



SUNFLOWER PRESCHOOL LTD. **PROCEDURES AND POLICIES**



SUNFLOWER PRESCHOOL, LTD.

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OWNERSHIP:

SUNFLOWER PRESCHOOL, LTD. IS A FOR-PROFIT, SECULAR, MULTI-CULTURAL SCHOOL, OWNED AND OPERATED BY KATHLEEN COOKE. THIS PROGRAM COMPLIES WITH NON-DISCRIMINATION LAWS COVERING HIRING AND TERMINATION OF EMPLOYEES AND THE ENROLLMENT AND DISENROLLMENT OF CHILDREN.

SUNFLOWER PRESCHOOL, LTD. IS CURRENTLY ACCREDITED BY THE NATIONAL ACCREDITATION COMMISSION FOR EARLY CARE AND EDUCATION PROGRAMS, AND IS SUPPORTED ENTIRELY FROM PRIVATELY PAID TUITION AND WCSD EDUCATIONAL FUNDS THAT SUNFLOWER PRESCHOOL, LTD. UTILIZES TO BENEFIT ALL CHILDREN WITH SPECIAL NEEDS.

SUNFLOWER PRESCHOOL PROCEDURES AND POLICIES



Play is our work! Each child is unique and remarkable. The cornerstones to Sunflower's philosophy are to foster the individual development of each child and enhance confidence and self-direction by celebrating the whole child.

PLEASE READ THE FOLLOWING PROCEDURES AND POLICIES VERY CAREFULLY.

REGISTRATION

1. **Formal registration** for the coming year is held in the spring. Our school year operates from June to June of each year. We do not formally begin children in the fall. There is a pre-registration period available to students currently enrolled and their siblings prior to formal registration. Mid-year openings do occur and are filled from our waiting list.
2. Parents on the waiting list and wishing to be involved in formal registration are contacted by mail and given a date and time for registration. We maintain a balanced program for children ages two years and six months (must be reliably potty- trained) through age six and fill vacancies according to age, date on waiting list, and group availability.
3. **A yearly non-refundable registration fee is charged at registration.** These fees ensure an enrollment spot for each child for the requested program for the current school year. Should there be a delay or change in enrollment plans, no fees will be refunded, but can be applied during the current school year. All registration fees are placed in our school improvement fund to update and purchase materials and equipment for the school. This fee may not be credited toward any program.
4. Sunflower Preschool, by law (AB 326) must grant priority admission to a child whose: (1) parent or guardian is currently serving on active duty in the Armed Forces of the United States; (2) parent was killed or died as a direct result of injuries received while serving honorably on active duty; or (3) parent is currently or was recently missing in action or a prisoner of war.
5. **Preschool and Pre-Kindergarten registration:** vacancies will be filled according to age, date on waiting list, and group availability. Priority is given to families currently enrolled and siblings. ***At registration, a non-refundable summer deposit for preschoolers and pre-kindergarteners is required that will be credited towards your account in August.*** (This ensures your commitment through the summer). **This deposit is not refundable.**
6. Soon after registration in the spring, we hold a **mandatory new parent orientation** in the evening to discuss Sunflower's policies and procedures and to answer questions. We also hold a fall orientation for families who begin programs after the June program begins. It is required that at least one parent from each new family attend. Each family will receive an orientation packet thoroughly explaining the program, philosophy, and curriculum.
*Interpreter available if needed.
7. Please return your completed registration packet as soon as possible. It is helpful to get your children's files started before they begin the school year. This information is important before your child begins.

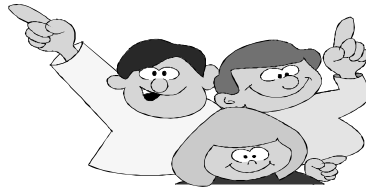
WAITING LIST

1. **Sunflower has an ongoing waiting list.** In order to be put on the waiting list a parent must tour the school with an administrator. Interested parents must receive the school's literature and talk about the programs offered. To be placed on the list, a non-refundable waiting list fee is assessed. This nominal fee eliminates an overburdened list and creates a more realistic view of those families who are interested in Sunflower.
2. We utilize the waiting list throughout the year to fill any vacancies. The date you place your name on the waiting list, the age of the child, and program availability determines how spots will be filled.

TUITION

1. ***Tuition is payable at the beginning of each month no later than the seventh of each month.***
Tuition is non-refundable and there will be no deduction made for absences, vacations, snow days or school holidays. Absences due to illness or vacations, etc. do not relieve the school of financial responsibility. Tuition is paid monthly, rather than weekly, so there are 23 + days that parents are not charged for. The holidays when Sunflower is closed balance that difference. We encourage families to utilize automatic bill pay for monthly tuition. Cash or check only, please. Please place tuition check or cash in an envelope with your name on it in the gold mailbox on the wall in the cubby room.
2. ***Moving out of the area or family emergencies (including financial) clearly are reasons for not continuing through the year. However, ending your child's program the last day of May or last day of July, does not relieve parents of the June tuition or paying the balance of the Aug. tuition. It is important that you understand this policy.***
3. Requests to adjust payment schedules must be discussed with the administration. All tuition, however, must be **paid in advance.**
4. ***Tuition paid after the seventh of the month is subject to a late charge of \$15 added to the current month tuition.*** An additional late fee of \$15 will be added to tuition paid after the 15th of the month totaling \$30.
5. A 10% discount is given for a second child who is attending concurrently with a sibling attending Sunflower...a third child attending concurrently would be a 15% discount.
There is a Return-Item charge (whatever current bank fee is) on all returned checks.
6. ***Two weeks advance notice of withdrawal must be made to the Director prior to the date of leaving.***
Parents are responsible for tuition for an entire month if we are not notified two weeks in advance of withdrawal. This **policy does not apply** to the months of May or June as those months are at the end of our regularly scheduled programs and no tuition reduction is made. Please request a withdrawal form from the office.
7. Increases in tuition will be limited to cost factors we incur to assure a quality preschool program. We normally increase tuition once a year in June.
8. All past due accounts will be processed through the Small Claims Court / Reno Justice Court.
9. Sunflower offers limited partial scholarships to qualifying families. Please see an administrator for more information.

