



"Where children can **learn**, **grow** and **shine** bright!"

---

## PARENT HANDBOOK

---



# *Table of Contents*

Philosophy	Page 4
Ownership & Licensing	Page 5
Policies and Procedures	Page 6 &7
Meals & What to Bring	Page 8
Curriculum	Page 9 & 10
Closure Days	Page 11
Conferences	Page 12
Illness Policy	Page 13
Minor Injury Report	Page 14
Non-Prescription Medication	Page 15
Medication Authorization	Page 16
Discipline Policy	Page 17
Discount Policy	Page 18
Financial Agreement & Tuition	Page 19
State Licensing Regulations	Available on request

# Sunshine Philosophy

Sunshine Early Learning Center's mission is to be a place "where children can learn, grow and shine bright" through cooperative play-based learning experiences by caring, enthusiastic and quality teachers.

**Learn:** Use our play-based curriculum to learn social emotional skills with other children, adults and community.

**Grow:** To grow from birth to entering kindergarten in physical, cognitive and social emotional skills to be ready to be a lifelong learner and have the love of learning.

**Shine:** For each child to learn the uniqueness in all of us and in themselves and to be proud of who they are and what they can do.

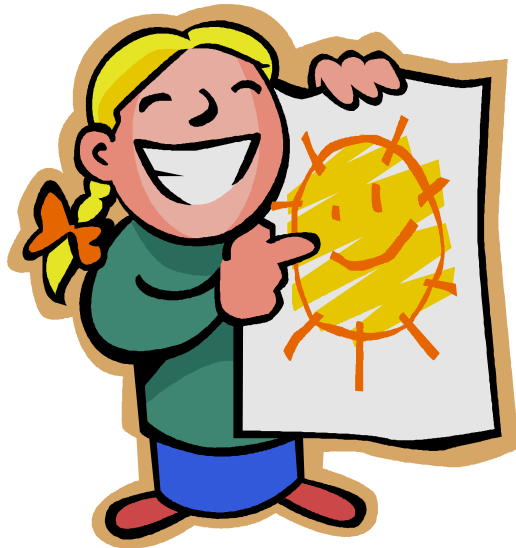
Sunshine Early Learning Center is open to all eligible students, regardless of race, ethnicity, gender, sexual orientation, religion, physical and mental abilities, language and/or socio-economic background.

- Embrace inclusion, cultural and social diversity in our school community.
- Maintain an environment of honor, respect and harmony that will assist the children in reaching their fullest potential in life.
- Maintain a gifted and dedicated staff by providing a rich and rewarding work environment and by rewarding them appropriately for their efforts.
- Foster a strong sense of community and cooperation with our families that will encourage parent involvement, education and volunteerism.

# Sunshine

## Early Learning Childcare Center

“Where children can **learn**, **grow** and **shine** bright!”



11039 SE 21<sup>st</sup> Ave.  
Milwaukie, OR 97222

503-850-6646

**6 weeks to 12 years  
Certified Childcare Center**

**Hours of Operation**  
Monday- Friday  
7:00am-5:30pm

**Questions or concerns please contact...**

**Owner: Jennifer Foglesong**

**Director: Kate Sines**

**Assistant Director: Bailey Schellhous**

**Sub Directors: Christina Harris and Carl Houck**

**Fire Inspection- Available upon request**

**Sanitation Inspection- Available upon request**

**Lead Water Test- Available upon request**

**Licensing Specialist-Michelle Lewis-Barnes 503-314-6458.**

**Parents have the right to access of their children at any time during operating hours.**

# *Policies and Procedures*

The following policies and handbook items are to be adhered to and followed as listed below: (items may be updated or changed at any time and a copy of the handbook may be requested at any time)

(a) **Tuition:** All parents will pay tuition on or before due date (please see attached full description). If a child is absent on a regularly scheduled day, parent will still pay tuition. Tuition will not change or be credited for holiday closures, inclement weather closures or child non-attendance days. Each family has 2 weeks\* of vacation per enrolled year that they can use at any time per request of family to center owner (no rollover of vacation days). The vacation days will be credited to your next bill. Once the two weeks have been used, no other credits will be given. (\*Example, if your child is enrolled 4 days per week, you get 8 days of vacation per enrolled year). If you decide to disenroll your child, no vacation credits may be used once we receive notice of disenrollment. If a child attends an additional day, a drop-in day charge will be assessed. No days may be switched due to holidays, absences, or closures. Tuition is based on the classroom that your child is enrolled in and the ratio of teacher's to children required in this classroom.

