

Welcome to Preschool!

Thank you for your interest in the Sunrise Recreation & Park District Preschool Program. We are excited you have decided to join us for the upcoming 2019-2020 preschool year! Enclosed is the preschool packet and handbook containing details regarding our program.

There is a non-refundable \$80.00 registration and activity fee that will be billed via email once the paperwork is returned.

- The Preschool Schedule for 2019-20 is **8:45am – 12:00pm** for all classes.
- Tuition Fees for T/TH 3 yr. old class is \$160 per month.
- Tuition Fees for M/W/F 4 yr. old class is \$210 per month.
- Tuition Fees for T/W/TH/F 4 yr. old class is \$275 per month.

Preschool begins the second week of August!

The 4 yr. M/W/F class will meet and greet on Aug. 12th from 9am to 10am.

The 3 yr. T/TH and 4 yr. T/W/TH/F will meet and greet on Aug. 13th from 9am to 10am.

The first official day of preschool will be the next scheduled day of class.

What to Bring for registration:

- A copy of your child's updated shot record
- Copy of birth certificate.
- Emergency contact information for your child.

We look forward to an exciting year!



AGREEMENT, WAIVER, AND RELEASE
The Sunrise Kids Club
2019-2020

Minors Form

In consideration for being permitted by the above District to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death or property damage which I may have, or which hereafter may accrue to me, as a result in participation in said activity. This release is intended to discharge in advance the above District, (its officers, employees, and agents) from and against any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons and District (or its officers, employees, or agents). It is understood that this activity involves an element of risk and a danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and hold the above persons and entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity.

PARENTAL CONSENT: (to be completed and signed by Parent/Guardian if applicant is under 18 years of age).

I hereby consent that my child: _____
participate in the above activity, and I hereby execute the above waiver, agreement, and release in his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or any injury or property damage that said minor may sustain while participating in said activity.

PHOTOGRAPH POLICY: Sunrise Recreation & Park District reserves the right to photograph facilities, activities and program participants for potential future use. All photos will remain the property of Sunrise Recreation & Park District. Commercial photography by any outside party at any district program is prohibited without express written consent.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature _____
(Parent or *Legal* Guardian)

Print Name _____ **Date** _____
(Parent or *Legal* Guardian)

Note: By signing this agreement, you are agreeing to relieve Sunrise Recreation & Park District of liability for personal injury; wrongful death or property damage except as may be caused by the active negligence of Sunrise Recreation and Park District, to release photo rights.

EMERGENCY INFORMATION

CLASS ATTENDING _____

Child's Name _____
Please Print

Age _____ Birthday ___/___/___ Sex _____

Parent 1 Name: _____
Please Print

Parent 2 Name: _____
Please Print

Telephone (Home) _____

Email address: _____

Parent 1 Cell Number _____

Parent 1 Work Number _____

Parent 2 Cell Number _____

Parent 2 Work Number _____

Address _____

Does your child have any physical restrictions, food or medicinal allergies? Yes or No

Please explain reaction/symptoms/ what to look for:

All allergies/restrictions that require medication to be administered at preschool need to have a medical authorization form, a medical condition form, a plan of action and prescriptions must accompany the medication.

Do parents live in same household? Yes or No

Who shall we contact if parents cannot be reached?

Name _____ Phone _____
Please Print

Family Doctor _____ Phone _____

Medical Record Number _____

The following people are authorized to pick-up my child from the preschool program. They must be 18 years of age or older and have picture identification to do so. Sunrise Kids Club will not release child without written authorization from the parent or guardian. **Please Print Names**

1. _____ Phone _____ Relationship _____

2. _____ Phone _____ Relationship _____

3. _____ Phone _____ Relationship _____

4. _____ Phone _____ Relationship _____

I, the undersigned parent or legal guardian of this child, do hereby approve his/her participation in the Sunrise Preschool Recreation Experience Program. And further authorize the information on this card and the calling of the listed doctor in case of emergency.

Signed _____ Date ____/____/____

Date: _____

Medical Condition Information

In order to gain a better understanding of each child's medical needs please complete the questions below.

1. Please describe allergy/ medication/ condition.

2. What are the symptoms/reactions/ signs to look for?

3. What preventative measures would you like taken in order to minimize the risk of exposure to the allergy/ medication/ condition?