10. We are **closed** a full week in June. Parents are not charged for this week. We are closed two weeks in December and one week for Spring Break. There are no tuition deductions for these months.
11. A **ONE-WEEK** vacation credit is offered during the **summer program** (June, July, or August (only)) for families who have been at Sunflower for **at least one calendar year.**



ATTENDANCE

1. All day programs are offered Tuesday/Thursday, Monday/Wednesday/Friday, or Monday through Friday for Preschool and Pre-Kindergarten.
2. The full day program hours are 7:30 a.m. to 5:30 p.m. However, children may be picked up at any time through the day if a parent desires.
3. **All children should be here no later than 9:15 a.m. Our structured activities begin at that time, and interruptions after that time make it difficult for the child to orient to activities already in progress.** If you are going to be late because of a doctor's appointment, etc. **please call** us and let us know. Otherwise, we will assume your child will not be attending that day. Should you be unable to consistently arrive by 9:15 a.m., you will be asked to delay your arrival until 12:00. While this may seem rigid to some, we want to remind you that we must meet ratio and group sizing requirements and late comers cause aides to be moved numerous times to classrooms later in the morning or afternoon. We ask for your complete respect and cooperation regarding this policy.
4. A staff member will check your child in upon arrival by checking his/her name on the enrollment sheet. At the end of the session, a staff member will initial your child's departure. **Each parent or authorized caregiver is responsible for ensuring that a staff member is aware of the child's departure. Parents need to alert us when someone different will be picking up their child. Individuals not previously authorized in writing to pick up a child will be asked to show photo identification (which is copied and placed in child's file) in addition to parent's consent for pick-up. Please enter and exit through the front door (facing the driveway).**
5. Please be prompt and pick your child up no later than 5:30 pm. **It is imperative that children not be left past 5:30 p.m.** A late charge of \$2 per minute is charged for every minute after that time. If lateness persists after several late charges, parents will be asked to make other school arrangements.
6. We **do not allow** children to attend school on any days other than what they are scheduled for. We **do not allow** "make-up" days for illness or vacation. We must maintain our capacity limit and cannot risk having student overages.

7. **Please call and let us know when you will be on vacation or when your child is ill.**
8. **Our guidelines for school closure due to heavy snow follow the Washoe County School District policy.** In the event that heavy snow forces closure of Washoe County Schools, **Sunflower will also be closed.** If there is a “delayed start” of public school (one or two hours later), **Sunflower will open at its regularly scheduled time.** **Announcements will be made on local radio and TV stations beginning at 6:00 am and during the day if school has already begun.**
9. The school is closed for repair and maintenance in June (no charge) following the Traditional Track of the Washoe Co. School District. Sunflower is also closed for all State and Federal Holidays. A holiday calendar is available on our website.
10. Children who have been registered for the year who must delay their start because they are not potty trained, for example, may do so. However, should it appear that they might miss part or all of the year, the registration fee and Aug. deposit are non-refundable. If that child begins at Sunflower within one calendar year of registration date, the paid fees will be applied.
11. ***Sunflower Preschool reserves the right to suspend a child and/or family from the school.*** This would include non-payment of fees, difficulty in following school policy set forth in this document, or parents and/or children who display inappropriate physical or verbal behavior toward staff or other children. We will attempt to reconcile differences so that a child may continue attending Sunflower Preschool. ***We will consult with a family a maximum of three times (conferences) to establish payment of debts, non-compliance of policy or disruptive behavior by either parent or child.*** Should those attempts fail, the owner and/or director of Sunflower Preschool Ltd has the discretion of dismissing the family from the school immediately and permanently.



STAFF

1. The wages and duties of the staff shall be in accordance with the Sunflower Staff Handbook and individual job descriptions.
2. The staff at Sunflower have degrees and backgrounds in areas ranging from Pre-Kindergarten Education, Elementary Education, Child and Family Development, Human Development, Psychology, and Early Childhood Education.
3. Sunflower is an Equal Employment Opportunity organization in regard to all employee-hiring practices. All federal and state hiring statutes are strictly applied and followed.
4. **Social Networking:** Sunflower employees may not contact or be “friends” with co-workers or clients of Sunflower Preschool on social network pages including, but not limited to Facebook, Instagram, Twitter, Blogs, etc. Sunflower employees may not use personal email or social network sites to discuss clients, students, or fellow employees. Sunflower employees may not have photos or videos that contain pictures of current students, parents, Sunflower Preschool, or its associates on social networking sites.

CURRICULUM AND CLASSROOM PROCEDURES AND COMMUNICATION

1. Our preschool and pre-kindergarten lesson plans are available to our parents at any time. They are posted in each classroom every week. This would include individual teacher lesson plans, newsletters, arts and crafts schedules, etc. Each week's lesson plan includes domains and objectives for activities.
2. We stress multi-cultural awareness, tolerance and acceptance as a very important part of our curriculum. Our curriculum will always embrace new lessons and activities that enhance acceptance and tolerance of gender, ethnicity, cultural diversity and disabilities.
3. Children are placed in classes according to age and developmental level. No exceptions.
4. In keeping with our developmental philosophy, we will **not move children mid year** to another class based on birthdays. Birth dates do not encompass the "whole child", and while parents place a great deal of importance on them, it is inappropriate to assume all children who turn five are socially, emotionally and cognitively ready for the next step. There will be no exceptions, so please do not ask. Children typically move to new classrooms at the beginning of our new school year (in June). Kittens and Pandas will follow suit as room in classrooms dictate. End of year conferences between families and teachers allow for determination of readiness for elementary school.