(b) **Immunizations:** It is required that the parent give a copy of each child's immunization records to the center. The parent is responsible for updating the childcare center of any immunization changes. Your child is required by law to have all shots, medical exemptions or completed immunization models approved by the State of Oregon in order to attend a licensed childcare center. All documents must be given to the childcare center. Sunshine will audit twice yearly. If you are found out of compliance, your child will not be able to attend Sunshine Early Learning Center until complete.

(c) **Hours:** Children must be dropped off no earlier than 7:00am and received by a staff member and must be picked up by 5:30pm. If a parent fails to pick up by 5:30pm, they must contact the center and pay \$5.00 per minute after 5:30pm.

(d) **Drop Off/Pick Up Hours:** We ask that parents do not drop off or pick up between 12:00pm and 2:30pm. If you have a family emergency or need to pick up your child for any reason during this time, please let us know ahead time so that we can help assist you picking up your child so that we can keep the other children asleep. This excludes Infants and Wobblers because they have varying nap schedules.

(e) **Drop Off:** When dropping your child off, parents must bring their child into the classroom and make sure the teacher has seen your child. The parent or person dropping off must sign the child into the computer or on the paper missed punch log next to the computer. Infant, wobblers and toddlers must be removed from their car seat. Car seats can be stored in the car seat storage area if needed. \*\*During the state of emergency, we are following childcare licensing rules for pickup and drop off\*\*

(f) **Absences:** If your child is not attending for the day, you must contact the center by 9:00am on that day to let us know that your child will not be attending. This goes for all children, including school age children. If your child is going to be in later than 10:00am and it is not your normally scheduled drop off time, we would ask that you call us, so we can plan on your child for meals. If you plan on bringing your child earlier than their normally scheduled drop off time, we would ask that you let us know so that we have enough staff scheduled.

(g) **Celebrations:** If parents want to provide a healthy store-bought snack to share with every child in the classroom, the following items could be examples to help promote healthy eating for all children: Fruit, vegetables, granola bars, crackers, etc

# *Policies and Procedures Cont'd*

(h) **Screen Time:** Parents are informed if electronic media is used at Sunshine. Any screen content is appropriate for ages of children, nonviolent and culturally sensitive. At least one alternative activity is available while electronic media is used. Sunshine's use of screen viewing encourages active child involvement. Electronic media is not on during non-viewing time and is not allowed during meals or snack time. No screen time for children younger than 2 years of age.

(i) **Storage and handling of food:** Food must be stored on shelves in kitchen storage area and in pantry closet in staff room. Food may not be stored on the floor. When food is opened, it must be sealed back up, labeled with the date that it was opened and stored properly for the item (i.e. refrigerator, freezer, cabinet, etc). Food must be thrown out as directed by state health department guidelines.

(j) **Diaper changing and disposal, if applicable:** The diaper changing procedure must be posted in the diaper changing area. Parents must provide disposable or cloth diapers to be used. If cloth diapers are used, parent must provide wet bag for dirty cloth diapers to go into. Cloth diapers must be taken home daily, washed and returned clean. Parents must provide wipes for their child. If a child runs out and uses center disposable diapers or wipes, they must be replenished by child's parent or guardian back to the center.

(k) **Bathing infants:** Sunshine Early Learning Center staff will notify parent if a child is in need of a bath. Sunshine Staff will bathe children using a baby bath when appropriate.

(l) **Care of bed linen:** Parents are responsible for providing and washing all bed linens. Parents must take home all bed linens on the last day of care each week, wash them and return them on first day of care the following week. If linens are soiled during the week, they will be sent home and a clean set of linens must be brought in the next day.

(m) **Serving infants:** Parents must provide formula or breast milk for their child. Formula or breast milk must be brought in each day. **Storage and handling of bottles:** all bottles will be labeled with that child's color of masking tape with their name on it and be stored in the refrigerator in that child's section of the classroom refrigerator. **Feeding infants:** infants must be held when feeding a bottle, parents must try all solids at home and sign off that they have tried all foods at home first before the center will feed any given food. These policies are subject to change. **Pacifiers:** Must be labeled, stored individually and sanitized after contamination.

