



Sunshine Kids, Inc.

sunshinekidsinc.com

Ages and Hours

Sunshine Kids is open Monday through Friday from 6:45 AM (7 AM at 84 Center) to 6:00 PM. Early arrivals or late pick-ups are possible with prior arrangements with the Director.

Sunshine Kids cares for children from 6 weeks to 12 years of age. The children are grouped into five developmental levels: infants, young toddlers, older toddlers, preschoolers, and school age. All children will progress through these levels based on their developmental age rather than their chronological age. Each group maintains a low staff/child ratio to provide the individual attention that all children require.

Non-Discrimination of Services

Admissions, the provisions of services, and referrals of enrollments to Sunshine Kids shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English Proficiency), age, or sex.

Sunshine Kids Team of Teachers

Our team of teachers at Sunshine Kids are educated, experienced, and completely screened with child abuse and criminal history clearances along with FBI clearances (fingerprints) before they become employed. Some of our teachers have already obtained degrees in Education or related fields, and many are currently enrolled in Higher Education Facilities obtaining their education or related degrees. All team members receive Pediatric First Aid and Pediatric CPR every two years. They also receive a minimum of 20 additional credit hours of training annually in all aspects of Early Childhood Education.

Our team will strive to meet the Children's educational needs using developmentally appropriate toys, games, activities, experiences, and learning centers. A few examples of our learning centers are dramatic play areas, rice and water tables, story corners, Lego tables, block play, and arts and crafts areas.

Philosophy

Our teachers will facilitate learning by providing developmentally appropriate experiences and activities for the children each day. This will create an atmosphere full of warmth, understanding, challenge, and adventure. The teachers will encourage your child's creativity and independence as children learn by doing and overcoming obstacles. Each activity will be a new opportunity to help each child develop responsibility.

We believe that the process is more important than the product!

Sunshine Kids Teachers collaborate with, and are members of PACCA, PAEYC, and transition teams involving our local Elementary Schools for us to provide the proper Kindergarten readiness skills to our preschoolers.

Curriculum

Our team of teachers will use The Creative Curriculum with weekly themes that were designed to encourage and facilitate development of the following skills:

- * Auditory
- * Creativity
- * Fine Motor
- * Gross Motor
- * Language
- * Self Esteem
- * Social Skills
- * Tactile
- * Visual
- * Logical Thinking

The Creative Curriculum is cross walked with The Early Learning PA Standards. Along with The Creative Curriculum, Sunshine Kids will also include weekly lessons from The Incredible Years. This part of the curriculum is completely devoted to the Social and Emotional growth of young children.

Creative Curriculum Policy

Creative Curriculum is implemented at Sunshine Kids Inc. It is used to help develop all developmental areas as well as develop all the senses and motor skills of the children. Creative Curriculum is available on the premises for all teachers to be able to implement in all classrooms. Infant, young toddler, older toddler, preschool, and school age. Creative curriculum is used along with the PA Early Learning Standards to plan lesson plans as well as different activities in the classrooms. Creative Curriculum is used when completing the developmental assessments/evaluations on the children. It is used to assess the strengths and weaknesses of the children's development.

Outdoor Play Areas

Sunshine Kids is proud to introduce our outdoor play areas. Our McMurray location has two completely fenced artificial grass areas for the children to run, jump, climb, and play in. Our Eighty-Four location has a fenced in area completely covered with artificial grass. Both centers play areas have fall zone that comply with ASTM standards. The Finleyville Center has the largest play area of all including several different surfaces for the children to play on including artificial grass, poured in place rubber mulch, and a hard surface for basketball and such. All three centers have plenty of climbers, slides, and age-appropriate equipment to have fun in the sun! All children will be taken outside daily weather permitting.

Financial Arrangements

Sunshine Kids is a contract service. Upon enrollment, you will receive a contract that will specify the days of the week that your child will attend, the price of your tuitions, any discounts, and a list of all our policies and regulations. A sample contract can be found at the end of this parent booklet for your review. A non-refundable registration fee of \$50.00 will be due upon enrollment. A refundable security deposit of \$100.00 is also due upon enrollment. This deposit is refundable with a written thirty days' notice of termination of services. Tuition fees are due on your last contracted day of the week for the following week. If tuition becomes delinquent, a 5% late fee will be added to your account. An annual family fee of \$50.00 will be due on February 1st each year for administrative costs.

