

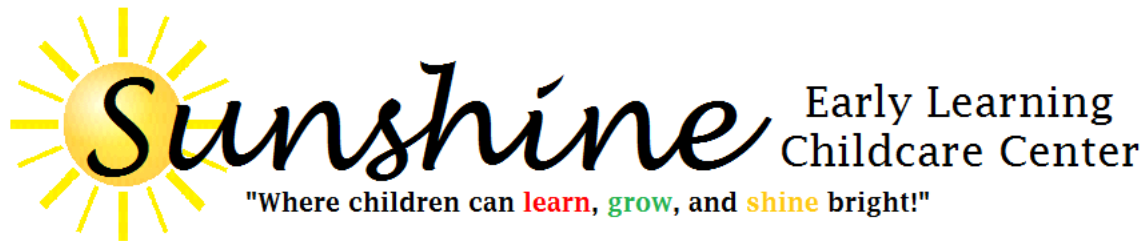


"Where children can **learn**, **grow** and **shine** bright!"

PARENT HANDBOOK

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Sunshine Philosophy

Sunshine Early Learning Center's mission is to support the growth of all children and families equitably so that they can learn, grow, and shine bright to their highest potential!

At Sunshine Early Learning Centers, we strive to implement a strength-based and family-centered approach to learning and care through developmentally appropriate play-based curriculum. This encompasses diverse, inclusive, culturally responsive instruction, professional development, and supportive community services program wide.

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

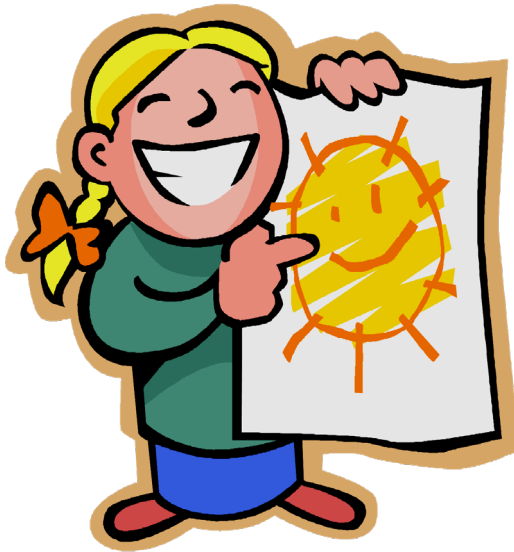
Grow: Grow in physical, cognitive, and social emotional skills, develop a love of learning, and become a lifelong learner!

Shine: For each child to learn that everyone is unique, to shine in their uniqueness and 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 & mental abilities, language and/or socio-economic background. We embrace the inclusion of cultural and social diversity in our school community. We strive to maintain an environment of honor, respect and harmony that will assist children in reaching their fullest potential in life. We employ gifted and dedicated employees by providing a rich and rewarding work environment and by compensating them appropriately for their efforts. We foster a strong sense of community and cooperation with our families that will encourage parent involvement, education, and volunteerism.



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



2816 SE Harrison Street.
Milwaukie, OR 97222
971-233-8627

6 weeks to 12 years
Certified Childcare Center

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

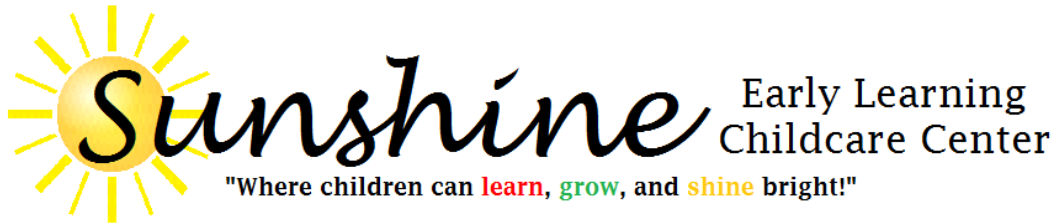
Owner Executive Director:
Director:
Assistant Director:
Sub Directors:

Jennifer Foglesong
Amy Lowry
Alina Gurzhuy
Denise Kendall & Nicole Aune

State of Oregon
Child Care Licensing Division (CCLD)
Licensing Specialist - Selena Mitchel
800 NE Oregon St., Suite 310
Portland, OR 97216
(503) 803-4987

Fire Inspection - Available upon request.
Sanitation Inspection - Available upon request
Lead Testing - Available upon request.

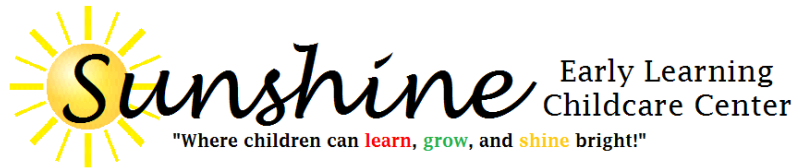
Custodial Parents have access to the center during operating hours and without advance notice.



Ethics and Confidentiality Policy

Sunshine Early Learning Center is committed to setting the highest ethical standards in Early Childhood Education and Childcare. As such, Sunshine Early Learning Center employees are mandatory reporters who are trained to identify and respond to any concerns related to child abuse/neglect. It may be necessary to communicate with staff about sensitive information regarding medical history and relevant behavioral diagnoses. Due to this level of trust, Sunshine Early Learning Center employees are expected to maintain strict confidentiality regarding the families they serve unless this interferes with their obligation as mandatory reporters. To protect this information, the primary forms of communication that will occur between employees and families are verbal conversations, email and Brightwheel messaging. All information that families share with employees of Sunshine Early Learning Center will be treated as confidential and only shared with other team members as needed. Any breach of family confidentiality will result in immediate disciplinary action.

