



# Parent Handbook 2026-2027

"To cultivate a love for learning through hands on experiences,  
peer interaction, small class sizes, exploration, and  
imagination."

## **Handbook Revision**

We reserve the right to revise, remove or supplement any changes to this handbook when it deems such changes necessary. Policy changes will be sent out to currently enrolled families.

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## **General Information**

112 Lola Ave  
Molalla, OR 97038  
[www.sunnycreations.org](http://www.sunnycreations.org)  
503.791.6575

### **School Hours**

#### **3's Program**

Tuesday/Thursday  
12:30-3pm

#### **4's Program**

Monday/Wednesday/Friday  
9-11:30am  
12:30-3pm

### **Philosophy**

To cultivate a love for learning through hands on experiences, peer interaction, small class sizes, exploration, and imagination. We want to promote the connection between home and school. Kiddos have a voice and we want it to be used in a constructive way creating their learning environment. This is the first step of the learning journey and we want to grow the inquisitive minds of these young kiddos.

### **Why We Play So Much**

Play is considered the work of a child! Research has shown that play is the most effective way to teach preschoolers. Here's some of the things that we learn through our play:

*Social skills* like sharing and self-control.

*Fine motor skills* to prepare us for holding writing tools.

*Gross motor skills* like coordination and balance.

*Creative expression* and taking pride in our work.

*Literacy skills* like book care and recognizing familiar words.

*Math skills* like counting, sorting, and comparing.

*Science skills* like constructing, experimenting, and observing.

## **School Expectations**

We respect ourselves

We respect each other

We respect our environment

We respect our materials

We encourage problem solving by hands on practice

We encourage a safe and loving community

## **Non-Discrimination**

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

## **Age Requirements**

A child is eligible for the 3's program if they are 3 years of age by September 1<sup>st</sup> of the incoming school year. A child is eligible for the 4's program if they are 4 years of age by September 1<sup>st</sup> of the incoming school year. Exceptions are granted on a case by case basis and at the teacher's discretion. When applying a 5-year-old to enter the 4's program, the following criteria is used: available space, special circumstances, and evaluation from the teacher.

## **Registration Procedures**

Registration will begin March 1<sup>st</sup>. Registration priority goes: returning students, siblings, alumni families, and then new families. Registrations forms will be accepted in the order in which they are received. Once classes are full, a waitlist will be created. If/when spots open the next family in line will be offered enrollment.

## **Monthly Tuition Fees**

- 3's Classes \$175
- 4's Classes \$200

## **School Supplies**

Students should bring a backpack and water bottle each day. Please label these items. All supplies is provided through your tuition cost.

## **Payment Due Dates**

- First month's tuition is due at registration and is non-refundable
- Tuition is due the 1<sup>st</sup> of each month
- Tuition is late after the 5<sup>th</sup> of the month and a 10% late fee will be charged.
- Must be current in payments as of January 1<sup>st</sup> to resume classes after Winter Break
- Accounting must be up to date by May 10<sup>th</sup>.

## **Payment Methods**

- Venmo with subject of what months tuition @Kira-Eason-1
- Cash which can be handed directly to the teacher

## **Withdrawal**

It is always sad to see a family leave but in the event that you need to withdraw you must give written notice to the school as soon as possible. A prorated amount of the current month's tuition can be refunded on the child's last day.

## **Tax Consideration**

Sunny Creations may qualify as child care for some and be tax-deductible. You can find the EIN number for your taxes on the top, right of your Tuition Receipt that is sent each month to your email.

## **Immunizations**

All children must be immunized as required by the State of Oregon unless a signed religious exemption is submitted. A "Certificate of Immunization Status" must be submitted by the beginning of school. Children without proper documentation or a declared exemption will be excluded from school starting on the state's Exclusion Day of February 21<sup>st</sup>.

## **Developmental Needs**

All children have different needs at different stages of their development and require effective accommodations to allow them to meet milestones in their life journeys. Certain children may have more needs due to their medical, physical as well as psychological uniqueness or disabilities. We do our best, within the limits of our professional abilities, to work with children with special needs due to physical, linguistic, mental, and/ or emotional disabilities. Please consult with the director prior to enrollment if your child has special needs. Despite our best efforts, there may be times when participation in our programs will not be in the best interest of your child at the current time. We are dedicated to helping children achieve their full potential.

## **Allergies/Medications**

Whenever possible, it is best that medications are administered at home. If your child has a physician-administered prescription for an epinephrine pen due to severe allergies please fill out a Medication Authorization Form for a teacher to administer in case of an emergency. ALL allergies should be listed on the Registration Form.

## **Health and Wellness**

Regular attendance is important to the child's success in school. However, providing a healthy, safe learning environment for all children is crucial. Staying home when sick can lower the risk of spreading infectious diseases and an illness prevents the child from participating comfortably in activities. Please keep your child home or they will be sent home if they experience any of the following:

- Fever of 100.4 or greater until 24 hours symptom free without fever reducing medication.
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- Diarrhea (not associated with diet changes or medications) Child may return once diarrhea has stopped for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.

- Vomiting (One instance) unless immediately after eating without other symptoms. The child can return after vomiting has been resolved for 24 hours
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- Unknown rash or bumps until a physician determines that these symptoms do not indicate a communicable disease
- Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours
- Head lice, from the end of the day until after first treatment, and louse free
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend childcare
- Hand Foot and Mouth sores have dried and crusted and child has been fever free for 24 hours
- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever
- Chicken pox, until all sores have dried and crusted (usually 6 days)
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion. This includes difficulty breathing, coughing that the child is unable to cover effectively, runny nose that the child cannot contain themselves and sneezing.

