

Sunnyside School House Preschool Parent Handbook

All children who enter Sunnyside School House must be 2 years old in the school year of which they enter Sunnyside School House. Sunnyside School House requires children begin potty training before they start preschool.

Once your child is enrolled in our program the following forms are required BEFORE your child may attend Sunnyside School House:

- Assumption of Risk and Waiver of Liability Agreement. Both parents should sign, if possible, and must be witnessed, not notarized (a Sunnyside House employee may not be the witness).
- Parent/Personal Rights
- Permission for walking trips and excursions/Photo media release
- Identification and emergency information
- Physician's Report-must be completed by a physician.
- Immunization record completed and up to date
- Childs Pre-Admission Health History to be completed by the parents.
- Parents' Rights-Detach and return the lower portion.
- Signed agreement to the Parent Handbook. Both parents should sign.

2023-2024 School Year Tuition

Days Per Week	Monthly Tuition
T/Th.	\$390
MWF	\$580
M-F	\$950

Student Fee

A student Fee is due at the time of enrollment. Your child spot in the program will not be held until the student fee is received. The student fee for our regular school year program is \$200. The fee for our Summer Camp is \$50 for children enrolled in our regular upcoming school year, \$100 for children not enrolled in the regular upcoming school year.

Tuition Policies

Families may choose to pay tuition:

- Annually- One payment for the entire 10-month preschool year due September 1.
- Quarterly- 4 payments made every 3 months over a 12-month period.
- Monthly- Tuition is paid on the first day of the month for the entire 10-month school year.

Any payment that is made after such date will be fined an additional \$5.00 for every day it is late.

Sunnyside School House is a 10-month preschool that runs from September through June with two summer sessions offered in the months of July and August. It is understood that any family that is enrolled at Sunnyside School House agrees to the commitment of our 10-month regular school year program. If for any reason you choose to take your child out of school, you will be billed for the additional months your child does not attend.

Once your child is withdrawn from school your child's spot will forfeit. No credit will be given for sick days, vacation, or days Sunnyside School House is closed.

Program Hours:

Monday- Friday 8:30am-12:30pm

Early Bird 8:00am-8:30am

\$15/ single day-Drop-in rate (24 hr. notice required)

Days per Week	Monthly Price
5	\$240
4	\$195
3	\$165
2	\$110

*Dates must be pre-arranged at the start of the month before the next billing cycle.

Enrichment Classes and Stay and Play 12:30-2:30pm

\$25/Day

Sunnyside offers Enrichment Classes on select days and Stay and Play every day from 12:30am-2:30pm. Enrichment classes are offered in weekly sessions. Please visit our website to see what classes are currently being offered. Classes and Stay and Play are limited to 8 children per day. A minimum of 2 children are required to offer Stay and Play monthly.

Arriva/Drop-off 8:30-9:00am

The morning arrival time is structured to allow the children to have free choice activities so that staff can spend a few moments greeting each parent and child. Please escort your child to the entrance of Sunnyside School House. Help to see that his/her belongings are handed to the attending staff. Avoid rushing. It is important for your child to start the day happy and relaxed. Please do not leave until a staff person has received your child. We ask that you say goodbye to your child at the gate and not enter the play yard with them. A staff member will help them put their belongings away and get settled. Circle time and our daily activities begin promptly at 9:00am. We ask that you drop your child off within the arrival time period to avoid any delays or disruptions to our learning activities.

Departure/Pick-up 12:30 Half Day 2:30 Full Day

We understand that pick up time can be an opportunity for some parents to socialize, but we kindly request that arrangements be made to visit away from school property. Upon pick up we ask that you exit promptly and do not loiter on the porch or in the front yard/driveway of the school. THESE AREAS ARE NOT DESIGNATED FOR PLAY IN OUR FACILITY PLAN WHICH IS A LICENSING REQUIREMENT MONITORED BY THE STATE OF CALIFORNIA.

Late pick-ups are disruptive for your child and our staff. Please call if you find you will be later than normal so we can alert your child. In order to discourage late pick-ups, the following policy has been established. Any family who picks up their child after their designated pick-up time will be assessed a late pick-up fee (\$10). The late fee is imposed after the first 10 minutes or any portion thereof for each child. After 30 minutes, you will be charged for

Stay and Play. If there are more than three late pick-ups in a calendar year, this may be cause for termination of services.

Vacation Times

There will be a two-week break during the Winter and one the week for Thanksgiving. There is also a week Spring Break (the week following Easter). These holidays and vacations are included in your tuition. Other Holidays the school will be closed: Labor Day, Veteran's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day and Independence Day.

