

SPROUTS

parent student handbook

GROWING
CHILDREN
WHO LOVE
GOD
LOVE PEOPLE
& LOVE
LEARNING

Parent/Student Handbook

2021-2022

Days & hours of operation:	Mondays-Thursdays 9:00-2:00 September-May
Address:	5733 N. Custer Road McKinney, Texas 75071
Phone:	972.529.2945
Website:	www.sproutspreschool.org
Director:	Ashten Dorris ashten@sproutspreschool.org
Assistant Director:	Mary Wells mary@sproutspreschool.org

Rhea's Mill Baptist Church

Services:	Sunday Bible Study - 9:30am Sunday Worship - 11:00am
Address:	5733 N. Custer Road McKinney, Texas 75071
Phone:	972.562.2947
Website:	www.rheasmill.org

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Welcome to Sprouts

Our Mission

Sprouts is committed to growing children who love God, love people, and love learning. We value a safe and nurturing environment, a Bible-based curriculum, creative hands-on learning, character building, Kindergarten readiness, social, emotional and physical development, and age-appropriate activities.

Notice of Nondiscriminatory Policy

Sprouts admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Sprouts does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, or other school-administered programs.

Open Door Policy

Sprouts observes an Open Door Policy for the parents of students currently enrolled in the Preschool. Parents are welcome to observe the classroom, pick up their child, or speak with the Director at any time during the school day. If a parent desires to speak with a teacher concerning their child, we ask that an appointment be made with the teacher after school to avoid disrupting the class during regular school hours. Appointments can be made with the teacher by calling or emailing the office or the teacher directly.

Absences

When a child is absent, parents should call the Sprouts Office to inform us of the absence and the reason for the absence. This will keep us aware of any illnesses going through the school.

Admissions

Registration for Rhea's Mill Baptist Church members and current Sprouts students and their siblings begins February 2nd. Registration for new students will begin February 9th. Admission is on a first come, first serve basis. All registration fees are non-refundable, non-transferable, and due at the time of registration. Class assignments are based on the age of the student as of September 1.

Sprouts does not provide services to children with severe medical conditions or severe behavioral issues. Children may be admitted on a trial basis. The parents must be able to meet the financial obligations.

Animals

Parents will be informed in writing when animals will be present in the classroom. You will be given the opportunity to prohibit or allow your child to have contact with the animals. All animals must have documentation on file of up-to-date vaccinations as required by the Texas Health and Safety Code. A statement of health from a veterinarian is required for other animals, such as guinea pigs, mice and hamsters. The following animals are prohibited from Sprouts due to state guidelines: chickens, ducks, reptiles such as snakes, turtles, lizards, iguanas, and amphibians such as frogs and toads.

Bible

Bible memory is an important part of Sprouts. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as “The Book of Books.” Knowledge of the Bible is one of the greatest assets anyone can have in addition to the moral and spiritual values that result from memorizing Scripture. Character development is the most important work of a school. No other training affords greater opportunities for laying the foundation for Christian character.

Birthday Celebrations

Birthdays are important to children! We welcome birthday treats to celebrate student birthdays. Treats should be commercially purchased, and not homemade. Please check with your child’s teacher before bringing treats. Siblings and other children may not attend celebrations in the classroom. Invitations to private birthday parties must be handled outside of school by mail or phone. Balloons, flowers, and gifts for special events will be delivered at the end of the day.

Child Abuse

Texas state law requires caregivers to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Service or a law enforcement agency. Abuse is defined as mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child. Neglect includes (1) failure to provide a child with food, clothing, shelter, and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm. Contact the Texas Department of Protective and Regulatory Services at 1-800-582-6036 or their website at www.dfps.state.tx.us/contact_us/report_abuse.asp for more information.

Classroom Parties

Parents may sign up to help with scheduled parties throughout the year. Each class will celebrate Thanksgiving, Christmas, Valentine’s Day, Easter, and the End of School. Sign-up

lists will be posted one week before the celebration day listing items needed for the party.

