will not be a problem. The school will provide aprons and children will be encouraged to wear them, however some children get more involved in messy play. Parents are asked to provide extra clothes for their child in case of water play or bathroom related accidents. If a child runs out of extra clothes a notice will be sent home to bring more. Please wash preschool clothes prior to returning them Flip-flops are acceptable for wear only during the summer months; July - August.

Personal Belonging

Please label your child's items. Clothing does get misplaced, but often times will turn up. Please be patient as we will work to locate your items. Also, bringing toys from home can be a problem for your child in terms of breakage or loss. We can not keep track of all things brought from home. If your child brings a toy from home, but refuses not to share he/she will be asked to put it away in their cubby. This is a "natural consequence" lesson for children.

T.V

Television viewing is kept to a minimum. There are times when the TV may be used during a transition time or on rainy days. Teachers will use good judgment in the amount of time and quality of what is shown. Friday is the official "Movie" day.

Discipline

We view discipline as an ongoing process for helping children develop competence, self-control, and appropriate behaviors. The teachers will use a variety of discipline techniques for changing unacceptable behavior, such as redirection, distraction, giving choices or letting the child experience natural consequences.

Biting

Biting is a normal two year-old response to frustration. However, it is neither acceptable nor tolerated at any age during school hours at the preschool. If a child is biting, they will be told this is unacceptable behavior and that biting hurts others. Parents will be notified if their child bites or gets bitten. Some children are more prone than others to handle their frustration this way. If this is the case, the safety of all the children outweighs the needs of the child in question. After a third biting incident, the child will be suspended indefinitely at the director's discretion. Children don't learn to tame their aggressive instincts naturally. Stopping aggression requires the care-taker and parents to be prompt, firm and most of all, consistent.

Absence

We are always concerned when a child is absent. The preschool staff needs to be informed when a child is sick. Please call the preschool at (714) 534-4694 (Ext.661) and leave a message.

Message Board Communication

The "Message" board located over the sign-in book is available for parents to leave a message for the director or a child's teacher regarding a change in designee for child pick up, lost items, or other specific concerns. A monthly newsletter is sent home and is attached to the child's sign-in sheet. Please read these letters to stay informed.

IMPORTANT NOTICES ARE ALSO ATTACHED TO THE PRESCHOOL GATE

Sign in/Sign out Book

It is the state law that every child be signed in and signed out daily by an adult person 18 years or older. Full legal signature is required. If your signature is in initials you will be asked to fill out a signature card to be kept on file.

Curriculum

Curriculum guidelines are based on long-range goals and objectives that reflect a Developmental and Christ-centered philosophy. Each class and age group has varying activities throughout their morning routine. Please see the director if you would like a **LEARNING GOALS** sheet or the **DAILY SCHEDULE** for each age group. We encourage you to keep communication ongoing between you and the school. Please contact the director if you need to see a teacher. She will be happy to make the arrangements.

Concerns

All concerns or problems should be brought to the attention of the director at any time. She will cooperate and work with parents and/or staff to solve or eliminate difficulties as quickly as possible.

Disclaimer

This handbook is for informational purposes only. It does not directly or indirectly constitute a contract between you as a parent and the preschool. Also, the contents are subject to change at any time at the discretion of the Orangewood Academy school board.
