



*SUNSHINE  
PLAYSCHOOL*

*PARENT  
HANDBOOK*

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Welcome to the Sunshine Playschool program. We currently serve children and their families aged 2-5 in a mixed age classroom. We are a year round school. Our hours of operation are Monday through Friday, 8:00am-5:30pm. This handbook is intended to inform you of the purpose, philosophy, goals, policies, curriculum and procedures of the program. Please read it carefully and keep it for future reference. Thank you for giving us the opportunity to grow with your child.

### **ADMISSION CRITERIA**

Before your child is accepted for admission to Sunshine Playschool the following criteria must be met:

- 1) The parent(s)/guardian(s) must complete a tour of the school and meet with the Director.
- 2) A pre-admission appraisal interview will be conducted and your child's needs will be discussed to insure appropriate placement.
- 3) The following required forms must be completed and returned
  - \*Physician's Report (with TB test results)
  - \*ID & Emergency Information
  - \*Pre-Admission Health History
  - \*Consent for Medical Treatment
  - \*Personal Rights
  - \*Parent Handbook Receipt
  - \*Photo Release
  - \*Admission Agreement
  - \*Parents' Rights
  - \*Emergency Card (2)
  - \*Immunization Record

### **PHILOSOPHY**

The Philosophy of our Preschool program is to foster growth in the whole child including the child's emotional, physical, cognitive, social, cultural, and aesthetic growth. We are a play based, developmental program. We follow a curriculum emergent from the interests of the children. We seek to provide an early educational environment that is loving, safe and developmentally appropriate so that the children can explore and grow to their fullest potential. We understand that each child has their own personality and learning style that should be respected. We believe that in treating each child with understanding and caring around their own levels of ability, maturity, similarities and differences, that an environment of respect and diversity can blossom.

## **PROGRAM SCHEDULE**

08:00:00 AM	Children Arrive
8:00-9:00	Breakfast/Free Play
9:00-9:30	Morning Circle
9:30-10:30	Stations
10:30-11:00	AM Snack
11:00-11:45	Outdoor Free-play
11:45-12:00	Clean Up/Wash Hands
12:00-1:00	Lunch/Nap Preparation
1:00-3:00	Nap/Quiet Story Time
3:00-3:30	PM Snack
3:30-3:45	Organized Activity
3:45-4:45	Free Play
4:45-5:00	PM Circle/Story time
5:00-5:30	Quiet Activity
5:30	Parents/guardians Arrive

This is our general schedule. We make adjustments based on individual needs, visitors, special activities and field trips. Our daily activities incorporate individual attention, reading, writing, science, math, music, movement and socialization. Our weekly activities include: gardening, cooking, music, nature walks and gymnastics.

### **TEACHERS**

Skilled professionals schooled in early childhood education teach the program. Our staff are kept informed of current trends in education by attending early childhood workshops, conferences and classes throughout the year. We have teachers who are CPR and first-aid certified. Our teachers truly enjoy working with children. This enthusiasm is reflected in the positive environment they create for children and families.

### **DISCIPLINE**

*SUNSHINE PLAYSCHOOL DOES NOT ALLOW CORPORAL PUNISHMENT.*

Our discipline techniques provide safe and appropriate boundaries but is respectful of emotional and physical development. We use a positive discipline approach that is aimed at helping each child develop internal self-control and problem-solving

skills. We do this by using positive interactions, redirection, providing appropriate boundaries/limits and by using and teaching conflict management skills.

### **BIRTHDAY CELEBRATIONS**

We celebrate each child's birthday with a special birthday snack, a song and a pick from the birthday box. If you would like to bring in a special snack to share, please notify the teacher.

### **ILLNESS POLICY**

Part of socialized play (preschool) is increased exposure to illness. It is very common for children to get sick. We know that children often have coughs and runny noses and we are equipped to handle these minor illnesses. However, for your child's protection as well as other children and our staff, please keep your child at home if he or she has any of the following:

- \*diarrhea and/or vomiting within 24 hours
- \* a temperature over 99 degrees within past 24 hours
- \*undiagnosed skin rash
- \* any contagious disease.

In the case of contagious disease, please contact us immediately. If your child contacts any of the following, notifications are necessary: chicken pox, head lice, pink eye, etc. All parents will need to be notified as soon as possible. We respect confidentiality.

If your child develops an illness during school, we will contact you immediately. We will inform you of the condition and request that you pick up your child if required. Extraordinary illnesses occurring during school time are handled in the manner set forth under "Emergency medical/dental procedures" in this handbook.

### **MEDICATION POLICY AND PROCEDURES**

In order for Sunshine Playschool staff to give medication to your child you must:

- \*Complete and sign a medication Authorization form
- \*Provide us with the medicine in the original container and written instructions from a licensed physician.

### **EMERGENCY MEDICAL/DENTAL PROCEDURES**

If your child is involved in an accident or suffers a major illness during school hours, we will make every effort to notify you immediately about the condition and any medical treatment. Concurrently, we will contact the appropriate emergency agency, remaining consistent with your requests set forth in the "Identification and Emergency" form you completed upon registration.