In addition to this form, you will be asked to read and sign an Emergency Action Plan pertaining to your child's condition/situation along with a medical authorization form if it is necessary.

It is the responsibility of the parent to provide accurate and complete information at the time of enrollment and to alert the child care facility of any changes to the allergy/medication/ condition should it occur. This helps us to better prevent any situation that may occur while your child is in our care.

I have read, understood and agreed with the policy and my responsibilities listed in the Medical Condition form. I agree to provide the most accurate and current information and will alert administration as soon as possible of any changes that may occur.

Parent Signature

Director Signature

Preschool Attendance Agreement: School Year 2019-2020

Child's name attending Preschool

Preschool Class

Start Date

Olive Grove Preschool

Preschool Schedules:

<input type="checkbox"/>	3's Class	2 days T/TH	\$160 per month
<input type="checkbox"/>	4's Class	3 days M/W/F	\$210 per month
<input type="checkbox"/>	4's Class	4 days T/W/TH/F	\$275 per month

Tuition:

Tuition invoices are emailed using our EZ-Care Financial System. Payments are due on the first of the month but late after the 10th. A \$20 late fee will applied to any late payment. Payment must be made in full or families will be subject to dismissal from the program. Re-enrollment fees will apply. Unpaid accounts will be sent to Titan Collection Agency.

Late Pick-up:

Late pick-up fees of \$1.00 per minute are charged when a preschool child is not picked-up at the end of class.

Dropping from the Facility:

If dropping from the Child Care Center, a 2 weeks written notice must be given.

Termination:

Termination may occur if tuition for a child is not paid, if a child's behavior is unacceptable and/or disruptive.

For more information, please see Parent Handbook.

I _____ Parent/Legal Guardian of: _____,

Child's full name

have read fully, understand, and agree to follow the Preschool attendance agreement.

Parent/Guardian Signature

Date

Site Director Signature

Date



Program: _____ Child's Age _____/Grade _____ Child's Start Date - _____ Mid- month Pro-rate amount _____ Child's Monthly Tuition _____
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EZ Care Tuition Agreement

Child #1
 Name: First _____ Last _____ Gender: M F Birthday: _____ Schedule _____

Child #2
 Name: First _____ Last _____ Gender: M F Birthday: _____ Schedule _____

Child #3
 Name: First _____ Last _____ Gender: M F Birthday: _____ Schedule _____

Parent/Guardian # 1 Name: First _____ Last _____ Address _____ City _____ Zip _____ Phone: Home _____ Cell _____ Work _____ E-Mail: _____ Relationship: _____
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Parent/Guardian # 2 Name: First _____ Last _____ Address _____ City _____ Zip _____ Phone: Home _____ Cell _____ Work _____ E-Mail: _____ Relationship: _____
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Billing information:
 Primary Payer _____ E-Mail: _____

Billing Address (if different from above) : _____ City _____ Zip _____

Secondary Email Recipient _____ E-Mail: _____

Tuition:
 Tuition invoices are emailed using our EZ-Care Financial System. Payments are due on the first of the month but late after the 10th. A \$20 late fee will applied to any late payment. Payment must be made in full or families will be subject to dismissal from the program. Re-enrollment fees will apply. Unpaid accounts will be sent to Titan Collection Agency.

Dropping from the Facility:
 If dropping from the Child Care Center, a 2 weeks written notice must be given.

Parent Confirmation Form

I _____ Parent/Guardian of:
(Parent/Guardian's Name)

(Child's Full Name)

(Child's Full Name)

(Child's Full Name)

I have read, fully understand, and agree to the entire contents of the 2019/20 Parent Handbook. If I fail to abide by these guidelines, I am aware that my child may be dismissed from the Sunrise Preschool Program.

Parent/Guardian

Date

Site Director / Head Teacher

Date

Sunrise Recreation and Park District
7801 Auburn Blvd., Citrus Heights, CA 95610
(916) 725-1585



Preschool

PARENT HANDBOOK

WELCOME TO THE OLIVE GROVE PRESCHOOL!