Community Service Projects

Sprouts will participate in a Thanksgiving food drive, and a Christmas Service Project. All parents and students are encouraged to participate in these worthy community service projects. Information will be sent home in your child's take-home folder.

Conduct

All students at Sprouts are expected to conduct themselves in a Christ-like manner. Sprouts reserves the right to dismiss any student for serious or persistent violations of school rules, for a display of attitude which would hinder the growth of other students, or when, in the opinion of the administration, such dismissal would be in the best interest of either the student or the school without the necessity of ascribing any specific reasons for the action.

Conferences

Please feel free to consult with the Director regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent after school.

Curriculum

Our preschool curriculum is designed to increase your child's love for learning through age-appropriate activities that challenge your child to develop the skills they will need for Kindergarten.

Language and Literacy

Through books, songs, and daily activities teachers will help your child grow their vocabulary, sound and letter recognition, sight words, reading, writing, and critical thinking skills.

Mathematics

Our curriculum includes activities that will allow your child to explore number concepts such as more or less, shapes, and colors. Other activities will allow your child to build reasoning skills and practice sorting, comparing, measuring, patterning, and graphing.

Art

Our curriculum includes activities that will teach colors, textures, lines, different styles, and mediums of art. Your child will be developing their fine motor skills and

understanding the concept of cause and effect. Activities will include both teacher directed and independent art projects encouraging artwork in response to books being read.

Science

Our curriculum includes activities that allow your child to learn about weather patterns, life cycles, animal habitats, and the human body, and to participate in simple science experiments.

Social Skills

Our curriculum includes activities that will teach self-help skills, encourage independence, sharing, following directions, building friendships, appropriate behavior, and Christ-like character.

Music

Our curriculum includes activities that will teach children to sing, play simple instruments, and to clap and move with music.

Physical Education

Through games, balls, hoops, beanbags, and playground equipment teachers will encourage your child to develop their large motor skills including running, jumping, throwing, balancing, and climbing.

Bible

Through Bible stories, songs, crafts, Scripture memory, prayer times, and devotional times, children will learn about God and His attributes; Jesus, His Son; His love for us; and the Bible which is the Word of God to His people.

Discipline

Believing that discipline is necessary for the welfare of the student as well as the entire school, there are consequences for wrong behavior. Our discipline policy is:

- redirection
- time-out with teacher
- a visit to the Director's office
- a call to parents
- removal from school

Dismissal Policy

At the discretion of the Director, a parent may be requested to withdraw their child for these or other reasons:

If the child does not make the proper adjustments to school or is considered in any way to be a detriment to the other children or program.

If the special needs of a child cannot be met after a trial period.

Physical and/or verbal abuse of staff or children by parent or child will not be tolerated.

If medical or immunization records are not provided and current.

Unpaid tuition and fees.

Dress Code

Please dress your child in play clothes suitable for playing and painting; clothes that are easy for your child to manage independently. Please select shoes that give support, protection, and allow freedom of movement for climbing, running, jumping, and other activities. Please NO flip-flops or backless shoes.

Emergency Procedures

Loss of Electricity

The preschool classrooms have windows and remain reasonably light even when lights are off. Therefore, it is unlikely that school would need to be closed early. Each classroom is equipped with a flashlight. If, however, the decision is made to close early, parents will be called to pick up their child.

Fire

The building is equipped with a smoke alarm. Fire Extinguishers are located in hallways. We practice monthly fire drills and an evacuation plan is posted in the classrooms. In the event of a Fire, teachers are to take their students across the parking lot and stand to the right of the old church offices. Should evacuation be necessary, teachers will take their sign-in sheets to make certain all children are accounted for. Teachers are responsible for bringing their clipboards, emergency numbers, and First Aid box.

Tornado

In the event of severe weather or tornado warnings, the teacher will take her class sign-in sheet, and flash light to the main bathrooms located next to the gym. Children will be kept in the safe area until the all clear is given. Severe weather drills will be practiced every three months.

