



Family Handbook

Revised January 1st, 2015

School Information:

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Website: www.sunrisewellman.com

Hours of Operation: 5:30am-6:00pm

Director: Melissa Kaufman

Assistant Director: Chelsea Campbell

Emergency Evacuation Site: Parkview Manor

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EDUCATION AND CLASSROOM INFORMATION

Sunrise Child Care Organization

Sunrise Child Care is committed to providing quality childcare in a loving and enriching environment. We are delighted you have chosen to make Sunrise a part of your family life. We will strive to make sure Sunrise is the right place for you and your child.

This parent handbook contains important information about our policies, programming and day-to-day operations. Our policies have been developed to ensure the safety and health of the children and the staff at the childcare center.

Sunrise operates with a Board of Directors which meets monthly to discuss finances and other center interests. The Board consists of community people, business members, parents and the Director who acts as a liaison between staff and parents and the Board.

Sunrise Child Care Mission Statement

Sunrise Child Care strives to provide high quality, progressive care to children 6 weeks through 11 years of age. We aim to support parents and children by offering programs that are enjoyable, educational, stimulating, nurturing and affordable for children of all levels of development.

Sunrise operates on a non-discriminatory basis without regard to race, color, religion, nation origin, ancestry or sex.

Non-Discrimination Policy

Sunrise Child Care provides quality child care that is free from any unlawful discrimination of any type including, race, color, religion, sex, national origin, age, disability or any other types of discrimination.

Quality Rating System (QRS)

Sunrise Child Care is a registered QRS provider. The QRS was developed to raise the quality of child care in Iowa, to increase the number of children in high-quality child care settings and to educate parents about quality in child care. Iowa's Quality Rating System (QRS) is a voluntary child care rating system for child development homes, licensed child care centers and preschools, and Child care programs that are operated by school districts.

Childcare Services Offered

- Childcare for children ages 6 weeks-5 years of age.
- Before & After School Program for school-aged children through 11 years.
- Summer Program for school-aged children.
- Drop-in childcare (including school holidays and snow days) for children ages 6 weeks-through 11 years of age.

Regular Child Care Program

Early childhood

Ages: 6 weeks to 5 years

Ages and Room Groupings

The children's rooms consist of an infant room, toddler room, 2-year-old room and pre-k room. The age ranges are the approximated, expected age that the child should be for placement in a particular group.

<u>Sunrise Daily Schedule</u>	
5:30am	Center opens
5:30-8:00am	Breakfast, small group toys on the carpet (blue room)
7:35am	School age children leave for school
8:00-8:15am	Toileting/Diaper changing
8:15-9:00am	Free Play
9:00-9:25am	Circle Time
9:25-9:30am	Handwashing
9:30-9:45	Snack
9:45-10:15	Art/Curriculum centers
10:15-10:45am	Music and Movement
10:45-11:15am	Outside/large motor
11:15-11:30am	Toileting/Diaper changing, wash hands for lunch
11:30-12:00pm	Lunch
11:25pm	Children leave/arrive from preschool
12:00-12:15pm	Music and books
12:15-12:30pm	Toileting/check diapers
12:30-2:45pm	Nap time/rest time
2:45-3:00pm	Toileting/diaper changing, wash hands for snack
3:00-3:30pm	Snack
3:30-4:15pm	Outside/large motor (pre school age)
4:15-4:30pm	Afternoon group time
4:15-5:00	Outside/large motor (school age)
4:30-6:00pm	Table activities-puzzles, playdough, manipulatives etc.
6:00pm	Center closes
*Schedule may vary from day to day	

Before and After School Program/Summer School-Age Program
 Ages: 5 through 11 years

Before & After School Daily Schedule	
5:30am	Center opens
5:30-7:45am	Breakfast, small group toys on the carpet

7:35am	School age children leave for school
3:40pm	Children arrive from school
3:30-4:00pm	Afternoon group time
4:00-4:30pm	Outside/large motor
4:30-5:00pm	Table activities-puzzles, play dough, manipulatives etc.
5:00-6:00pm	Combine with school age, small group activities
6:00pm	Center closes
*Schedule may vary from day to day.	

