



"DEFINITELY NOT
CHILD CARE AS USUAL"

HANDBOOK



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MISSION STATEMENT

Our objective is to provide a secure, professional, and loving Christian atmosphere where each child feels safe, learns easily, and enjoys a values-based environment. Our goal is to make a positive difference in each child's life.

- **Orderly, well run classrooms and schedules**
- **Individual attention**
- **Developmentally age-appropriate learning activities**
- **Development of the five key areas- intellect, emotion, social, physical, spiritual**

Our carefully selected staff all shares a common set of values. A high standard of Biblical morality a loving and nurturing heart. Along with the proper education and training all combine to create a high standard of excellence.

The difference we make today will be the difference your child makes tomorrow! It is our hope that the lives of both you and your child will be enriched because of your association with us. God bless you and your family!

STATEMENT OF FAITH

Sunny Days Preschool/Childcare is an extension of the ministry at Portland Faith Center. Therefore the beliefs are the same. The following is the essence of those beliefs (the complete Statement of Faith can be found on our website – www.portlandfaith.org)

Portland Faith Center is a non-denominational Christian church, which holds the Bible to be the standard for doctrine and daily living.

NON-DISCRIMINATION

At Sunny Day's Preschool/Childcare we admit children of any race, color, national and ethnic origin to all the right privileges, programs, and activities generally accorded or made available to children at its facility. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies and programs.

ABUSE AND NEGLECT POLICY

As required by the state of Maine law, if the preschool has a strong reason to suspect child abuse or neglect, the situation will be reported to the State of Maine Department of Protective Services without prior parental notification.

HOURS OF OPERATION

Sunny Days Preschool/Childcare hours of operation are 7:00 a.m. to 5:30 p.m. Monday through Friday.

Sunny Days Preschool hours of operation are 9:00 a.m. to 12:00 noon.

SEVERE WEATHER CONDITIONS: In the event Sunny Days closes for inclement weather, there will be television announcements on channels 6,13. We understand that most parents still need to go to work on stormy days. We will only close if there is if it is absolutely necessary.

ADMISSION & ENROLLMENT

DEFINITIONS OF ENROLLMENT: Full Time- any time over 35 hours per week.

Part time- is a steady basis and scheduled days any time under 30 hours per week.

AGES OF ADMISSION: ages 6 weeks through 12 years of age of. We offer programs for infants, toddlers, preschoolers and school age.

PRE-PLACEMENT OBSERVATIONS: An observation of Sunny Days Preschool/Childcare will be scheduled during business hours.

INFORMATION REQUIRED BEFORE PLACEMENT:

- **Registration forms signed by parent or legal guardian**
- **Complete record of immunizations.**
Please send in updated copies regularly.
- **Written consent for child to receive emergency medical treatment.**
- **Signed policies and procedures agreement.**
- **A signed fee agreement**

ENROLLMENT: Sunny Days Childcare reserves a 30-day trial enrollment period during which we learn about working with each other. If at the end of the trial period either party finds that we are not compatible for any reason, we may terminate any written agreement we may have with a written notice of two weeks. After this trial period, either party is required to give a two-week notice of termination of enrollment of services, with the exception of parental failure to make timely tuition or other fee payments.

Upon enrollment, a non-refundable deposit equal to one week of tuition will be paid to hold the enrollment. This deposit will be applied to the first week of tuition.

HEALTH AND SAFETY PRACTICES

PROFESSIONAL TRAINING: Federal laws are requiring employees to be more educated and have more training hours. Our staff will be given the opportunity to attend continuing education workshops, seminars, training and maintain CPR/First Aid certification as well as explore updated techniques in the child development field.

HAND WASHING: Hands will be washed before and after meals, after bathroom use after nose blowing, and after handling an ill child.

TOYS AND EQUIPMENT: Toys and equipment will be sterilized weekly with a mild bleach solution or disinfectant.

FIRE DRILLS: Practice fire drills will be conducted monthly and recorded in the office. This is necessary for the safety of the children and staff.

ACCIDENTS AND INJURIES: First Aid will be administered to a child needing care. Each accident will be recorded on an accident report sheet. Parents will be given a copy of this report and the Preschool/Childcare will maintain a copy. Serious accidents will be reported to Licensing.

CPR/FIRST AID: We require all staff to maintain a current CPR and First Aid certificate.

IMMUNIZATION RECORDS: Parent agrees to provide documentation of the child's immunization record within 2 weeks of enrollment in accordance with Maine State Licensing Rules. It is the responsibility of the parent to update the child's medical records regularly.

PAYMENTS OF SERVICES

Operating hours are available Monday through Friday 7:00 a.m. to 5:30 p.m.

A late fee of \$1.00 per minute will be charged payable directly to the caregiver, when your child is picked up late.

All cash payments must be in a sealed envelope with child's name on the outside.

All Payments for service are paid in advance on Friday.

If Payments are not made with the provider a late fee of \$5.00 per day will be charged to the account.

Payments are guaranteed fees contracted for a specific time and space in the childcare, regardless of your child's attendance.