Drop off and Pick-up Times and Procedures

Sunshine Kids closes at 6:00 PM. Unless prior arrangements have been made with the center Director, all children must be picked up daily by this time. A late fee of \$5.00 for the first 15 minutes after 6:00 PM, and \$1.00 for each additional minute will be charged to the parent for the late arrival. This fee will be paid directly to the teacher that is being detained not to Sunshine Kids. A tuition rate sheet can be found later in our parent booklet for your review.

Only people whose names appear on the Emergency Contact form will be permitted to pick up your child. A photo identification is needed when a teacher has not met the pickup person. If the parents are not picking up, please let your child's teacher know in advance, so we are ready to greet a new family member!

All doors to Sunshine Kids are always secure/locked. Once enrolled, one key fob per family will be issued. Otherwise, please ring the doorbell to be buzzed in.

Please do not allow your children to exit the center before you do. Accidents can happen very quickly in parking lots and on streets. We want to always keep all our children safe. Please do not leave children unattended in your vehicle. Please turn your car's ignition off during drop off and pick up of your children.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we must communicate with you about your child. To make the best use of these opportunities, as well as to be attentive to your child and other children, we asked that you NOT use your cell phone at anytime while visiting the center.

Financial Aid

Sunshine Kids accepts funding from Washington and Allegheny ELRC, Hillhouse, Blueprints EHS, and the Department of Human Services as payment. If you need additional information about financial aid, please contact the center director.

Special Needs

If your child has an IEP or IFSP, please make sure the center director is given a copy at the time of enrollment. If applicable, our team will implement activities appropriate to meet the objectives, goals, and special needs of these plans. As well as, if your child needs therapy services while at the center, please discuss with your director so accommodations can be made.

Nutrition

Sunshine Kids participates in the Child and Adult Care Food Program. Sunshine Kids will provide breakfast, lunch, and two snacks daily, including milk and juice, to all children over the age 12 months at no additional charge. Menus will be posted for all parents to review. All meals meet the requirements of the Pennsylvania Food Administration. Parents' Choice Brand Infant Formula will be provided for all infants.

Parents' Choice and Gerber brand baby cereal and/or baby fruits and vegetables will also be provided for all children under 12 months of age who wish to participate.

If parents wish for their child(ren) to be given alternate foods, drinks, formula, or breast milk, they are asked to please provide it for the center.

All meals serviced to children under the Child and Adult Care Food Program are served at no separate charge regardless of race, color, national origin, sex, age, or disability. There is no discrimination in admission policy, meal service, or the use of our facility.

Child Care Food Program Complaint Procedures

Any complaints of nondiscrimination should be submitted in writing within 180 days of the incident to the USDA Director, Office of Civil Rights, Washington DC 20250.

Allergies

Please notify the team at Sunshine Kids immediately of all allergies that your child may have. All allergies are to be noted in the child's classroom as well as on their emergency contact form in the classroom and kept in the main office file.

Medical Policy

All Sunshine Kids parents must report to the director if there is a medical concern with their child. All Sunshine Kids parents must complete the appropriate section on the emergency contact form when asked if there are any allergies, medical concerns, etc.

If medication is to be given, medication must be in its original container. Medication must be labeled with the child's name or initials. Medication must be stored in a locked box out of the reach of children. All medication must be documented on a medication log that is to be completed by Sunshine Kids staff and signed off and reviewed by the child's parent.

Proper training by parents as well as outside resources if need be will be conducted with all Sunshine Kids staff to ensure that all needs are being met for the child. This policy will be cross walked with the Caring for Children reference guide.

Developmental Evaluations

Upon registration and advancement to a new level, your child will receive a developmental evaluation. This will allow our team of teachers to provide activities and experiences that meet your child's specific needs. All children will also receive a developmental evaluation three times annually – January, April, and September.

At this time, all parents will be given the opportunity to schedule a parent/teacher conference to discuss their child's progress. A parent may schedule a conference at any time throughout the year with the child's teacher and/or the Director.

Discipline Policy

We believe that the best method for achieving positive behavior with children is through role modeling and the use of positive reinforcement. We will strive to teach caring, sharing, manners, and self-control. We will encourage and praise appropriate behaviors.

Redirection will be used to control inappropriate behavior. Redirection establishes the opportunity for the use of positive reinforcement when appropriate behavior is displayed.

“Time Away” will be used as a last result. This will give the child the opportunity to sit, calm themselves down, and observe other children involved in cooperative play. Time Away will not last more than one minute per age of the child.

** Under no circumstances will physical punishment, shame, or humiliation be used with the children at Sunshine Kids. Screaming, yelling, and shouting are not acceptable communication methods at any time. **

We ask for your cooperation and support with our methods of discipline.

