

Welcome!

We are so excited to welcome you to Sunshine House! Take this moment to congratulate yourself on completing the process of choosing just the right preschool for your family! It's such a special milestone in your child's educational journey. You will look back on this time with fond memories, as thousands of other families have.

- Read the Parent Handbook.
- Completed registration forms and provided immunization records & birth certificate.
 - DPT: 4 doses, Polio: 3 doses, MMR: 1 dose, HIB: 1 dose, Varicella: 1 dose, Hepatitis B: 3 doses, and a negative TB test results
- Gathered necessities for the First Day at school:
 - picture for cubby
 - extra change of clothes (name labeled)
 - lunch box w/prepared lunch (name labeled on outside)
- Labeled our child's belongings (jackets, sweatshirts and lunchbox).
- Water bottles, extra backpacks & toys left at home.
 - We have filtered water available for the children at school
- Notified our emergency pickup people they are on the list in case we can't arrive on time or pick up our child if ill.
- Talked with our child about what's going to happen the first day, helping them feel confident and excited about this new experience.
- Ready for a Great Sunshine Experience!

CENTER POLICIES

Your First Day

On your child's first day of school, allow extra time (10-20 minutes) for a smooth transition. Make sure they're settled with a teacher before you leave. Give a quick, cheerful goodbye and remind them that you'll be back. Avoid lingering, as this can prolong the separation. It's normal for everyone to feel a little nervous! Let teachers know if you need help with specific strategies. A small comfort item from home (stuffed animal, photo) can ease the transition.

Registration Forms

- ◆ Enrollment Agreement
- ◆ Identification & Emergency Information
- ◆ Consent for Medical Treatment
- ◆ Parent's Statement of Health
- ◆ Family & Social History
- ◆ Physician's Statement of Health
- ◆ Emergency Card
- ◆ Notice of Parent's Rights
- ◆ Notice of Personal Rights
- ◆ ACH Account information for tuition

Enrollment

Sunshine House warmly welcomes children aged 2 to 6, celebrating diversity of race, nationality, or religious affiliation. Before your child begins, **we'll meet with you to learn about their unique needs and strengths. If your child faces any challenges, we will meet and may refer to other professionals to create the best possible plan.** After attendance begins, we have a 2-week assessment period to make sure Sunshine House is the right fit for your child.

Cubbies

Cubbies are a great place to store your child's belongings, such as a change of clothes, artwork, and papers. Please help your child tidy their cubby each day, especially by removing any soiled clothes.

Nutrition & Lunch Guidelines

Good nutrition supports growing bodies, learning minds, and happy days. We provide a hot breakfast and nutritious morning and afternoon snacks each day, featuring fresh fruits, vegetables, and other wholesome options. A current menu is posted in the kitchen for your reference.

Lunch from Home

Families are asked to pack a balanced lunch that may include:

- Fruits and/or vegetables
- Bread, crackers, rice, or pasta
- Protein options such as beans, eggs, chicken, peanut butter, cheese, yogurt

For safety, please be mindful of choking hazards—cut foods like grapes, cherry tomatoes, and similar items into small, manageable pieces for young children.

We provide milk or water with lunch. If you choose to send juice, please send 100% juice only.

We recommend packing 2-4 lunch items to help children enjoy their meal without feeling overwhelmed by too many choices.

Sweets & Celebrations

Sugary treats are not part of our daily routine. We do, however, enjoy them occasionally during special celebrations.

Our goal is to encourage healthy eating habits in a positive and supportive way. If packing a lunch isn't possible on a given day, lunch is available for purchase.

Thank you for partnering with us to create a nourishing and supportive environment for all children.

Birthdays

Birthdays are especially important to young children. We celebrate birthdays at circle time with a song and much fanfare. In addition to this, we provide your child with a choice of snacks to share with their circle time friends.

Nap Time

Young children are full of energy and play vigorously! It's essential for them to have a period for relaxation and/or sleep. Our rest time occurs after lunch, from 12:00 PM to 2:00 PM. Children who are awake after 30 minutes of rest are invited to engage in quiet play activities in a designated area.