LOCATED AT:

Olive Grove Elementary
7926 Firestone Way
Antelope, CA 95843

Phone Number: (916) 726-0224

Site Director: Kourtney Hobart

khobart@sunriseparks.com

Assistant Site Director: Wyatt Holloway

olivegrove@sunriseparks.com

The goal of our program is to provide a safe, comfortable environment designed to meet the social, emotional, and physical needs of your child through activities planned and presented by qualified, caring staff. The program includes a wide variety of educational and recreational activities in such areas as art, science, music, outdoor sports and study time.

HOURS, DAYS, AND RESTRICTIONS OF OPERATION

HOURS

8:45 am-12:00pm Tuesday / Thursday

3-year-old Class

8:45am-12:00pm Monday / Wednesday / Friday

4-year-old Class

8:45am-12:00pm Tuesday / Wednesday / Thursday/ Friday

4-year-old Class

LATE CHARGES Our facility closes at the end of each program. A late charge of \$1.00 per minute per child will be charged

**Three late pick-ups within a six month period may result in dismissal from the program.*

CLOSURE DAYS: The Sunrise Preschools are closed for holidays. Please check the monthly calendar for closure dates at your site.



SCHEDULE AND ENROLLMENT

Enrollment: New enrollment for each session (Aug-May) is secured with a one-time non-refundable \$80 registration fee. This fee includes a T-shirt and field trips.

Monthly Tuition: Tuition will be a consistent monthly charge during the school year. All tuition rates are based on a 10-month school year. **NO TUITION CREDIT WILL BE GIVEN FOR SCHOOL DAYS NOT ATTENDED.** It is our goal to maintain a quality program while keeping tuition costs as low as possible.

- Our Preschool is scheduled to close at 12:00pm. Any child picked up late will accrue a late-pick-up fee of \$1 per minute per child. *Three late pick-ups within a six month period may result in dismissal from the program.*

Withdrawal: A 2 weeks' notice is required for all withdrawals in order to avoid continued charges. To withdraw from the program, please visit the office for a withdrawal form. You may email khobart@sunriseparks.com as well. All re-enrollments are pending availability in the program, and require a re-registration fee of \$45.



CURRICULUM GOALS

BEHAVIOR ACCOMPLISHMENTS: Preschoolers will learn classroom behavior skills including listening during story time, lining up and walking in a line, transitioning from one activity to another, asking to go to the bathroom, and waiting their turn.

ACADEMICS: We will cover a variety of education fundamentals including:

Numbers – Recognition, counting, and correspondence

Letters – Recognition, sounds, name recognition and writing

Shapes – Recognize and draw

Colors – Recognize and experiment

Drawing – Exploring fine motor skills by drawing people, houses, animals, and nature

SOCIAL SKILLS: Perhaps the most important part of our preschool program is the progressive development of social skills. This includes sharing, problem solving, expressing needs and wants in a productive manor, and age appropriate interactions with peers. Social skills are taught through every aspect of our program.

FINE MOTOR SKILLS: Preschoolers will have plenty of opportunity to develop fine motor skills through enriching projects. They will work with zippers and buttons, develop eye-hand coordination, and learn to use scissors and writing implements.

GROSS MOTOR SKILLS: Through experiential learning, preschoolers will develop their gross motor skills. Our activities include physical play that teaches crawling, balance, climbing, and use balls to bounce, throw, and catch.



SCHEDULE OF OUR DAY

The daily schedule varies based on the program and activities, but we try to keep a consistent routine for the children. Information specific to the program will be provided by your child's teacher.



PARENT RESPONSIBILITIES

EMERGENCY INFORMATION: Before your child may be admitted to this program, you must fill out the packet of registration paperwork to be kept on file containing complete and current information. When you drop off & pick up your child, you will be required to sign him/her in or out. If someone other than a parent is picking up your child, that person must be 18 years of age and be listed on the Pre-Admission Sheet in your child's file. We will verify identity by asking to see a valid identification, such as a driver's license.

ILLNESS: Children cannot be allowed at the preschool with a fever, diarrhea, vomiting, pink eye, head lice, or other communicable childhood diseases. Children must be free of symptoms for 24 hours before they can be admitted back into the program.

WEATHER: We will not go outside in inclement weather and/or extreme temperatures.