Any employee of Sunshine Early Learning Center is considered an early childhood educator and as such, is bound by the following code of ethics. All employees are required to provide the highest level of education and care to any family that they serve regardless of ability, sex, religion, and socio-economic status. The employees of Sunshine Early Learning Center will, more than anything else, prioritize the safety and wellbeing of the children in their care, this includes any moral and legal obligations that fall under the mandate of being a mandatory reporter. Any action by an employee of Sunshine Early Learning Center that threatens the well-being of the children or the families they serve will not be tolerated. Any verbal or physical actions that harm the well-being of the population served by Sunshine Early Learning Center will result in immediate termination.



Policies and Procedures

Policies and Procedures are subject to change and a copy of the handbook may be requested at any time.

The following Parent Handbook policies and procedures are to be adhered to and followed as listed.

LICENSING:

Sunshine Early Learning Center (Sunshine ELC) located at 2816 SE Harrison Street, Milwaukie, OR 97222 is a certified childcare center licensed by the State of Oregon's Department of Early Learning and Care to serve 144 children, ages 6 weeks to 12 years old.

A copy of our current license is posted on the Parent Center Board and a copy will be provided upon request. Our license is renewed annually, and parents must acknowledge the Declaration of Viewing via Brightwheel, email or in person each year.

A copy of the rules for certified child care centers is available for review in the office or on the web: https://www.oregon.gov/delc/providers/CCLD_Library/CCLD-0084-Rules-for-Certified-Child-Care-Centers-EN.pdf

INCLUSION POLICY:

This program is designed to be inclusive of all children, including children with disabilities, special needs, and/or developmental needs. Modifications in the environment and staffing changes may be made for children with special needs. If a teacher/administrator feels that a child may need the expertise of a specific professional to help aid in proper development, parents will be notified, and the teacher and/or administrator will discuss the developmental needs of the child and the possibility of referral to Clackamas ESD (*Education Service District*). The Education Specialist may evaluate the child, make a recommendation, and determine if the child would benefit from other professional services. Sunshine will collaborate with the professionals and parents to help the child grow and develop to their fullest potential. Sunshine strives to severely limit expulsion and suspension from our program, please see our Discipline Policy for additional information.

ENROLLMENT PROCEDURES & RECORDS:

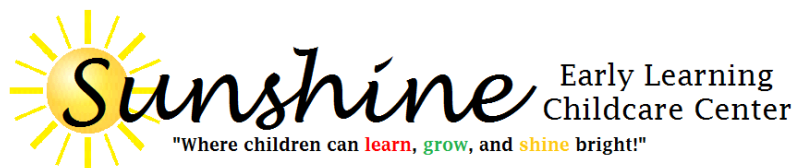
The following items are required before care begins:

1. Child Enrollment Form (*includes parent handbook acknowledgement and financial responsibility contract*)
2. Infant/Wobbler Enrollment Addendum (*if applicable*)
3. School Age Enrollment Addendum (*if applicable*)
4. Immunization Records (*Infant-Kindergarten*)
5. USDA Food Program Child Enrollment Form & Confidential Income Statement
6. ASQ & ASQ:SE completed by parent/guardian.
7. Tuition & Registration Fees (*if applicable*)

Each fall, families will be required to complete a new enrollment form and financial responsibility contract (*required annually*). Other records must be updated throughout the year, such as immunization records, medication authorizations (must be renewed every 90 days) and non-prescribed medication authorizations. In addition, any time a family's information changes such as address, phone number, emergency contacts, etc., a new enrollment form must be completed.

IMMUNIZATIONS:

Oregon Health Authority requires that all childcare facilities comply with administrative "School Immunization Rules." If a child is enrolled in a public or private elementary school, immunizations are not required to be documented by the childcare facility. Parents must provide evidence of immunization, a medical or nonmedical exemption, or immunity documentation for each child as a condition of attendance in any school or facility. Exclusion from school or facility will occur until such requirements are met. The parent/guardian is responsible for updating the childcare center with any immunization changes to stay enrolled. Sunshine ELC will audit immunization records twice yearly. If you are found out of compliance, your child cannot attend Sunshine ELC until completed.



Policies and Procedures Continued

USDA FOOD AND NUTRITION PROGRAM

Sunshine ELC participates in the federal USDA Child and Adult Care Food Program (CACFP) which provides reimbursements for Sunshine ELC to provide healthy nutritious meals and snacks to children.

COMMITMENT TO QUALITY IMPROVEMENT

Sunshine ELC is committed to providing high quality and inclusive childcare to all, as such, Sunshine ELC uses a variety of tools to assess and achieve this goal. Sunshine uses family input gathered from surveys distributed by our nonprofit arm, Sunshine Shines Bright, and by using the ITERS/ECERS environmental scales conducted by a certified reliable administrator. As a licensed childcare provider, Sunshine ELC has regular licensing visits from the state of Oregon to insure and verify compliance with all state guidelines regarding the care of children.

ASQ & ASQ:SE (<https://osp.uoregon.edu/>)

Parent/Guardian must complete an ASQ & ASQ:SE for their child at time of enrollment and provide copies to Sunshine ELC. Sunshine ELC teachers will use these questionnaires to better assist your child while in their care.

Parents can use this site at no cost. Two early childhood screening tools are available to help check a child's general and social emotional development. The Ages & Stages Questionnaire (ASQ) appears first, followed by the Ages & Stages Questionnaire: Social Emotional (ASQ:SE).