Suspension and Expulsion of a Child

Sunshine Kids Inc. staff will bring behavior concerns of a child to the attention of the director. The director will observe and assess the child in his/her classroom. The director will make notes and records of actions that the child expresses throughout the different times of the day. Once information is gathered, the director will set up a parent conference with the child’s parent/guardian. Once the conference occurs, the director and the parent/guardian will devise an action plan for the child. (If needed, we will bring in outside resources, appointments with pediatricians, etc.). Once a behavioral plan is in place for the child, the director will review this plan with the staff.

Periodic reviews will continue to be conducted between the director, staff, and parents/guardians. Progress reports will be administered and reviewed. If behavior continues, child’s enrollment at Sunshine Kids Inc. will be terminated.

Please note: All parents and guardians of Sunshine Kids Inc. are aware that if at any time their child is creating an unsafe environment for themselves, staff, or another child in care, their enrollment will be terminated IMMEDIATELY, NO EXCEPTIONS!

Transitions and Records

Sunshine Kids will transition your child into the next level based on his developmental age rather than his chronological age. We will try to transition your child with a buddy for support. At first, the child will spend small amounts of time with the new group. (Practicing!)

The child will work their way up to a half day and then a full day. The child's old teacher will work closely with the new teacher to help make a smooth transition for the child. The director will keep communication open with the parents during this time on the child's progress. The director will notify the parents of the final move date.

All the children's records will be transferred over to the next level and discussed between the two teachers. Sunshine Kids will also transfer your child's records to another setting upon request.

Inclusion

Sunshine Kids Inc. implements the following: understand your obligations under law. Review the laws, policies and program standards found in the background section of the announcement to understand specific program guidance, responsibilities, and expectations. Understand how inclusion is commonly defined. Understand the level of supports that Sunshine Kid's needs.

We aim to recognize that the needs of individual programs will vary. Because of this, the level of support and type of resources required will vary as well.

To move forward with promoting inclusion in the classrooms, Sunshine Kids employees will collaborate with the families and staff. They will implement the program philosophy that emphasizes the benefits of inclusion for all children.

In collaboration with staff and families, Sunshine Kids will develop and implement a written program policy that focuses on actively including young children with disabilities. Sunshine Kids will review and modify existing policies, practices, and procedures to ensure barriers are removed that would prevent including children with disabilities. Sunshine Kids will develop resources for effective communication between families and early childhood program staff to ensure families know the benefits of and their rights related to inclusion.



Sunshine Kids Inc.

McMurray 724-942-1009 Eighty Four 724-942-0163 Finleyville 724-348-6565

SUNSHINE KIDS INC. SUPERVISION POLICY

All students shall be supervised at all times by a facility person. Children must be within sight and sound of the children they are supervising.

Individual children ages 3 and up may use a bathroom with privacy. Only one child may use a bathroom at a time.

Each staff person is assigned the supervision of specific children within the staff:child ratio requirements in the commonwealth of Pennsylvania. This individual Child:Staff Assignment is always available on the teachers classroom clipboard.

All staff members are to count their children numerous times per day as well as at any point in the day be able to answer how many children are in attendance and who are they in charge of.

Chapter 9: Administration

9.2 Policies

9.2.3 Health Policies

9.2.3.9: Written Policy on Use of Medications

The facility should have a written policy for the administration of any prescription or non-prescription (over-the-counter [OTC]) medication. The policy should address at least the following:

- a. The use of written parental/guardian consent forms for each prescription and OTC medication to be administered at the child care facility. The consent form should include:
 1. The child's name;
 2. The name of the medication;
 3. The date(s) and times the medication is to be given;
 4. The dose or amount of medication to be given;
 5. How the medication is to be administered;
 6. The period of time the consent form is valid, which may not exceed the length of time the medication is prescribed for, the expiration date of the medication or one year, whichever is less.
- b. The use of the prescribing health professional's authorization forms for each prescription and OTC medication to be administered at the child care facility.
- c. The circumstances under which the facility will agree to administer medication. This may include the administration of:
 1. Topical medications such as non-medicated diaper creams, insect repellants, and sun screens;
 2. OTC medicines for fever including acetaminophen and ibuprofen;
 3. Long-term medications that are administered daily for children with chronic health conditions that are managed with medications;
 4. Controlled substances, such as psychotropic medications;
 5. Emergency medications for children with health conditions that may become life-threatening such as asthma, diabetes, and severe allergies;
 6. One-time medications to prevent conditions such as febrile seizures.
- d. The circumstances under which the facility will not administer medication. This should include:
 1. No authorization from parent/guardian and/or prescribing health professional;
 2. Prohibition of administering OTC cough and cold medication;
 3. Not administering a new medication for the first time to a child while he or she is in child care;
 4. If the instructions are unclear or the supplies needed to measure doses or administer the medication are not available or not in good working condition;
 5. The medication has expired;
 6. If a staff person or his/her backup who has been trained to give that particular medication is not present (in the case of training for medications that require specific skills to administer properly, such as inhalers, injections, or feeding tubes/ports).
- e. The process of accepting medication from parents/guardians. This should include:
 1. Verifying the consent form;
 2. Verifying the medication matches what is on the consent form;
 3. Accepting authorization for prescription medications from the child's prescribing health professional only if the medications are in their original container and have the child's name, the name of the medication, the dose and directions for giving the medication, the expiration date of the medication, and a list of warnings and possible side effects;
 4. Accepting authorization for OTC medications from the child's prescribing health professional only if the authorization indicates the purpose of the medication and time intervals of administration, and if the medications are in their original container and include the child's name, the name of the medication, dose and directions for use, an expiration date for the medication, and a list of warnings and possible side effects;
 5. Verifying that a valid Care Plan accompanies all long-term medications (i.e., medications that are to be given routinely or available routinely for chronic conditions such as asthma, allergies, and seizures);

6. Verifying any special storage requirements and any precautions to take while the child is on the prescription or OTC medication.
- f. The proper handling and storage of medications, including:
 1. Emergency medications – totally inaccessible to children but readily available to supervising caregivers/teachers trained to give them;
 2. Medications that require refrigeration;
 3. Controlled substances;
 4. Expired medications;
 5. A policy to insure confidentiality;
 6. Storing and preparing distribution in a quiet area completely out of access to children;
 7. Keeping all medication at all times totally inaccessible to children (e.g., locked storage);
 8. Whether to require even short-term medications be kept at the facility overnight.
- g. The procedures to follow when administering medications. These should include:
 1. Assigning administration only to an adequately trained, designated staff;
 2. Checking the written consent form;
 3. Adhering to the “six rights” of safe medication administration (child, medication, time/date, dose, route, and documentation) (1);
 4. Documenting and reporting any medication errors;
 5. Documenting and reporting and adverse effects of the medication;
 6. Documenting and reporting whether the child vomited or spit up the medication.
- h. The procedures to follow when returning medication to the family, including:
 1. An accurate account of controlled substances being administered and the amount being returned to the family;
 2. When disposing of unused medication, the remainder of a medication, including controlled substances.
- i. The disposal of medications that cannot be returned to the parent/guardian.

A medication administration record should be maintained on an ongoing basis by designated staff and should include the following:

- a. Specific, signed parental/guardian consent for the caregiver/teacher to administer medication including documentation of receiving controlled substances and verification of the amount received;
- b. Specific, signed authorization from the child’s prescribing health professional, prescribing the medication, including medical need, medication, dosage, and length of time to give medication.
- c. Information about the medication including warnings and possible side effects;
- d. Written documentation of administration of medication and any side effects;
- e. Medication errors log.

The facility should consult with the State Board of Nursing, other interested organizations and their child care health consultant about required training and documentation for medication administration. Based on the information, the facility should develop and implement a plan regarding medication administration training (9).

RATIONALE

Administering medication requires skill, knowledge and careful attention to detail. Parents/guardians and prescribing health professionals must give a caregiver/teacher written authorization to administer medication to the child (12). Caregivers/teachers must be diligent in their adherence to the medication administration policy and procedures to prevent any inadvertent medication errors, which may be harmful to the child (11). There is always a risk that a child may have a negative reaction to a medication, and children should be monitored for serious side effects that may require an emergency response. Because children twenty-four months of age and younger are in a period of rapid development and are more vulnerable to the possible side effects of medications, extra care should be given to the circumstances under which medications will be administered to this population. A child may have a negative reaction to a medication that was given at home or to one administered while attending child care. For these reasons caregivers/teachers need to be aware of each of the medications a child received at child care as well as at home. They should know the names of the medication(s), when each was given, who prescribed them, and what the known reactions or side effects may be in the event that a child has a negative reaction to the medicine (2,10).

OTC medicines are often assumed to be safe and not afforded the proper diligence. Even common drugs such as acetaminophen and ibuprofen can result in significant toxicity for infants and small children. Inaccurate dosing from the use of inaccurate measuring tools can result in illness or even death (2,3).