EMERGENCY PROCEDURES: In the event of an accident or emergency, the Head Teacher or designated staff will attempt to notify the parent immediately. The staff member will determine if an ambulance is necessary to have the child transported to the nearest medical facility and will make necessary arrangements.

In the event a parent cannot be reached, the staff will determine action necessary to assure the child's health and safety. (No staff will be permitted to transport a child in their personal vehicle.)

If a natural disaster should occur, staff will remain with your child until you or an authorized adult, and/or emergency personnel should arrive.

During any school-wide emergency (fire, lockdown, etc) students will not be released to parents until an all clear is given by the designated authority.

DRESS: Please dress your child in clothes that can get messy. We do a lot of fun projects and don't want to inhibit creative activities because of clothes that must stay clean. Please supply your child with supportive shoes to run and jump in. No flip-flops please. Outdoor play is a part of our program, so please send your child with a jacket or sweater. It is suggested that they have an extra change of clothes (well marked with their names) that can be stored in their backpack.

COMMUNICATION: As a parent, you are encouraged to share with staff members any changes, concerns, or problems regarding your child. This can help us look out for your child's well-being.

ALLERGIES: Parent/guardian of students with indicated allergies on their Medical Background Form will be asked to develop a Health Plan within the guidelines of SRPD policies.

SNACKS: Like the schedule, snacks vary based on the preschool program. More information will be available via your child's teacher.

INVOICES AND BILLING

All invoicing, billing, and payment processing is handled by the Finance Department of Sunrise Recreation and Parks District. To sign up for Click-to-Pay, or for questions about your invoice, fees, or payments - please contact our Finance Department at skcfinance@sunriseparks.com

NO PAYMENT WILL BE ACCEPTED AT THE PRESCHOOL CENTER

Tuition invoices will be provided no later than the last day of each month. Invoices are emailed to one, or more than one email address.

Tuition is due and payable the first day of each month for the enrollment of that month. Payment is considered delinquent if not paid in full by the 10th of the month, and your account will be charged a \$20.00 late fee. If the payment is not made within 3 days, your child will be subject to dismissal from the program. Unpaid balances past 30 days may be sent to Titan Revenue Solutions for collections.

Families may choose one of the following 3 options to pay tuition:

1.) Click-to-Pay:

The Click-to-Pay online feature will be included as a link in each emailed invoice. This link will direct you to the SRPD payment page. The amount that is owed for the month will already be populated. You have the option of adjusting the amount. Contact skcfinance@sunriseparks.com for questions about your invoice, fees, or payments.

2.) Check or Money Order:

Sunrise Recreation & Park District
Attn: SKC Finance
7801 Auburn Blvd
Citrus Heights, CA 95610

Please be sure to write your child's name and site on your payment to assure that the payment is credited to your account. You may also send in the bottom portion of the courtesy statement with your payment.

3.) Walk-In Payments:

Cash, Check and Credit Card Payments are also accepted at the District Office, Rusch Park, 7801 Auburn Blvd. Citrus Heights, CA 95610, Monday thru Friday from 8:00 AM - 5:00 PM .

Parent Confirmation Form

I _____ Parent/Guardian of:
(Parent/Guardian's Name)

(Child's Full Name)

(Child's Full Name)

(Child's Full Name)

I have read, fully understand, and agree to the entire contents of the 2019/20 Parent Handbook. If I fail to abide by these guidelines, I am aware that my child may be dismissed from the Sunrise Preschool Program.

Parent/Guardian

Date

Site Director / Head Teacher

Date

Preschool Parent Handbook Appendix

This section is designed to provide more specific information in regards to the Olive Grove Preschool program. Your child will be exposed to a variety of activities throughout the day. We understand each child learns at different times and in different ways so our goal is to provide the necessary tools in order to successfully progress into the next class and into kindergarten. The daily activities are included below.

Circle Time

This time includes music, rhythm, social skills, and large motor skills through dance and storytelling. Their small motor skills are developed through finger play and songs. Listening skills are incorporated and their creativity and imagination are encouraged. We ask open-ended questions so children can interpret the world as they see it. Circle time also includes discussion of the theme of the week as well as learning days of the week, alphabet, names, sound recognition, and counting.

