



Early Learning  
Childcare Center

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

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## PARENT HANDBOOK

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## Sunshine Philosophy

Your Missions is... For Sunshine Early Learning Center 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**

Using our play based curriculum to learn social emotional skills, with other children, adults, and community.

### **Grow**

To grow from birth to entering kindergarten in both physical, cognitive and social emotion skills to be ready to be a lifelong learner and love of learning.

### **Shine**

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



## Early Learning Childcare Center

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



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

503-9SH-INE8 (74463)

6 weeks to 8 years  
Certified Childcare Center

**Hours of Operation**  
Monday- Friday  
6:30am-6:30pm

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

**Owners-Jennifer Foglesong & Leah North**

**Director: Jennifer Foglesong Sub Director: Leah North**

**Fire Inspection Available upon request**

**Sanitation Inspection Available upon request**

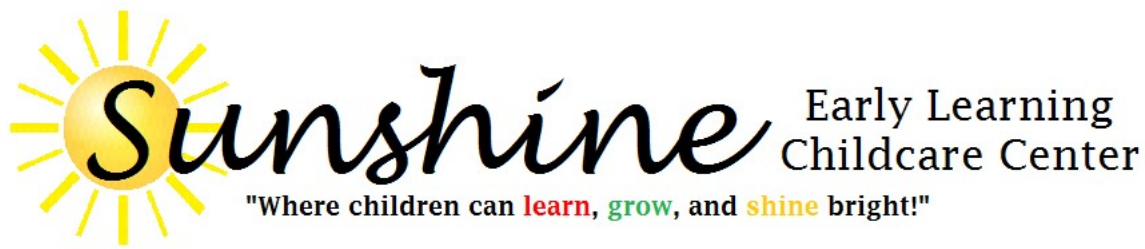
**Licensing Specialist-Susan Touré -503-669-7112 x 357**

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

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## Policies and Procedures

The following policies are to be heard to and followed as listed below...

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

(b) **Diaper changing and disposal, if applicable.** The diaper changing procedure must be posted in the diaper changing area; see attached form. 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.

(c) **Bathing infants,** if the center cares for infants; Sunshine Early Learning Center staff will notify parent if a child is in need of a bath. Sunshine Staff will bath children using a baby bath when appropriate.

(d) **Care of bed linen;** parents are responsible for providing and washing all bed linens. Parents must take home sheets on the last day of care each week and washed 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.

(e) **Hand washing procedures;** The hand washing procedures must be posted at hand washing sinks.

1. Staff and Children shall wash their hands with soap and warm running water after using the toilet or wiping the nose, and before and after eating.

2. Staff shall wash their hands with soap and warm running water before and after changing a diaper, before and after feeding a child or handling food and after assisting a child with toileting or wiping the nose.

3. Infants' and children's hands shall be washed with soap and warm running water after diaper changing.

4. Commercial products labeled "hand sanitizers" shall not replace hand washing. If hand sanitizer are present in the center, they shall be kept under child-proof lock and shall not be used by children.

5. When hand washing is not possible, e.g. on field trips and on the playground, moist towelettes shall be used.

(f) **Serving formula,** 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 masking tape with their name on it and be stored in the refrigerator on that child's section in 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.

(g) Children must be dropped off no earlier than 6:30am and received by a staff member and must be picked up by 6:30pm. If a parent fails to pick up by 6:30pm they must contact the center and pay \$1.00 per minute after 6:30pm.

(h) 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 none attendance days. Each family has 2 weeks' vacations that they can use at any time per request of family to center owners. This will be credited to your next bill. Once the two weeks have been used no other credits will be given

(i) If a child attends an additional day a drop-in day charge will be accessed no days maybe switched due to holidays, absences, or closures.

(j) A two-week disenrollment notice must be given when dis-enrolling. It may be given verbally to the owners or in writing.

(j) The following policies and handbook items will be followed, items may be updated or changed at any time and a copy of the handbook maybe requested at any time.

(k) We ask that parents do not drop off or pick up between 12:00pm to 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.

(l) 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.

(m) When dropping 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 them sign the child into the computer or the paper missed punch log next to the computer.

m1) Infant and toddlers must be removed from their car seat unless sleeping and parents must fill out the parent portion of the daily sheet. Car seats can be stored in the office if needed.

(n) 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 documentation 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.