(n) **Disenrollment:** A two-week disenrollment notice must be given when dis-enrolling. It may be given verbally to the owner or in writing. No vacation credits may be used once notice of disenrollment is given.

## Meals

We provide the following meals at the following times...

Breakfast: 7:00am-8:00am (breakfast will not be served after 8:00am)

AM Snack: 9:30am-10:00am

Lunch: 11:30am-12:00pm

PM Snack: 3:00pm-3:45pm

We provide table food for all children in our care. A menu is available at the front door parent center and on our website. Some substitutions may be made to accommodate allergies.

We provide formula and baby food for children under 1.

## What to Bring

Infants: Formula\* or breast milk, clean bottles, baby food\*, diapers, wipes, at least 2 changes of clothes, sleep sack, diaper cream/ointment and pacifier (if applicable). \*You only need to bring formula and baby food if you do not want to use Sunshine provided formula and baby food.

Toddlers/Twos: Diapers, wipes, diaper cream/ointment, at least 2 changes of clothes and blanket for nap.

Preschool & Prekindergarten: at least 2 changes of clothes and a blanket for nap.



# Curriculum

## Infants and Toddlers

People who provide care and education for infants and toddlers have an awesome responsibility. Research tells us that more growth and development takes place during the first three years of life than at any other time. During this age span, children are finding out who they are, whether they are worthy of being loved and if they are competent. They are also learning how to relate to others, how others respond to them and what it means to express their feelings. Their brains are being "wired" for lifelong learning, thus establishing patterns for emotional, social, physical, and cognitive development.

Teaching Strategies' infant and toddler curriculum--*The Creative Curriculum® for Infants & Toddlers*--provides a comprehensive, yet easy-to-use framework emphasizing that relationships between caregivers/teachers and children and their families form the basis of curriculum for very young children.

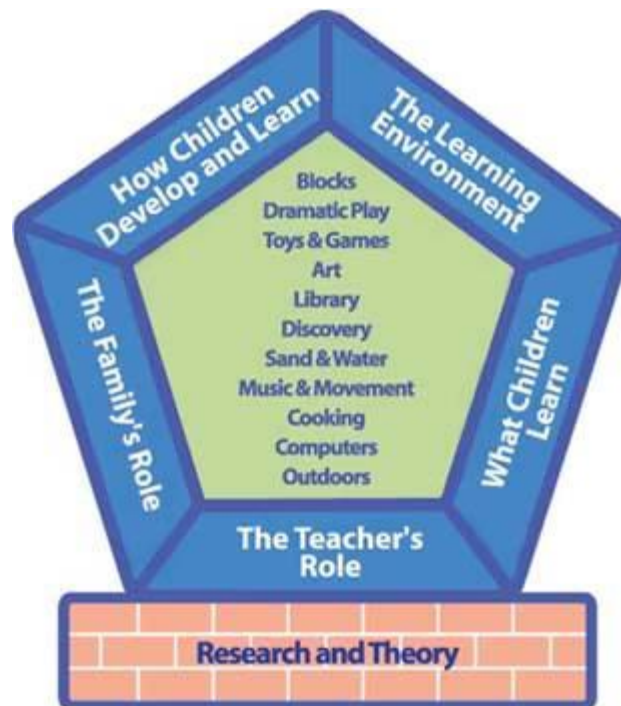
### Framework from *The Creative Curriculum for Infants & Toddlers*



# Curriculum Cont'd

## Preschool

*The Creative Curriculum® for Preschool* translates new research and theory from the field of early childhood education into a practical, easy-to-understand approach to working with children and their families. It is a comprehensive curriculum that includes a framework for decision making along with a focus on interest areas.



*The Creative Curriculum® for Preschool* explains the ongoing cycle of observing, guiding, learning, and assessing children's progress using *The Creative Curriculum Developmental Continuum for Ages 3-5*. *The Developmental Continuum* shows teachers the sequence of steps children take as they learn particular skills and concepts in all areas of development. It is a tool for planning instruction and assessing learning.