Lockdown

During a lockdown drill, students and teachers remain in the classroom with doors and windows locked. No one is allowed to exit the building and no one is allowed to enter the building. This includes parents. If you are already in the building, you will not be able to exit. If you are outside the building, you will not be allowed to enter. The building is in lockdown mode. Possible lockdown situations include intruders inside or outside the building, medical

emergencies for staff and students, and other situations where it is necessary to "freeze" all students and staff simultaneously in the building. The teachers are to place children in a safe corner away from windows and doors. Teachers are to remain calm and try to keep children quiet.

Relocation

In the event of an emergency requiring evacuation we will take all children and staff to the Kroger parking lot, in Prosper. Each teacher will be responsible for bringing their first aid kit, parent contact information and student rosters, which are located on their sign-in clipboards. These clipboards contain all phone numbers and emergency numbers of parents/guardians. Children will be taken in vehicles of staff members and a head count will be taken before leaving the building and upon arrival of Kroger. Staff will communicate by cell phone with local authorities in the event of an emergency and staff cell phones will be used to contact parents/guardians.

Kroger
1250 N. Preston Rd.
Prosper, TX 75078

Enrollment Procedures

Enrollment forms may be found on the Sprouts website at www.sproutspreschool.org under the downloads tab. Forms may also be obtained in the school office. All forms must be complete and include all medical documentation and shot records as well as enrollment and supply fees before a child will be allowed to attend preschool. Parents will be notified via school posting should any policy or procedural changes occur.

Field Trips

Sprouts will participate in one field trip to the pumpkin patch in the fall for the Pre4 classes. Parents will be informed of the details of the field trip in advance. All field trips will include a CPR/first-aid trained teacher, cell phone, first-aid kit, and emergency release information for each child. Parents will incur the cost of admission to the Pumpkin Patch for their child and themselves.

Financial Policies

Registration Fee	\$25.00
Supply Fee	\$165 (2 days) \$200 (3 days) \$235 (4 days)
Monthly Tuition	\$210 (Monday/Wednesday 2 days) \$220 (Tuesday/Thursday 2 days) \$300 (3 days) \$375 (4 days)

The registration fee must be paid at the time of registration. The registration fee is non-refundable and non-transferable. The supply fee is due at registration and may be refunded if requested by July 1. Tuition payments begin September 1 and end May 1. All tuition is due the first day of the month. Tuition checks for Sprouts may be enclosed in a monetary envelope attached to your child's folder, sent by mail, or given directly to the Director. Please do not enclose tuition if paying with cash. Cash payments must be made directly to the Director. Tuition may be paid online via the ProCare app.

Sprouts
5733 N. Custer Road
McKinney, Texas 75071

If it becomes necessary to withdraw your child from the program, at least two weeks notice must be given in writing. Any tuition that has been paid is non-refundable and non-transferable. No refunds will be given for days when children do not attend due to illness. There is no fee reduction for holidays or bad weather days.

If tuition payment is not received by the 5th of the month there will be a \$5.00 late fee and \$1.00 late fee for every day thereafter. Students will not be admitted to class if payments are one month in arrears. There is a \$20.00 charge for all checks returned to us by your bank for any reason. If two checks are returned, the account will be on a cash-only basis for the remainder of the year.

No school records will be released for any student when there is a balance owed on the student's account.

Classes dismiss each day at 2:00. There is a \$15.00 late fee for any students picked up after 2:15 p.m. plus a \$1.00 per minute fee after 2:15 p.m. If you arrive to pick up after 2:15, your child will be waiting in the office and you may pay the late fee at this time. There are no exceptions.

If you have been contacted to pick-up a sick child, you have a one hour time period to make the pick-up.

Food

Lunches should be nutritious and self-sufficient. All containers and lunch boxes must be labeled with your child's name. Do not send sodas or candy. Prepare all foods as you wish your child to eat them (sliced, diced, peeled, etc.). Always send a drink, utensils needed, and napkins. Sprouts is not responsible for nutritional value.

Students will be encouraged to stay seated during their lunch period, speak with quiet

voices, and dispose of all trash. Students are not allowed to share their lunches.

Snacks will be provided for students each morning before 10:00 a.m. If your child arrives after this time, you may want to provide a snack for them before coming to class. Each student will have the opportunity to bring a snack from home once each semester. Sprouts asks that these snacks be store-bought. Homemade snacks are discouraged. Sprouts will serve water with snacks each day unless parents choose to bring juice for the entire class.