This site is offered so parents can complete a free, confidential developmental screening for their child at any time. [Screening](#) results, [Support Activities](#), a guide to [Next Steps](#), and a list of [Who To Contact](#) if there are concerns, are all available on this site. Sunshine ELC does ask for copies of these questionnaires to better assist your child while in their care.

~What is ASQ?

The *Ages & Stages Questionnaires®*, *Third Edition (ASQ-3™)* is a series of parent completed questionnaires that provides a quick check of early development in the ages of 1 month through 5 years.

Results help to determine if a child's development is on schedule or if further evaluation with professional may be needed.

~What is ASQ:SE?

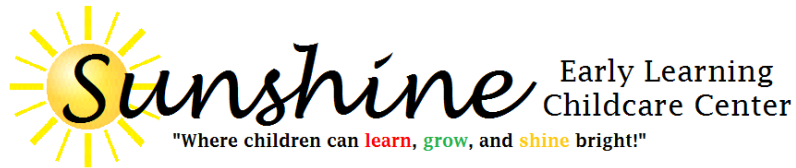
The *Ages & Stages Questionnaires®: Social Emotional, Second Edition (ASQ:SE-2™)* is a parent completed questionnaire to check a child's early social emotional development in the ages from 1 month to 6 years.

Answers help identify your child's social-emotional strengths and where your child may need support.

Teachers will also complete these questionnaires within 45 days of enrollment and again before fall and spring parent-teacher conferences.

TUITION:

Upon enrollment and any changes to tuition, families are provided with the Financial Responsibility contract. This contract should be carefully reviewed and checked for errors. The contract states the days and hours your child may be at the center, the amount due, and the due date. This contract is binding and can only be changed with approval and signatures from parent/guardian and Center Director. Tuition is due on the Friday before your scheduled due date and tuition will be paid on or before your due date or its considered late (see tuition rate sheet for full details). Tuition is accepted via Brightwheel online payments, check or cash. Late fees are assessed per tuition rate sheet details. An invoice will be sent via Brightwheel before tuition is due. If you do not receive an invoice, you are responsible for contacting the center and requesting one. If a child is absent on a regularly scheduled day, parents will still pay tuition. Tuition will not change or be credited for holiday closures, inclement weather closures, child non-attendance days or any other unexpected closure. If a child attends an additional day, a drop-in day charge will be applied to your account. Tuition is based on the classroom that your child is enrolled in and the ratio of teachers to children required in that classroom. If your child turns an age for the next age group, your child will only...



Policies and Procedures Continued

(TUITION CONTINUED)

transition once space becomes available. Tuition will not change to a lower rate until they are enrolled/transitioned into a classroom with a higher teacher/child ratio.

Subsidized Care (EHS, ERDC, etc.): Sunshine ELC accepts childcare assistance. Enrollment cannot start until authorization has been received and then a monthly copay and/or tuition difference (*if applicable*) must be paid. If at any time assistance is stopped, parents will be responsible for full tuition as of the date the assistance ended.

Insufficient Funds: All payments rejected due to insufficient funds will be charged a \$35 penalty. Missed payments and late fees must be paid within 5 business days. Repeated incidents could result in termination of childcare services. A payment plan should be discussed with the owner if a family is having trouble making tuition payments.

VACATION DAYS:

Each family that is current with payments will receive 2 weeks* of vacation per enrollment year (*no rollover of vacation days*). Enrollment year starts with your enrollment date (i.e., if you enroll your child September 1st, then your enrollment year would be September 1st - August 31st and any unused vacation days after that date would expire).

*2 weeks of vacation:

1. If your child is enrolled 5 days/week, you are allowed 10 days of vacation credit per enrollment year.
2. If your child is enrolled 4 days/week, you are allowed 8 days of vacation credit per enrollment year.
3. If your child is enrolled 3 days/week, you are allowed 6 days of vacation credit per enrollment year.

Vacation days may not be used on a paid holiday. Families must provide the center director with at least 2 weeks' notice in writing when you wish to use vacation days, and the credits will be applied to your next bill. ***No days may be switched due to holidays, absences, or closures without tuition being charged.*** If you decide to disenroll your child, no vacation credits may be used once we receive notice of disenrollment.

CENTER HOURS:

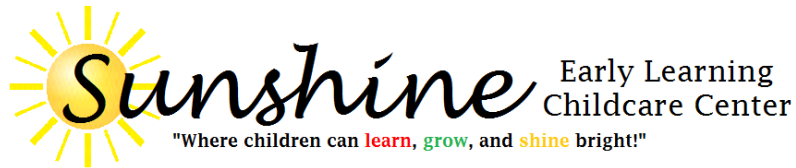
Children must be dropped off no earlier than 7:00am and be picked up no later than 5:30pm. If a parent or authorized pick-up person fails to pick up by 6:00pm, they must contact the center and pay \$5.00 per minute after 5:30pm. If a parent fails to pick up by 5:30pm more than once, your child may be disenrolled as the center is licensed until 6:00pm. This includes all enrolled children, regardless of payment type or subsidy. The fee must be paid before your child can return to care.

