

# Sunrise Child Care



## Parent Handbook Spring 2017

2004 Lee Highway  
Bristol, VA 24201  
276-285-3696  
Sunrisecc7@gmail.com

***Mission Statement:***

***“Here at Sunrise Child Care we want to provide a great place for a child’s growth and development, while showing the love of God in a kid-friendly, Christ-centered environment.”***

***Goals:***

- To provide a secure setting for each child’s individual cognitive, social, spiritual, and physical development.
- To help each child possess a positive self-image and to be accepting of others.
- To give parents and teachers the opportunities to grow in their understanding of child development and work together to encourage each child to enjoy learning.
- To serve our community as a leader and role model in providing excellence in a child care program.
- To provide a ***loving*** ministry for our community, teachers, parents, and children.

***ENROLLMENT***

To properly enroll in our program, a completed enrollment packet must be returned including proof of identity and immunizations. We encourage parents to include children in a tour of our facility prior to their start date which is given by appointment only. This will help your child with the transition to a new program. Sunrise has an enrollment fee of \$50 per child. **Children will not be admitted for day care if enrollment forms and fees have not been submitted.**

***TERMINATION POLICY***

Sunrise reserves the right to immediately end care for nonpayment; disrespect of staff, teachers, director, supplies, and/or the building and its grounds; behavior of the child which is harmful to the physical or emotional well-being of the other children and/or staff; or failure to abide by Sunrise Policies.

Your child may be discharged if:

- A problem continues which negatively affects other children in attendance at the center
- After 10 incident reports of negative behavior with no changes in behavior and no willingness by parents/guardians to help the center change that behavior.
- There is an outstanding balance of \$250 or more.
- Failure to meet Sunrise Child Care policies.

***DAYS and HOURS of OPERATION***

Sunrise Child Care is open year round from 7:30 am to 6:00 pm, Monday through Friday. We will be closed certain holidays. You can find these holidays listed below.

### ***VACATION and HOLIDAYS***

All children will be awarded two weeks of “vacation.” Vacations must be used in one-week intervals. Vacations cannot be carried over to the next year. Please notify the Director one week prior to your free “vacation week”.

The center will be closed in observance of the following holidays:

New Year’s Day	Good Friday
Memorial Day	Independence Day
Labor Day	Thanksgiving Day and following Friday
Christmas Eve	Christmas Day

When a holiday falls on a Saturday, we will be closed the Friday beforehand. If a holiday falls on a Sunday, then we will be closed on the following Monday.

**Tuition is not reduced for holidays.**

### ***INCLEMENT WEATHER POLICY***

We will check the Bristol Tennessee City School system, the Bristol Virginia City School system, and the Washington County Virginia School system and formulate a plan by at least 6:00 a.m. day-of in cases of inclement weather. Please watch for a text message from Sunrise directly to whatever phone number you have provided as the main contact number. We will also post to the Sunrise FaceBook page (be sure to like us and turn on notifications). This is why we need your cell phone provider listed on the last page of this packet along with your signature. We will try to be judicious in closing/delaying opening as we know parents have busy schedules.

**\*\*Parents will still be responsible for the weekly tuition payment as outlined below.**

**Tuition is not reduced for days the center is closed.**

### ***ABSENTEE POLICY***

In the event that your child is ill and needs to miss a day, **please give us a call.** Parents will still be responsible for a full week of tuition.

### ***PICK-UP & DROP-OFF PROCEDURES***

Parents are responsible for bringing their child into the building each morning. When doing so they must collect their child’s card from the board and take them to their appropriate classroom. Parents must come into the building in the evening to sign out and pick up their child.

Children may only be dropped off at the center at the time which the parent specifies; there is a fee assessed for picking up and dropping off late (you have a 15 minute window before this fee is assessed). **When children are dropped off, they will need to have a school lunch in hand ready to eat or have already had lunch if dropped off in the afternoon. Sunrise Child Care does not provide lunch.**

\*\*All persons wishing to pick up a child will be required to show proper identification.