On occasion, classes may participate in cooking projects as part of their learning activities. Parents will be notified in advance through their classroom activities calendar.

Gang-Free Zone

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Health Requirements

Minimum Standards requires all students to have a physical examination and a certificate of immunization on record before the beginning of school. The immunization record must be validated by a physician or other health-care professional with a signature or rubber stamp. The Health Requirement form must have the student's name and date of birth. All four year old students must have a vision and hearing test.

Hearing and Vision Screening

Hearing and Vision screening must be completed on children ages 4 and above. Records can be obtained from a personal physician or hearing and vision screening will be provided by the school for a fee. Hearing and vision screening is offered in the Fall. All records must be kept in the child's file for documentation.

Illnesses

Sprouts desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Staff members who reasonably suspect that a student has a communicable disease shall immediately notify the Director. Any student with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school

while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, an independent physician's examination of the student to verify the diagnosis of the communicable disease may be required. Sprouts reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

A list of communicable diseases is as follows:

- | | |
|--|------------------------------|
| Acquired Immune Deficiency Syndrome (AIDS) | Pesticide poisoning |
| Aids Related Complex | Pink Eye |
| Amebiasis | Plague |
| Animal bite only by potential rabid animal | Poliomyelitis |
| Anthrax | Psittacosis |
| Botulism | Rabies |
| Brucellosis | Relapsing Fever |
| Campylobacteriosis | Ringworm |
| Chancroid | R. Rickettsia |
| COVID-19 | Rubella including congenital |
| Dengue | Salmonellosis |
| Diphtheria | Scabies |
| Encephalitis | Schistosomiasis |
| Giardiasis (acute) | Shigellosis |
| Gonorrhea | Smallpox |
| Granuloma Inguinale | Syphilis |
| Hansen's Disease (leprosy) | Tetanus |
| Hemorrhagic Fevers | Toxoplasmosis acute |
| Hepatitis | Trichinosis |
| Human Immunodeficiency Virus | Tuberculosis |
| Legionnaires' Disease | Tularemia |
| Lymphogranuloma Venereum | Typhoid Fever |
| Measles (rubeola) | Typhus |
| Meningococcal Disease | Vibrio Cholera |
| Mumps | Yellow Fever |
| Paraltic shellfish poisoning | Malaria |
| Pertussis | Meningitis |

The degree of sickness or injury will vary from time to time. It is common for children to

contract many different illnesses. Teachers are required to be observant of the signs and symptoms, especially in little children who cannot tell you they are sick. Please be certain that your child is in good health before bringing them to school. Listed below are symptoms of illness that are cause for a child to be kept at home, or if observed, sufficient reason to send a child home:

- Temperatures 100 degrees and higher
- Vomiting within 24 hours
- More than one episode of diarrhea or loose stool
- An unidentified rash
- Matted eyes
- Possible communicable disease
- Green or yellow discharge from nose
- A cold that is causing them to be listless or obviously uncomfortable, including reddened eyes, congestion with barking cough, or excessive coughing.
- Ear-ache/Ear infection that is causing pain/discomfort
- If your child has any communicable illnesses (i.e., virus, strep throat, chicken pox) he/she must remain home until he/she is no longer contagious.

If these symptoms present themselves, you will be notified to pick up your child from school. If you cannot be contacted, the contact person(s) listed on the Emergency Contact Form will be contacted and asked to pick up your child. We expect that your child will be picked up within the hour after notification.

After your child's illness has passed, check with your doctor before your child returns to school. Your child **MUST** be free of fever and contagious symptoms for 24 hours before returning to school. Parents are required to notify the school whenever a child has been exposed to a contagious disease.

Lost and Found

Lost and found items will be placed in a box in the Sprouts Office. Items not claimed within a reasonable amount of time will be thrown away or given to charity.