DROP OFF/PICK UP HOURS:

We plan staffing around pick up and drop off times listed on child enrollment forms. If there is a change to your child's schedule, please contact the center as soon as possible to ensure we can accommodate the requested change. Our latest daily drop off time is 10:00am. If you do not arrive by 10:00am, we may not be able to accept your child for the day. If you need to drop off later than 10:00am on a particular day, please notify the center ahead of time so that we can plan staffing accordingly. We also ask that parents do not pick up between 12:00pm and 2:30pm as most of the classrooms have children napping during that time. This excludes infant/wobbler classrooms as they have varying nap schedules. If you have an emergency or need to pick your child up during that time, please notify the center ahead of time so that we can assist with the pickup to minimize interruptions while children are napping.

DROP OFF PROCEDURE:

The person bringing your child to the center must remain with them until a Sunshine ELC employee accepts them. The child must be brought into the doorway of the classroom and the teacher must acknowledge their arrival. The person dropping off your child must sign the child into Brightwheel. Any child brought in a car seat must be removed from the car seat (*car seats can be stored in the car seat storage area, if needed*).



Policies and Procedures Continued

PICK UP PROCEDURE:

Per licensing "a certified childcare center may only release a child to a parent, or another person named and identified by the parent(s). A person picking up the child must show identification if not known to staff." Make sure the teacher has acknowledged that your child is leaving, once you have reunited with your child and are departing, Sunshine ELC is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building. If parents/guardians do not arrive to pick up their child from the program, the center will first try to contact the parent/guardian using all phone numbers provided on the enrollment form. If parents are unable to be reached, the center will try to contact all emergency contact persons. If the center is unable to contact emergency contact persons, the center director will then notify the Department of Human Services and/or the local Police Department.

ATTENDANCE:

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. If your child will be absent, you must contact the center by 9:00am* to let us know that your child will not be attending. If your child will be absent for an extended period of time, the center must be notified in writing of the date the absence begins and the expected date your child will return. Enrollment may be terminated if a child is absent for a period of 5 days or more, and no notice has been received or contact made by the family.

*(*For school age children, you must notify us at least 1 hour prior to school dismissal if your child is not attending for the day. By not doing so, it can risk the safety of children and interruptions to the bus schedule. If this school age rule is not followed, disenrollment could occur).*

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.

PARENT COMMUNICATION:

The primary forms of communication that will occur between employees and families are verbal conversations, email, and Brightwheel messages. Brightwheel and email messages will be responded to as soon as possible and only during hours of operation. If you message in the evening or on the weekend, your message will be responded to on the next business day.

Company Wide Communication:

Please follow our social media accounts and visit our website for information about our programs and community resources.

Sunshineelcc.com

[facebook.com/sunshineelcc](https://www.facebook.com/sunshineelcc)

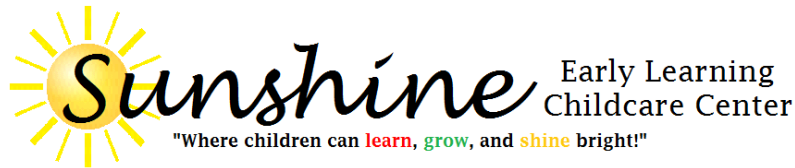
Instagram page: **[@sunshine_shinesbright](https://www.instagram.com/sunshine_shinesbright)**.

TikTok: **[@sunshineelcc](https://www.tiktok.com/@sunshineelcc)**

MEDICATION ADMINISTRATION PROCEDURE:

The administration of medicines at the facility should be limited to:

- a) Prescription or non-prescription medication (over the counter) ordered by the prescribing health professional for a specific child with written permission of the parent/guardian. A Medical Authorization and/or Medical Authorization for Non-prescribed Medication form must be completed, signed and dated for each medication. Prescription medication should be labeled with the child's name; date the prescription was filled; name and contact information of the prescribing health professional; expiration date; medical need; instructions for administration, storage, and disposal; and name and strength of the medication.
- b) Labeled medications (over the counter) brought to the early care and education facility by the parent/guardian in the original container. The label should include the child's name; dosage; relevant warnings as well as specific; and legible instructions for administration, storage; and disposal. Programs should never administer a medication that is prescribed for one child to another.



Policies and Procedures Continued

(MEDICATION ADMINISTRATION PROCEDURE CONTINUED)

child. Documentation that the medicine/agent is administered to the child as prescribed is required. Medication should not be used beyond the date of expiration. Unused medications should

c) be returned to the parent/guardian for disposal.

All medications refrigerated or unrefrigerated should have child-resistant caps; be stored away from food at the proper temperature and be inaccessible to children.

Any employee who administers medication has completed a First Aid training course. Additional specialized training may be provided depending on medical need.

****ALL non-prescription and prescription medications MUST be handed directly to a Sunshine ELC employee. Medications should never be left in a child's backpack, cubby or possession.**

INJURIES AND ACCIDENTS:

If an injury or accident occurs while at Sunshine, first aid will be administered by employees and a *child injury report* will be completed and uploaded to Brightwheel by end of business day that incident occurred (See *Center Emergency Plan "Medical Emergencies"*). Per licensing parent/guardian must sign Incident Report or acknowledge on Brightwheel, by text or email.

EMERGENCY MEDICAL CARE:

In the event of a life-threatening emergency, the center will call 911, administer CPR and contact the child's parents immediately. If non-life-threatening emergency medical care is needed, the parent will be notified immediately, and the child's physician will be contacted for further instructions. If the parent is not immediately available to transport the child to the hospital, we will call Emergency Services. A copy of the injury report will remain with the child at the hospital to notify doctors of what happened, and a copy of the injury report will be available upon request (See *Center Emergency Plan*).