Cough and cold medications (CCM) are readily available OTC in the United States and are widely used to treat upper respiratory infection. These products are not safe for infants and young children and were withdrawn by the Consumer Healthcare Products

Association for children less than two years of age in 2007 (4-6,8). The Food and Drug Administration (FDA) issued a public health advisory in 2008 stating these medications should not be used in children less than two years of age. The American Academy of Pediatrics (AAP) states that CCMs are not effective for children less than six years of age and their use can result in serious, adverse effects (7).

The medication record protects the person administering medication by documenting the process. The medication errors log can be reviewed and will point out what kind of intervention, if any, will be helpful in reducing the number of medication errors. Accounting for medications administered and thrown away is important for several reasons. It may assist a health professional in determining whether the child is actually getting the medicine, especially when the child is not getting better from treatment. Some medications are "controlled substances," meaning that the medication is regulated by the federal government due to potential for abuse. Controlled substances include narcotic pain medicine, some behavior medications for ADHD, and some seizure medications. A prescribing health professional may need proper accounting for these types of medications to assure that requests for refills are because the medication was given to the patient and not used/abused by adults. Some medications, (i.e., antibiotics), can have a harmful affect on the environment if not disposed of properly.

For children with chronic health conditions or special health care needs, administering medications while the child is attending child care may be part of the child's individualized family service plan (IFSP) or individualized education plan (IEP). Child care facilities must comply with the Americans with Disabilities Act.

COMMENTS

When a child care facility cannot return unused medication to the parent/guardian, the facility needs to dispose of the medication. An example of when medication cannot be returned is when a parent/guardian has removed the child from care and the facility cannot reach the parent/guardian to return the medication. Herbal and folk medicines and home remedies are not regulated and should not be given at child cares without a prescribing health professional's order and complete pharmaceutical labeling. If they are given at home, the caregiver/teacher should be aware of their use and possible side effects.

A curriculum for child care providers on safe administration of medications in child care is available from the AAP at <http://www.healthychildcare.org/HealthyFutures.html>. A sample medication administration policy is located in Appendix AA: Medication Administration Packet.

TYPE OF FACILITY

Center, Early Head Start, Head Start, Large Family Child Care Home, Small Family Child Care Home

RELATED STANDARDS

3.6.3.1 Medication Administration

3.6.3.2 Labeling, Storage, and Disposal of Medications

3.6.3.3 Training of Caregivers/Teachers to Administer Medication

9.4.2.6 Contents of Medication Record

Appendix AA: Medication Administration Packet

REFERENCES

1. North Carolina Child Care Health & Safety Resource Center. 2007. Steps to administering medication. http://www.healthychildcare.org/PDFs/steps_admin_medication.pdf.
2. American Academy of Pediatrics. 2009. Healthy futures: Medication administration in early education and child care settings. <http://www.healthychildcare.org/HealthyFutures.html>.
3. American Academy of Pediatrics, Council on School Health. 2009. Policy statement: Guidance for the administration of medication in school. *Pediatrics* 124:1244-51.
4. American Academy of Pediatrics, Committee on Drugs. 2009. Policy statement: Acetaminophen toxicity in children. *Pediatrics* 123:1421-22.
5. Vernacchio, L., J. Kelly, D. Kaufman, A. Mitchell. 2008. Cough and cold medication use by U.S. children, 1999-2006: Results from the Sloan Survey. *Pediatrics* 122:e323-29.
6. Schaefer, M. K., N. Shehab, A. Cohen, D. S. Budnitz. 2008. Adverse events from cough and cold medicines in children. *Pediatrics* 121:783-87.
7. Centers for Disease Control and Prevention. 2007. Infant deaths associated with cough and cold medications: Two states. *MMWR* 56:1-4.
8. U.S. Food and Drug Administration. 2007. Nonprescription cough and cold medicine use in children. <http://www.fda.gov/Safety/MedWatch/SafetyInformation/SafetyAlertsforHumanMedicalProducts/ucm152691.htm>.

9. Consumer Healthcare Products Association. Makers of OTC cough and cold medicines announce voluntary withdrawal of oral infant medicines. http://www.chpa-info.org/pressroom/10_11_07_OralInfantMedicines.aspx.
10. Heschel, R. T., A. A. Crowley, S. S. Cohen. 2005. State policies regarding nursing delegation and medication administration in child care settings: A case study. *Policy, Politics, and Nurs Prac* 6:86-98.
11. Friedman, J. F., G. M. Lee, K. P. Kleinman, J. A. Finkelstein. 2004. Child care center policies and practices for management of ill children. *Ambulatory Pediatrics* 4:455-60.
12. Sinkovits, H. S., M. W. Kelly, M. E. Ernst. 2003. Medication administration in day care centers for children. *J Am Pharm Assoc* 43:379-82.