Free Play Time

This is the time when the children have the freedom to experience what they want, in any area of the classroom. Free play includes but is not limited to:

- **Science**
- **Art:**
- **Manipulative/Blocks**
- **Dramatic Play and Kitchen Area**
- **Sensory**
- **Quiet area**

Snack Time

Parents provide a snack for their child each school day. Snack is considered anything a child feels comfortable eating within a time frame of 15 minutes. This is a great time for peer socialization as they are encouraged to talk to each other. Children are responsible for cleaning their area when they are done. This encourages independence.

Small Group Learning/ Projects/ Activities.

Small group is structured to teach more focused skills. At this time each student is involved in a lesson with others at similar skill level. A teacher will sit with each small group to ensure best practice. Some projects are sent home for parents to admire, some are kept in the classroom to display, some are kept in a folder to show progression throughout the year and some projects are focused to be more sensory or interactive-related.

Outside Play

Most days outside play will be spent at the on-site playground. Children develop gross motor skills, a sense of body limitation, and learn cooperative play.

Story Time

Story time helps children develop the skills to use books properly and it creates a love for literature. . Learning how to read is a milestone of neurological development that every child will reach when they are ready.

Dismissal

The classroom door will remain closed until one of the teachers have opened it to signal that class has ended. Make sure the teacher dismisses your child properly and remember to sign-out your child on the Sign-In/Out sheet. If

someone other than yourself will be picking up your child it is extremely important, that you contact the site right away. Dismissal procedures are found in the preschool handbook.

Program Procedures and Information

Bathroom

Pull-ups are only accepted in the 3 yr. old preschool class.

Teachers are available to assist with buttons/zippers. If a child is in need of help the teacher can do their best to talk the child through the process, but they cannot enter the bathroom stall with them.

Bathroom Accidents

We understand that accidents can happen. We will talk them through removing their soiled clothing and then place the soiled clothes into a plastic bag and into their cubby or backpack. The child will then change into clean clothes. Please send a clean pair of weather appropriate clothing for your child to change into in case of an accident as the site does not have extra clothes. These clothes can be left in their backpack/cubby in a Ziploc bag with their name on it.

Toys

Please do not let your child bring toys to class. This includes pencils, lipstick, sunglasses, etc. We find bringing toys from home causes conflict with other children and items may get broken or misplaced. We ask for parents support in explaining there are school toys available at school, and home toys stay at home.

Food Allergies & Restrictions

If your child has **any** food allergies, **please make sure it is on the correct forms and talk with the administration immediately.** We do not want to serve your child something that does not agree with them, provides discomfort, or might cause injury or harm.

Medical Allergies/ Medications

If your child has any medical allergies, **please make sure it is listed on all the correct forms and speak with the administration immediately.** Teachers are able to store allergy medications/epi-pens in the classroom if the item is clearly labeled with a prescription in the child's name. The teachers are not permitted to administer any unauthorized medications to the child under any circumstances. If an emergency arises teachers will assess the situation, seek medical attention and contact the parent immediately.

Behaviors/ Classroom Discipline

We realize children will sometimes have a difficult day. Our first approach is always through communication. When this proves ineffective we have a three step process that we follow.

1. Redirection: focuses on the intent of the behavior and allows the child to change course of their actions in a safe manner.
2. Limited Choice: If the behavior persists, the child is then given two appropriate choices from the teacher. Each choice will be a safe resolution to the problem at hand.
3. Removal from the activity: If the child is still not able to make the right choice then the teacher will remove the child from the activity and refocus their energy until the child is ready to make safe/kind choices.

In the event of a major disruption, the parents will be contacted and a possible conference can be held to discuss a solution.

Classroom Resources

Calendars

Each month a calendar will be provided for your convenience. It includes special themes used throughout the month along with information about field trips and any special subject matter the teachers want to convey to the parents. This is a great tool to help you keep track of timelines and essential dates for the preschool program.

Special Events

Field Trips

On average, there is usually one field trip or in-house activity each month and it is listed on the monthly calendar. Families are responsible for their own transportation to and from the destination when applicable. Many of our trips allow for siblings to join. Parents are required to stay the entire time. Notices and permission slips will be given out the week prior to the trip. These notices will have specific information, fees (if any) and directions.

