



## **PRESCHOOL & CHILDCARE**

832 CAROLINA CIRCLE CORONA CA 92882

FACILITY NO. 334846891

PH: (951) 577-6644

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# **PARENT HANDBOOK**

**At Rising Stars Preschool and Childcare, children are gently encouraged to discover their individual strengths and unique talents. We believe that each child possesses a marvelous capacity to learn. Learning is best accomplished in a place that is emotionally secure, physically safe, and fun!**

## ***Welcome to Rising Stars Preschool and Childcare***

We are delighted that you have chosen our center. You and your family are encouraged to visit our center prior to the first day of enrollment so that your child, the teacher will meet and become better acquainted. It will make separating on the first day a bit easier. The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference.

Any questions or concerns, please talk to Mrs. Ronika – the sole owner of the facility. Once again, welcome!

### **We believe...**

- That children are precious and must receive care from adults who are capable and caring-- whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- That teacher, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.
- That parents contribute to, and enhance the quality of care offered at Rising Stars Preschool and Childcare. We welcome those of diverse faiths, ethnic origins, and race. While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well. One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness, appreciation and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Rising Stars Preschool and Childcare:
- Our CHILD ENROLLMENT form encourages families to share their home traditions and food with us. We collaborate with RCOE and the State of California to ensure that families can receive tuition assistance and participate in a high-quality, Montessori inspired preschool program, we encourage families and members of our community to visit with us throughout the year, not just special occasions, about their traditions and customs and we incorporate props and materials into the different learning environments that reflect diversity in the above mentioned areas.

## **Enrollment and Tuition**

Children between the ages 6 months and fourteen years are eligible for enrollment at Rising Stars Preschool and Child Care between 7:00 a.m. and 5:30 p.m., Sunday through Friday. Extended hours are available till 9:30pm for families as needed. Our rates for care between 5.30pm and 9.30pm is \$20/hr.

Documents to be completed and returned before enrollment are: Upon enrollment it will be necessary to provide the following: LIC 700, LIC 627, LIC 282, LIC 9150, LIC 995A, LIC 613A, LIC 9212, LIC 995E, All About your child, Parent Handbook Acknowledgment Signed Preschool Contract Up to date copy of child's immunization records

A Registration Fee of \$75. This is a non refundable charge unless, a promotion was advertised with a waiver. First week's tuition. E For Infants and Potty training children: diapers, wipes, 3 sets of extra clothing, wash clothes, bottle washing supplies per preference, sunscreen.

### **Q: What are the rates for Rising Stars Childcare tuition?**

A: Tuition rates will be covered in detail during our school site tour. Fees are charged per week, per child and are non-negotiable. For more information on rates complete the Contact Us page on this website, e-mail or call (951) 577 6644. Daily tours are given on Monday - Friday AFTER 5PM. If you should need special alternative times, please call and we will do our best to accommodate your needs.

### **Q: What will my child do during the day?**

Children at Rising Star are active and busy! In the morning, after breakfast children participate in a circle/group time (stories, songs, fingerplays), center activities/Montessori (table games, science, language, or math activity), art or craft project, snack, and outdoor play on our huge back yard playground. An afternoon rest time is followed by another snack, craft projects, stories, and more outdoor play.

### **Q :Are you open in the summer?**

**Our infant, toddler, preschool and developmental programs operate on a year round schedule. Rising Stars does offer a summer program for school-age children (Kindergarten thru 8th grade).**

### **Q: Is there a Registration Fee or Enrollment Deposit?**

A: To secure your child's space at Rising Stars Childcare a Registration fee of \$75 is due upon registration unless there is a promotion waiving it that is advertised. You will receive a Registration Packet. All registration forms are due on or before your child's first day of attendance. There will be absolutely NO exceptions to this policy! Thereafter, a \$50 Re Enrollment fee is due each January.

**Q: Is food provided?**

A: Rising Stars Childcare is equipped with a full kitchen. We will provide your child with a nutritious breakfast, morning, afternoon snacks, as well as lunches at no additional charge. We welcome you to bring your own meals for your child. We welcome all cultural foods per your choice. Each meal will be served with 1% Milk for toddlers. Your child will never be forced to eat. We do promise to encourage your child to eat their lunch and "try new items" daily during their lunchtime experience. Infant formula prepared in bottles and/or breast milk must be provided by the parent on a daily basis and will be properly stored and administered per instruction. All bottles and foods must be labeled daily with your infant's name prior to arrival. No opened baby food jars will be permitted, and ALL bottles and foods must be sent home daily. Meal menu will be posted on our parent board. We do have a "no-nut" policy. We will accommodate your child's special dietary needs and work with you to make sure your child is getting the best possible meal plan.