Curriculum

At Sunrise Child Care we use the Funshine Express™ curriculum as a supplement to our own. Sunrise also uses PBIS in our classrooms, for more information please go to: www.pbis.org

Lesson Plans

Staff in each classroom will post weekly lesson plans in view for you to see their activities for the week.

Staff Training

Upon hire all staff is trained in 1st aid, CPR, Mandatory reporting and universal precautions and receives 16 hours of training within the first 3 months. We encourage all staff to attend additional trainings yearly to develop and update their teaching skills.

FAMILY INVOLVEMENT AND COMMUNICATION

Parent-Staff Communication

Staff at Sunrise Child Care would like to communicate with you about your child's day. Please take a moment to talk with your child's teacher every day. If you have particular concerns, talk with your child's lead teacher, or a member of Management. Periodically, letters will be sent home. Feel free to leave us notes as well.

Open Door Policy

Parents and grandparents are welcome any time! You are especially invited to dine with your child on their birthday. Just let us know how many extra to plan for. We encourage parents to volunteer for fieldtrips and other special events.

Family Folders

Each family is assigned a mailbox in the center. This is for correspondence between staff and parents. Billing statements, receipts of payment, newsletters, etc. will be placed in the mailbox for parents to take with them when they drop off/pick up their child. Please check your mailbox daily. Information can also be e-mailed, you must let the center's Director know if you prefer e-mails. Procure notes may also be used in correspondence.

Monthly Newsletter

We provide a monthly newsletter to inform you of upcoming field trips and events, projects the children are working on and other important information.

ENROLLMENT AND TUITION GUIDELINES

Enrollment and Tuition

Paperwork

The State of Iowa mandates that childcare centers have certain documents on file at all times. These include: **Parental Emergency Medical Consent Form, Participation Agreement, Pick-Up Authorization Form, Annual Physical Form and an updated Immunization Record.** Parents must provide the director or assistant director with these documents before their child can begin attending Sunrise. These documents must be updated each year. If at any time a parent fails to update these forms in a timely manner, the child will not be allowed to attend the program until such forms are completed.

Childcare Fees

Current tuition rates are available from the director or assistant director. Sunrise Child Care has full-time rates, part-time rates, and drop-in rates. Payments are due monthly or bimonthly on the 1st and on the 15th of the month. Two day max late payment is strictly enforced. Children will not be able to attend on the 3rd day of non-payment and will be at risk of losing their spot at the center.

Auto Withdraw Payments

Parents have a choice to have payments automatically taken out of their bank accounts. The authorization form needed for this is located in your registration packet.

State Payment

Parents who receive assistance through the State of Iowa who have a co-payment will be billed on the first of the month following the month of service. Co-payments are due by the 5th of the month. Parents are required to pay their co-payment amounts for unscheduled absences due to illness, inclement weather, or closure due to holidays.

Parents receiving state assistance for part-time child care (children do not routinely attend five days per week) are required to give a copy of your work or class schedule to the director or assistant director as soon as one is available (no later than one week in advance). If, for some reason, the State refuses to pay for any portion of a child's services, parents are responsible for the unpaid portion.

Waiting List Policies

A child that has been placed on the waiting list will be accepted into the Center only when written authorization is received from the Center Director. You will be notified by phone when a position becomes available and when your start date will be. In most cases we know the anticipated starting date a month in advance.

General Fees

Registration Fee

Families are charged a 50% of first months registration fee at the time they reserve a childcare spot for their child to be applied to the first month of attendance. This fee is non-refundable and applied to your first month's fee.

Late Pick-Up Fee

Sunrise Child Care closes promptly at 6 PM. Parents who arrive to pick up their children after 6 PM will compensate staff at the rate of \$10 for the first 5 minutes and \$2 per every 5 minutes thereafter. Payment is due at the time of the late pick-up.