Birthdays

Birthdays are important days to children. Please remind your child's teacher, in advance of the date of their birthday. We sing "Happy Birthday" to them during snack time and have a birthday badge/sticker for them to wear. Please do not allow your child to pass out **party invitations** in the classroom, unless you are inviting the whole class. Invitations can be placed discreetly in the child's parent folder or outside of school so that no child feels left out.

Special Days

We do have special days such as a Harvest Festival, Winter Celebration with Santa, cooking parties, and others to enhance some of our curriculum. The end of the year activities include a graduation ceremony. Additional information is provided prior to each event along with sign-up sheets for donations of food and supplies that will be needed. Check your child's classroom for a sign-up list prior to the event.

Vacations

You can take vacations at any time during the school year, but you must maintain your tuition payments to keep your child's enrollment. Should you choose to dis-enroll during the vacation, the spot will be subject to space availability and a re-registration fee of \$45 will be invoiced to your email in order to return.

If you have any questions or concerns, please don't hesitate to call (916) 726-0224. You may email khobart@sunriseparks.com or olivegrove@sunriseparks.com. We appreciate your interest in our program and we look forward to an exciting year with your child!

PLAN OF OPERATION

Incidental Medical Services

Sunrise Kids Club is dedicated to the care for children of their respective communities and in doing so, must plan to safeguard children in case of emergencies. Sunrise Kids Club programs only administer prescribed medication. Medical accommodations are administered under direct supervision by trained staff members.

Medical accommodations are limited to the following:

- **Daily Prescribed Medication that can be taken by mouth**
 1. pill/tablet form
 2. liquid form
- **Inhalers**
 1. Metered Dose Inhaler (MDI)
 2. Metered Dose Inhaler with Spacer
- **Epinephrine Pen/ Epinephrine Pen Jr.**

All medications must be clearly labeled with the child's name, the dosage and the frequency in which it is given.

Enrollment:

Before administering medication to a child in the Sunrise Kids Club, we must first receive required information. At enrollment parents complete a Medical Background and Medical Condition form which contains questions about allergies and current medical situations. Staff will review form with the parent and if medication is needed, parents fill out the Medical Authorization Form and Emergency Plan of Action.

Medical Authorization Form

This form includes:

- Consent to give medication when parent is unavailable to do so
- The name of the medication
- The proper dosage
- The frequency in which it is given
- Possible Side Effects
- Parent and Director Signature
- Log for staff to note once medication has been given

The frequency and dosage of the medication must match according to the prescription. If there is any discrepancy with the dosage or frequency, staff is to administer according to the doctor's orders.

The Authorization form is kept in a binder and all medications are kept in a storage container only accessible my staff. Should the medication need to be refrigerated, it is kept in the refrigerator located in the kitchen only accessible to staff and behind a closed door.

Emergency Action Plan:

The plan includes:

- How to administer medication
- contacting guardians
- assessing if an ambulance must be called depending on the situation
- reporting medication on Medical Authorization Log
- filling out an Accident report
- Notifying Licensing and filing an LIC 624.

The Emergency Action Plan is kept in the child's file and all staff is made aware and trained

Medications are checked monthly to ensure they are up to date. Should the medication expire, parents are contacted and must refill prescription before child is able to return to Kids Club. If the child no longer attends Kids Club and parents have been contacted but either do not respond or do not pick up the prescription, the Site Director takes it to the District Office where it is properly disposed of and an LIC 622 is filled out.

A list of medicinal and food allergies are kept in each room along with the phone number of parental contact. All staff is made aware of all facility allergies and administrative staff (2-6 members depending on location) is trained on how to administer medication. In case of an allergic reaction staff is to follow protocol set forth by guidelines in the Plan of Action.

All medications are taken on field trips when the child is present. The medication is kept in a bag with the child's name on the front. Medications stay with the Director or Asst. Director and are administered appropriately should the need arise. Upon return to the facility, all medications are placed back into the container along with the Medical Authorization binder.

Sunrise Kids Club makes an effort to provide snacks without known allergens. In the event a snack is served containing the allergen, an appropriate alternative snack is served to the child(ren).

Staff is trained to handle situations according to basic safety precautions per staff training modules. Precautions can include wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers. Staff is also required to notify parents and fill out report which is given to the parent, the park district and licensing if necessary. Protocol varies depending on the severity of the situation.