Medical Emergencies

While all precautions will be taken to ensure the safety of your child at school, accidents do occur. In the event of a minor accident, students will be given first-aid by a trained teacher or Director. If there is an accident that requires more attention, the student will be taken to the Sprouts Office. Please note that all injuries are documented. If your child is injured at school, you will be notified verbally and in writing. An Accident Report will be completed for

all accidents no matter how small. Even if no mark is present, bruises or complications may appear later. One copy will go home with the child. The other copy will be turned in to the office for the student's file. If the accident soils the child's clothes, extra clothing from the child's backpack will be used. The soiled clothes will be bagged and sent home.

In the case of an injured student, the degree of injury will be evaluated by the Director. If necessary, the parents will be notified immediately. If the injury is serious enough to warrant emergency medical attention, the Director will call 911. It should be determined if the parents authorize that the student be transported to the hospital or if they would prefer to do so themselves, unless the Director determines that the life of the child is at stake. In that event, the child will be transported to the hospital listed in the child's file by ambulance, or if not indicated the local services will determine the closest and best location for the child which can include Centennial Hospital in Frisco, Baylor McKinney, Children's Plano, Baylor Frisco. The parents will be immediately contacted. Parents are financially responsible for the emergency services, including but not limited to ambulance and emergency room costs.

The Director **must be informed** if the child is taken to the hospital by parents because of an accident which occurred on school property during school hours.

Medications

Medications are not given by school employees. Some exceptions are given for emergency situations as in the case of an allergic reaction. In this situation, the parent will provide a detailed note of instruction to the school office. Caregivers may not apply powders, creams, ointments, or lotions without the parent's written permission. If the parent supplies these items, permission is implied and you do not need to give permission for each use.

Newsletters

Sprouts will provide a weekly newsletter to each family. This will be our way of communicating with you regarding special events, classroom news, concerns, and miscellaneous information. Please make it a priority to read these newsletters so you can be informed about the activities that concern you and your child at Sprouts.

Personal Toys

The only time personal toys will be allowed in school will be for "Show and Tell" or as approved by the teacher for special occasions.

Recess

Each class will have a scheduled recess period of 30 minutes each day. Students will go outside if the outside "feels like" temperature is above 32 degrees and below 95 degrees.

Parents must dress students appropriately for these conditions with jackets, hats, sunscreen, etc. If the weather is not suitable for students to be outside then classes will have recess in the gym or classroom. Please take the time to write the student's name on all coverings, such as coats, sweaters, hats, and blankets.

Release of Students

We ask that if someone else will be picking up your child from school, please notify the teacher or director in writing in advance. Students will only be released to persons who are designated and authorized by the parents. A copy of their driver's license must be on file with the Sprouts Office for each person authorized to pick up the student. If the pick-up person's information is not on file, a copy of their driver's license must be taken. Once clearance has been given by the director, a PIN number will be issued, indicating approval for release. A call to the parents will be made before Sprouts can release the student to the unauthorized person when there is no written notice in advance.

I understand that if a parent or authorized person appears to be impaired when picking up child(ren), Sprouts will take measures to ensure my child(ren) is/are transported from Sprouts safely. Sprouts will attempt to contact an alternative parent or authorized person to transport the child home. If those measures are not successful, Sprouts will contact RMBC on call Pastor and will notify law enforcement if necessary.

School Closings

Sprouts will follow Prosper ISD and/or Celina ISD in the event of school closings due to inclement weather. If school is canceled, you will receive a call from your child's teacher, a group email will be sent by the director, and we will update the Sprouts Facebook page. Sometimes the weather becomes hazardous during the school day. If Prosper ISD, Celina ISD, or the Sprouts Director declares an early release due to weather, parents will be telephoned and asked to pick up their children. If a parent cannot be reached, the person listed on the Emergency Consent Form will be contacted. Children will be supervised at all times by Sprouts staff until all children are picked up.

School closings for any reason will not result in a break in tuition or fees. Full tuition amounts will remain due for the month.

School Rules

Be respectful. Children should be respectful to staff and friends by using terms of respect such as *yes ma'am, no sir, thank you, please, I'm sorry, I forgive you*, and keeping their hands to themselves.