## 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-12:15pm

PM Snack 3:00pm-3:45pm

We provide table food for all children our care a weekly menu is posted on the parent center at the beginning of each week. Some substitutions may be made to accommodate allergies.

For Children under 1 parents are responsible for all formula and breast and baby food. Center will provide table food once the child has tried that food at home first. An individual sheet for each infant under one will be used.

## What to Bring

Infants- Formula or Breast Milk, Clean empty bottles, baby food, diapers, wipes, 2 changes of clothes, crib sheet, if needed blanket or sleep sac, pacifier.

Toddlers & Twos- Diapers, Wipes, 2 changes of clothes, blanket for nap.

Preschool & Prekindergarten 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.

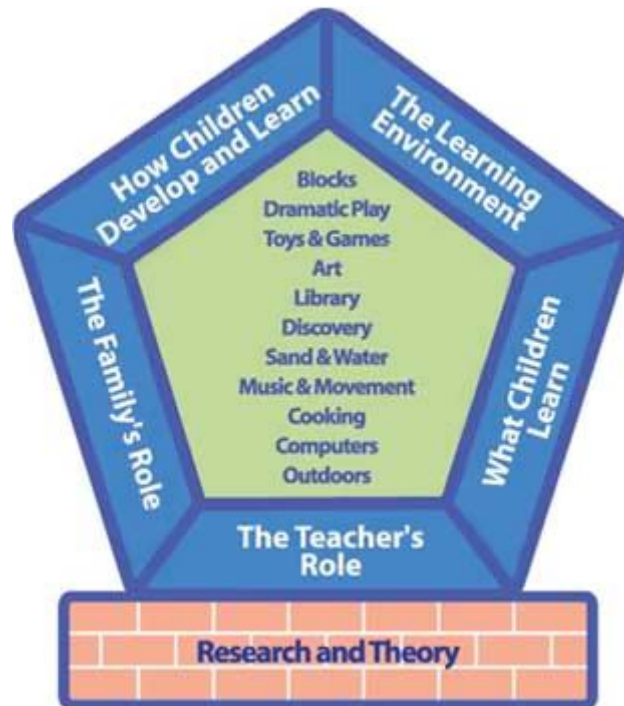
Teaching Strategies' infant and toddler curriculum--*The Creative Curriculum® for Infants & Toddlers*--provides a comprehensive, yet easy-to-use framework emphasizing that relationships between caregivers/teachers and children and their families form the basis of curriculum for very young children.

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



## 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.



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## Center Closure Dates

2018-2019 School Year

### Holiday

Labor Day, Monday, Sept. 3<sup>rd</sup>  
Thanksgiving Day, Thursday, Nov. 22<sup>nd</sup>  
Day after Thanksgiving, Friday, Nov. 23<sup>rd</sup>  
Christmas Eve, Monday, Dec. 24<sup>th</sup>  
Christmas Day, Tuesday, Dec. 25<sup>th</sup>  
New Year's Eve, Monday, Dec. 31<sup>st</sup>  
New Year's Day, Tuesday, Jan. 1<sup>st</sup>  
Memorial Day, Monday, May 27<sup>th</sup>  
Independence Day, Thursday July 4<sup>th</sup>

### In-service Day

Friday, Oct. 12<sup>th</sup>  
Friday, July 5<sup>th</sup>

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



# Parent Teacher Conferences

## 2018-2019 School Year

- Conference signups will be posted 3 weeks prior to conferences.
- Each conference will be no longer 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 12<sup>th</sup>-16<sup>th</sup>**

Evening Conferences - November 15th, 2018 5pm-8pm

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

### **April 22<sup>nd</sup>-26<sup>th</sup>**

Evening Conferences - April 25th, 2019 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 of eyes
- Skin or eye lesions
- Rashes that are severe (weeping, bleeding or pus-filled)
- Difficult breathing or wheezing
- Complaints of severe pain
- A child having or being a carrier of a child care 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.*



## MINOR INJURY REPORT

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

Date of Injury/incident: \_\_\_\_\_ 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\_\_

Who administered it? \_\_\_\_\_

Other comments:

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

Please feel free to call me if you would like to further discuss this report.

Thank you.