Late payment fee

All accounts must show a zero balance every 1st and 15th of the month. Parents will be charged a \$15/day late fee if payment is not received on the due date.

Returned Check Policy:

After two weeks of nonpayment, childcare services will be denied. Families in this position have the following options:

1. Pay in full so that you are up to date.
2. Make reasonable payment arrangements with the Sunrise Director. It will be your responsibility to set up a time to meet with him or her.

If you fail to do either of the above options, the entire bill will be turned over to small claims court. A service charge of \$30.00 will be assessed to the balance due for all returned checks.

Withdraw and Termination

Dismissal

Program participants will be asked to withdraw for the following reasons:

- Non-payment of fees
- A child's pattern of behavior which is dangerous to others and/or him/herself
- Child's behavior requires special attention in which the staff is unable to provide
- Continual lack of compliance by parents to program policies

Withdrawal Policy

Please notify the Director of any plans you may have to withdraw you child from the facility. Your notice must be received 2 weeks prior to your child's last day. Parents are required to pay for the last two weeks of childcare.

OPERATIONAL POLICIES

Days of Operation and Closing Information

Center Operating Hours

Monday-Friday 5:30 AM-6:00 PM

The center will be closed on the following holidays:

- New Year's Day
- Memorial Day
- July 4
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas
- The center closes early on Christmas Eve at 12:30 PM and New Year's Eve at 12:30 PM when these holidays are on weekdays.

Closing and Inclement Weather Information

Sunrise Child Care makes every attempt to remain open during inclement weather conditions. In the unlikely event that the daycare is closed, parents will be charged their normal fees.

We ask that you call Sunrise to ensure that we are open if there was inclement weather. If Sunrise were to close due to inclement weather information will be placed on local TV and radio stations and our website.

PERSONAL ITEMS

Supplies

Please provide the following supplies:

- A complete change of labeled clothing placed in a Ziploc bag; Toddler and preschoolers must have adequate outdoor clothing including boots. The children frequently play outside as long as weather permits.
- If your child takes a nap they may bring a blanket otherwise Sunrise will provide a blanket for naptime.

Cubbies

Children 1 year and older are assigned a cubby in the center. This is where parents should store their child's personal belongings (i.e. change of clothing, diapers, etc). Staff will put items in the cubbies that they wish the children to take home (i.e. art projects). Please check your child's cubby daily to ensure that it does not get overly cluttered.

Toilet Training

Toilet training is a difficult milestone for children to reach. The age at which children become toilet trained varies a great deal. At Sunrise, we want to work with parents to achieve the goal of toilet training. When you feel your child is ready to begin the process of toilet training, please speak to your child's teacher. When your child is ready we encourage you to bring your child in underwear and only put them in a diaper when they are sleeping. If you go back and forth from underwear to diapers it becomes very confusing to children. Also, several complete changes of labeled clothing along with shoes are necessary during this time.

NUTRITION

Meals

Nutritious meals and snacks are provided at the center. Breakfast, morning snack, lunch and an afternoon snack are offered to all children and staff. Meals meet the nutrition and quantity requirements of the U.S. Department of Agriculture (USDA) Child Care Food Program (CACFP).

Lunch is served between 11:30 and 12:00. The menu is posted in the entryway to the center and on our website. All children are encouraged to try the foods served to them but they are not required to eat anything they don't wish to eat.

For ages 2 and up, family style dining is used at all meals.

Birthday treats are fun to share with the other children, but please, no gum or candy. The bureau of Food and Nutrition discourage "homemade" goodies and encourages purchased, packaged items. Please inform staff in advance if you are bringing in treats to share.

If your child has any food allergies or restrictions Sunrise will give you a form to fill out so the appropriate food will be served.

Milk and hot lunches are provided for children old enough to eat table food. To comply with state licensing regulation, we cannot allow lunches to be brought from home. All meals are included in the price of childcare.