Parents will be responsible for putting their child's belongings in their classroom & for taking them home. Any items that are left will be used at the center as seen fit or taken to local goodwill. Children will have individual cubbies with their daily work and notes from the teacher/office. Please be sure to check your child's cubby on a daily basis. Children may only be picked up from the center at the following times: 12:30 p.m., 3:00 p.m., 4:30 p.m., and 6:00 p.m. There is an additional "Late Pick-Up" time after 6:00 p.m. (after the center has closed at 6:00 p.m.). If a child is picked up at this time, an additional charge of \$10 will be added to the total bill **for each day** this Pick-Up time is utilized. ***CHILDREN MAY NOT BE PICKED UP LATER THAN 6:15 p.m.***

If the person picking up a child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick up both the child and adult. If there is a Court Order keeping one parent or guardian away from the child, Sunrise must have a copy of the court order on file otherwise we cannot prevent the non-custodial parent from picking up the child.

***SCHEDULE AT Sunrise \*\*Please initial by the Pick up & Drop off times you choose to use. No other pick up and drop off times will be permitted unless mitigating circumstances are presented and agreed upon by Sunrise.***

Time	Activity
7:30	Free Play
8:00	Story Time/Cartoon Time
9:00	Breakfast
9:15	Potty Break
9:45	Bible time
10:00	Class Time with Classroom Teacher
11:00	Potty Break
11:30	Lunch
12:00	Potty Break
12:15	Story Time
12:30	Nap
2:45	Quiet Play
3:00	Potty Break
3:15	Snack
3:30	Story Time
4:00	Arts/Crafts/Creation

4:30	Free Play
5:00	Potty Break
5:15	Free Play
6:00	Final Pick Up
6:15	Late Pick Up (Additional \$10 charge beginning 6:05)

### ***SUPPLY POLICY***

The following supplies are needed while your child attends Sunrise:

#### ***Infants***

- Diapers
- Wipes
- Bottles
- Formula/Breast Milk
- Change of clothes & Bib
- Ointment (Balmex, Aquafor, etc.)
- Infant food that is not supplied by Sunrise
- Bulb syringe
- Sleep Sack or Swaddler (if you use one for your baby)
- Infant Feeding Schedule

#### ***Toddlers & Pre-K***

- Diapers/Pull-ups/Training Pants
- Wipes
- Blanket for nap
- Pillow if desired
- Change of clothes
- Sunscreen
- Tennis shoes for play

\*\*\* All personal items will be sent home daily for washing, storing, keeping, etc.

It is important that you label all of your child's belongings that come into the center. We ask that your child does not bring any personal items from home (toys, video games, trading cards, etc.) other than what is requested unless asked by the office or classroom teacher. Sunrise is not responsible for any lost, stolen, or broken items. If such items are brought in, they will be sent to the office and must be picked up by a parent.

### ***HEALTH & ILLNESS POLICY***

**Under no circumstances is a sick child to attend Sunrise.** Children should be allowed to recover fully in the comfort of their own home. The other children in care and the teachers and staff here are exposed to any disease your child may bring into the center. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not

possible to prevent the spread of all illness; however, minimizing exposure and providing good hygienic practices in the center and at home are means by which we can limit the problem and the resulting inconvenience.

Accordingly, for the benefit of all involved, the following policies will be strictly enforced.

Children who have exhibited ANY symptoms of infectious illness within the 24-hour period are likely to be contagious & should remain at home.

Examples of associated symptoms include, but are not limited to, fever of 100 °F measured orally or 101°F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green drainage from nose, drainage from eyes or ears, rash or head lice. **Sunrise reserves the right to determine whether a child should remain at home or is okay to stay or return to the center when illness is a consideration.** A doctor's note with permission to return to daycare may be requested. Parents of children who become ill during the day will be promptly notified & are expected to make arrangements for their child to be picked up immediately. The sick child will, if possible, be isolated from the other children in the center to minimize exposure. If the parent/guardian cannot be reached, the person designated as the emergency contact will be notified. It is the parent's responsibility to inform the director if their child has been diagnosed with a contagious illness so proper notifications can be made. Notices will be handed out to all parents informing them that their child has been exposed to a contagious illness/disease. For confidentiality reasons, the name of the child with the confirmed illness will not be released.