To ensure cleanliness and hygiene, bedding is sent home for cleaning every Friday and returned by Monday. If you forget your child's bedding, we offer substitute bedding for the week for a small fee. Please note that even if used for a single day, all bedding must be thoroughly cleaned and sanitized before reuse. You're welcome to use the substitute bedding for the entire week.

Clothing

When dressing your child for preschool, prioritize safety, durability, and convenience. Consider their various activities such as messy art, outdoor play requiring enclosed footwear and knee coverage for safety, and toileting ease. Layering during spring and fall ensures comfort throughout changing temperatures. Encourage your child's active participation by dressing them in comfortable and appropriate clothing. Labeling their clothing helps them learn responsibility and prevents loss or mix-ups.

Health and Safety

We conduct daily health checks upon arrival to ensure the well-being of all children. This helps us identify any potential illnesses early on and prevent their spread. If your child shows any signs of being unwell during the day, we will isolate them in a comfortable area and notify you immediately. We understand that a sick child needs dedicated care at home, and we appreciate your cooperation in picking them up within 30 minutes. We realize that not all work locations are within 30 minutes. If that's your case, having a backup is essential. Together we can create a healthy environment for all the children.

Fragrance-Free Environment

To help us maintain a comfortable and healthy environment for all children and staff, we kindly ask that children arrive at school free of strong perfumes, colognes, and heavily scented lotions or hair products. Some individuals are sensitive to strong fragrances, which can cause headaches or breathing discomfort. Thank you for partnering with us in keeping our classrooms safe, welcoming, and pleasant for everyone.

Medicines

We're happy to work with you to ensure your child receives the necessary care while at Sunshine House. For the safety of all children, Sunshine House follows strict licensing guidelines regarding medication administration. All medications, including over-the-counter, must be:

- In their original labeled packaging
- Accompanied by a doctor's written instructions and approval specifying:
 - The medication name
 - Dosage
 - Administration method (e.g., oral, topical)
 - Time schedule (medicines are typically given at snack times and before nap)
 - Potential side effects

Please keep your child home if they have:

- fever in the last 24 hours; return after 24 hours fever-free without medication.
- pink eye (until 24 hours after doctors' treatment has been started).
- a heavy or yellow nasal discharge.
- constant or severe cough.
- yellowish skin or eyes.
- appears unusually cranky, fussy, listless.
- diarrhea or vomiting or has had in the past 12 hours.
- symptoms of communicable disease such as chicken pox, etc.
- measles and mumps until medical release is obtained.
- pinworms, ringworm, and scabies (until 24 hours after medical treatment is started).
- Streptococcal infections, including scarlet fever and strep throat (until 24 hours after antibiotic started.).

The above list is not all inclusive, as a further resource please check: [https://
Kidshealth.org/](https://Kidshealth.org/).

Please notify us at once if your child has a communicable disease.

Washing your & your child's hands often (especially on your arrival home) will help stop the

spread of communicable diseases.

Sunshine House only provides care for well children. We believe fresh air and outdoor play are crucial for children's well-being. We schedule outdoor time each day, regardless of temperatures. To ensure your child's comfort during cold weather, please dress them warmly with a heavy coat, hat.

Injuries

While we strive to create a safe environment and closely supervise children, there is always a chance of minor injuries during playtime. To help minimize risk, please dress your child in comfortable sneakers and clothing that covers their knees.

In case of an injury requiring first aid, we will send an "OUCH Report" home. Occasionally, minor bumps may go unreported by children for various reasons. We appreciate you informing us if you believe your child should have received an "OUCH Report" but didn't.

For any illness or injury beyond minor cuts and scratches, we will promptly notify you and seek your specific instructions. In the event of a serious injury, we will contact you and emergency professionals immediately. Until your arrival or the arrival of medical personnel, the school staff will follow established protocols and make informed decisions regarding your child's care. Your signed consent form on file acknowledges your agreement with these procedures.

Safety Drills

Safety drills are held monthly to foster preparedness and ensuring your child's well-being. Teachers will carefully instruct your child on evacuation procedures, in case of fire or other emergencies.