Federal Food (CACFP) Program

CACFP is the Child and Adult Care Food Program, a Federal program that provides healthy meals and snacks to children child care. The primary goal of the CACFP is to improve the nutrition of children 12 years of age and younger. The CACFP strives to give the children the foundation they need to make good healthy eating choices and to make good nutrition a part of their life.

ACTIVITIES

Outside Activities

Having outdoor activities is a great opportunity to learn and explore our surroundings along with getting the fresh air children need to stay healthy. All of the children enjoy outside time twice per day all year round. We will monitor the weather to ensure your child's safety outdoors.

Children who are well enough to attend school are well enough to participate in all activities, including outdoor play. Please be sure that your child is dressed with adequate outdoor clothing.

Field Trip Policy

Field trips are scheduled throughout the year for the children in the preschool rooms. Examples of field trips include visits to parks, museums, libraries, grocery stores and other establishments that provide fun and educational tours. You will be notified of the dates in advance by newsletters, sign up sheets, and class calendars. You will be required to sign a field trip permission slip for your child. If you do not wish for your child to participate, we will try to accommodate your child in this area, but you may need to make alternative arrangements for your child on that day.

Nap Time

Children in the 2 year old and preschool rooms have a quiet time after lunch between 12:30 and 2:30. All children must rest quietly during this time. (School-age children are the exception). Children may bring a favorite blanket and/or stuffed animal from home. Sunrise Child Care provides cots for the children to sleep on. To minimize disruption, plan to arrive or depart before or after naptime.

INFANTS AND TODDLERS

Items from Home

The following items should be brought to Sunrise on the first day and be replenished when needed:

- Diapers
- Wipes
- Change of clothes (appropriate for the season)
- Ointments
- Bottle
- Security Items ex: pacifier

All items must be labeled with your child's name.

SIDS Policy

All babies are placed in the cribs on their backs to sleep. This reduces the risk of Sudden Infant Death Syndrome (SIDS). If the child is able to roll over on his/her own, then they will be allowed to assume whatever position they move into for sleep, whether stomach or back. Parents must provide Sunrise with written documentation, signed by a physician, if they would like their child placed on his/her stomach while in the crib. Sunrise does not use blankets in cribs.

Infant Daily Sheets

State law requires that we complete a daily sheet for every infant up to 23 months in our care. These are located in the baby room. We will record the specifics of your baby's day, including when s/he ate, napped, had diaper changes, etc. There is a place for parents to record when the child last ate, how the child's mood has been, who will be picking up the child and when they will be leaving. Please fill this section out each day so we can better care for your child.

Biting

The following guidelines will be enforced when dealing with a child who bites: He/she will be removed from the situation immediately. The injured child will be checked to see if the skin has broken. If the skin is broken, the Child Care Director or Assistant Director will be notified. The parents will then be notified of the incident and encouraged to contact their family doctor (human bites are infectious). An accident/incident report will be filled out, with copies given to the parents of the child who got bit, the parents of the child who did the biting, and a copy in each child's file. If the behavior continues, the Child Care Director will meet with the parents of the child who is biting to try to find a solution to the problem. Dismissal will be considered on a case-by-case basis.

BEHAVIOR MANAGEMENT

Discipline

The goal of Sunrise Child Care is for each child to develop a sense of respect for themselves and others. We strive to create a child care environment that encourages children to make positive choices as well as to learn to live in a respectful and cooperative manner with others. We never call a child bad. We never tell a child that he or she has done a bad thing. Bad is not a part of our vocabulary.

We do not think of discipline as punishment. Effective discipline varies from child to child and depends upon many factors including the age of the child, level of maturity, etc. Through

appropriate adult/child interaction, anticipatory guidance, well established guidelines for appropriate behavior and active listening to children's responses, staff can get to know each child and what limits and adjustments are necessary in addressing behavior issues with that particular child. When a problem arises, staff will work with the child, discussing the problem, suggesting and supporting behavior changes, explaining and redirecting.

If a pattern of negative behavior persists, the Director will talk with the parent(s) in order to obtain assistance and suggestions for developing effective approaches with the child. A behavior plan may also be initiated.