Failure to make timely payments will result in termination of service with no additional notice required by Sunny Days Childcare.

In the event of a returned check, a \$25.00 fee will be applied. Fu-

ture tuition payments must be made by cash or money order only. Tuition is paid based on enrollment and not attendance; therefore, any family vacations or sick days that your child does not attend, tuition still needs to be paid.

ARRIVAL AND DEPARTURE

SIGN-IN/SIGN-OUT: For your Childs safety, Sunny Days Pre-school requires you to sign your child in and out of the classroom.

ARRIVAL – Parents need to come in to childcare facility and get their child ready for the day.

DEPARTURE- Parents need to come in to the childcare facility to pick child up. Children are to leave childcare with parent. If the child should go outside the daycare while parent is inside, the parent will be responsible.

ABSENCES: We would appreciate a phone call for any reason your child will not be here on a regularly scheduled day.

RELEASE OF CHILDREN: Children will absolutely not be released to anyone except those authorized to pick up the child on the enrollment form. Photo identification will be required of those authorized that are unfamiliar with the staff. In the event that you wish another adult to pick up your child, it would require that you give written permission in advance or a phone call to verify.

Should the staff of Sunny Days suspect any person picking up a child is operating their vehicle “under the influence”, we ask the person to call a back up driver. If the person refuses to make alternative arrangements, we will notify local police department of the situation.

MEALS

Sunny Days Childcare participated in the USDA Child Care Food Program. We provide nutritious and well-balanced meals and snacks for all children in attendance. At the recommendation of the State Office of Epidemiology, no foods may be brought from home with the exception of special dietary needs. Parents may

bring treats in for special occasions. Daily menus are posted for your information.

Meals are served on the following schedule:

- **Lunch 11:00-12:30**
- **Snack 1:00-3:00**

If your child will be arriving after a schedule mealtime has begun, you must feed him/her before you bring your child.

Parent agrees to notify Sunny Days of any known food allergies your child may have.

INFANT FEEDING: Parents must provide age appropriate baby food, formula, etc. We cannot serve baby food from a jar that has already been opened.

BIRTHDAYS: Parents are welcome to prepare special birthday treats for your child's class. Birthday cakes or cupcakes are acceptable, however, no balloons or candles, please!

BEHAVIOR MANAGEMENT

We strongly believe in positive reinforcement at Sunny Days Preschool. It is our goal to recognize the positive and not the negative. We practice a pro-active approach to discipline. We teach children how we want them to behave rather than just reacting to the behavior we don't want to see. An example with preschoolers: Instead of saying, "Stop running," a positive discipline approach would be, "Use your walking feet, please." "Can you show me how to use your walking feet?"

Positive reinforcements: Encourages a child to demonstrate acceptable behavior.

Redirection: Redirects the child to another activity and is given the opportunity to try again.

"If...Then..." Statements: A statement in which your child is encouraged to make a positive choice. If you pick up the crayons, then you can go to the sand and water table.

Stop & Think/Time Out: The child is separated from the group

for a child-regulated period of time. This technique is used only when the child is exhibiting temper tantrum type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

If a child receives 3 incidents reports, a meeting will be made with parents to discuss concerns and ideas. If a child is exhibiting violent and out of control behavior, a phone call may be made to the parent or guardian. Parents/Guardians will be financially responsible for any property damage obtained from their child.

ILLNESS

PARENTS RESPONSIBILITIES: Parent agrees to pick your child up or make arrangements for a responsible back up person to pick up the child from care in the event of illness at the provider's recommendation, within a reasonable time.

SCREENING: Children will be visually screened as they arrive at the facility. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child becomes ill and needs to be picked up, the child will be separated from the group until a parent arrives.

NON-ADMITTANCE: Your child will not be allowed to attend Sunny Days for a 24-hour period if he/she has displayed any of the symptoms below. If your child is unable to participate in the normal activities of the daily schedule, then your child must stay home. This includes outside playtime. Please be considerate and do not bring your child to our facility if they are ill. This allows the other children and teachers the chance of becoming infected by the virus or illness. Please extend the same courtesy to others that you would like extended to you.

SYMPTOMS WITHIN 24 HOURS:

- **Fever of 101 degrees or higher**
- **Diarrhea (three or more watery stools within 24 hours)**
- **Vomiting**

- A draining rash or unexplained rash
- Eye discharge or Pinkeye
- Lice or Nits
- Too tired or ill to participate in normal activities

Please let the Director or Caregiver know if you have dispensed any medication to your child prior to their arrival.

MEDICAL EMERGENCIES

In the event of a medical emergency, we will first call 911, and then the parents or guardians will be contacted as soon as possible. If the parent/guardian cannot be reached the emergency contacts provided on the enrollment forms will be contacted. In the event the immediate medical attention should be required, we will use Maine Medical Center or Mercy Hospital in Portland. If you have a preference other than the ones listed, we will try to accommodate you if possible. All accidents and injuries are recorded on an accident report.

MEDICATIONS

We consider dispensing of medications to be a serious responsibility. Our policy is to dispense only those medications deemed necessary by your child's physician for the minimal amount of doses possible. The first dose of any medication must be given at home.