The following diseases will be reported to parents of all enrolled children in/out of attendance the reported day:

*Chicken Pox (varicella), Conjunctivitis/Pink Eye, Head Lice, Influenza, Pin Worm (enterobiasis), Ring Worm (tinea dermatophytosis), Scabies (acariasis), Fifth Disease (human parvovirus), Rotovirus & Respiratory Syncytial Virus (RSV).* Allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance.

It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children.

Sunrise Child Care employees will follow the same guidelines for exclusion as stated for children. All staff is to report illness to the director to ensure proper notifications can be made.

Sickness and/or Symptoms	Sickness and/or Symptoms Free
Temperature of 100.4°F orally, or 99.4°F axillaries, or higher.	Free of fever for 24 hours without the aid of medication.

Temperature of 100.4°F orally, 101.4°F rectally or 99.4°F auxiliary or higher, plus one of the following: a) severe cold with yellow-green nasal discharge b) cough c) sore throat d) sneezing e) swollen glands, or f) skin rash other than mild diaper rash.	Free of fever for 24 hours <i>AND</i> Note is required from a physician or nurse practitioner stating that the child is not communicable.
Red, watery or draining eye(s).	All discharge has ceased.
Drainage from the ear(s).	All drainage from the ear(s) has ceased, <i>OR</i> note is required from a physician or nurse practitioner stating that the child is not communicable.
Lice.	After treatment, free of lice and nits.
Skin lesions, i.e., impetigo, ringworm, and scabies.	Skin sores are healed, <i>OR</i> note is required from a physician or nurse practitioner stating that the child is not communicable.
Vomiting.	Free of upset stomach and vomiting for 24 hours.
Diarrhea (2 or more loose, watery stools per day).	Diarrhea free for 24 hours.
Fainting or seizures or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.	Free of symptoms, <i>OR</i> note is required from a physician or nurse practitioner stating that the child is not communicable
Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed.	Free of fever for 24 hours.
Any combination of symptoms for consecutive days of attendance.	Free of symptoms.

## ***MEDICAL & FIRST AID POLICIES***

### ***Medications:***

Sunrise Child Care can now administer any medications (prescription or non-prescription) to any child. The only staff member able to administer medication at this time is Amy Doss, with exceptions to diaper rash creams/ointments, teething gels and Epi-pen.

### ***First Aid Kit***

All first aid supplies are kept on site and stored in an area that can be locked at all times. The following first aid supplies are available at all times: Band-Aids, sterile gauze pads, gloves, cortisone cream, and anti-bacterial spray.

***EPI-PEN:***

If your child has an allergy that may require the use of an Epi-pen, SUNRISE will require that child's Epi-pen be kept on site which will be provided by the parent or guardian. If your child would require the use of an Epi-pen while in attendance, the following steps will be taken:

1. The Epi-pen would be injected by any staff member.
2. 911 would be called after the Epi-pen is injected.
3. The parent or guardian would then be contacted and given further information.

***Allergies:***

If your child has a food or environmental allergy, SUNRISE will work with the family to develop an individualized action plan specific to your child's needs. This will be done at the time of enrollment or at the onset of a new allergy.

***Latex Free Gloves:***

Latex free gloves are worn by staff when administering first aid. Please inform the Director and indicate on your child's registration form if your child has a latex allergy.

***CPR/First Aid:***

At least one staff member who is CPR/First Aid certified must be on duty at all times.

***IMMUNIZATION & BIRTH CERTIFICATE POLICY***

Sunrise Child Care requires all children to have immunizations & a copy kept on file before the child can begin care at Sunrise. Parents are responsible for providing an updated copy of child's immunization records each time they receive new shots. These may be emailed to [sunrisecc7@gmail.com](mailto:sunrisecc7@gmail.com). A copy of your child's birth certificate is needed to comply with state regulations. These and all sensitive documents are kept in a locked filing cabinet.