Disaster/Earthquake

In the event of a disaster rendering the building unusable, we will safely evacuate your child to the designated emergency assembly site, as announced through official emergency broadcasts. Clear instructions will be posted at the building entrance for your reference in such an unlikely event.

Discipline

We partner with parents to foster positive behavior in children. Our three core principles are:

- **Safety:** We prioritize everyone's well-being, ensuring children don't harm themselves, others, or property.
- **Respect:** We teach children self-control and respectful ways to express emotions, understanding the rights of others.

Our approach to discipline is proactive and positive:

- **We explain and discuss rules:** We help children understand expectations and the rationale behind them.
- **We encourage responsibility:** We guide children to make responsible choices and reflect on their actions.
- **We use positive reinforcement:** We acknowledge and praise good behavior, encouraging its continuation.

In cases where a child needs a temporary break:

- **We utilize quiet reflection:** This is not a punishment, but an opportunity for the child to calm down and process their emotions. Afterwards, we revisit the situation to promote learning.

Conflict resolution is a key skill we develop:

- We recognize that conflicts are natural, and we equip children with the tools to express themselves respectfully while understanding others' perspectives.

Collaboration with parents is essential:

- We maintain open communication and address any ongoing concerns through collaborative problem-solving.
- We seek professional support when needed, working together with parents to ensure children's well-being.

Physical punishment is strictly prohibited:

- We maintain a safe and respectful environment for all children. Parents who resort to physical punishment will be asked to find alternative childcare arrangements.

Departure

Child Pickup Procedures:

- **Sign out:** Before leaving, please sign out your child on the tablet.
- **Belongings:** Collect all your child's belongings from their assigned cubby, including any artwork.
- **Authorized Pickup:** Only individuals listed on your child's emergency card are authorized to pick up your child, unless you provide written notice in advance.
- **Age Requirement:** The person picking up your child must be at least 16 years old.
- **Emergency Card:** Ensure your child's emergency card has up-to-date information.
- **Advance Notice:** We appreciate knowing in advance if someone other than those listed on the card will be picking up your child, even if authorized.
- **Identification:** We may request identification if the pickup person is unfamiliar to our staff.

Grounds for Dismissal or Termination of Enrollment

While we are committed to providing a nurturing and supportive environment for all children, there are circumstances under which we may need to dismiss a child or terminate their enrollment. These decisions are made with careful consideration for the well-being of the child, the safety of all children and staff, and the overall integrity of our program. The following are some of the grounds for dismissal or termination of enrollment:

- **Safety Concerns:** Any behavior that poses a significant risk to the physical or emotional safety of the child, other children, or staff may result in immediate dismissal. This includes, but is not limited to:
 - Repeatedly causing physical harm to others (e.g., hitting, biting, kicking).
 - Demonstrating aggressive or violent behaviors that cannot be redirected.
 - Engaging in behaviors that are severely disruptive and compromise the safety of the learning environment.
- **Inability to Meet the Child's Needs:** If, after reasonable efforts and collaboration with parents/guardians, we determine that our program is unable to adequately meet the specific developmental, behavioral, or medical needs of a child, we may need to consider termination of enrollment. This decision will be made in consultation with the parents/guardians and, when appropriate, relevant professionals.
- **Lack of Cooperation and Communication:** Maintaining open and respectful communication between home and school is essential for a successful preschool experience. Persistent lack of cooperation, communication breakdowns, or disrespectful interactions with staff may be grounds for dismissal.

- **Non-Compliance with Policies and Procedures:** Repeated failure to adhere to the policies and procedures outlined in this Parent Handbook, including but not limited to tuition payment policies, late pick-up policies, and health and safety regulations, may result in termination of enrollment.
- **Tuition Delinquency:** Failure to pay tuition fees in accordance with the established payment schedule may result in suspension of services and, ultimately, termination of enrollment.
- **False or Misleading Information:** Providing false or misleading information on enrollment forms or during the enrollment process may be grounds for immediate termination.