Summer Camp

Our summer program will run July through August. During the summer months Sunnyside School House will be open M-F from 8:30am -12:30pm. All children attending Sunnyside School House in the upcoming school year are required to enroll in at least 2 weeks of summer. Families that do not enroll in in at least 2 weeks of summer will be required to pay the minimum tuition amount (\$500.00) to return in the fall.

Lunch and Snack

Sunnyside School House students are asked to bring their own snack and lunch from home. Lunch should be in an insulated lunch box. Snack should be in a separate container labeled snack. If there is a child enrolled in our school that has a food allergy all other parents will be notified and asked to not pack items that contain it, such as peanuts. Please do not pack items that will have to be heated or refrigerated. Students are also required to bring a water bottle from home. Water bottles must be filled with water only. Please do not put milk or juice in your child's water bottle.

Good Health

Health is an important factor at Sunnyside School House. If children are ill, they are much more comfortable at home. We can care for your toddler unless they have an illness that is accompanied by yellow discharge from nose, fever, vomiting, severe irritability or diarrhea. A child who becomes ill during the school day will be made comfortable until the parent can be notified, and the child can be picked up from school. If medication needs to be given during the school day, written authorization on a Medication Consent Form (LIC 9221) from the Dept. of Social Services needs to be filled out by the parent. This form may be obtained from the staff. Do not leave medications, sunscreen or lip balm in the child's backpack. Always give these items to the staff to keep in a locked cabinet.

If your child comes down with a contagious disease, please tell the staff so the other parents can be notified. Please refer to our COVID Procedures for further information on our policies regarding testing and quarantine.

Discipline

At Sunnyside School House we approach discipline with a positive attitude. We see discipline as a means for helping children learn "Acceptable Behavior" according to their emotional, intellectual and physical development. When a problem occurs, the teacher will talk to the child and explain what is acceptable behavior at Sunnyside School House. When talking to the child on a one-on-one basis, we talk to them about making good choices. If the teacher feels the need to have a conference with a parent(s) concerning their child's behavior, they will make an

appointment at a time that is convenient for all parties. A child who consistently causes bodily or emotional harm to other children or staff will be subject to removal from Sunnyside School House with warning.

Clothing

A change of clothing is necessary for children of all ages in case of inclement weather or accidents. Please label clothing with the child's name clearly identified. This apparel, along with any personal items, will be kept in his/her cubby. Please send your child with Velcro shoes only, no lace up shoes. Flip-flops and cowboy boots are not allowed because they may cause falls or other accidents. All sandals must be closed toed and have a strap around the back. Girls must wear shorts, pants, tights, or leggings under their dresses. If a child is not yet potty trained, we ask that parents bring a change of underwear, training pants, or diapers and wipes.

Accidents and Emergencies

All Sunnyside School House staff members are CPR and First Aid certified and can handle everyday bumps and bruises. If an incident occurs at school, staff will fill out an "Ouch Report" and give it to the parent the same day. Should an incident occur that requires emergency action 911 will be called and the child's parents will be notified immediately. A member of the Sunnyside School House staff will accompany your child to the hospital until a parent or authorized adult arrives.

Fire and Earthquake Safety

Fire drills and earthquake drills are held monthly at random times during the school day. Children are carefully instructed on what to do in case of a fire or earthquake or emergency. Evacuation plans are clearly posted in the school for staff and everyone concerned. Parents are required to provide each child with a "Care Kit" in case of emergency. Should a fire or earthquake occur, and Sunnyside School House become inhabitable, the evacuation site will be in the driveway of the property. If instructed by fire or police to evacuate the area our primary relocation site will be across the street from the property on the corner of Sunnyside and Montecito. A back up relocation area will be at the Sierra Madre Public Library. In the case of any relocation from the school all parents will be notified as soon as possible. Sunnyside School House staff will remain with the children until all are returned to a parent or authorized adult's custody.

School Closures

Sunnyside School House reserves the right to close due to any emergencies regarding staff health, natural disasters, fire, personal loss or pandemic. Tuition will not be prorated for time lost due to such an event. If the school is closed for full calendar month tuition will be deferred until school can resume.

Please keep this as a copy of the Parent Handbook

Please detach and return the following page with your student registration forms.

Parent Handbook Agreement

I (we) have read and understand the policies stated in the Sunnyside School House Preschool Parent Handbook and accept the terms of the agreement.

Students Name: _____

Parents Name: _____

Parent's Signature: _____ Date: _____

Parents Name: _____

Parent's Signature: _____ Date: _____