## 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: \_\_\_\_\_

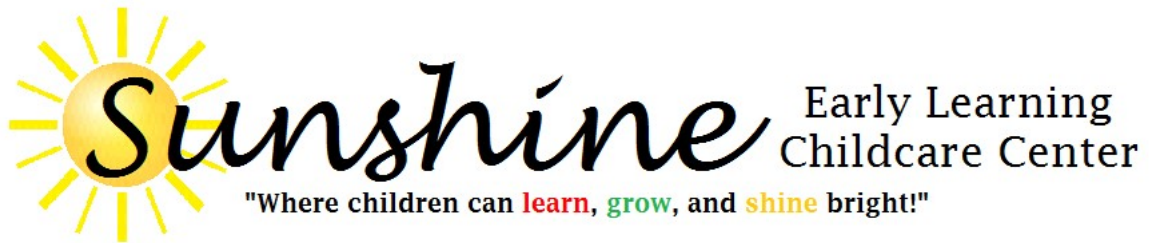
### ***Vaseline***

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 absolutely 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

#### **Teachers**

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

### **Community Discounts**

#### **Family and Friends (Co-Director Approved)**

Infant, Toddler and Two 10%

Preschool and School Age 10%

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

2 or more children enrolled at the center.

### **Referrals**

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



### Financial Responsibility Contract

This agreement is made by and between Sunshine Early Learning Center, Licensed Child Care Provider and \_\_\_\_\_, Parent/Guardian of

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

I have read and agree to full contents of the Parent's Handbook. I understand that disregarding these policies can result in termination from child care enrollment.

I understand that I must follow the termination policy as it is written in the Parent's Handbook. \*

I agree to the \_\_\_ monthly rate of \$\_\_\_\_\_, to be paid on the \_\_\_ of a every month or \_\_\_ weekly rate of \$\_\_\_\_\_ to be paid the Friday before the week begins for my child, \_\_\_\_\_. Our arrival time will be \_\_\_\_\_, and pick up time will be no later than \_\_\_\_\_ on days of attendance totally in no more than \_\_\_\_\_ hourly rate \_\_\_\_\_ 5-hour rate \_\_\_\_\_ 8-hour rate \_\_\_\_\_ 10-hour rate,

**SCHOOLAGE ONLY** \_\_\_\_\_ Before & After School \_\_\_\_\_ Before Only \_\_\_\_\_ After Only on Monday\_\_\_ Tuesday\_\_\_ Wednesday\_\_\_ Thursday\_\_\_ Friday\_\_\_\_\_.

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

This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to 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.

\_\_\_\_\_  
Licensed Child Care Provider \_\_\_\_\_ Date

BOTH PARENTS MUST SIGN OR PARENT/GAURDIAN WITH SOLE CUSTODY OF THE CHILD:

\_\_\_\_\_  
Parent/guardian \_\_\_\_\_ Date

\_\_\_\_\_  
Parent/guardian \_\_\_\_\_ Date

\*This will include late penalties, as stated in the policy, from date due to date paid, plus legal fees if applicable.



## *Tuition, Rates, and Fee Explanation*

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

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

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

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

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

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

**5-hour rate** is for 5 hours or less.

Example 9:30am drop off must be picked up on or before 2:30pm.

**8-hour rate** is for more than 5 hours and less than 9 hours.

Example 7:00am drop off must be picked up on or before 4:00pm.

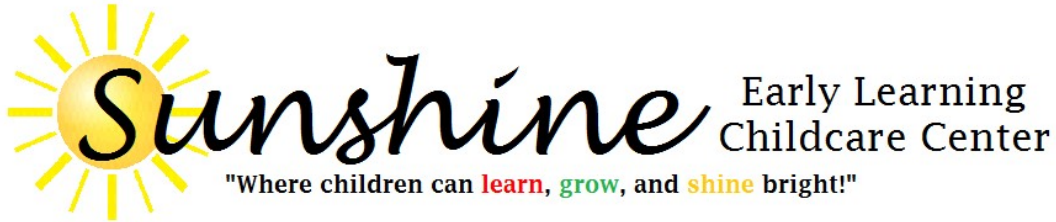
**10-hour rate** is for 9 hours to 12 hours.

Example 6:30am drop off to a 4:30pm pick up

### **Registration Fees**

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

Single Child \$50.00. Family \$75.00

**Late Payment Fees**

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

**Returned check fee**

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

**Notice of Disenrollment**

Minimum of a 2-week notice is required for disenrollment. If notice not given a 2 weeks of tuition will be charged.