

Rise & Shine

Summer Camp Handbook

Rise & Shine
Christian Education/Preschool
3289 Laurel Rd
Brunswick, Ohio 44212
Tax ID# - 34-1895516



MISSION STATEMENT

Rise & Shine Christian Education and Preschool is loved and supported by Polaris Christian Church. Polaris is passionate about its role in supporting families in their efforts to raise their children to know God and to follow Christ.

Rise & Shine's mission is to provide a loving, supportive, and safe environment where children will:

- Establish a foundation for learning in kindergarten and beyond
- Learn about God's awesome love and how to live out Christ's example

OUR PHILOSOPHY

Each child approaches learning differently. Rise & Shine recognizes the fact that children bring to school a wide range of developmental levels, backgrounds, experiences, and needs. Children also learn best when the environment supports constructive, purposeful play that allows them to explore, manipulate, discover, question, and experiment, all while interacting with other children and teachers.

The whole child is important to us, which means that Rise & Shine provides opportunities in language, social, spiritual, physical, cognitive, and creative development. All activities and materials are age appropriate and relevant. The program includes small groups, large groups, gym, music, and art. Classrooms are set up in interest areas that consist of a sand/water table, dramatic play, blocks, math, reading, writing, listening, science, and art. We are rich in Language Arts and Math; and we are proud of the Science and Social Study projects that we do throughout the year.

Finally we value a partnership with the families of the children we teach because this also promotes development and learning.

OUR GOAL

Our educational goal is to give your children a solid foundation for learning, and to help them develop a positive self-image that will be an asset to them throughout their lives.

CURRICULA

Our camp is a fun place to explore, experiment and learn, while interacting with other children. Each session will include many exciting activities including: art, music, outdoor play, science experiments, games, small groups activities, and much more. Each camp is based on a theme that will keep your child engaged while learning during the summer months in a fun and exciting way. The activities are hands-on and engaging while building upon math and literacy skills.

ASSESSMENTS

Rise & Shine Summer Camp does not do assessments

LICENSE

Rise & Shine is licensed through the Ohio Department of Jobs and Family Services. The license is posted in the center office. We are owned and operated by Polaris Christian Church. At the end of this handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

ENROLLMENT

Rise & Shine is required by state law to follow rule 5101:2-12-20 of the Ohio Department of Job and Family Services, which pertains to the staff to child ratio.

1:12	3 – 4 ½ years
1:14	4 – 5 years

Rise & Shine can offer your child a classroom where the staff to child ratio is better than the state requirements.

1:8	3 – 4 years
1:9	4 - 5 ½ years

Children from ages 3 1/2 (by 6/1/2023) through 2024 kindergarten graduates. (First Grade in fall of 2024) All children must be potty trained.

TIMES OF OPERATION AND DAYS

Rise & Shine Summer Day Camp will be in operation from June 6th - August 3rd. Our class times and days will be 9:30 – 1:30 pm. Tuesday, Wednesday, Thursday.

ADMINISTRATOR'S OFFICE HOURS

The administrator will be available at the center from 9:00 a.m. to 2:00 p.m. during summer camp on Tuesday. Other times will be by appointment only.

REGISTRATION

Registration application will be taken on a first-come-first-serve basis until enrollment capacity is reached. Any remaining applications will be placed on a waiting list. These applicants will be notified if any openings occur.

NON-DISCRIMINATORY POLICY

Rise & Shine does not discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

ATTENDANCE POLICY

In order for your child to attend Rise & Shine Summer Camp a registration form, roster form, health form and emergency transportation form must be completed. During Summer Camp we will need you to notify the school when your child will not be in attendance. Attendance will be taken everyday. Money is not refunded for daily absences. If permanent withdrawal is ever necessary, please advise the administrator at least two weeks in advance.

TUITION

Tuition is \$130/week. No Registration fee is required.

You can pay tuition through Procare, check, or cash. Tuition MUST be received by due dates in order to reserve your child's spot. Once your child's tuition has been received, there are NO refunds. Staffing needs are based on enrollment.