5. Each classroom shall have a team of professional teachers sometimes with an assistant teacher. Teacher assistants will be assigned to different classrooms throughout the year depending on ratios and group sizing. Teachers will communicate with parents each day in a variety of ways including verbal conversations, phone calls, notes home, and email. Parents are encouraged to communicate with teachers each day as well.
6. Curriculum shall be in keeping with sound principles of early childhood education. Parents need to remember we develop our program based on the philosophy that "play is our work" and that the process of play is our focus, not the product of that play. All teaching staff is required to have all developmental domains covered in their lesson plan books weekly. If you are looking for individual desks and "homework" plus French lessons you will not be happy at Sunflower.
7. Each month parents receive a newsletter with information about upcoming events including announcements. A monthly calendar is included to indicate special visitors and events. Both will be distributed via email and copies available in the cubby room and on the parent bulletin board.

PARENT PARTICIPATION

1. Parents may visit at any time during the school day. We ask that you allow the staff to continue with their work with the children. Parents are welcome to volunteer in the classroom. Helping in the classroom and assisting with special projects are greatly appreciated by staff. However, please **do not** “**chat**” extensively with teachers while in the classroom or on the playground. Staff members need to be observing and working with the children and cannot take time away from the children or risk their supervisory duties to “chat” with you. Also, parents who bring toddlers (or un-enrolled siblings/friends) to Sunflower at drop off and pick up times must be aware that the **Sunflower staff is not responsible** for their whereabouts or safety.
2. Observations are also encouraged if parents feel the desire to do so. You do not need to schedule visits or observations. Feel free to come at your convenience. Please communicate with us any concerns or issues that we need to be aware of. It is so much more helpful if we all communicate and work together to solve problems or concerns. All discussions are confidential. Parents may have serious concerns or complaints and the administrators are always available for meetings or conferences to resolve any issue. We make every effort to find common ground and solutions. We have found through the years that parents have had many helpful suggestions and ideas and we have ultimately put those into place at Sunflower. A suggestion box is in the cubby room.
3. We have a Parent Literacy Program at Sunflower and ask parents to participate in reading to our children at story time (books, music, puppet shows, felt board stories, etc.). We have story time upon arrival, lunchtime and dismissal each day as well as in the classroom. Please join in! Ask a teacher for calendar dates to sign up to read, sing, share poetry, or play an instrument.
4. In your registration packet, there is a form titled “What About You?” It is for each parent to fill in telling us of hobbies, occupations and interests that they would be happy to share with the children during the year. We enjoy and appreciate the talents and time parents share with us.
5. Parents are asked to participate in surveys regarding the program. These surveys are in accordance with NAC accreditation standards. Each year, program goals are established based off parent surveys as well as staff surveys.

ASSESSMENT PORTFOLIOS AND CONFERENCES

1. Assessments are conducted in August, January and May on each child enrolled by November 1st. (Beginning in August, teachers begin to screen children in order to track progress through the year.) Observations are completed throughout the year on an ongoing basis. Areas of observation are as follows: cognitive, language, motor and social/emotional. These assessments are followed by **conferences with parents in September and February**. These assessments are not report cards...they are to be used only as guidelines to indicate how your child is doing in our preschool, pre-kindergarten and kindergarten enrichment programs. Assessment portfolios are available at any time for parents to view.



2. **Conferences are held twice a year**, normally in September and February. Sign-up schedules are placed in the cubby room. Also, parents/legal guardians may schedule additional conferences throughout the year if desired.

SAFETY

- All members of our staff have current certification in CPR and basic first aid. Each teacher must also complete 24 clock hours of Professional Development classes and Early Childhood Education (ECE) workshops every year, including such choices as Administrative Principles, mandatory health classes such as Infectious Diseases, Childhood Nutrition and Obesity, Curriculum Planning, Multicultural Activities and Effective Discipline, etc.
- Weapons of any kind are prohibited at Sunflower Preschool.
- Children are discouraged from putting toys made from soft plastic in their mouths.
- Throughout the year we present various units to the children concerning home and school safety, strangers, and sidewalk safety. The police and fire departments visit, and instruct the children on bicycle and fire safety, crossing streets, stranger danger, etc.
- Teachers are always required to be on the playground when children are outside. There is a 1-10 ratio required at all times.
- Currently enrolled children are under staff supervision at all times, even when parents are present.
- Sunflower Preschool, Ltd. has its own employee Safety Program. Safety issues are discussed and addressed at each monthly staff meeting. The Employee Safety Program follows OSHA guidelines.
- Sunflower has in place a disaster procedure for both staff and children. Please see registration packet or ask to see emergency disaster plan.
- Children are not transported by Sunflower staff at any time or for any reason.
- **Parents should not park in the crosswalk in front of Sunflower Preschool nor should they park in red zones, Anderson School Parking Lots or adjacent apartment parking areas.** Cars will be towed. We realize parking is at a premium at certain times of the day. Please be courteous and drop and pick up your child in a timely manner. **Parking in school driveway is reserved for staff only.** **Do not** make U-Turns in the school zone, park in red zones or crosswalks as you will be ticketed for a traffic violation by RPD.
- **Anti-idling policy** -It is the policy of Sunflower Preschool that drivers of any vehicle belonging to the business, employees, families, or product delivery companies turn off their vehicle engines when the vehicle will be stopped for more than 30 seconds, except when in traffic.
- Parents need to always **shut the cubby room door** coming and going into the building, as well as the half door in the cubby room leading to the rest of the school. This is a safety issue and we must all be vigilant about enforcing this policy.