If all reasonable approaches have been exhausted, the pattern of negative behavior continues, and/or the child's actions are a threat to the well-being and safety of other children and/or staff, parents will be asked to remove a child from the child care program.

Destruction of Property

It will be the responsibility of the child/parent to replace any property that is destroyed due to intentional misuse.

SAFETY AND SECURITY

Arrivals and Departures

The following guidelines should be followed when bringing your child to and from the facility:

- Please sign your child in and out each day on the attendance computer.
- For safety's sake, please escort your child in and out the front door, and make direct contact with a staff person. **Children may not be left unattended at any time.**
- If anyone other than parents will be picking up your child, a parent must notify the center. Children will not be allowed to leave with any unauthorized person. When leaving, make direct contact with staff and sign out your child(ren).

Any time a child is discovered missing after checking in, the parents will be called and the police will be notified.

Security Entrance

All doors are locked from the outside as a safety precaution for the children. The front door is equipped with a keypad. Each family will choose their own code for entrance to the front door. For safety reasons this code should not be given to anyone who does not regularly pick up your child. If someone does not have a code the door will be unlocked by the Director or Assistant Director.

Emergency Drills

Fire

Fire escape routes are clearly marked and posted in each room of the center. Drills are conducted once a month at different times of the day to ensure that all children and staff are familiar with all exits from the building. The children and staff will use the designated evacuation route. Staff will count children leaving the building and at the meeting area. Children and staff will wait for the director or other person in charge to account for all staff and children. No one will re-enter the building until the "All Clear" signal has been given.

In the event of a real fire, the director or person closest to the phone will call 911 and the above procedures will be followed. In addition, staff in the infant room will use infant carriers or rolling

beds to transport infants out of the building. The director will be responsible for taking the children's information book. The children and staff will use the designated evacuation route. Parents will be notified and children will remain outside until parents arrive. If evacuation of the premises is necessary, staff will transport children to Parkview Manor. Parents will be contacted and made aware of the alternate pick-up site. Children and staff may return to the daycare building only when fire officials have determined it is safe to do so.

Tornado

The director will conduct tornado drills once a month at different times of the day to ensure that all children and staff are familiar with the emergency procedure. The director will be responsible for taking the children's information book. Staff in the infant room will use infant carriers or rolling beds to transport the infants to the designated tornado shelter. Staff will ensure that all children are accounted for. The children will go to the designated area until the "all clear" is given.

In the event of a real tornado, the above procedures will be followed. In addition, the director will carry a battery-operated radio to listen to the latest news and weather alerts. The staff and children will remain in the tornado safety area until the Tornado warning is canceled. If there is structural damage to the daycare building, the director will call 911 and then determine if it safe to exit the building. If it is necessary to leave the building, staff will follow evacuation guidelines in the Emergency Plan for Fire.

Power Outage

In the event of a power outage, Sunrise is equipped with an emergency light system. In addition, flashlights are located in each classroom. If it is determined that the power outage will interfere with the continued operation of the center, parents will be contacted to pick up their children. If, however, Sunrise continues to have a functional bathroom and heating, Sunrise will remain open. If it is necessary to evacuate the premises, evacuation procedure as set out in the Emergency Plan for Fire will be followed.

Bomb Threat

If it is necessary to evacuate, the Emergency Plan for Fire will be followed. The director/staff person will call 911 and inform the emergency personnel that a bomb threat has been received. Staff and children will return to the building once the search has ceased and the building has been declared safe.

Chemical Spill

If evacuation is necessary, staff will follow the evacuation guidelines set out in the Emergency Plan for Fire and the director or person in charge will call 911. Staff and children will be taken to a safe location determined by emergency personnel and the director. Staff and children will remain at the designated location until officials give the "All Clear".

Flood

In the event of a flood, children will be evacuated to Parkview Manor using the evacuation guidelines set out in the Emergency Plan for Fire.