SAMPLE SCHEDULE

Four hour Day

9:30-10:30 Outdoor (Arrival, planned outdoor activities)

10:30-11:00 Bathroom break, Snack

11:00-11:45 Inside activities (Circle time, small groups, free choice)

11:45-12:15 Lunch

12:15-1:30 Outdoor (Planned outdoor activities, free play, dismissal)

APPROPRIATE DRESS

For the children's enjoyment of active school experiences, and for their safety, sneakers are required for gym. Students who do not have sneakers will not be able to participate in gym. If your child is wearing snow boots to school, please make sure you send a pair of sneakers for him/her to change into. Play clothes are also recommended because children will be using clay, paint, and glue throughout the year. We would like children to feel comfortable participating in all school activities and not have to worry about getting their clothes dirty or ruined. We appreciate your efforts in making your child's school experience a positive one. **Please do not send your children to Summer Day Camp in Croc's, or Flip Flops.**

OUTDOOR PLAY AND APPROPRIATE DRESS

Rise & Shine plans to use the outdoor playground as often as the weather is suitable. Please provide your child with clothes and outerwear that will keep him/her warm and dry when needed.

MEALS AND SNACKS

Please pack one snack for your child each day they attend Summer Camp. Water will be available to your child at all times but we would still need you to also send a water bottle with your child. Your child will also need a packed lunch every day they attend summer camp.

LATE PICK-UP

It is very important to the staff both professionally and personally that your children are picked up on time. If your child is picked up late, you will be assessed a \$1.00 a minute fee.

DROP-OFF AND PICK-UP POLICY

When dropping off your child we ask that you drive up to the Rise & Shine preschool door. A teacher will meet you there and assist your child out of the car. Make sure your child has their book bag with them. Do not drop off your child if there is not a teacher outside to receive them.

When **picking up** your child we ask that you park in the parking lot and then come into the school to retrieve your child. Parents are to wait quietly **outside** the classroom until the teacher is ready to dismiss.

We respectfully request that there is to be **NO PARKING IN FRONT OF THE SCHOOL ENTRANCE** at any time during the day.

RELEASE POLICY

It is our policy to require **written permission given to the administrator/ teacher** prior to the release of a child from the center to any person other than the custodial parent/guardian or contact person listed on Emergency Transportation Form or on the Authorized Persons form. Any individual may be required to show identification, to a staff member, in certain circumstances.

PARENTAL ACCESS

Custodial parent, custodian, or guardian of a child enrolled at Rise and Shine will be permitted unlimited access to the center during its hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the custodial parent, custodian, or guardian should notify the administrator or her designee of her presence.

CUSTODY AGREEMENTS

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

DISENROLLMENT POLICY

Rise & Shine reserves the right to exercise withdrawal services for any of the following reasons:

- Failure to follow the preschool rules and policies
- Failure to return necessary documents
- Child not potty trained (**No Pull-Ups**)(Does not apply to Toddlers)
- Failure to pay tuition after notification
- Excessive absences without notification
- Refusing to grant Rise & Shine permission to request emergency transportation for your child.

GUIDANCE AND MANAGEMENT

All employees at Rise & Shine believe that helping children learn self-control is very important. Our expectations will be kept within the children's capabilities, and the students will be made aware of these expectations. We will treat your child with love and respect, knowing that children who are treated with respect will learn to respect their teachers and friends.

Rise & Shine has put together a policy that creates a consistent atmosphere of structured learning by training children to make appropriate choices. We recognize the importance of the cooperation of parents and teachers in shaping a child's behavior in the classroom. The provisions of 5101:2-12-22 applies to all employees of Rise & Shine.

- No discipline technique will be delegated to any other child.
- No physical restraint will be used to confine a child.
- No child will be humiliated or subject to profane language or other verbal abuse.
- Discipline will not be imposed on a child for failure to eat or for toilet accidents.
- Techniques of discipline will not be used to humiliate, shame, or frighten a child.
- No corporal punishment will be used.
- If a child misbehaves, the discipline will be related to the misbehavior and administered immediately.
- The first response will be redirection of attention.
- The second attempted form of discipline will be timeout, where the child is separated from the group for a period of time equal to the child's age.
- In case of a severe behavior problem, the child will be taken to the center's office and a parental conference may be requested.