***DAILY PROGRAM***

Each program we offer has an individualized daily schedule filled with age appropriate activities and daily routines. In the infant program, the schedule is based on the particular needs of each child. Parents please work with the teacher to create a daily plan that will fulfill each child's nutritional, emotional, and physical requirements. For our Two's, Three's, and Four's programs the schedule is curriculum based. We are using our own curriculum which provides academics, arts and crafts, and group setting materials. Time is also available for free play, meals, and rest.

***VISTIORS***

Parents and other authorized family and friends are always welcome at Sunrise Child Care Center. We do encourage you to consider the children and their work and ask that you enter their classroom with quiet respect. Appointments are at the Director's discretion.

### ***MEALS***

**We ask all parents to provide a packed lunch for their child. Each child should have a nutritionally balanced lunch that is easily opened, assembled, and eaten with minimal help from a teacher.** If a child shows up without a packed lunch, there is a \$10 fee that will be added to the total bill for that week **for each day** that this service is utilized. However, a nutritious breakfast and snacks are provided each day at no cost to the child's family. Birthday, holiday, or other special treats are permitted. Please check with your child's Head Teacher so you know how much to bring and what is an acceptable treat.

### ***PERSONAL HYGIENE***

If a child shows up to Sunrise Child Care with any sign of personal hygiene issues (i.e. dirty fingernails, dirty clothes, unwashed, etc), the parent/guardian will be notified. If issues with personal hygiene persist, it is our policy that the child will be cleaned as much as possible by the Director or Assistant Director of Sunrise. Please note that Sunrise is considered a mandatory reporter.

### ***TUITION RATES***

Child Care rates apply to one business week.

A breakdown of rates is as follows:

**\*\*BUS PICK-UP FEE \$5 WEEKLY Effective 09/01/2016**

Tuition Charges for Sunrise

Infant	6 weeks – 24 months	\$ 130* per week
Toddler	2 – 4 years	\$100 per week
After School Program	Pre-K – 12 years	\$50 per week *\$20 charge for any week which includes 1-5 non-school day(s) in an otherwise designated school week.
School-aged Summer Program	Pre-K – 12 years	\$80 per week
Discounts	0 months – 24 months	None
	2 – 4 years	<ul style="list-style-type: none"> <li>• 10% off one week for referring us to another family when they fill out forms and begin care</li> <li>• Multi-child 10%</li> </ul>

		<ul style="list-style-type: none"> <li>Attendance at Covenant Fellowship with proof of checking in at Children's Church 10% (for one full week)</li> </ul>
Fees	6 weeks – 24 months	\$50 Enrollment Fee
	2 – 4 years	<ul style="list-style-type: none"> <li>\$10 weekly fee for toddlers/children who are not potty trained</li> <li>\$50 Enrollment fee</li> <li>Late Pick-up fee \$10 daily</li> <li>Late Drop-off fee \$10 daily</li> <li>Lunch Provision fee \$10 daily</li> </ul>
	Pre-K – 12 years	<ul style="list-style-type: none"> <li>Late Pick-up fee \$10 daily</li> <li>Late Drop-off fee \$10 daily</li> <li>\$50 Enrollment fee</li> <li>Lunch Provision fee \$10 daily</li> <li>Bus Pick-up fee \$5 weekly</li> </ul>

## ***MONEY MATTERS***

### ***BILLING & PAYMENTS***

Tuition payments are expected and due on Monday for the week following. Children will not be permitted to attend Sunrise if an outstanding balance of \$250 is exceeded. Once the outstanding balance is paid and the parent pays Monday for the week following, the child will be allowed to return. Tuition may be paid by cash, check, or money order. There is a NSF fee of \$25 charged on all returned checks. All tuition and fees will need to be taken care of immediately. The child's spot will not be held if payment is not received. A repayment of the enrollment fee may be required for returning children.

### **SPECIAL EVENTS**

#### *Birthdays*

Birthdays may be celebrated at the center. Please contact your child's teacher. The center can provide a list of birthday ideas regarding food. For health regulations, it is required that all food be store bought or made at the center. Food may not be prepared at home.