*The Creative Curriculum* guides teachers in planning a program that includes choice time, small- and large-group time, and studies that integrate learning across all the content areas. When teachers are up-to-date on research they know what to do and why certain teaching strategies work. In turn, they are able to make decisions that promote learning and development and positively impact the lives of children and their families.

# Center Closure Dates

2020-2021 School Year

## Holiday

Labor Day, Monday, Sept. 7<sup>th</sup>, 2020  
Thanksgiving Day, Thursday, Nov. 26<sup>th</sup>, 2020  
Thanksgiving Holiday, Friday, Nov. 27<sup>th</sup>, 2020  
Christmas Eve, Thursday, Dec. 24<sup>th</sup>, 2020  
Christmas Day, Friday, Dec. 25<sup>th</sup>, 2020  
New Year's Eve, Thursday, Dec. 31<sup>st</sup>, 2020  
New Year's Day, Friday, Jan. 1<sup>st</sup>, 2021  
Memorial Day, Monday, May 31<sup>st</sup>, 2021  
Independence Day, Monday, July 5<sup>th</sup>, 2021

## In-service Days

Friday, November 6<sup>th</sup>, 2020  
Monday, January 18<sup>th</sup>, 2021  
Friday, Sept. 3<sup>rd</sup>, 2021

\*No tuition reimbursement is given for holidays or in-services days. These days are figured into the tuition rate.



# Parent Teacher Conferences

## **2020-2021 School Year**

- Conference signups will be posted 3 weeks prior to conferences.
- Each conference will be no longer than 20 minutes. This will give you one on one time with your child's teacher. If you need additional time, we can schedule another time.
- Conference will be held during the day, during your teacher's shift.
- We will host 1 evening conference night for parents to sign up for.
- Conferences are not mandatory but recommended.
- If you choose not to do a parent teacher conference, please fill out the ASQ and return it to the office or your child's teacher by conference dates.
- Go to <https://www.asqoregon.com/> to fill out your ASQ free online.

## **Dates**

### **November 16<sup>th</sup>-19<sup>th</sup>, 2020**

Evening Conferences - November 17th, 2020 5pm-8pm

We will go over goals for your child and your child's ASQ Evaluation.

### **April 12<sup>th</sup>-15<sup>th</sup>**

Evening Conferences - April 13th, 2021 5pm-8pm

We will talk about progress toward goals and make future goals.

# *Illness Policy*

*In the event a child becomes ill during the day, parents will be notified immediately and must arrange for pick-up within one hour. Please keep your contact information updated. If for some reason you will not be available at current numbers, please leave an alternative phone number.*

The following policy is from the Oregon Child Care Division Rules for the Certification of Child Care Centers.

A center shall not admit or retain in care, except with the written approval of the local health officer, a child who has one of the following symptoms or combination of symptoms of illness:

- Fever of 100.4 degrees F (99.4 degrees F taken under the arm.)
- Diarrhea: 3 or more in 24 hours
- Vomiting: 1 in 24 hours
- Nausea
- Severe cough (when child cannot function in routine comfortably.)
- Unusual yellow color to skin or eyes
- Skin or eye lesions
- Rashes that are severe (weeping, bleeding or pus-filled)
- Difficulty breathing or wheezing
- Complaints of severe pain
- A child having or being a carrier of a childcare restrictable disease, as defined in the Health Division administrative rules (i.e. - Pink eye / Conjunctivitis, green discharge from a child's nose or eyes (sign of an infection), Lice, Chickenpox, etc.)

*Children may return to childcare after they have been symptom free for 24 hours without the aid of medication to reduce a fever.*

*\*If there is an outbreak, children must stay home for 48 hours symptom free or return with a doctor's note.*

*If your child is sent home due to illness & needs to see a physician, please get a doctor's note before returning.*

**\*\*During the state of emergency, we are following childcare licensing guidelines for illness. A copy of the guidelines is available upon request\*\***

## Minor Injury Report

Child's name: \_\_\_\_\_

Date of injury: \_\_\_\_\_ Time of injury: \_\_\_\_\_ (am/pm)

Location of injury on the child's body:

\_\_\_\_\_

How the injury occurred:

\_\_\_\_\_

\_\_\_\_\_

Where did the injury occur?