Severe Weather/Blizzard

If the director decides that conditions are so bad as to compromise the safety of staff and children, the center will be closed. If at all possible, the director will decide by one hour prior to opening if the center will be closed due to inclement weather. If this is the case, closing information will also be given to local TV and radio stations.

If weather is severe enough to close the center, parents will be contacted by telephone and asked to pick up their children as soon as possible.

Lost or Abducted Child

Staff will alert director immediately. A complete search of the building and outside area will be conducted by the director and designated staff. If the child has not been found within 10 minutes, the director or other person in charge will call 911 and the parent of the missing child.

In the case of abduction, the director or other staff will call 911. Under no circumstances will staff allow a child to leave with someone not authorized by the parent to pick the child up.

Intruder in the Building

Staff will first alert the director and then other staff members should an intruder enter the building. If possible, staff will exit with children to the parkview evacuation site. If exiting is not possible staff will make sure all children are in their room and lock the doors. If the intruder refuses to exit the building, displays a weapon or uses force or threat of force, the director or other staff person will call 911.

Outside Threat

In the event of an outside threat towards Sunrise Child Care staff will take all children to the hallway, if possible or necessary go to the downstairs hallway and wait until threat is clear. The Director or Assistant Director will check to make sure all children are accounted for and call 911. Staff in the infant room will use infant carriers or rolling beds to transport the infants to the hallway, if possible the infants will be carried to the downstairs hallway.

Intoxicated or Otherwise Substance-Impaired Parent

Staff will immediately alert the director of the situation. The director will talk to the parent about the danger of taking a child and/or operating a vehicle while intoxicated and ask the parent if there is another adult who can be contacted to pick up the child. If the parent demands to take the child while in such a condition, the director must release the child to the parent. If the parent does leave with the child the director will act as a mandatory reporter and contact the police and then the Iowa Department of Human Services. The description of the parent's car, tag number and direction the car was traveling will be given to the police.

HEALTH AND MEDICAL ISSUES

Health and Safety

Each child must have a medical examination upon enrollment and health statements updated annually until school age. Each child must have an approved immunization card signed by a health official and parent. Please keep the center informed of additional immunizations when received. Parents must sign a medical and dental consent form for use in emergency situations. Every attempt will be made to contact the parents first in an emergency situation. If we are unable to contact the parents or emergency contact person, the child's doctor or dentist will be contacted according to the information submitted on the medical/dental emergency consent form.

In order to protect your child and the other children participating in the program and to meet the Department of Human Services licensing guidelines, we ask that you keep your child home when any one or more of these symptoms are present. If your child is staying home on a contracted day, please contact the center.

- Abnormal temperature of 99.5° F auxiliary or higher. The child may return to the center after 24 hours of normal temperature without a fever reducer.
- Conjunctivitis (pink eye): the eye is reddened with some burning and a thick yellow discharge. Child may return after 24 hours of medical treatment, unless condition is chronic and contagious.
- Impetigo: blisters with thin, yellow pus. Discharge hardens into a scab and easily spreads to other skin areas. Child may return after 24 hours of medical treatment unless

- condition is chronic and not contagious to others.
- Rashes caused by contagious illness and condition, i.e. chicken pox, measles, etc. Rashes not accompanied by fever or other symptoms and not bothering the child will not be a reason to send the child home. Please consult a medical doctor and provide a written diagnosis.
- Diarrhea: loose watery stools that occur more than twice in one day. Please do not bring children with diarrhea to the center without a written doctor's diagnosis stating that the child is not contagious.
- Vomiting: children may return to the center after 24 hours without vomiting.
- Head lice: children may not attend the center with head lice. There can be no nits in the child's hair.
- Contagious Diseases: If a doctor diagnoses certain contagious diseases such as chicken pox, the child may not attend until the danger of contagion is passed or written notice from a physician that the child is no longer contagious. The child may return 24 hours after the child is on medication, if prescribed by a physician.
- Ringworm: ring-shaped, scaly spots on the skin or head. They may leave a lighter spot on the skin, a flaky patch of baldness on the head, or have a raised donut shaped appearance. Child may return the same day treatment starts.