CELEBRATIONS:

Parents/guardians may provide a healthy store-bought snack* to share with every child in the classroom. The following items are examples that help promote healthy eating for all children: Fruit, vegetables, granola bars, crackers, etc. **Due to food allergies/preferences, snacks provided may have to be sent home with the children.*

CENTER SPONSERED RELIGIOUS/CULTURAL ACTIVITIES (including how holidays will be recognized):

Holiday celebrations are perfect opportunities for children to learn about our multicultural world and share traditions and values that are cherished parts of people's lives. Please feel free to share with your student's teacher any Holidays, Traditions, Celebrations that you observe. When observing Holidays/Traditions Sunshine ELC does activities such as crafts, stories, games, food, etc.

SCREEN TIME:

Parents are told if electronic media is used at Sunshine outside of normal daily curriculum use. Screen time is limited to 2.5 hours per week. Any screen content is age appropriate, nonviolent, and culturally sensitive. At least one alternative activity is available while electronic media is used. Sunshine's use of screen content viewing encourages active child involvement. Electronic media is not on during non-viewing time. No screen time for children younger than 2 years of age.

STORAGE AND FOOD HANDLING:

Food must be stored on shelves in the kitchen storage area and in pantry closet. 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.

Policies and Procedures Continued

DIAPER CHANGING:

The diaper changing procedure must be posted in the diaper changing area. Parents are responsible for providing disposable and/or cloth diapers and wipes to be used. If cloth diapers are used, you must provide a wet bag for dirty cloth diapers. Cloth diapers must be taken home daily, washed, and returned clean. If a child runs out of either diapers or wipes during the day and uses center disposable diapers or wipes, parents must replenish them. All children are to have their diaper changed or checked at least every 2 hours. All children will be assisted in handwashing after diaper changing.

TOILETING:

Toileting procedure for potty training children- employees will do the following:

- Create a potty-training plan with family.
- Encourage and assist the child to sit on the potty or toilet at intervals throughout the day.
- Encourage the child to be independent in their toileting habits and provide assistance when needed; this includes undressing, washing hands, flushing toilet, and wiping.

At all times appropriate hygiene practices must be maintained and procedures followed to minimize any risk of infection. Employees will always promote healthy hygiene practices and hand washing procedures.

HANDWASHING:

All employees, volunteers, and children should abide by the following procedures for hand washing, as defined by the U.S. Centers for Disease Control and Prevention (CDC):

- a) Upon arrival for the day, after breaks, or when moving from one group to another.
- b) Before and after:
 - Preparing food or beverages.
 - Eating, handling food, or feeding a child.
 - Giving medication or applying a medical ointment or cream in which a break in the skin (e.g., sores, cuts, or scrapes) may be encountered.
 - Playing in water (including swimming) that is used by more than one person.
 - Diapering.
- c) After:
 - Using the toilet or helping a child use a toilet.
 - Handling bodily fluid (mucus, blood, vomit).
 - Playing in sand, on wooden play sets, and outdoors; and
 - Cleaning or handling the garbage.

Situations or times that children and staff should perform hand hygiene are posted in all food preparation, diapering, and toileting areas.

INFANT BATHING:

Sunshine Early Learning Center employees will notify parents if a child needs a bath. They will bathe the child using a baby bath when necessary.

INFANT FEEDING:

Sunshine ELC provides Kirkland Brand Formula or Similac per CACFP program. If a parent chooses to use another creditable formula or breast milk for their child, they must provide it.

Storage and handling of bottles: all bottles will be labeled with that child's assigned color of masking tape, their name and date and stored in the refrigerator in that child's section of the classroom refrigerator. Bottles can only be warmed with a proper bottle warmer or Crock Pot. Breast milk can be used up to two hours after warming but may not be rewarmed.

Feeding infants: Infants must be held when being fed a bottle. Unless the infant can hold bottle for feeding on their own in a low chair. Any baby food or table food must have been tried at home prior to the center serving it to the child. **Pacifiers:** Must be labeled, stored individually, and sanitized after contamination. **Bottles are not allowed in Toddler and older classrooms.*

Policies and Procedures Continued

SUPPORT FOR PARENTS FEEDING THEIR INFANTS:

Mothers are welcome to nurse in the classroom at any time or private space may be provided upon request. Sunshine encourages close collaboration and communication regarding Infant Feeding Plans.

CARE OF BED LINEN:

Parents are responsible for providing and washing their child's bed linens (i.e., crib sheet, nap blanket, etc.). Parents must take home all bed linens on the last day of care each week, wash them, and return them on the 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.