Our Policy on Our Policies

We believe in transparent communication and establishing clear guidelines to ensure a smooth and positive experience for all children and families. We encourage open dialogue and strive to accommodate your needs whenever possible. If you have any questions or concerns about our policies, please don't hesitate to reach out.

Parents as Partners

- **Sign-in/Sign-out:** Use the tablet at the parent desk to sign your child in and out each day with your legal signature.
- **Newsletter:** Stay informed! Our monthly newsletter, available online on the 1st of each month, details the curriculum, upcoming events, and other important information for families.



EFFECTS OF LEAD EXPOSURE

Children 1-6 years old are the most at risk for lead poisoning.

- Lead poisoning can harm a child's nervous system and brain when they are still forming, causing learning and behavior problems that may last a lifetime.
- Lead can lead to a low blood count (anemia).
- Even small amounts of lead in the body can make it hard for children to learn, pay attention, and succeed in school.
- Higher amounts of lead exposure can damage the nervous system, kidneys, and other major organs. Very high exposure can lead to seizures or death.

LEAD POISONING FACTS

- Buildup of lead in the body is referred to as lead poisoning.
- Lead is a naturally occurring metal that has been used in many products and is harmful to the human body.
- There is no known safe level of lead in the body.
- Small amounts of lead in the body can cause lifelong learning and behavior problems.
- Lead poisoning is one of the most common environmental illnesses in California children.
- The United States has taken many steps to remove sources of lead, but lead is still around us.

IN THE US:

- Lead in house paint was severely reduced in 1978.
- Lead solder in food cans was banned in the 1980s.
- Lead in gasoline was removed in the early 1990s.



LEAD IN TAP WATER

The only way to know if tap water has lead is to have it tested.



Tap water is more likely to have lead if:

- Plumbing materials, including fixtures, solder (used for joining metals), or service lines have lead in them.
- Water does not come from a public water system (e.g., a private well).

To reduce any potential exposure to lead in tap water:

- **Flush the pipes in your home**
Let water run at least 30 seconds before using it for cooking, drinking, or baby formula (if used). If water has not been used for 6 hours or longer, let water run until it feels cold (1 to 5 minutes).*
- **Use only cold tap water for cooking, drinking, or baby formula (if used)**
If water needs to be heated, use cold water and heat on stove or in microwave.
- **Care for your plumbing**
Lead solder should not be used for plumbing work. Periodically remove faucet strainers and run water for 3-5 minutes.*

- **Filter your water**

Consider using a water filter certified to remove lead.

WARNING! Some water crocks have lead. Do not give a child water from a water crock unless you know the crock does not have lead.



(*Water saving tip: Collect your running water and use it to water plants not intended for eating.)

- For information on testing your water for lead, visit the Environmental Protection Agency at their [website](#) or call (800) 426-4791. You can also visit the California Department of Public Health's website at www.cdph.ca.gov.



POTENTIAL SOURCES OF LEAD

- Old paint, especially if it is chipped or peeling or if the home has been recently repaired or remodeled
- House dust
- Soil
- Some imported dishes, pots and water crocks. Some older dishware, especially if it is cracked, chipped, or worn
- Work clothes and shoes worn if working with lead
- Some food, candies and spices from other countries
- Some jewelry, toys, and other consumer products
- Some traditional home remedies and traditional make-up
- Lead fishing weights and lead bullets
- Water, especially if plumbing materials contain lead

SYMPTOMS OF LEAD EXPOSURE



Most children who have lead poisoning do not look or act sick. Symptoms, if any, may be confused with common childhood complaints such as

stomachache, crankiness, headaches, or loss of appetite.



A blood lead test is free if you have Medi-Cal or if you are in the Child Health and Disability Prevention Program (CHDP). Children on Medi-Cal, CHDP, Head Start, WIC, or at risk for lead poisoning, should be tested at age 1 and 2. Health insurance plans also will pay for this test. Ask your child's doctor about blood lead testing.

For more information, go to the California Childhood Lead Poisoning Prevention Branch's [website](#), or call them at (510) 620-5600.

The information and images found on this publication are adapted from the California Department of Public Health Childhood Lead Poisoning Prevention Program.

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