**Q: What are the operational hours?**

A: Rising Stars Childcare is open from 7:00am until 6:00pm Monday - Friday, year round excluding listed holidays. Your weekly tuition is based on the number of hours your child is in care. Extended hours till 9:30pm and rates are available as needed for each family.

**Q: Are rest periods provided?**

A: Rising Stars Childcare will provide cots or nap mats for each child. Parents are responsible for providing a crib sheet, and a special blanket. Blankets will be sent home on Fridays.


**Q: Is immunization required?**

A: All parents must provide proof of up-to-date immunizations before placement in Rising Stars Childcare. Please make sure your child's updated immunizations are given to Ronika at each Doctor visit, so as we may keep accurate and up-to-date information for the safety and well-being of all children enrolled. Personal belief and medical waiver are not accepted.

**Q: What happens if my child is sick?**

A: For the safety of all children, parents will be notified as soon as possible if a child exhibits sickness (i.e. fever exceeding 100, vomiting, diarrhea, or potentially contagious disorders). Once notified, parents/guardians must collect their sick child(ren) within one hour of being contacted. Children must remain at home for a 24 hour period after any form of Antibiotics has been prescribed.

**Q: What are your listed holidays 2026-2027?**



|  |                                      |
|--|--------------------------------------|
| <b>MLK</b><br>Jan 19                         | <b>MEMORIAL DAY</b><br>May 25        |
| <b>PRESIDENT'S DAY</b><br>Feb 16             | <b>VETERANS DAY</b><br>Nov 11        |
| <b>SUMMER BREAK</b><br>July 1-3              | <b>SPRING BREAK</b><br>Apr 1 - Apr 3 |
| <b>CHRISTMAS</b><br>Dec 24-Dec 25, 2026      | <b>LABOR DAY</b><br>Sep 7            |
| <b>THANKSGIVING</b><br>Nov 26-27             | <b>JUNETEENTH</b><br>Jun 19          |
| <b>NEW YEAR</b><br>Dec 31 2026 - Jan 1, 2027 |                                      |

**Q: What is your Child Illness Policy?**

A: Child must be excluded from childcare if any of the following occur: Temperature of 100 degrees orally or 99 degrees Axillary or higher plus one of the following: Severe cold with yellow-green discharge Cough Sore throat Q: Are toys provided? Swollen Glands Skin rash other than diaper rash Vomiting Diarrhea Any specific sign and symptoms of a communicable disease to which the child has been exposed. Lice or Knits If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend.. Your child may return : Obtaining written verification from a doctor. Fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications. In the case of chicken pox, when all the lesions are scabbed over. In the case of head lice, following treatment with appropriate shampoo so that all nits (eggs) are gone. In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning. In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication. When a child is ill, the parents are expected to make every effort to give the provider as much notice as possible. Parents are expected to pay on child sick days. \*If questions arise to the appropriateness of a child's return, the final decision will be that of Mrs. Ronika as here in Rising Stars we have a responsibility to each child to provide a healthy and safe environment.

**Q: How does Rising Stars handle medications?**

Provider is able to handle medications and administer to your child/Children with a prescription. For OTC medication, if the label reads consult doctor - a doctor's note is required with dosage and frequency.

**Q: How do you handle Injuries and Accidents?**

A: Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report would be completed. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care. In the event of a major medical emergency or accident, I will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). Parent/guardian will be called immediately

**Q: Will Rising Stars Childcare assist in toilet training?**

A: Rising Stars Childcare will assist parents in toilet training when your child is ready. If your child has been exposed to toilet training at home and is comfortable proceeding, we will work with your child to toilet train. If your child shows no interest, is fearful or hesitant - then we will go back to diapers until both the parents and the staff agree that the child is ready to attempt to toilet train again. There is no additional fees for potty training.

**Q: What about parent vacations?**

A: We currently do not offer parent vacations to be able to keep up with our operating costs are year round.

**Q: What is your termination policy?**

A: Parents and Provider agree to give two week's written notice of intent to terminate childcare agreement, commencing on the first Monday after written notice is received. Two week's child care fees are due in one lump sum immediately upon the written termination notice. If notice is not given, the child is not in attendance, and/or the child care is closed, the final two week's fees are still due. Provider reserves the right to issue an immediate Termination of this contract for any of the following:

- Lack of compliance with Handbook policies Non-payment
- Late payments
- Bounced checks
- Lack of parental cooperation
- Disrespect
- Failure to complete and return required forms
- Physical or verbal abuse of any person or property on the child care premises Concerning aggressive child's behavior that needs intervention
- Serious illness of Provider or Provider's family member
- Continual disciplinary problems
- False information given by parent
- Non usage of child care services for a period of 1 week or longer
- Expired or non-immunizations and/or physical.