Parents will be called to pick up their child if any of the above conditions occur while the child is at the center. Permission to return is granted at the discretion of the staff and the Child Care Director if all criteria for the return have been met. A statement from the child's physician may be required. If any of the above symptoms become chronic, the center may exclude a child until he/she is symptom free.

Medication Policy and Procedures

Sunrise Child Care management will administer prescribed medications to children for whom a medication form has been filled out and medication is in container with the prescription dosage visible. If a liquid oral medication is to be administered at the center, the parent must provide an appropriate measuring device that has clearly marked measurements (medicine cup, dropper, syringe, or sip-vial). This must be clearly marked with your child's name. Forms are provided by the center. The signed form with specific dosing instructions along with the medication must be given directly to the Director or a staff member. The Director, or an appointed staff person in the absence of the Director, will be the only people authorized to administer medication to your child. All medications will be stored according to the medication label and DHS guidelines in their original containers. All medications will be stored so they are inaccessible to children and non-center personnel. Non-prescription medications (diapering ointments, sunscreens, lotions) shall not be administered per DHS recommendations.

As long as the authorization to administer medication is in effect, a notation will be made on the child's daily report and the medication administration chart indicating the name of the medicine, date, time, dosage given or applied, and the initials of the person who administered the medication or the reason the medication was not administered. Medication will only be administered throughout the duration of the prescription.

Nebulizer (respiratory) treatments can only be done with prior permission from parents. The Director is the only person able to give these treatments.

Medication will not be administered without a current authorization signed by a parent. Sunrise can only give dosage marked on the medication. If a different dosage is required than what is stated on the bottle, Sunrise must have a signed Doctors note stating the dosage.

LICENSING AND LEGAL REGULATIONS

Mandatory Reporting

Our staff has been trained to recognize the signs and symptoms of abuse and neglect. The law requires Sunrise employees to report all suspected child abuse whether it be neglect and physical or emotional abuse.

Licensing Regulation

Sunrise Child Care meets the requirements of the Iowa Department of Human Services. There are minimum standards for working with children that relate to the age, health, qualifications (both work experience and education) and the required training for the prospective worker. Additional regulations normally deal with the quality of services provided including equipment requirements, staffing, and policies regarding children's health and safety. A copy of these rules and regulations is on file at the center.

Confidentiality

All information pertaining to children and families at Sunrise is kept confidential and only monitored by management. If your child is involved in an incident with another child, our staff will not reveal the other child's identity.

FAMILY EXPECTATIONS

Appropriate Language at Sunrise

Parents/Guardians and their guests are expected to use appropriate language while at Sunrise. Foul language of any kind is not permitted.

Smoking

Smoking is not permitted at Sunrise or Sunrise's playground.

Physical and Verbal Punishment of Children at Sunrise

Any kind of corporal punishment from parents or their guests on any child enrolled at Sunrise or not, is not permitted. Verbal reprimands are sometimes necessary but we will not allow verbal abuse. Any kind of abuse may result in disenrollment.

Parents and their guests are also prohibited from addressing or disciplining other children that are not their own. If there are any concerns please speak with the Director or Assistant Director.

Firearm and weapons at Sunrise

Any firearms, ammunition or weapons of any kind are not allowed at Sunrise or at events held by Sunrise. If you have a concealed weapons permit it must be left in your vehicle.

Staff Hired by Parents

If you do choose to hire a staff member to baby-sit, they must do so outside of their work hours and away from Sunrise, this would be done with full knowledge that they are a private citizen and not employed by Sunrise Child Care at that time. Sunrise Child Care cannot be responsible for what they do outside of their work hours and will not be liable for any acts when not at Sunrise.

SUNRISE CHILD CARE FAMILY HANDBOOK ACKNOWLEDGEMENT

I have read, understand and received a copy of the Sunrise Child Care Family Handbook

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature:

_____ Date: _____