Be cooperative. Children should follow directions, take care of their surroundings, share materials, and be patient with others.

Sending Money to School

There will be some special days or projects that will require your child to bring money to school, such as pizza lunch day. Money should always be sent in a sealed envelope and placed in the students take-home folder. The envelope should have the following information printed on the outside:

child's name
amount and purpose
teacher and room number

Money for special days and projects may also be paid through the ProCare app.

Sign-In

Each classroom will have a sign-in device to record attendance. In the event of medical, fire, and weather emergencies the sign-in device is a quick reference to who is responsible for picking up the child and what phone number is best to call. Parents are required to complete the sign-in/sign-out by scanning the QR code or using their unique PIN number at the time of drop-off or pick-up. Please do not share PIN numbers between caretakers. Parents must sign out their child when they pick-up. PIN numbers are unique to each caretaker as an added safety precaution in the event of an emergency.

Student Success

Our school day begins at 9:00. Please be prompt in getting your child to school and picking him/her up at 2:00. We ask that you do not bring your child early, as this would interfere with the staff's preparation time before class. Teachers are busy and distracted at this time, and unable to give a full welcome to your child. We ask you to bring your child into the building and remain until your child is safely inside the classroom.

Separation anxiety occurs in many different situations and at different stages in young children. Check your own attitude. If you are anxious about a pending separation, your child will notice!

Teach your child self-reliance. Encourage him/her to do things for himself/herself.

Confer regularly with the teacher about your child, but refrain from discussing the child in his presence.

Take an interest in your child's daily experiences and whatever your child brings home.

If you do not already utilize a daily Bible story reading or Scripture memory with your child, now is the time. Our school will have a schedule of stories and Scripture your child will be learning each month.

Take-Home Folders

Information from your child's teacher and the Sprouts Office, will be sent home each day in a Take-Home Folder. The folder will also contain work and art projects that your child has completed, as well as notes about their day. Please review all of the information contained in the folder, and return the empty folder to school with your child each day. Your child will be rewarded for being responsible in bringing their folder back to school each day with a special sticker.

Tardies

Tardies are disruptive to the classroom. Sprouts appreciates your attention to respecting this by arriving on time. Any child arriving after 9:00 must come through the office and the teacher aide or Director will escort the child to class. Classroom doors will close at 9:05 to begin class. We ask all parents to say their goodbyes outside the classroom. The classroom doors will open at 2:00 to dismiss the children to their parents. We ask all parents to wait in the hallway until the teacher opens the door. If you would like to visit your child's classroom, please make arrangements with the Director.

Teacher Appreciation

We like to praise our teachers for the work that they do. Sprouts would like to encourage you to please let us know if your child has informed you of something wonderful they have learned from their teacher or any praises you may have. Sprouts wants to recognize our teachers for a job well done.

Throughout each year we often have parents approach us about various staff's hobbies, favorite snacks, drinks, etc. If you would like such information, we have a Teachers Favorites questionnaire online on the Sprouts website.

Visitors

Parents are requested to stop by the office if they need to leave something for their child or the teacher, or if they need to pick up their child early. Please do not go directly to the classroom as this interrupts classroom activities.

Volunteer Information

All parents who wish to volunteer in the classroom during the year must have a criminal history check performed by the Sprouts Office.

What To Bring

Please provide your child with:

A nutritious lunch and drink. We are unable to heat lunches for children or keep items refrigerated

Change of clothes (weather appropriate)

Closed toed shoes

Nap mat (plastic Kindermat) Blanket, pillow and one small sleeping "buddy" (stuffed animal) are allowed.

Water bottle or sippy cup

Sprouts take-home folder

To ensure that your child's belongings stay together, be sure to label all clothing, backpacks, etc. Please leave your child's toys, aside from the one small stuffed animal to be used at naptime, at home.

Church Doctrinal Statement

I understand that the Sprouts Preschool is a ministry of Rhea's Mill Baptist Church and therefore conforms to the beliefs and statement of faith to which the church adheres. To review the full statement of faith, it can be found on the Sprouts website on the "Parent Handbook page, or a copy can be provided by the Sprouts Director upon request.