\_\_\_\_\_

\_\_\_\_\_

If any equipment was involved describe it:

\_\_\_\_\_

Was first aid administered? Yes\_\_ No\_\_

If yes, what type of first aid and by whom? \_\_\_\_\_

\_\_\_\_\_

What corrective action can be taken to prevent further injuries of this type?

\_\_\_\_\_

\_\_\_\_\_

Who saw the injury: \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

Provider's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notified Parent by Brightwheel ☐ Yes Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ No: \_\_\_\_\_

## **NON-PRESCRIPTION MEDICATION RECORD**

**I hereby authorize \_\_\_\_\_, my child's Care Provider, to use the following products on my child according to manufacturer or physician's written instructions. I will not hold the above name Provider liable for any allergic reactions or other symptoms when the products are used in accordance with these terms.**

Parent's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_ (to be reviewed annually)

---

**Please remember you will be responsible to supply the following products. However, as both a daycare provider and mother, I often have similar products on hand, which I might use periodically.**

***(Please circle Yes or No and put specific brand name where needed)***

### ***Baby Wipes***

YES ~ NO Brand: \_\_\_\_\_ Comments: \_\_\_\_\_

### ***Diaper Ointments***

YES ~ NO Brand: \_\_\_\_\_ Comments: \_\_\_\_\_

### ***Baby Lotion***

YES ~ NO Brand: \_\_\_\_\_ Comments: \_\_\_\_\_

### ***Vaseline***

YES ~ NO Brand: \_\_\_\_\_ Comments: \_\_\_\_\_

### ***Sunscreen***

YES ~ NO Brand: \_\_\_\_\_ Comments: \_\_\_\_\_

## Medication/Treatment Authorization

State licensing requirements permit childcare facilities to administer medications under the following guidelines:

1. All medications shall be administered only on the written approval of a parent or guardian.
2. Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
3. **Medications must be stored in their original container.** The container must have the patient's name, amount to be administered, and date of expiration.

Please provide the following information:

Child's Name: \_\_\_\_\_

Medical Problem: \_\_\_\_\_

Name of Medication: \_\_\_\_\_ Amount: \_\_\_\_\_

Method of Administration: \_\_\_\_\_

Times/Frequency: \_\_\_\_\_ Amount: \_\_\_\_\_

Dates of Administration: \_\_\_\_\_

Is the problem chronic or ongoing? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments or specific  
instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize Sunshine Early Learning Center and it's employees to give the above medication(s):

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Discipline Policy

Sunshine Early Learning Childcare Center staff members are not permitted to use any form of physical punishment, including spanking. Staff members may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade a child or a child's family. They may not use harsh, demeaning or abusive language in the presence of children. We use the following disciplinary techniques where they are age appropriate:

- Giving Choices
- Problem Solving
- Natural and Logical Consequences
- Ignoring
- Redirecting
- Breaks

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. The staff will use praise and positive methods of discipline and guidance to encourage self-expression and self-direction of the children in the center. The limits may be set at times in order to keep children from losing control or causing harm to themselves or others. Breaks are only one way to handle a situation and allows the child to regain control of his/her actions and feelings. Time away from the group will not exceed the following schedule. A timer may be used.

- |                |                         |
|----------------|-------------------------|
| • Toddlers     | 30 seconds to 2 minutes |
| • Preschoolers | 3 to 5 minutes          |
| • School-age   | 5 to 10 minutes         |

### **Positive ways to channel children's emotions and handling misbehavior include:**

- Redirect negative behavior to an acceptable activity by gently encouraging the child to change activities.
- Ignore the behavior.
- Help children understand consequences to behavior.
- Limit choices.
- Use the resources available at the center or ask for assistance with specific situations you are uncomfortable handling.

Remember never to humiliate, frighten or abuse a child. Respect their feelings and let them know whatever they are feeling is okay - but it is the way they express it that we want to help them control. Let the children know your feelings. Tell them you are not upset with them, but with their actions. Communicate with the children and model positive behaviors for them to imitate. Make sure what you are asking the children is appropriate for their developmental level. Make sure all classroom rules are clear and understood at their level.