### *Holiday Celebrations*

Holidays represent opportunities for young children to learn about the celebrations various cultures observe. Certain holidays are recognized in the preschool classrooms in ways that are consistent with the individual program's curriculum and the age of the children.

Examples include (but are not limited to) Halloween, Thanksgiving, Hanukkah, Christmas, and Easter. The center staff, however, recognizes, understands, and values other holidays which reflect the cultural diversity represented among our families. Teachers encourage all parents to propose the observance of additional holidays that reflect their family background and traditions. Such celebrations represent unique opportunities for children to experience and understand various cultural heritages.

### ***FIRE DRILLS***

Emergency fire drills are held every 6 months to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do. Our center is equipped with a fire alarm system, sprinklers, and fire extinguishers which are placed throughout the building. The Fire Marshall Inspection Certificate is located in the church office.

### ***ACCIDENT or INCIDENT REPORTS***

Our staff takes every effort to ensure the safety of your child. Unfortunately, accidents do occur. In the case of an accident, a form will be filled out and be retained for your child's folder. The same is used for any incident that the staff feels is important to document. A parent's signature is required on these forms and a copy is available to you.

### ***DISCIPLINE POLICY / BEHAVIOR REPORTS***

Sunrise Child Care has the right to terminate a contract without notice in the case of harm to other children and/or staff, or a dangerous situation due to an action that the child has caused intentionally or otherwise.

No child will be hit, spanked, belittled, or otherwise intimidated at Sunrise Child Care - even with parent permission. NO corporal punishment will be used. Children will be treated with courtesy, respect, & patience. Guidance will be according to age & level of understanding. Younger children, babies, & toddlers, will be redirected to another activity. If redirection is unsuccessful, a time out of 1 minute per year of the child's age will be given. Older children will be given time-outs depending on the

severity of the offense (almost always 1 minute per year of age). Parents will be informed of any behavioral problems and/or incidents by way of the Behavior Reports filled out daily. Parents will be asked to initial/sign these reports bi-weekly. If a child displays persistent behavior problems, a parent-teacher conference will be requested to try to resolve the problem/issue at hand.

*AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT, SHAMING, FRIGHTENING OR HUMILIATING METHODS. NO TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL, INCLUDING SNACK, WILL BE USED TO DISCIPLINE. NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.*

### ***SUNRISE CHILD CARE LEARNING ACADEMY & DAY CARE CENTER RULES***

1. No hitting, biting, pinching, spitting, kicking, wrestling, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.
2. No intentionally breaking anything.
3. No running, jumping, climbing, etc. inside the center unless in designated areas.
4. Children may not pick up other children (this includes older siblings).
5. No leaving the center or playground without being accompanied by a staff member.
6. No children are allowed outside alone without adult supervision, even when a parent is here unless the child has already been checked out for the day.
7. No name-calling, yelling, foul language, teasing or bullying. Everyone deserves to be treated with respect.
8. All food & drink will remain in the designated areas of the center/classrooms.
9. Children are not allowed to chew gum.

### **BITING POLICY**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The SUNRISE biting policy addresses the actions the staff will take if a biting incident occurs. Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired or frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. SUNRISE will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times. The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm verbal address
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is diverting.

- The wound of the bitten child shall be assessed and cleansed with soap and water and ice applied.
- The parents of both children will be notified of the biting incident.
- Appropriate forms will be filled out (Incident Report).
- Confidentiality of all children involved will be maintained where possible.
- The bitten area should continue to be observed by parents and staff for signs of infection.
- Chart every occurrence, and indicate location, time, participants, behaviors, staff present, and circumstances.
- Be mindful of children who indicate a tendency to bite: Head off biting situations before they occur.
- Teach non-biting responses to situations and reinforce appropriate behavior.
- Teach responses to potential biting situations: “No” or “Don’t hurt me!”
- Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
- Consider early transition of a child “stuck” in a biting behavior pattern for a change of environment, if developmentally appropriate.
- If biting continues, this will be addressed on the Behavior Report and given to parents once biting occurs three days in a row (or bi-weekly as scheduled). Three bites in one day deserves time out of one minute per year of age
- If an occurrence happens more than three times in one week the parent/guardian will be called to pick up the biting child. The child may return the following class day.
- If an occurrence happens again with more than two times within a month the parent/guardian will be called to pick up the biting child. The child may not return until a conference is held with the parents of the biting child, director, teacher and a written plan of action is in place.
- Schedule follow-up meetings or telephone conversations as needed.
- If it is deemed in the best interest of the child, the other children, and Sunrise, the child may be terminated from enrollment at Sunrise for the duration of the biting stage. Written warning will be given to the parents before this action will be taken.