DISENROLLMENT DUE TO BEHAVIOR

Every staff member at Rise & Shine will ensure that a child who exhibits undesirable behavior while at school is given the assistance needed to correct this behavior. After behavior guidance, documentation, meeting with parents, making every attempt to come up with a workable solution and the child's behavior is creating an issue for the classroom, the child may be permanently disenrolled. Examples of reasons Rise & Shine would consider disenrollment are over aggressive behavior, continual biting, continual spitting, continual hitting, hurting others, continual running away from classroom and teachers. When a child is disenrolled from the center for a behavioral reason, it has to be reported in the Ohio child licensing and quality system (OCLQS) in accordance with paragraph (G) of rule 5101:2-12-16 of the Administrative Code.

SAFETY

Rise & Shine has put together several procedures that will ensure the safety of the children in our care. The following policies will be carried out by trained staff out of genuine concern for all children.

- No child will ever be left alone or unsupervised.
- Children will be dismissed from their classrooms only to an adult that is the custodial parent, guardian, or contact person listed on the Emergency Transportation Form. A written permission form must be given to the teacher or administrator to release a child to any other person.
- Our center has immediate access at all times to a working telephone within the building used for the center. Each classroom has a cell phone that teachers can use for emergencies or to contact the front desk.
- The front doors to the center will be locked except at dismissal.
- In the event of a fire or tornado, staff will follow the written instructions that are posted in each classroom. These instructions cover staff responsibilities and evacuation routes. The center will conduct monthly fire drills and periodic tornado drills. Records of these drills will be kept in the office.
- If the building/property is deemed unsafe for staff and children due to fire, bomb threat, gas leak, etc., then the children will be relocated to Grace Baptist Church, 3480 Laurel Rd. A sign will be posted on the front door of the center indicating that we have been evacuated, and will include the location where you can pick up your child. Parents will be contacted as soon as possible to come pick up children. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.
 - If the center would need to close due to loss of power, heat, or water for more than one hour, Rise & Shine will call parents to come and get their children. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information.
- In the unlikely event that there would be a threat of violence, the staff will: get the children out of harm's way as quickly as possible, contact the proper authorities and follow the directions given, and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

- There is always one staff member present that has received training in First Aid, Communicable Disease, Child Abuse Recognition, and CPR.
- In the case of minor accident/injury, staff will administer basic first aid and TLC. If the injury is more serious, first aid will be administered and a parent will be contacted immediately to assist in deciding an appropriate course of action.
- If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff will not transport children in their vehicles. Only parents or EMS will transport. An incident/injury report will be completed and kept on file.
- When an illness, accident, or injury requires first aid treatment, a staff member will complete an incident report. Parents will receive a copy on the day of the incident, and a copy will also be filed at the center.
- When there is a bump or blow to the head, a parent will be notified and an injury/incident report will be filed.
- In accordance with chapter 5101:2-12-46 administrative code for state licensing and in accordance with Ohio Law, child care staff members must notify a local public children services agency when a staff member suspects that a child has been abused or neglected.

ILLNESS

The Ohio Department of Jobs and Family Services requires that there be daily observations of each child upon arrival at school by a person capable of recognizing signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at school will not be admitted. When children have been exposed to communicable diseases, the school will notify all staff members and all parents or guardians of children immediately. If your child has an infectious disease, we ask that you seek your physician's advice and always notify us of the disease. If a child becomes ill at school, parent, guardian or emergency contacts will be contacted and expected to pick the child up as soon as possible. The child will be separated in the office from other children and given a cot and blanket until he/she is picked up.