- We have the entire school sprayed by Clark Pest Control on one Saturday a month during the months May through October for “critters” such as ants, spiders, bees, earwigs, etc. This includes the foundation and siding.
- The doors that are exposed to the driveway require a security code in order to open. Each family will be given the security code upon enrollment. The code is changed at the beginning of each school year. A doorbell is available for people who do not have the security code.



- A janitorial service comes and cleans the school each night. They vacuum and sanitize/disinfect all surface areas including, but not limited to bathrooms, sinks, counters, walls and drinking fountains. They do a deep laminate floor clean each spring. Carpets are cleaned quarterly.
- Classrooms are cleaned throughout the day as well. Teachers always clean tables in accordance with W.C.H.D. regulations before food is served and after class times. Teachers vacuum as needed throughout the day. Each classroom has a set of cleaning supplies kept out of reach from the children. At the end of the day each classroom brings into the kitchen materials and toys that are sanitized with bleach and hot water.
- Teachers and children always wash hands before any food is served. Children are instructed to wash hands after using the bathroom. Any time a teacher sees students with their hands in their nose, pants, mouth, etc, teachers ask them to wash their hands. All children wash hands after recess. We encourage proper hand washing throughout the day. Available to all adults and children are strategically placed hand sanitizer dispensers throughout the school so hands can be sanitized at any time.
- Children are required to be reliably potty trained to attend Sunflower. They must be capable of wiping and cleaning themselves after using the restroom. Teachers will change children into fresh clothes if an accident occurs and help is needed. However, they will not help on a daily or regular basis.
- Complete Certified First Aid Kits are placed in each classroom as well as the kitchen.
- As required by state and county laws and ordinances, Sunflower Preschool employees are “mandated reporters” of suspected child abuse and neglect. NRS 432.B220 requires that reports must be made immediately by persons who, in their professional or occupational capacities; know or have reason to believe that a child has been abused or neglected. Nevada law requires that the reports be made within 24 hours, if there is reason to believe a child has been abused or neglected. Washoe County Department of Social Services regulations #17.9 defines immediately as within one (1) hour of suspected abuse or neglect.

LUNCHES AND SNACKS

1. All children must bring a lunch in a lunch box/sack with cold ice packs. We provide milk at no extra cost. PLEASE LABEL LUNCHBOXES, SPOONS, TUPPERWARE, etc.

2. Lunch is eaten from 12:15- 1:00 p.m. each day. When the weather is nice, we eat at the picnic tables in the backyard. At all other times we eat inside at tables in the classrooms.
3. Teachers always sit with the children at lunch and are available to help them open their lunches. They will also make sure they are eating “grow foods” first. We encourage children to eat all of their lunches, but will never force them to eat.
4. Snacks are provided daily at 9:45 a.m. and at 3:15 p.m. The menu is on the parent bulletin board in the cubby room. We serve chilled water with our snacks. Multicultural snacks, where we feature foods from a different culture, are on menu monthly.
5. If your child suffers from food allergies you may be asked to provide their daily snacks, depending on the severity of the allergy. You will also be asked to fill out an Allergy Action Plan and have it signed by a doctor. You will also need to provide, if needed, the medicine used to treat a reaction.
6. In complying with the Washoe County Health Dept. and NAC Accreditation policy, celebratory food may not be brought in by parents. The purpose of this is to eliminate non-commercial foods that potentially have not been cooked/baked fully and to reduce the number of sweet treats children ingest. It also eliminates issues for children who have serious allergies.
7. Please send nutritious lunches. Sandwiches, fruit, vegetables, cheese, and yogurt are excellent choices, accompanied by a smaller quantity of chips, fruit roll-ups and desserts. Please balance protein and carbohydrates. We require that the children eat their “grow food” first and desserts last. Children will not be forced to eat food if they say they are full. Please do not send candy or excessively sweet/caloric desserts. To keep lunches cold, please place an ice pack in the lunch with their name on it. To keep food warm place in thermos.
8. All fruits and vegetables are thoroughly washed to avoid possible exposure to pesticides. We also use BPA-free plastics for serving and storing food and drinks.
9. To avoid possible lead exposure, imported, old, or handmade pottery is not used for cooking, storing, or serving food or drinks. Water outlets used for cooking and drinking are run for 30 seconds prior to using after periods of non-use of six hours or more.
10. Health regulations do not allow us to cook or otherwise prepare food for children. Please do not send food that needs preparation. **We do not recommend Lunchables.** They have very little nutritional value and are high in fat and salt content.
9. Children love “Happy Notes” from parents in their lunches. We encourage parents to send these notes as often as possible. There is nothing like an “I love you!” note in a child’s lunch to brighten his/her day.
10. Birthdays will be celebrated on or as close to your child’s actual birthday. Your child will get to decorate his or her own birthday crown and get a prize from the prize bin. Parents may bring **non-food** goody-bags for the class.

MEDICAL INFORMATION

- The medical form that is included in your registration packet must be completed before your child starts school. A doctor or a public health nurse must complete it. Please let us know of any allergies your child might have. You will be asked to fill out an Allergy Action Plan.
- **Each child needs an immunization certificate from a physician as well as a well child or health record.** Children will not be admitted to school without one. All immunizations must be current. Children may be given immunizations by private physicians, the health department and other licensed health care providers.