Consult with parents since they know their child best. Emphasize the partnership between caregiver and parent in an attempt to defuse a tense situation involving a problem with the child's behavior.

## *Discounts & Referrals*

### **Employee Discounts**

#### **Directors**

No cost up to 3 children

#### **Sub Director**

Infants/Toddlers	35%
Preschool	60%
School age	85%

#### **Teachers/Aides**

Infants/Toddlers	25%
Preschool	50%
School age	75%

### **Community Discounts**

**Family and Friends (Director Approved)-10%**

**Multi-Child Family Discount-10%**

2 or more children enrolled at the center.

**3-month Tuition Payment Discount-5%**

**Cash Tuition Discount-2%**

### **Referrals**

\$50.00 per enrolled referral off following months' tuition.

### Financial Responsibility Contract

This agreement is made by and between Sunshine Early Learning Center (Certified Licensed Child Care Center) and \_\_\_\_\_ (Parent/Guardian) of \_\_\_\_\_ (child)

The following has been agreed upon between the two parties beginning \_\_\_\_\_.

I agree to the ☐ monthly rate of \$\_\_\_\_\_, to be paid on the \_\_\_\_\_ of every month or ☐ bi-monthly rate of \$\_\_\_\_\_, to be paid on the \_\_\_\_\_ of every month and \_\_\_\_\_ of every month or ☐ weekly rate of \$\_\_\_\_\_ to be paid the Friday before the week begins for my child. Discount: \_\_\_\_\_% Discount for: \_\_\_\_\_ Total tuition due:\_\_\_\_\_ Our arrival time will be \_\_\_\_\_ and pick up time will be no later than \_\_\_\_\_ on days of attendance. We will be attending the following programing...

**(Check the box that applies)** ☐ Full day ☐ Extended day

on the checked days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

**SCHOOLAGE ONLY** ☐ Before & After School ☐ Before Only ☐ After Only

Any added time before or after those times will be discussed beforehand or will be subject to late pickup fees and additional charges.

This agreement shall be in effect until the parent/guardian or childcare center has given termination notice in accordance of the Parent Handbook policy or negotiation of a new contract.

A \$\_\_\_\_\_ one-time registration fee will be charged upon enrollment.

THIS AGREEMENT AND THE PARENT HANDBOOK WHOLLY STATE THE OBLIGATIONS OF THE PROVIDER; THERE ARE NO OTHER IMPLIED OBLIGATIONS. ANY AMENDMENTS TO THIS AGREEMENT MUST BE IN WRITING AND SIGNED BY BOTH PARTIES.

### Tuition, Rates, and Fee Explanation

**Monthly Tuition** is due on the Friday before your scheduled due date of the month.

Example: If your due date is the 1<sup>st</sup> and it falls on Wednesday, your tuition will be due the Friday before.

**Bi-Monthly Tuition** is due on the Friday before your scheduled due date.

Example: If your due date is the 1<sup>st</sup> and it falls on Wednesday, your tuition will be due the Friday before.

Tuition is calculated by dividing the monthly rate by 2 and then a \$5.00 fee will be added to each of the 2 payments for bi-monthly processing.

**Weekly Tuition** is due on the last day of attendance the week before care is given.

Example: If your child attends Monday & Thursday, tuition for the next week is due by Thursday.

Tuition is calculated by dividing the monthly rate by 4 and then a \$15.00 fee will be added to each of the 4 payments for weekly processing.

**Hourly rate** is paid by hour and rounded to the next hour.

Example: 7:00am drop off and 10:25am pick up, you will be paying for 4 hours.

**Full day rate** is for less than 8 hours. Example: 7:00am drop off must be picked up on or before 3:59pm.

**Extended full day rate** is for 9 hours to 11 hours.

Example: 7:00am drop off & 4:00pm or later pick up.

### **Registration Fees**

Non-refundable registration fee will be paid at the time of enrollment.

### **Late Payment Fees**

If tuition is paid past the due date, a \$25.00 fee will be charged, and your child will be unable to attend if tuition is more than one week past due.

### **Returned Check Fee**

If your check is returned, a \$35 fee will be charged. If more than 2 returned checks, payment will only be accepted in cash, money order, or credit/debit card.

### **Card Fee**

A 2.90% Card fee on all card payments.