If a child displays any of the following symptoms, he or she must be kept home or will be sent home:

- Temperature of at least 100 degrees when in combination with any other signs or symptoms of illness
- Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness and burning or itching of the eye, obvious discharge, matted eyelashes
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool

- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Colored discharge from the nose
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Sore throat or difficulty swallowing

The child may return to school after illness when:

- Fever stays under 100 degrees for 24 hours without fever reducing medication
- Nausea, vomiting, and diarrhea have subsided for 24 hours
- An antibiotic has been given over a 24-hour period for any type of strep or bacterial infection
- A note is presented from the child's physician stating that the child is not infectious
- The child is feeling well again and has returned to normal behavior

MEDICATION

No medication, vitamins, modified or special diets, or fluoride supplements will be administered at the center without an Ohio Department of Job and Family Services Medical Plan.

We maintain compliance with the Americans with Disabilities Act (ADA), including:

- administering medication to children with disabilities.
- administering care procedures to children with disabilities.

IMMUNIZATION REQUIREMENTS– Section 5104.014 ORC

In Ohio, immunization laws affect children attending childcare centers and childcare center employees. Children must be immunized against a number of illnesses as a condition of being admitted to school. Exceptions to this requirement can be made if a parent completes and signs designated areas of the prescribed JFS 01305 form and includes names of requirement diseases against which the child has not been immunized and whether it is because the immunization is medically contraindicated, not medically appropriate for the child's age, or declined by the parent. There is no discrimination in regard to a student who is or is not immunized.

HEALTH AND WELLNESS

At Rise & Shine we recognize the fact that a child's health is connected to their development and their ability to learn. Regular check-ups, screenings and immunizations, as well as healthy eating, proper rest and regular exercise, all contribute to the health of your child. Below you will find some resources that may help you provide a healthy foundation for your family.

Medina County Health Department

Medina County Health Department in Medina offers many health services free of charge. You can find out more at www.medinahealth.org, or call 1-888-723-9688.

Love INC

Polaris also hosts Love INC (In The Name of Christ), a regional ministry that brings together resources from area churches and the community to meet the needs of families and individuals. For more information, visit www.loveincmedina.org.

Brunswick Food Pantry

Brunswick Food Pantry is located at the Brunswick United Methodist Church. You can find out more information at www.brunswickumc.org.

Oaks Family Care Center

The Oaks is a Social Service Agency providing support and encouragement to fathers, mothers, teens, and those in crisis here in Brunswick. Pregnancy related services are offered to the community without charge. Check out www.oaks-family-care.org to find out more about what they do.

PERSONAL HYGIENE

All possible provisions have been made to assure that children and teachers follow proper rules of personal hygiene. Soap for hand washing will be available for use by staff and children before going into class, before snack, leaving the building and after toilet use. Disposable paper towels are used for drying hands.

DIAPER AND POTTY TRAINING

The toddler room staff will be checking pull-ups and diapers during their 2 hour class time at least once. Parents may request a change to this policy at any time. They will also work to encourage any child who is learning to use the bathroom and provide opportunities to use the bathroom during the classroom time.

BREASTFEEDING MOTHERS

During school hours, we provide access to a private room for breastfeeding or pumping. This is generally provided in the church nursery located down the Kindergarten hallway. This spaces have appropriate seating and privacy.

PROCEDURE FOR RESOLVING PROBLEMS

If at any point you feel you need to address a problem you are welcome to contact the teacher in your child's classroom. You also can contact the administrator at admin@riseandshineeducation.com. Alex Poindexter, lead minister at Polaris is also available to you, and can be contacted at alex@polarischristian.com.

DAMAGED TOYS OR ITEMS

In the event that a child damages a toy or any items at school due to misuse, the parent is responsible for the cost of replacing the item(s).

LAWS AND LICENSING REGULATIONS

The laws and regulations governing child day care are available for review upon request. The center's licensing record is available from The Department of Human Services upon request. Their toll-free number is posted in the office and may be used to report a suspected violation by the center.

MINISTRY

Rise & Shine ministry exists because we believe in the truth and the relevance of the Bible within a school setting. It is important to us that our faculty members have a personal relationship with Jesus Christ and are able to model Christ's love within the classroom. Our curriculum is taught from a Christian perspective and is based on the principles of the Bible. As a parent enrolling your child at Rise and Shine, we ask that you agree to support our efforts and teachings to the best of your abilities as your child's primary teacher.