- **No medications will be given under any circumstances by the staff to your child. Children also are not allowed to bring any kind of medication to school and administer it to themselves. Exceptions are made for life threatening cases such as extreme allergies that require Epi-Pens, as well as for asthma that requires an inhaler. These cases will require parents to fill out and return an allergy action plan as well as doctor's instructions/signature.**
- Please keep your child home if he/she is not feeling well. If you decide to send your child to school, please do not medicate to hide symptoms. **We are not an infirmary for sick children.**
- Any child who shows signs of discomfort, regardless of temperature, will be sent home. We will call you and ask that your child be picked up. They will be excluded from the group and placed in the office or by a toilet with appropriate bedding and comfort. We ask that you be prompt in coming to get your child. **If your child is sent home from school, he or she may not return until symptoms have subsided for a full 24 hours (medication free). In some cases, a physician's note may be required.**
- We are not concerned necessarily with runny noses that are clear. Discharges that are colored, however, indicate infection and we ask that you keep your child at home. Please refer to Guidelines for Sick Children in your registration packet.
- Please let us know if your child has contracted a contagious infection such as Strep Throat, Chicken Pox, Fifth Disease, Bronchitis, etc. It is helpful to alert other parents and the staff to possible infections.



GUIDANCE

- Teachers are encouraged to re-direct children if they are exhibiting undesired behavior. If re-direction is ineffective, teachers will **use The 1,2,3 Magic program by Dr. Thomas Phelan, Ph.D., which is a type of "time out"**. It is not used as a punishment, but a tool for preventing a situation from going from bad to worse. Children often need separation or "alone time" in order to make better decisions. We have a video and book available for parent use. The Author also has a website:

custcare@parentmagic.com

- We do not necessarily designate a specific amount of time for children to sit out. Children bring themselves back when they feel they are ready to take care of themselves. However, we generally use the typical and appropriate procedure, which is one minute per year of age. In other words, a three-year-old would sit out for three minutes.
- We do not get into a lengthy discussion about why they have been in “time out”, although for new children we try to help them understand the process. We **do not negotiate** with children concerning behavior problems.
- If re-direction or 1-2-3 Magic does not seem to be working, we will come to you and work out another form of discipline, such as loss of choices at school. It would never involve physical punishment or depriving a child of food or rest or other basic needs.
- **Guidance of young children at Sunflower Preschool includes the following:**
 - ❖ Teaching children what boundaries and limits are within the school structure
 - ❖ Teaching More Helpful Behavior
 - ❖ Setting up Practice Sessions and give On-The-Spot Guidance
 - ❖ Giving signals and cues for newly constructed behavior
 - ❖ Changing a context or setting
 - ❖ Identify Problem Ownership
 - ❖ Giving meaningful feedback to children
 - ❖ Identify mistaken goals and use encouragement
 - ❖ Ignoring behavior when appropriate
 - ❖ Redirect, divert and distract
 - ❖ Listen Actively
 - ❖ Deliver “I” messages
 - ❖ Teach conflict resolution
 - ❖ Recognize stress, anxiety, over-stimulation, strong emotions, teaching calming techniques
 - ❖ Managing strong emotions

OTHER BASIC INFORMATION

1. If your child shares a cubby, please be sure to look at names on artwork, so that the projects go home with the right child.
2. Gum or cough drops are NOT allowed at school.



3. Show and Tell is the **first (full week)** Monday and Thursday of the month. Please do not allow your child to bring toys on other days. We do not allow Super Hero toys or weapons of any kind at any time. Children may bring books and CDs at any time.
4. Please send your child in adequate, weather-appropriate clothing.
5. **Please label** all clothing, lunch boxes, backpacks, coats, jackets and books.
6. Please do not allow your child to get out of the car alone. Someone must escort your child into the school. This applies to picking up your child as well. We do not offer “valet service” at arrival or pick-up time unless it is a dire emergency. Being late does not constitute an emergency.

7. **Do not use the driveway to drop off children or to park. It is for staff parking only, and is to be used as a walkway for parents and their children.**
8. If you send your child in boots in the winter, send an extra pair of shoes. Boots are hot and heavy to wear all day. Flip Flop type shoes, cowboy boots, shoes with higher heels or backless shoes are not allowed, due to children tripping and stubbing toes. Inappropriate footwear is the leading cause of playground injuries.
9. Please send a seasonal change of clothing to keep here at school in case of accidents. Please send them in a storage size Ziploc bag with your child's name on the outside.
10. Send a snapshot of your child to put in his/her cubby for easy finding.
11. Children who are here for a full day and are 3 years 6 months or younger are required to nap/rest. Nap is optional for older children. We require that you purchase a "nap-mat" from Sunflower that belongs to you and your child. **Please take it home and wash it at the end of each week.**
12. All announcements are placed in the monthly newsletter and on the parent bulletin boards in the cubby room. Please read them as often as you can.
13. Invitations, notes, tuition information, etc will be filed into your family file. The family files are organized in alphabetical order. They are located in the cubby room. Please be sure to check them daily.



14. Sunflower is dedicated to working with the community in many ways. An example is encouraging young people to mentor with our teachers in order to develop a budding interest in the teaching profession. Another example is a scholarship program offered to families who qualify and have a child who will start preschool.
15. Sunflower has a parent library (also books for children covering sensitive subjects) that is available to parents. There are many books and periodicals that we loan to parents for 2-3 weeks at a time. We only ask that you return material promptly so that other parents may utilize the material. Ask to see our parent library list.
16. A current listing of community agencies and resources is available to our families. The resource binder is located in the administration office and is available to our families at any time.
17. There is a suggestion box located in the Cubby room for parents to make suggestions. Formal complaint sheets are also in the cubby room and may be submitted to the director. The director will address the issue and document the outcome.
18. Sunflower is a non-smoking and drug free establishment.