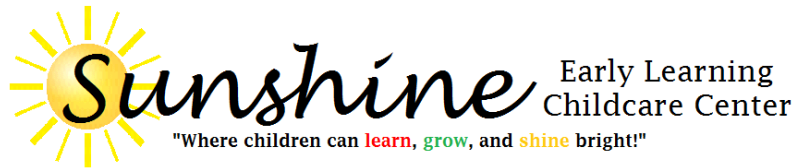
SAFETY MEASURES

Sleep Practices for Infants and Toddlers: OAR414-305-0620

1. Safe Sleep Practices
 - a. Sunshine's follows Oregon Infant Safe Sleep Practices for Infants and Toddlers: OAR414-305-0620
 - b. All staff have completed Oregon Safe Sleep Training. For more information: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.oregon.gov/delc/providers/CCLD_Library/PTA-0168-Communicating-Safe-Sleep-Practice-with-Families-EN.pdf
2. Injury Prevention
 - a. All staff complete Prevention is Better than Treatment training, and CPR/First Aid Certification
 - b. All classrooms are equipped with Emergency Back Packs that contain First Aid supplies and Emergency Plans.
3. Use of Pesticides and other potentially toxic substances
 1. A certified childcare center must ensure that all toxic or potentially dangerous items, such as cleaning supplies and equipment, poisonous and toxic materials, and flammable and corrosive materials, are inaccessible to children, as defined in OAR 414-305-0100(25).
 - (a) Toxic substances must be stored separately from medication, food service equipment, and food supplies.
 - (b) Sanitizing and disinfecting solutions must be inaccessible to children.
 - (c) Products including toxic substances must be stored and used according to the manufacturer's instructions, including not storing products near heat sources.
 - (d) Products must be stored in the original labeled containers. Any smaller containers or solutions mixed by staff must be labeled with the contents of the container.
4. Animals
 - a. Sunshine follows DELC policy on animals in the classroom.
 - b. Any animal brought into the center must first be approved by management.
5. Water Activities
 - a. We do not engage in wading, or swimming activities on or off the premises.
 - b. Sunshine has age-appropriate water activities like sensory tables, water mats, sensory tubs, splash pads or sprinklers.
6. Prohibited Substances
 - A. A certified child care center must not permit any tobacco products such as cigarettes, cigars, and smokeless or vaping devices, illegal drugs, drug paraphernalia, hemp, marijuana and marijuana infused products, or alcohol on the premises during operating hours or when children are present.

This includes:

 - (a) The playground.
 - (b) (Within 10 feet of any entrance, exit, or window that opens or any ventilation intake that serves an enclosed area; or
 - (c) In any center vehicles or on any field trip.



Policies and Procedures Continued

(Prohibited Substances continued)

B. A certified childcare center must not permit the possession or storage of guns, firearms, weapons, or ammunition on the center premises at any time.

NO SMOKING POLICY:

No smoking is allowed on the premises. The Oregon Clean Indoor Air Act (ICAA) prohibits smoking in the workplace and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. Please extinguish your cigarettes safely before arriving at the property to pick up your child. *Please give yourself time before entering the building if you have been smoking, because fumes and odor do linger.*

FIELD TRIPS:

Field trips are a fun and educational part of our program. Parents will receive advance written notification of the field trip. Transportation will be provided by either Sunshine buses or on foot. As a rule, Sunshine ELC employees will not provide child transportation, unless they are an approved employee or contracted driver with a current acceptable DMV driving record. We will provide the same responsible adult supervision for these excursions as we do while your child is attending our school.

OUTDOOR PLAY/GROSS MOTOR ACTIVITIES:

Please provide your child with appropriate attire for the weather and gross motor activities (i.e., sunscreen, hat, gloves, comfortable shoes, coat, jacket, rainboots *during rainy season, etc.*). Every day we provide 60 minutes of Gross Motor Activity, which may include walks, indoor or outdoor playground use, or exercise activities in the classroom.

USE OF SUNSCREEN:

Sunshine ELC requires annual written parental/guardian authorization for sunscreen use. Aerosol sunscreen is not permitted for use at Sunshine. Sunscreen will be applied as needed, and according to manufacturer instructions. Students are encouraged to apply sunscreen themselves with staff supervision. If children need assistance, staff will use clean gloves to apply sunscreen, changing gloves for each child.

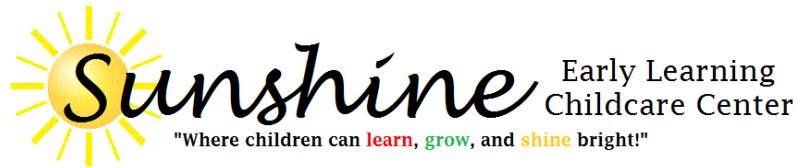
PLAN FOR VISITORS OR OTHER ADULT NOT ENROLLED OR CONDITIONALLY ENROLLED IN THE CBR

(Central Background Registry)

1. Any visitor to the certified childcare center or other adult who is not enrolled in the CBR shall not have unsupervised access to children.
2. A certified child care center must have safeguards in place to prevent a visitor's unsupervised access to children, including a sign-in and sign-out process that captures: (a) The individual's name and relationship to the center (e.g. volunteer, vendor, guest, etc.); (b) Arrival and departure times; and (c) Name of qualified staff responsible for monitoring the individual's presence and accompanying the individual while on the premises.

MANDATORY REPORTING:

Sunshine Early Learning Center employees are state-mandated reporters suspected of child abuse or neglect, see OAR 414-305-0270. This means that if we have reason to believe that any child in our care has been neglected or abused, we are required by state law to report this to our local child protection office. All staff must take Recognizing and Reporting Child Abuse and Neglect per Oregon State Law.

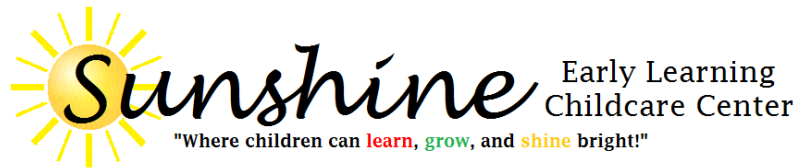


Staff-to-Child Ratio and Group Size

Certified Child Care Center Ratio Tables 414-300-0400(6)

TABLE 3A (For centers initially licensed after July 15, 2001)

Age of Children	Minimum Number of Staff to Children	Maximum Number of Children in a Group
6 weeks to 24 months of age	1:4	8
24 months to 36 months of age	1:5	10
36 months to School-Age	1:10	20
School-Age	1:15	30



Meals

We provide USDA approved meals for all children in our care at the following times:

AM Snack: 8:30am-9:00am

Lunch: 11:30am-12:00pm

PM Snack: 2:30pm-3:00pm

We follow a 4-week rotational menu that changes seasonally. The menu is available at the parent center and posted on our website. *(Some substitutions may be made to accommodate allergies).*

Parents may provide food from home for their child(ren), but the food must meet at least 2 of the 5 USDA required components for nutrition (Milk/Dairy, Grain, Protein, Fruit, Vegetable).