A child who becomes ill while at school must be removed from the classroom space in order to limit exposure of other children. We understand it can be frustrating to get a call to pick up your child, but Sunny Creations reserves the right to make the final determination of exclusion due to illness based on the best interest of the child and healthy children who share classroom space. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious. Please note that tuition is not reduced for illness.

If your child is going to be out of school for illness or other reasons please contact the teacher to let them know as soon as you know.

## **Toilet Training**

Children are expected to be independent in the bathroom by the first day of school. The teacher can stand outside the door and help give directions but cannot go inside the bathroom. There will be reminders throughout the school day to utilize the facilities. Special cases will be handled on a case by case basis.

## **Clothing/Change of Clothes**

Clothing should be comfortable, washable, and fit appropriately. We use different kinds of media and spills are a part of the process. Your child's name should be written on anything that can be taken off. With the type of flooring we use we encourage shoes to be taken off while in the classroom. Please put in a gallon ziplock bag a complete change of clothes to keep in the backpack in case there is an accident. This should include top, bottoms, undergarments, and socks. If your kiddo is new to potty training please pack more than one change of clothing.

## **Arrival and Departure**

Children may not arrive before 8:55am for the morning classes and 12:25pm for the afternoon classes. Pickup will be considered late and start a \$1 a minute charge at 11:40am for the morning classes and 3:10pm for the afternoon classes. We understand life happens, if there is a conflict or emergency please either call or text 503.791.6575 as soon as possible. Upon arrival there will be a sign in sheet and during departure a sign out sheet. Only those on the approved list may pick up unless the teacher is notified differently.

## **School Closures**

School closure due to weather conditions follow Molalla River School District and I will put a Facebook message out as well as a text to the first person on the registration paperwork. If there is a 2 hour late start the morning class of that day will be cancelled. For the safety of your family, please use your own discretion about conditions and if you can safely make it in. If in the event where we need to close our building in an emergency we will get a hold of families as soon as possible to arrange pick up.

## **Snacks**

Please send only water in your child's water bottle each day to school. This is not a lunch time so portions will be on the smaller side and be able to be eaten in about 10 minutes. Sunny Creations will be providing snacks each day. Any special diets or allergies please put on the Registration Form so there can be accommodations. I will use the phrase, "don't yuck someone else's yum," frequently during snack time. This will be a space to learn how we can respect others even if not in agreeance. Some snack items that you will see are crackers, pretzels, cereal, cheese, yogurt, granola bars, veggies, fruit, lunch meat, and even some treats. There are often two choices in the snack bowl each day in hopes something will be enjoyed.

## **Classroom Activities**

Each day the classroom activities will vary. The following is a general list of the activities that will be offered.

- Soft Start
- Free Choice & Discovery Centers
- Creative Opportunities
- Science & Math
- Circle Time
- Gross & Fine Motor
- Snack Time

The curriculum is ever evolving depending on the interests of the teacher and students. This practice promotes open-ended thinking and self-exploration. Children learn best when they are invested in their learning. This also requires the teacher to actively seek out interests of children and become creative on how to best meet their needs.

## **Celebrations and Parties**

Sunny Creations loves to Celebrate learning, successes, holidays, and birthdays. For birthdays we believe in celebrating the child and want to showcase them. If you choose to bring in a special treat, we ask that it be pre-packaged and store bought. Let the teacher know ahead of time so we can make sure food allergies are accommodated. Private birthday invitations are to be passed out to parents directly outside of the classroom. Summer birthdays will still be celebrated.

## **Fundraising**

Sunny Creations will be putting on an auction to help fund activities and supplies. The auction will be held in April. In order to make this successful families will need to procure a minimum of \$200 worth of donations. This can be in many small amounts or one big item. Donations are due last day of March. Students will also do a work of art and a class project that will be up for auction as well as a portrait taken.

## **Fire/Earthquake/Safety Drills**

Fire and earthquake drills are held to teach students the safest ways to evacuate and handle emergencies. Lockdown drills will not be practiced during the school year. After the initial evacuation happens and all children are safe the emergency contact listed first on the Registration Form will be notified.

## **Accidents**

It is the goal to provide a safe environment for our students. In case an accident does happen, Sunny Creations will contact the family while care is being given. School employees are trained in first aid and CPR. In case of a serious injury, 911 will be called to assist. In any event a family member will be called as soon as possible.

## **Lost & Found**

Please label your child's belongings. There will be a lost and found that holds items for a short amount of time. Items that go unclaimed will be donated. There will be posts in the Facebook groups when the donation time is coming. In hopes to keeping the lost pile small please do not bring toys or loved items to school.

## **Photography & Social Media**

Sunny Creations maintains a website, Facebook Page, Private Facebook Pages, and an Instagram account. Only photos of children will be posted publicly for whom there is a photo release. These children will remain unidentified on public platforms. Each class will have a private Facebook page that will have many pictures and posts about interactions and information. When posting photos personally please make sure names of children that are not yours are withheld and you get parent permission.

## **Discipline**

Conflicts will be handled with open communication. The goal is to teach the child appropriate responses and problem-solving tools when a conflict arises. A student may be asked to sit in a chair to regain composure. After that a talk about the problem or situation will happen. Natural consequences are important for children to learn about. If a problem persists then notification will be sent home and a conversation may be needed. If other students or staff are in danger of being hurt then that student will be removed to a quiet area and a will need to be picked up immediately for that day.

## **Communication**

Issues and/or concerns should not be addressed in front of children or other adults unless they are directly involved. Sunny Creations has an open-door policy and wants to work closely with families. Email is the best form of communication; however, phone calls, texts, and in person meetings are welcome.

## **Conferences**

Conference days for each class will be held in the Spring. This will be a time to check in with how they are doing and any concerns. If there is a concern you are encouraged to set up a meeting with the teacher. Early communication can help small issues from growing into large ones.