### ***PARENT INVOLVEMENT PROGRAM***

Parents have many opportunities to become involved at Sunrise. The variety of involvement options allows single-parent families and working parents to participate even when they are unable to spend time at the center. Our parent involvement activities are fun and informative. **Parents are not required but are encouraged to participate** in a minimum of 6 clock hours each semester, excluding summer. There are a variety of ways for you to participate in your child’s care and education. The following are some examples:

1. Workdays - clean up, painting, and maintenance of the school.
2. Fundraisers – garage sales, bake sales, carnival, etc.

Examples: Fundraising, enrollment and recruitment, and planning social gatherings. One fundraiser will be scheduled each quarter

3. Work on projects at home for the school – repairing books, cutting out art activities, making flannel stories, sewing, etc.
4. Attending parent workshops given by the center.
5. Assisting on field trips with the children.
6. Check with your child's teachers for additional needed materials (beyond the supplies listed above).

**Your ideas are appreciated.**

### ***TRANSPORTATION/FIELD TRIPS***

We do not provide transportation to and from day care. We DO, however, provide transportation from school for the children enrolled simultaneously in Sunrise and public/private school. Check with the Sunrise Director or Assistant Director for more information. The cost to bus children to Sunrise is \$5 per week. For special field trips, Sunrise will also strictly use the church bus. There will also be a \$5 charge per week for bussing to and from field trips. Parents will be notified prior to any field trips and are responsible for any cost associated. Parental permission is required before children may be transported on a field trip. Parents may be requested to join a field trip event. Please watch for special event information on our Sunrise FaceBook page.

### ***DIRECTOR CONTACT INFORMATION***

Julianna Jones, Director  
Amy Doss, Assistant Director  
109 Gate City Hwy  
Bristol, VA 24201  
276-285-3696  
sunrisecc7@gmail.com  
[www.cfbristol.com](http://www.cfbristol.com)  
Click on the daycare link.

***ACKNOWLEDGEMENT of SUNRISE CHILD CARE POLICIES***

To ensure that you, the parent/guardian, have read & agree to the Policies of Sunrise Child Care , you must complete, initial, sign, & return the following form to the office at the time of enrollment. A copy for your records will be made available upon request.

I/We, \_\_\_\_\_ and \_\_\_\_\_ have read and understand all Policies & Guidelines of Sunrise Child Care. I/We agree to abide by all policies stated in the Parent Handbook. I/We understand that we will be notified, in writing, of any changes in these policies. Any complaints, concerns, or grievances against Sunrise Child Care will be made in writing and/or telephone call and will be followed up in a timely manner. I/We also understand that any breach of policies & contracts may be grounds to terminate childcare. A two week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without notice. This arrangement will come into effect on \_\_\_\_\_. \*Please complete this form and turn in to the office at time of enrollment.

- In order to contact parents in the event of weather emergency or other emergent need, Sunrise needs to know the cell phone carrier for each parent wishing to receive pertinent information at any time.

\_\_\_\_\_  
(Parent/Guardian Cell Provider)

\_\_\_\_\_  
(Parent/Guardian Initials)

- I understand the Pick up/Drop off policy and have chosen a time.

\_\_\_\_\_/\_\_\_\_\_  
(Pick up/Drop off time)

\_\_\_\_\_  
(Parent/Guardian Initials)

- I have received and read the Sunrise Parent Handbook and agree with all of its policies listed and outlined herein. I will contact the director immediately with any questions or concerns.

\_\_\_\_\_  
(Full Name of Parent/Guardian)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)