**Q: Is there a TRIAL PERIOD?**

A: There will be a two-week (14 calendar days) Trial Period beginning on the child's first actual day of care. During this time either the Parent or the Provider may terminate this agreement without further obligation. No pre-paid childcare fees including the Enrollment fees, will be refunded if this agreement is terminated during the Trial Period.

**Q: What is your RESERVATIONS policy?**

A Upon enrollment, Provider will hold an open childcare space for a period of one week without payment. Beginning with week 2 Provider will hold the space for 1/2 of Parent's weekly childcare fee. Beginning with week three, full childcare fees are required. Childcare fees made during this holding period are non-refundable and will not be credited towards care once care begins.

**Q: What are your Paid Personal/Sick Days?**

A: Seven (7) days per year taken as needed. This will used to take my kids to doctor's appointments etc. Provider will give Parents a minimum of two-week's notice of paid personal days except in the case of Illness or Emergency where every attempt will be made to have a substitute care provider or an assistant with a fingerprinting clearance.

**Q: What about provider vacations?**

A: The provider will take 2 weeks vacation in a typical school year during summer. Parents will be given a minimum 4 week's notice of such upcoming vacations. Parents are not expected to pay for care on those vacation days if a substitute or temporary care cannot be arranged. Every attempt will be made to have continuity of care.

**Q: Do you take kids on Field Trips?**

A: Nature walks are considered an important part of the educational program and will be taken periodically. We will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at Rising Stars. Your permission for your child to participate in walking excursions is part of this agreement. You will be notified of all nature walks. Parent volunteers are welcome to assist with field trips (and other special events).

**Q: Are there any additional charges?**

A: LATE FEES Tuition is due prior to Monday of each week or in advance. Fee of \$15/Week if not paid by Wednesday will be assessed. All fees are due before returning. The provider may immediately terminate this contract without any notice if payment is not made on time. Any child who is in our care for more than 10 hours in one day will be charged an additional \$20 fee for each day if tuition is not paid by Wednesday of each week.

RETURNED CHECK FEE - \$35 will be charged for any returned checks Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in sick event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and child day care centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule. We do not trade a scheduled day for another day. Parents may request an added day or extended hours to a day. We will check our schedule and will let you know if an opening is available. Families using the state subsidy program are responsible for paying any and all amounts not covered.

**Q: Do you daily assess child for unusual changes, signs of abuse?**

A: Yes, as a licensed Family Daycare we are required by CA Department of Social Services to report any concerning changes to child's behavior, marks on the body, any signs of possible abuse. We take you child's safety and health very seriously. We expect the parents to communicate with us any injuries/even a small accidental slip/fall, major or minor vehicle accident that may have happened at home but wasn't concerning to seek medical attention then but it occurred, so that we can keep a watchful eye on the child when in our facility. We will assess child's body temperature etc. on arrival before been admitted for the day.

**Q: What info will you be sending home?**

A: Proper communication between our parents and Rising Stars is extremely important. Unless, a signature is needed paper announcements will be limited. Rising Stars has gone green. Brightwheel and a private Facebook group will be used for communication. It is a free app which allows me to share photos, videos and announcements. It also, allows the parent to communicate with me safely. Daily infant reports will be provided via this app. However, we must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record.

**Q: What's your policy on Pick ups?**

A: Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. A picture I.D. from any unfamiliar person (including grandparents) will be requested. If there is any concern, the staff of Rising Stars Childcare reserves the right to deny a person's request to pick-up a child. I will be available at pickup time for short questions. For longer discussions or particular concerns please schedule an appointment.

**Q: What information do I need to update?**

A: Any of the following changes: • address and/or phone numbers, or e-mail address • parent/guardian employment, • health/immunizations up-dates, or; • other pertinent information related to your child

**Q: What is your policy on late pick ups?**

A: Children enrolled on a part-time basis are expected to be picked-up at the agreed upon daily time. The parent or guardian of a child not picked-up until after the agreed time, parents will be charged \$1 per minute with a 10 min grace period. Families who pick up late more than 3x, in a one year period, will pay \$5 per minute. All late fees are expected by 7:00 a.m. the following day. This fee applies per family. Payment should be given directly to Mrs. Ronika.

**Q: What is your policy on Custody Orders?**

A: Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to Mrs. Ronika.