19. Sunflower is a **CELL PHONE FREE ZONE**. Please finish your calls before you enter the school. Being on the phone when you pick up your child makes it difficult if a teacher needs to talk to you about your child's day.
20. Sunflower orders school supplies each year in August for the entire school year. Some of these supplies include, but are not limited to, construction paper, markers, crayons, color pencils, glue, paint, watercolors, chalk, art supplies (pompoms, pipe cleaners, tape, foam, tissue paper, etc.)

PARENTS: IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING OUR POLICIES AND PROCEDURES, PLEASE MAKE US AWARE AND WE WILL MAKE EVERY EFFORT TO PROVIDE YOU WITH SATISFACTORY RESPONSES.

Thank you for your cooperation.
We look forward to working with you and your child.
THE SUNFLOWER STAFF
826-0977
snflower@nvcbell.net
www.sunflowerpreschoolreno.com

Kathleen Cooke, Owner



SPECIFIC PERSONNEL PROCEDURES/SAFETY PROGRAM

SAFETY

(Included in Parent and Staff Handbook)

- All members of our staff have had training in CPR and basic first aid. This training is renewed every two years. Each teacher must also complete 24 clock hours of Professional Development classes and Early Childhood Education (ECE) workshops every year, including such choices as Administrative Principles, Curriculum Planning, Multicultural Activities and Effective Discipline, etc.
- Throughout the year we present various units to the children, concerning home and school safety, strangers, and sidewalk safety. The police and fire departments visit, as well, and instruct the children on general safety information.
- Teachers are always required to be on the playground when children are outside. There is a 1-10 ratio required at all times. Teachers must also maintain ratios in their classroom and request an administrator come in if they need to leave for any reason. Children must be under the supervision of a staff member at all times.
- Sunflower Preschool, Ltd. has its own employee Safety Program and safety issues concerning staff are discussed and addressed at each monthly staff meeting. The Employee Safety Program follows OSHA guidelines.
- Sunflower also has in place a disaster procedure for both staff and children. Please see attached emergency/disaster plan for children and staff.
- **Staff should not park** in the crosswalk in front of Sunflower Preschool **nor should they park** in red zones or in Anderson School Parking Lots or adjacent apartment parking areas. Cars will be towed. We realize parking is at a premium at certain times of the day. Please be courteous. **Parking in school driveway reserved for staff only.**
- **Do not** make U-Turns in the school zone, as you will be ticketed for a traffic violation by RPD.
- Parents and staff need to always **shut the cubby room door** coming and going into the building, as well as the half door in the cubby room leading to the rest of the school. This is a safety issue and we must all be vigilant about enforcing this policy.
- We have the entire school sprayed one Saturday a month during the months May through October for “critters” such as ants, spiders, bees, earwigs, etc. This includes the foundation and siding.
- The doors that are exposed to the driveway require a security code to open. Sunflower provides the security code to families upon enrollment. The code is changed at the beginning of each school year. A doorbell is available if the code is not working or for those who do not have the code.

- Classrooms are cleaned throughout the day. Teachers clean tables according to Washoe County Health Department codes before and after food is served and after class times. Teachers vacuum as needed throughout the day. Each classroom has a set of cleaning supplies kept out of reach from children. At the end of the day a toy from each class is brought into the kitchen and are sanitized with bleach and hot water.
- Teachers and children wash hands before any food is served. Children are instructed to wash hands after using the bathroom. Any time a teacher sees students with their hands in their nose, pants, mouth, etc, teachers ask them to wash their hands. All children wash hands after coming in from the playground/recess. We encourage proper hand washing throughout the day.
- Children are required to be reliably potty trained to attend Sunflower. They must be capable of wiping and cleaning **themselves** after using the restroom. Teachers will help if an accident occurs and help is needed. However, they will not help on a daily or regular basis.
- Complete First Aid Kits are placed in each classroom as well as the kitchen.
- As required by state and county laws and ordinances, Sunflower Preschool employees are “mandated reporters” of suspected child abuse and neglect. NRS 432.B220 requires that reports must be made immediately by persons who, in their professional or occupational capacities, know or have reason to believe that a child has been abused or neglected. Nevada law requires that the reports be made within 24 hours, if there is reason to believe a child has been abused or neglected. Washoe County Department of Human Services regulations #17.9 defines immediately as within one (1) hour of suspected abuse or neglect.
- A janitorial service cleans the school each night. They vacuum and sanitize all surface areas including but not limited to bathrooms, sinks, counters, walls and drinking fountains.

FIELD TRIPS

- A signed permission slip is necessary for each child to participate in any of our field trips away from school. Teachers will fill out a pre-planning sheet designating the location and contact information of the field trip. Teachers will also take a list of children and account for them each time they enter and leave the event.
- Notice of all field trips will be in the newsletter, calendar and on the bulletin board. Please be aware of departure and arrival times. We leave promptly at designated times and are unable to wait for late arrivals. Teachers review field trip safety rules before departing.
- Teachers must be accountable for children at all times using the field trip log. Parents are welcome to join us on any of our field trips. Sometimes when a child has his/her parent along on a field trip the child’s behavior can tend to be demanding. Please discipline accordingly for the safety of all.
- Sunflower does not schedule field trips requiring transportation. Once/twice a year our 5 year old classroom walks to a local assisted living program to perform a Halloween or Holiday program.

GUIDANCE

(Included in Parent and Staff Handbook)

- Teachers are encouraged to re-direct children if they are exhibiting undesired behavior. If re-direction is ineffective, teachers will utilize **The 1,2,3 Magic program, which is a type of “time out”**. **We have a video and book available for parent/teacher use.**
- 1-2-3 Magic is not to be used as a punishment, but rather as a tool for preventing a situation from going from bad to worse. Oftentimes children need separation or “alone time” in order to make better decisions.
- We do not necessarily designate a specific amount of time for children to sit out. Children bring themselves back when they feel they are ready to take care of themselves. Usually, children will sit out 1 minute for every year of age.
- We do not get into a lengthy discussion about why they have been in “time out”, although for new children we try to help them understand the process. We **do not negotiate** with children concerning behavior problems.