Here are some helpful resources:

The USDA nutrition standards for meals and snacks served are based on the “Dietary Guidelines for Americans.” Dietary Guidelines for Americans, 2020-2025 Consumer Brochure:

https://www.dietaryguidelines.gov/sites/default/files/2021-03/DGA_2020-2025_StartSimple_withMyPlate_English_color.pdf

USDA School Snack Guide-Smart Snack List for Parents, Teachers, and School Foodservice Directors:

[https://www.boarddocs.com/pa/camp/Board.nsf/files/ANJSPJ733993/\\$file/USDA_School_Snack_Guide.pdf](https://www.boarddocs.com/pa/camp/Board.nsf/files/ANJSPJ733993/$file/USDA_School_Snack_Guide.pdf)

Help Your Child Build a Healthy Eating Routine:

https://www.dietaryguidelines.gov/sites/default/files/2021-12/DGA_KidsTeens_FactSheet-508c.pdf

What to Bring: *(Please label everything with your child's name)*

Infants:

Diapers, wipes, diaper cream, breast milk/formula, clean bottles with lids for each feeding, baby food, extra clothes, reusable bag for dirty clothes and a sleep sack* (if applicable). Sunshine ELC provides USDA approved formula/baby food for infant's birth-11 months.

**If you choose to bring a sleep sack, it must be an approved sleep sack under the “Infant Safe Sleep Guidance” found at: [PTA-0416-Sleep-Sack-Guidance-EN.pdf](https://www.oregonearlylearning.com/PTA-0416-Sleep-Sack-Guidance-EN.pdf) ([oregonearlylearning.com](https://www.oregonearlylearning.com))*

Toddlers/Two's:

Diapers/pull-ups, wipes, diaper cream, extra clothes/shoes, reusable bag for dirty clothes, water bottle and a small blanket for napping.

Preschool & Prekindergarten:

Extra clothes/shoes, reusable bag for dirty clothes, water bottle and a small blanket for napping.

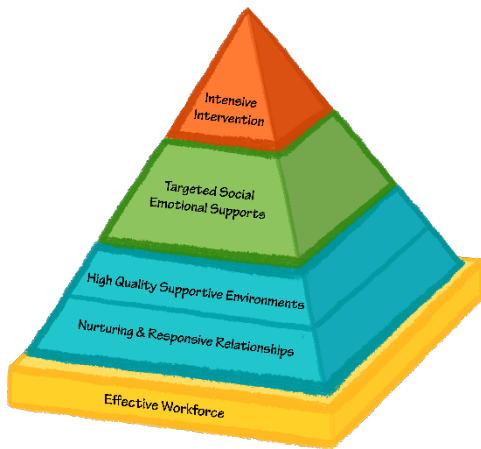
**Please do not bring any toys from home. Please talk with your child about this prior to starting school.*

Curriculum

Each day with us will be a chance for your child to grow socially, cognitively, emotionally, and physically. As early as infancy, your child will be provided with learning opportunities adapted to fit his or her age, developmental stage, and learning style. Full-day, year-round care in one location makes it possible for you to provide your child with the care and education that will help them become happy, healthy lifelong learners.

At Sunshine Early Learning Center, we use ***The Creative Curriculum®*** (*play based curriculum*), focused on social-emotional, cognitive development, physical growth, and personal awareness.

Daily Schedules are posted in each classroom and include planned activities, rest time, physical activity and screen time (*if applicable*).



Social Emotional

Sunshine uses The Pyramid Model® to promote social/emotional competence, teaching children positive ways to communicate, interact, solve problems, and complete tasks while collaborating with peers, regardless of religion, race, gender, or disabilities.

For more about The Pyramid Model go to <https://challengingbehavior.org/>

Cognitive Development

Children work on fine motor, logic, language, and problem-solving skills, through classroom learning centers in Literacy, Math, Science, Sensory, Music, Art, and Dramatic Play. Individualized classroom curriculum based on children's needs and developmental milestones using ***The Creative Curriculum®***.

Physical Activities

Children have 60 minutes of gross motor activities and development daily in our indoor or outdoor play spaces and our beautiful parks within walking distance.

Curriculum - Infants, Toddlers & Twos

People who provide care and education for infants, toddlers & twos have an incredible responsibility. Research tells us that more growth and development take 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.

The Creative Curriculum® for Infants, Toddlers & Twos—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 young children.