If in the event of an emergency, we are not able to make contact with you or your designated emergency contact, Sunshine Playschool shall seek any treatment deemed necessary including but not limited to, calling 911. The parent(s) or guardian(s) shall be responsible for any and all expenses incurred.

### **MEDICAL AND EMERGENCY INFORMATION**

Please promptly inform us in writing of any changes in information concerning your child's health, emergency phone numbers and names of persons authorized to pick up you child.

### **DISASTER/EARTHQUAKE PROCEDURES**

Fire and earthquake drills are held once a month in order to prepare the children and staff for any real emergencies. In case of an emergency we will evacuate the premises according to our evacuation plan posted in the front entryway.

### **DROP-OFF/PICK-UP**

Sunshine Playschool opens at 8:00 am and closes at 5:30 pm. Monday thru Friday. Children must always be walked into the classroom by and adult and left in a teacher's care. At pick-up please make sure that you child exits the school with you. Do not leave your child unsupervised on school grounds.

### **SIGN-IN AND SIGN-OUT**

***IMPORTANT:*** A child must be signed in when you drop him or her off and signed out when you pick-up. A ***FULL SIGNATURE AND TIME*** is required every time. If you take your child out during the day and then come back, be sure to sign in and sign out twice. This is a state licensing regulation. We receive penalties and stiff fines for any signature missing from sign-in sheets. In addition, accurate sign-in sheets are needed to ensure your child's safe evacuation during any emergencies or fire drill practice.

### **LATE PICK-UP**

Please arrive on time to pick up your child at the end of their day. A late fee will be charged for frequent or recurring late pick-ups. The late fee will be \$5.00 for every 10 minutes or portion thereof after contracted pick up time.

### **CLOTHING**

We are a hands on preschool and encourage messy /wet play. We recommend your child be dressed in comfortable play clothes that allow safe movement and that can get stained. Please label all clothing that can be removed and lost. Children also need an extra set of clothes at school in case they get wet or have an accident.

### **POTTY TRAINING AND DIAPERS**

We work closely with you on an individual basis to help children with potty training. We do accept children who are not potty-trained. Parents need to provide diapers and wipes as needed.

### **NAPPING SUPPLIES**

Children who nap at Sunshine Playschool must have a crib size sheet and a blanket as required by licensing. You must provide a bag (plastic zippered bags from sheet sets work great) to keep things in. Bedding must be taken home and laundered weekly or as needed if soiled.

### **SNACKS/MEALS**

Sunshine Playschool provides breakfast and two snacks daily. Breakfast is provided at 8:00am, AM snack at 10:30am and PM snack at 3:30pm. You need to provide a lunch. Please do not send candy, sweets or other non nutritious food items.

WE ARE A NUT FREE FACILITY. Some students have allergies to peanuts or nuts which can be life threatening. Thus, we ask that you do not bring peanut products to Sunshine Playschool.

### **WITHDRAWAL**

In order to withdraw your child from Sunshine Playschool we ask that you provide us with a two week written notice of termination. If you withdraw without a two week notice you will be charged two weeks tuition.

## **CALENDAR**

Sunshine Playschool is a year round school. We are closed on the following holidays: New years Day, Memorial Day, July 4<sup>th</sup>, Thanksgiving day, Day after Thanksgiving, Christmas Day, Veterans Day, Martin Luther King Jr. Day, Presidents day and Labor day. We are also closed one week in spring and two weeks in winter and one week in summer. Our closures follow the West Contra Costa Unified School District schedule.

## **TUITION/REGISTRATION**

As we are a year round program, registration is ongoing, capacity permitting. To register a non-refundable application fee of \$75.00 must be paid and turned in with a completed application and registration packet.

Tuition is due at the beginning of the month and is considered late after the 5<sup>th</sup>, after which a \$10.00 weekly late fee will be assessed. Tuition can be put in the tuition box near the sign-in area.

## **TOYS**

Toys from home are not allowed. If a toy from home comes to school it may get lost or broken and it hinders the work the children are doing in learning group sharing and cooperation. However, a child may bring an item for “sharing” circles which are held every Monday. Children are never permitted to bring toy weapons (guns, knives, water pistols, etc.).

## **FIELD TRIPS**

Field trips occur approximately once a month. Transportation will be through parent volunteers or walking. If you can drive you need to provide us with a copy of your driver’s license and proof of insurance. Age appropriate car safety seats are needed for your child to participate. Field trips are covered in tuition. If a special trip requiring additional funds is planned, advance notice will be given. You will need to sign a participation authorization each field trip for your child to participate. If a parent decides not to allow their child to participate in a field trip, it is the responsibility of the parent to find alternative care. There will be no fee reduction.



### **ANTI-BIAS AND DISCRIMINATION STATEMENT**

We do not discriminate on the basis of race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status or veteran status. The school complies with the law regarding reasonable accommodations for all physically and mentally challenged applicants.

### **DEPARTMENT OF SOCIAL SERVICES RIGHTS**

Licensing agency rights state code 101200 B and C state that, “ The Department of Social Services or Licensing Agency shall have the authority to interview children or staff without proper consent.. The licensee shall ensure that provisions are made for private interview with any children or staff members. The Department has the authority to inspect, audit, ;and copy child or child center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d)”