If re-direction and/or 1-2-3 Magic do not seem to be working, we will come meet with the parents and work out another form of discipline, such as loss of choices. It will never involve physical punishment or depriving a child of food or rest.

PLAYGROUND SUPERVISION

(Included In Parent and Staff Handbook)

Teachers are required to be on the playground when children are outside. There is a 1-10 ratio required at all times.

Staff must be in one of four “zones” designated by a map of the playground. Teachers must be alert and aware of all children by sight and sound in their zone and beyond. Staff must move about and be alert at all times. Chatting with other staff or parents while supervising is not tolerated.

Staff must be aware of developmental levels of all children and what is physically possible or physically unsafe for a child at a certain age.

Teachers will administer first aid from playground kit on back porch or send children inside to the “kitchen teacher” for further assistance. Serious injuries must be brought to the attention of the administration immediately.

MEDICAL INFORMATION

(From Parents Handbook also included in Staff Handbook)

- The medical form that is included in the registration packet must be completed within one month of the date that a child starts school. A doctor or a public health nurse must complete it. **Please be aware of any allergies.**
- Each child needs an immunization certificate from a physician. Children will not be admitted to

school without one. All immunizations must be current. Children may be given immunizations by private physicians, the health department and other licensed health care providers. Parents obtain an immunization exemption form from the Health Department if they are opting out of scheduled immunizations for religious or medical reasons and documentation of such is required.

- We require that all children have the HIB (Haemophilus Influenza Vaccine). All kindergarten age children (5 and up) must have the Hepatitis Series and the chicken pox vaccine (Varicella). Please refer to the registration packet for a complete list of required immunizations.
- **No medications will be given under any circumstances by the staff to a child. Children also are not allowed to bring any kind of medication to school and administer it to themselves. Exceptions are made for life threatening cases such as extreme allergies that require Epi-Pens, as well as for asthma that requires an inhaler. Guardians must complete Sunflower's Allergy Action Plan and a doctor's signature on a Sunflower medical form.**
- Children must remain at home if he/she is not feeling well. **We are not an infirmary for sick children.**
- Any child who shows signs of discomfort, regardless of temperature, will be sent home. We will call parents and ask that them to pick up a child. They will be excluded from the group and placed in the office or by a toilet with appropriate bedding and comfort. We ask parents to be prompt in coming to get their child (30 minutes). **If a child is sent home from school, they may not return until symptoms have subsided for a FULL 24 hours and/or a doctor's note clears their child to return to school.**
- We are not concerned necessarily with runny noses that are clear. Discharges that are colored, however, indicate infection and we ask that you keep a child at home.
- If a child has contracted a contagious infection such as Strep Throat, Chicken Pox, Fifth Disease, Bronchitis, etc., we ask parents to alert us so other parents and the staff are aware of possible infections.

CONTAGIOUS ILLNESS AND BODY INFESTATIONS

(From Parent handbook also included in Staff Handbook)

Parents should let us know if a child has contracted a contagious illness/infection such as Strep Throat, Chicken Pox, Fifth Disease, Bronchitis, Lice etc. It is helpful to alert other parents and the staff to possible infections or infestations.

Protocol:

- Upon discovery or suspicion of infestations, child will be isolated in school office and parents called immediately. (Parents allotted 30 minutes to arrive)
- Staff/Administrator will record illness and steps taken on a "medical note" to be kept in the child's file
- (Washoe County Health Department notified upon significant outbreak).
- Child will not be allowed to return to school until a physician clears them with a written note stating so.
- A note describing the illness and symptoms will be on the parent bulletin board.

TOILETING/POTTY ACCIDENTS

(Included in Parent and Staff Handbook)

Children are required to be reliably potty trained to attend Sunflower. They must be capable of wiping and cleaning themselves after using the restroom. Teachers are able to assist if an accident occurs. Teachers may also assist if clothing is too difficult (button, overalls, etc). However, they will not help on a daily or regular basis.

If a toilet accident occurs, teachers will use latex or plastic gloves and assist the child in removing wet or soiled clothing. Dirty clothing will be put into a sealed (Ziploc freezer) bag with a note alerting the parent to the accident and requesting clean clothes be returned to keep at school. Teachers will change the child into his or her “extra clothes” (provided by parents in a freezer bag with name on front to be kept at school).

If toileting accidents occur on a daily or regular basis, the administration may contact the parents/guardians and request that the child delay starting school until he or she is more reliably potty trained.

SAFE ARRIVAL AND DEPARTURE OF CHILDREN

(Included in Parent and Staff Handbook)

All children must be walked into the front door (front door faces the driveway with a green awning above) with a parent or guardian. A staff member will write the time of arrival on a daily sign-in form. At departure, a staff member will write down time of departure and their own initials beside child's name. Please leave through the front door only.

Parents who send in family, friends, co-workers or car pools to pick up a child must advise Sunflower of such a situation and describe the person's relationship to staff. Staff will request a picture I.D. and take a copy of I.D. to keep in child's file. Parents must notify Sunflower Preschool if there is a change in arrangements.

In disputes involving custody of a child, we require court documentation defining which parent/guardian is allowed to bring and pick up a child on particular days/times. If a parent/guardian's rights have been terminated, court documentation is required. If a parent/guardian becomes demanding or threatening, 911 will be called immediately.

DAILY HEALTH INSPECTIONS

Children are **visually** inspected each day for signs of illness or infestation.

Parents of children who exhibit obvious signs of illness or infestation at drop off will be asked to provide a physician's note stating that the child is well to attend school.