Linguistically Diverse Policy

Sunshine Kids will work alongside the families of the child to assure that the child's developmental needs such as: social and emotional, physical well-being, language and communication and cognitive and general knowledge. Sunshine Kids will bring in outside resources, with the permission of the family, such as a translator to ensure that the communication between Sunshine Kids staff and child is occurring. The director and staff will devise goals for the child. They will meet every three months to review the goals, define the strengths and weaknesses, and create a new plan with new goals and reflections of those achieved.

Staff will participate in WIDA trainings to better their understanding of Dual Language Learners. Modifications to the classrooms are made to make sure that your classroom environment reflects the children's cultures and languages in each learning center; on walls, windows, and bulletin boards; and in educational and play materials (labeling in home language).

Enrollment Packets

Upon enrollment, you will receive a complete parent handbook, an Emergency Contact form, a Contract, an Agreement form, our Impaired Condition policy, and an Emergency Evacuation Form that will need to be completed and returned by your child's first day of enrollment. These forms will need to be updated, with a signature, with any new or changed information as needed an/or every six months.

A child's health assessment form will need to be completed by your child's pediatrician and returned within 60 days of the enrollment date. These health forms also need to be completed at each well visit after enrollment (including shots). This is a state requirement. Please ask for a new form each time your child has an appointment scheduled. We also have the form available on our website. Thank you in advance for your cooperation!

Upon enrollment, you will also receive information on available financial aid, earned income tax credit, CHIP, and The Child and Adult Care Food Program. Parents will complete a "Getting to Know Sheet" on their child upon enrollment. All employees are to review these sheets to provide activities and experiences that meet that child's needs. All employees will conduct a developmental evaluation on new enrollments. These evaluations will be shared with parents within 30 days of child's starting date. A parent/teacher conference will also be offered at this time.

What to wear?

Please wear comfortable, washable, weather appropriate clothing and shoes on your children daily. We will be playing and exploring inside and outside daily. Sometimes we will get a little messy!

Parent Involvement and Treats

We encourage parent involvement with volunteering, parent conferences, and periodic visits in the classrooms! If you are interested, please contact your center director. Treats, (edible and non-edible), may be sent in for birthdays and other special occasions. However, please check with your child's teacher in advance for food allergies that may be present in your child's room.

Security

Sunshine Kids is equipped with security cameras and a security system for your family's safety. Once enrollment is completed, you will receive a key fob that will allow you into the center. An additional fob may be purchased with a refundable deposit. Please make sure to use your fob each time you enter the building. For security reasons, please allow other parents to do the same. If a key fob is ever misplaced, please inform your director immediately so access can be removed.

Community Resource Guide

Sunshine Kids has a community resource guide available to the staff and families. This guide offers a variety of resources for families including speech services, developmental evaluation resources, medical information, counseling services, etc. This resource guide is available at all three Sunshine Kids locations. There is a copy made available at the parent board as well as the main office. Please reach out to your center director for any further information or questions.

Communication

Sunshine Kids strives to maintain open communication between our center, parents, and care givers. At pick up time, you will receive a written gram on what your child did daily. You will also receive monthly newsletters communicating activities, in house and outside field trips, birthdays, and additional information at the beginning of the month. You are welcome to call or visit any time to check on your child. We have a phone in each room for your child's teacher to speak with you.

All three locations also use the Remind App. It is a great resource the directors use to keep all families up to date on in-house field trips, theme days, and other center events.

Sunshine Kids is devoted to meeting and executing the needs of our children and parents. Your opinions, questions, comments, and suggestions are especially important to us. They will help us make necessary adjustments to always maintain an updated and high-quality environment for all. Please feel free to call or stop in to speak with our director at any time. We have an open-door policy. Please feel free to come visit, volunteer, or read an extra story to us whenever possible!

We are Building Brighter Futures!