CONSENT: Signed parental consent is required to administer any over the counter medicines. A signed doctor's note is required to administer any prescription medications.

PRESCRIPTION MEDICATION: All prescription medication must be in its original container and properly labeled with child's full name, date prescription was filled or medications or medication's expiration date, and legible instructions for administration, such as manufacturer's instruction or prescription label.

NON-PRESCRIPTION MEDICATION: The following classifications can be given with written parental consent only as to

the dose duration, and method of administration specified on the manufacture's label for the age or weight of the child needing medication. The following is list of acceptable non-prescription medications:

- Antihistamines
- Non-aprrin fever reducers/pain relievers
- Decongestants
- Anti-itching ointments or lotions, intended specifically to relieve itching
- Diaper ointments and powers
- Sunscreen

UNLISTED NON-PRESCRIPTION MEDICATION: A physician's authorization is needed for non-prescription medication that is not included in the above list, or if it is to be taken differently indicated on the label or lacks labeled instruction.

UNUSED MEDICATION: Will be returned to the parent or properly disposed of.

MEDICATION STORAGE: All medication will be stored in a locked box or out of reach of children.

PARENT INFORMATION

CLOTHING: In order for your child to enjoy their time at Sunny Days, we advise you to dress them in play clothes suitable to the weather. In the winter boots, snowsuits, a hat extra mittens and socks are essential! In the spring extra clothes are a must and mud boots are recommended. In the summer months, bring a towel, appropriate footwear and swimsuit or water clothes for outdoor water play. Regardless of the season, an extra set of clothes must be packed daily.

DAILY NEWS: Children will have their own individualized information paper. It will contain what they ate, their mood, rest time and other activities your child did throughout the day.

THEME NEWSLETTER: Quarterly, we will be sending out a

newsletter to inform parents of activities that will be happening in our classroom.

CHILDREN'S SUPPLIES: Parents need to supply those items necessary for the proper care of your child.

- Extra set of clothing including socks
- Necessary medication
- Lunch and substitute snack food for children with allergies
- Diapers wipes and formula if needed

TOYS FROM HOME: Please do not allow your child to bring any toys, gum or candy from home.

A TYPICAL DAY

PRESCHOOL PROGRAM

Although we use this schedule as a guide, we reserve the right to be flexible.

- | | |
|-------------|---|
| 7:00-9:00 | Arrival/Free play, Table Activities |
| 9:00-9:30 | Morning Prayer, Bible Story, Song and Pledge of Allegiance |
| 9:30-12:00 | Planned preschool activities such as letters, numbers, character development, language development, art, music outside play, and so much more activities to help better develop there gross motor skills, fine motor skills, and social skills. |
| 12:00-12:30 | Clean up, wash hands, lunch time |
| 12:30-1:00 | Story time, restrooms |
| 1:00-3:00 | Rest period |
| 3:00-3:30 | Snack, restrooms |
| 3:30-5:30 | Group activities, outside play, table activities, and play stations/ |

Departure.

TODDLER PROGRAM: The typical daily schedule for this program follows the same guidelines as the preschool daily schedule as for outside play, snack time, lunch time and nap. At this age, children learn more through independent side-by-side play activities. The caregivers in this program help facilitate learning through various play experiences. Some of the activities provided will be available for older toddlers/early preschoolers such as circle time.

DIAPERS: Changes are scheduled for every 2 hours with the exception of nap- time in which case the child will be diapered after he or she awakens. In addition, a child will be changed when needed. All caregivers while diapering will wear gloves and proper hand washing techniques will be used.

TOILET TRAINING: We will work with parents/guardians to initiate potty training when the individual child shows interest. In order to be successful in this training, it is important that both parent/guardian and staff are consistent in their techniques. Cleanliness and hand washing will also be emphasized in the training process.

INFANT SCHEDULES: Infants are on their own individual schedules and respect will be given to that. It is our goal to give each infant as much one on one attention as possible!

The Nursery will be child proofed, with sturdy equipment, covered electrical sockets, and safe toys for the little one to explore. Cleanliness and daily disinfecting of toys will take place. Crying children will be comforted. Physical touch in the form of hugs, rocking cuddling and playing are essential!

DIAPERS: Changes are scheduled and logged every two hours and as needed.

DAILY COMMUNICATION: Every parent will be given a written copy of the following: diaper changes, eating times, bottles given amounts, your child's moods, napping times and special toys or activities that your baby enjoyed.

SCHOOL AGE PROGRAM: Our before & after school program accepts enrollments for children in Kindergarten though

grade 6 or age 12. We provide an atmosphere that encourages creativity and positive peer interactions while upholding activities and centers are offered to give your child a choice of stimulating and age-appropriate things to do. Homework time is given and help is available.

SUMMATION

All children enrolled this facility are treated with love and respect and provided with the opportunity too engage in a wide variety of activities. Our most fundamental objective is to provide for your child a safe, clean, and loving Christian environment, in which each child will feel that he/she is loved, valued and wanted.



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For more information
contact Samantha Day: 839-7701

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