Children who develop symptoms on our “Excluding Sick Children Guidelines” while at school will be sent home and may not return until they are symptom-free for 24 hours.

In extreme cases, where the illness is contagious and quite serious, a physician's note will be required to return.

INJURIES/MEDICAL EMERGENCIES

Children who are hurt or injured at Sunflower Preschool Ltd. are attended to immediately. Depending on the severity of the injury, different procedures are followed.

- Significant/major head injuries, dental injuries, eye injuries and limb injuries are recorded on “injury report” forms. Staff witnesses to injury write down what happened and what first aid they provided. In the meantime, administration calls parents and requests them to arrive at school immediately to discuss further medical action if necessary.
- In the event of a medical emergency, sunflower staff will not transport an injured child. 911 will be called if deemed necessary.
- If a parent seeks medical aid, Washoe County Social Services is notified by email or phone the same day the injury occurred. (Child’s name, DOB, Date, Time, Injury, First Aid received at Sunflower, etc.)
- Should we be unable to reach parent/guardian or other authorized person to get additional medical care for a child, Sunflower Staff will assess the injury, to the best of their ability. If deemed necessary 911 will be called. Administration will continue to try to reach parents/guardians/emergency contacts by phone using all available numbers provided.
- For less serious injuries such as scraped knees, splinters, carpet burns, gentle bumps etc., Sunflower provides first aid as well as filling out an “injury report” to be signed by parent/guardian at pick-up.
- For ongoing chronic health issues such as asthma or allergies, we utilize medicines provided by parents (Epi-Pen or inhaler) to relieve symptoms and call parents immediately. An illness report is filled out and signed by staff and parent. The same procedures are used if we are unable to contact parent/guardian that are used for serious injuries.
- Please see Disaster/First Aid handbook for further emergency preparedness

SUSPICION OF ABUSE

Washoe County Department of Social Services regulation 17.9 states:

Every licensee or employee of a facility who has reason to believe child abuse/neglect may be occurring in the facility, in the child’s home, or elsewhere shall report his beliefs to the Department and to the appropriate authority as required in NRS 432B.220. For the purposes of these Regulations, immediately is defined as within one (1) hour.

Each employee is to follow NRS432B.220 in regards to proper procedure for mandated reporters. See below.

NRS 432B.220 Persons required to make report; when and to whom reports are required; any person may make report; report and written findings if reasonable cause to believe death of child caused by abuse or neglect.

1. Any person who is described in subsection 4 and who, in his professional or occupational capacity, knows or has reasonable cause to believe that a child has been abused or neglected shall:

(a) Except as otherwise provided in subsection 2, report the abuse or neglect of the child to an agency which provides child welfare services or to a law enforcement agency; and

(b) Make such a report as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the child has been abused or neglected.

2. If a person who is required to make a report pursuant to subsection 1 knows or has reasonable cause to believe that the abuse or neglect of the child involves an act or omission of:

(a) A person directly responsible or serving as a volunteer for or an employee of a public or private home, institution or facility where the child is receiving child care outside of his home for a portion of the day, the person shall make the report to a law enforcement agency.

(b) An agency which provides child welfare services or a law enforcement agency, the person shall make the report to an agency other than the one alleged to have committed the act or omission, and the investigation of the abuse or neglect of the child must be made by an agency other than the one alleged to have committed the act or omission.

3. Any person who is described in paragraph (a) of subsection 4 who delivers or provides medical services to a newborn infant and who, in his professional or occupational capacity, knows or has reasonable cause to believe that the newborn infant has been affected by prenatal illegal substance abuse or has withdrawal symptoms resulting from prenatal drug exposure shall, as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the newborn infant is so affected or has such symptoms, notify an agency which provides child welfare services of the condition of the infant and refer each person who is responsible for the welfare of the infant to an agency which provides child welfare services for appropriate counseling, training or other services. A notification and referral to an agency which provides child welfare services pursuant to this subsection shall not be construed to require prosecution for any illegal action.

4. A report must be made pursuant to subsection 1 by the following persons:

(e) A social worker and an administrator, teacher, librarian or counselor of a school. (f) Any person who maintains or is employed by a facility or establishment that provides care for children, children's camp or other public or private facility, institution or agency furnishing care to a child.

FOOD/FOOD SERVICE

Sunflower provides 2 (two) snacks every day. A snack menu is posted in the cubby room for staff and parents. Snack will be offered at 9:45 a.m. and 3:15 p.m. Lunch is not provided by Sunflower and parents supply a cold lunch for their child to be stored in his or her cubby. Parents are asked to use ice packs/cold packs in order to ensure that food remains at proper temperatures. Lunch is from 12:15 – 1:00 p.m.

Children and teachers wash hands before each meal. Teachers will wipe tables according to WCHD codes in preparation of meals. Teachers will use gloves, tongs, and appropriate tools in order to distribute snack. Children are encouraged to serve themselves/pour their own water according to their developmental level.

Children are encouraged to eat their “grow food” first and treats last. Children will never be forced to eat food.

Sunflower Preschool does not have a commercial kitchen and therefore cannot store children's food, other than the provided school snacks, in the refrigerator. Also, food for lunches cannot be heated in the microwave or oven.

If a child suffers from a food allergy, a parent must fill out and return the Allergy Action Plan. That child may eat some of the offered snack or, depending on severity, may need his/her own snack box. See Allergy Action Plan.

In complying with the **Washoe County Health Dept. and NAC Accreditation policy**, there will be no outside food allowed for individual celebratory events i.e. Birthdays. The purpose of this is to eliminate non-commercial foods that potentially have not been cooked/baked fully and to reduce the number of sweet treats children ingest. It also eliminates issues for children who have serious allergies.