Sunshine Kids Curriculum

January

Snowmen and Snowflakes
Life in Winter
Five Senses
Dinosaurs

February

Shadows/Hibernation
Valentine's Day
Presidents
Health and Nutrition

March

Transportation
Solar System
St. Patrick's/Shamrocks
Spring/Growing Things

April

Wind/Kites/Rain
Colors/Rainbow
Easter
Earth Day/Arbor Day
Flowers

May

Mother's Day
Science/Experiments
Nursery Rhymes/Fairy Tales
Zoo Animals/Circus

June

Bees/Bugs/Butterflies
Father's Day
Farms/Farm Animals
Picnics/Summer Foods

July

Fourth of July
Sports
Oceans/Beaches
Wild Wild West

August

Disney
People who work
Manners
Tools/Machines

September

Back to School/Apples
Discovering Me/I am Special
Families
Fall/Changing Colors

October

Countries/Customs/Cuisines
Fire Prevention/Safety
Teddy Bears
Halloween Fun & Safety

November

Money and Time
Shapes and Sizes
Native Americans/Pilgrims
Thanksgiving/Turkeys

December

Stars/Angels
Reindeer/Elves
Christmas around the World
New Years



Sunshine Kids Toddler Curriculum

January

New Year's
Hibernating
Colors
Teddy Bears

February

Transportation
Valentines
Dental Health
Five Senses

March

Forest Animals
St. Patrick's Day
Pet Week
Zoo Animals

April

Weather
Spring
Easter
Community Workers

May

Caterpillars
Mother's Day
Flowers
Bugs

June

Summer Safety
Father's Day
Frogs
Beach

July

Fourth of July
Bugs
Ocean
Camping

August

Birds
Nursery Rhymes
Picnics and Barbeques
Dinosaurs

September

Welcome Week
All About Me
Leaves
Apples

October

Trees
Pumpkins
Fall
Halloween

November

Farm Animals
Fruits and Veggies
Native Americans
Thanksgiving

December

Snow
Winter
Christmas
Alphabet

Bring Alongs

Infant

- A. Fitted Crib Sheet and Blanket
- B. At least one bottle to be kept at the center
- C. Breast Milk if applicable – Sunshine Kids will provide Parents Choice Brand formula and Gerber brand fruits, vegetables, and cereal.
- D. At least one season appropriate change of clothing
- E. Diapers and Wipes
- F. Diaper Cream if needed
- G. Written daily schedule for your child including nap times, feeding times and amounts, and any special procedures that you may use with your child at home.
- H. Binkies if applicable

Toddler

- A. Blanket or sleeping bag for quiet time
- B. Diapers and Wipes
- C. Sippy Cup to leave at center
- D. At least one season appropriate change of clothing (including socks and underwear)

Preschool

- A. Blanket for quiet time
- B. One season appropriate change of clothing (including socks and underwear)

School Age

- A. School Age children are permitted to bring electronic devices to be used at the center. However, Sunshine Kids is not responsible for lost or damaged devices, cartridges, or attachments.

** Please label all belongings with your child's initials

** All blankets and sleeping bags will be sent home on a weekly basis to be laundered, and we ask that they be returned the following scheduled day.

** We want your child to feel at home at Sunshine Kids. Therefore, please provide us with special procedures or techniques that you may use with your child at home. We will try to imitate your behavior to help the adjustment from home to school be as easy as possible for your child.

** Please do not allow your child to bring toys unless it is their show and tell day.



Sunshine Kids, Inc.-Contract 2021

Childs Name _____ Enrollment Date _____
Daily Rate _____ Weekly Rate _____ Contracted Days: _____

Infant Young Toddler Older Toddler Preschool Kindergarten Before/After
 Before & After Early Head Start

1. Tuition payments are due on your last day of the week for the following week.
2. A non-refundable registration fee of \$50.00 is due upon enrollment to reserve a space for your child(ren). An annual family fee of \$50.00 will be due on February 1st each year for administrative cost.
3. A security deposit of \$100.00 will be held until the enrollment is terminated. Parents who give a (1) one-month written notice and have no outstanding balance will have their security deposit mailed to their home after the last day of attendance.
4. Two weeks written notice is required for our discounted vacation rate. The discounted rate will only be granted for full weeks when the two-week written notice is submitted to the Director. The vacation rate is 50% off your regular week's tuition. A maximum of three weeks can be used at the discounted rate per calendar year.
5. Parents are financially responsible for all contracted days regardless of attendance and/or center holidays as well as up to 10 Center closed days per year – snow days, emergency closings, pandemic, COVID-19, etc.
6. The following holidays will be observed at Sunshine Kids, Inc. for 2021: New Year's Day, Presidents Day, Good Friday, Memorial Day, Independence Day (Monday, July 5, 2021 in observance) Labor Day, Thanksgiving, and the day after, Christmas Eve, and New Year's Eve.
7. If tuition becomes delinquent for more than 7 days, a 5% late fee will be added on to your account.
8. A fee of \$40.00 will be required for a returned check for any reason. After two returned checks, payment must be made on a CASH ONLY basis.
9. All children MUST be picked up by 6:00pm. Children leaving past that time will be charged \$5.00 for the first 15 minutes, and \$1.00 per minute for each additional minute after. These fees will be paid directly to the teacher that is being detained past closing.
10. Upon registration, each parent will be asked to read, complete, and return the Emergency Contact Form. This form will be updated every January and July and/or as necessary.
11. Any serious injury will be reported to the parents immediately. Minor cuts and scratches will be treated at the center and the parents will be informed at departure time.
12. Children will NOT be permitted to attend the center if any of the following conditions are present:

*Temperature over 98.6 F *Rash or skin condition *Sore Throat *Persistent Cough * Red, watery eyes *Vomiting or diarrhea within the previous 24-hour period

CHILDREN WILL NOT BE PERMITTED TO RETURN TO THE CENTER UNTIL THEY HAVE BEEN 24 HOUR SYMPTOM FREE!

13. The center will provide breakfast, two snacks, and lunch daily at no additional cost. Menus will be posted weekly. Parents may bring in separate food for their child if he/she does not like what is on the menu.
14. Please dress your child in comfortable play clothes and appropriate footwear. We ask that you provide a season appropriate change of clothing to remain at the center.
15. Please do NOT send toys with your child. The staff CAN NOT be responsible except on the designated Show N Tell day. School Age children are permitted to bring their electronic devices; however, Sunshine Kids is not held responsible if the device becomes lost or damaged.
16. The executive director reserves the right to terminate enrollment at any time for any reason.
17. Sunshine Kids accepts the following methods of payment for tuition; cash, check, money order, monthly auto-deduction from savings or checking account with no charge. Sunshine Kids will continue to accept visa as well as MasterCard for tuition payments will an additional 5% charge each month.

I have thoroughly read, fully understand, and agree to all the policies stated above.

Parents Signature _____ Date _____

Director's Signature _____ Date _____



Sunshine Kids, Inc.

3244 Washington Road,
McMurray PA 15317

1059 Linden Road,
Eighty-Four PA 15330

3549 Marion Avenue
Finleyville PA 15332

ALL PARENTS **SAFETY DURING DROP-OFF AND PICK-UP OF CHILDREN**

Parents shall enter and exit the parking areas driving slowly and watching for children being accompanied to and from the center or the play area by their parents.

The ignition of all cars must be turned off and the keys removed from the ignition.
NO CHILD MAY BE LEFT UNATTENDED IN A VEHICLE.

All children must be accompanied by a parent or a designated adult into the childcare center. While the children are walking to/from their cars, the care and safety is the responsibility of the parent. The children will be released only to their parents unless written instructions are received in the morning permitting a pick-up by another adult. In an emergency, the director, assistant director, or senior supervisor may be contacted by telephone and will document the same information. A center employee will verify by return call to the parent's place of employment that information was accurate. A photo driver's license is required of the specified person before the child will be released from the center. If a parent is not familiar to the staff on duty, a photo driver's license will be required for purposes of identification. This minor inconvenience is done to protect your child.

Thank you for your cooperation with this policy!



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In response to the growing focus on childcare issues, specifically concerning liability and insurance, Sunshine Kids Inc. has expanded the Department of Human Services policy concerning the release of children to parents or other designated adults who appear to the center's staff to be in an impaired condition.

An impaired condition specifically relates to alcohol, mind altering chemicals, or other medical conditions that render a person unable to operate a motor vehicle and thereby endanger the safety of a child who would be transported by the impaired person.

If, in the judgment of the responsible personnel at the center, a parent or designated person appears to be unable to safely transport a child, the center personnel will ask the parent or designated person to arrange for alternate transportation. If the person is unwilling to provide such alternate transportation, the matter will be referred to the police.

The center recognizes that this is a stringent policy, but we are morally, and perhaps could even be legally responsible if we would release a child to an impaired person.

Hopefully, the necessity to implement the police will not arise, but should it, the parent/designated person must be apprised of the policy.

Please sign and return this paper to the center as soon as possible to avoid misplacing it. Thank you for your cooperation!

(Mother)

(Father)



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Additional Comments and/or questions:

I have thoroughly read, understand, and agree to all the information enclosed in the Sunshine Kids Parent Handbook.

Parent Signature _____ Date _____

Director Signature _____ Date _____