**Q: What should I dress my child to send to Rising Stars childcare?**

A: Licensing requires that children be taken outdoors each day. The children will play outdoors weather permitting. Children should be dressed accordingly: light jacket, heavy winter jacket, mittens etc. in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name and should be not expensive as it will get dirty and worn out. Comfort over brand is recommended.

Q: What supplies are needed for Potty training?

A: Parents supply all diapers and wipes at Rising Star childcare. We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry!

Just underwear is permitted when there have been no accidents for 1 month. Until then while toilet training children will wear underwear first and a pullup over it to avoid promote a healthy daycare environment for all kids in attendance. In order for potty training to work it is recommended that to potty train at home after daycare hours and weekends.

**Q: Do you talk about body's and boundaries?**

A: Yes, There is a natural curiosity among children with regards to their bodies. When situations arise where we have to speak to children about body parts we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).

**Q: What's your policy on Bottles, Blankets and Pacifiers?**

A: You may send extra bottles (infant room), a small security blanket, wash cloths, bibs, and pacifier for your child. We will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with me so a consistent strategy between home and our childcare may be established.

Q: What is your Photographs and Publicity policy?

A: Children in our programs may be taken from time to time and may appear in our website or to keep parents updated. Your permission for photographs of your child, to be used without compensation. A parent is able to elect to decline pictures to be taken by signing photo release document which can be found on the "Enrollment" tab.

**Q: How do you handle difficult behavior?**

A: We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified with re direction. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical wellbeing of another child or an adult. Initial Consultation: Rising Stars will request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian. Second Consultation: If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem. Parents may be asked to consult outside professionals, or bring in behavioral specialists to help identify the problems or provide new strategies. Our goal is to work as a team to better serve each child. Dis enrolled: When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be dis enrolled. Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

**Q: Do you have Family Gatherings at Rising Stars?**

A: families have a chance to meet with other families several times a year. These gatherings are meant to provide a sense of community and to celebrate the families here at Rising Star. Dates and times to be announced.

**Q: What subsidized programs do we accept?**

A: We accept RCOE (Riverside County Office of Education) and GAIN. Please see below for their contact information. Riverside County Office of Education 3939 Thirteenth Street Riverside, California 92501 Phone: (951) 826-6530 Department of Public Social Services - Norco County of Riverside Department of Public Social Services 517 W Parkridge Ave, Norco, CA 92860 Phone: (951) 272-5400

Q: I have other questions and need more information. Where can I get more details about Rising Stars Childcare? A: Please contact Ronika, Owner of Rising Stars Childcare directly. You may complete the Contact Us page on this website OR e-mail/call (951) 577-6644. E-mail: risingstarsofcorona@hotmail.com

Parent Statement of Handbook Acknowledgement/Preschool Policies

I have received a copy of Rising Stars Childcare and Preschool's Handbook. I understand that it provides guidelines and summary information about our Preschool and Childcare policies and procedures at Rising Stars Preschool and Childcare. I also understand it is my responsibility to read, understand, become more familiar with and comply with the guidelines established by Rising Stars Preschool. I further understand that Rising Stars Preschool reserves the right to modify, supplement, or revise any provision or policy, with or without notice, as it deems necessary or appropriate.

Please sign below:

I, \_\_\_\_\_, parent/(s) of \_\_\_\_\_, have read the Rising Stars Preschool Handbook and understand all the policies and procedures detailed in it. If I did not understand part of the Rising Stars Preschool Handbook, I have asked the owner and clarified the matter. I now stand in full knowledge of the policies and procedures outlined in the Rising Stars Preschool Handbook.

This Agreement is reviewed annually at which time a new updated Handbook will be given to Parents. If changes are made to the Handbook throughout the year, Parents will be notified in writing a minimum of two weeks in advance.

Contract Effect Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This contract is between \_\_\_\_\_ (herein called Parent(s)) and Ronika Wijerathna owner of Rising Stars Preschool and Childcare (herein called Provider).

Child care services will be provided by the Provider for the following children:

Child's Full Legal Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ M / F  
Child's Full Legal Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ M / F

**Contracted Days/Times:** 1-3 days is considered part-time, 4-5 days is considered full-time

(circle days needed): **Monday Tuesday Wednesday Thursday Friday**

from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm beginning on **(Start Date):** \_\_\_\_/\_\_\_\_/\_\_\_\_

Drop-In Days Needed: \_\_\_\_\_

Registration Fee paid on \_\_waived\_\_\_\_\_

Name\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_

Date:\_\_\_\_\_

**Discipline and Guidance Policy**

I have read and agree to the Discipline and Guidance Policy for Rising Star Child Care.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for selecting Rising Stars Preschool and Childcare as your child care provider.  
Based on Policy Handbook Updated Version December 2026