Framework from **The Creative Curriculum® for Infants, Toddlers & Twos**

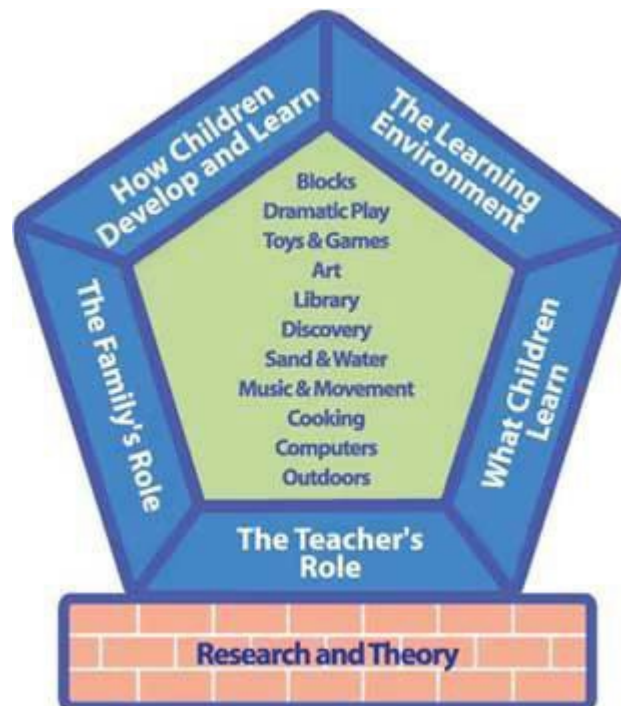


The Creative Curriculum® for Infants, Toddlers & Twos supports the development of the whole child with high-quality, comprehensive resources for intentionally teaching and caring for our youngest learners during these most critical and formative years of development.

Daily routines and meaningful learning experiences in mathematics, language and literacy, cognitive and physical development, science and technology, the arts, social studies, English-language acquisition, and social-emotional development shape today's children as tomorrow's leaders.

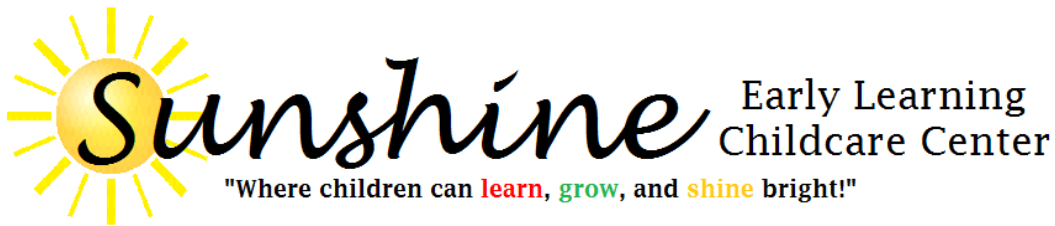
Curriculum - Preschool & Prekindergarten

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.



Smart Teach® (formally *Teaching Strategies*) **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 that 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® for Preschool guides teachers in planning a program that includes choice time, small- and large-group time, and various 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 can make decisions that promote learning and development and positively impact the lives of children and their families.



Center Closure Dates

2025-2026 School Year

Holidays

Friday, July 4th 2025 - Independence Day

Monday, September 1st, 2025 - Labor Day

Tuesday, November 11th, 2025 - Veterans Day

Thursday and Friday, November 27th and 28th, 2025 - Thanksgiving Break

Wednesday - Friday December 24th - 26th, 2025 - Christmas Break

Wednesday, December 31st, 2025 - **Close at 3pm**

Thursday - Friday, January 1st and 2nd, 2026 - New Year's Break

Monday, January 19th, 2026 - Martin Luther King Jr. Day

Monday, February 16th, 2026 - Presidents' Day

Monday, May 25th, 2026 - Memorial Day

Friday, June 19th, 2026 - Juneteenth

Teacher In-Service Days

Second Wednesday of Each month Center will Close at 5pm for Staff Meeting

Friday, August 22nd, 2025

Friday, October 10th, 2025

Friday, March 6th, 2026

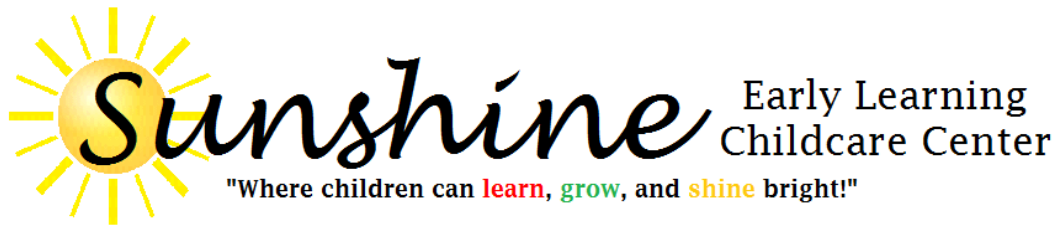
Friday, May 8th, 2026

Parent-Teacher Conferences

Friday, October 31st, 2025

Friday, April 24th, 2026

****No tuition reimbursement is given for closure dates as they are figured into the tuition rate. If we are closed on your child's scheduled day, we cannot switch that day for another day in the week, without charging tuition****



Parent-Teacher Conferences

2025-2026 Conference Dates

Friday, October 31st, 2025

Friday, April 24th, 2026

- Conference signups will be posted 3 weeks prior to conferences.
- Conferences are meant to give parents one-on-one time with your child's teacher. Each conference will be no longer than 20 minutes. If you need additional time, we can schedule an additional conference at a later date.
- Conferences will be held during the day.
- Conferences are not mandatory but recommended.
- Teachers will prepare an ASQ (Ages & Stages Questionnaire) for your child. You may also choose to complete one before the conference.
- Go to <https://osp.uoregon.edu/> to fill out your ASQ free online.
- We use **TeachingStrategies® Gold**, a part of **The Creative Curriculum®**.
- We will discuss progress of milestones and set goals in areas of needed growth.

We partner with the Educational Service District (ESD) in assisting children reach their full potential. If additional services are needed for your child, we will support you in the ESD referral process.

For more information about ESD:

<https://www.clackesd.org/>

Referral form:

<https://app.smartsheet.com/b/form/4a5b3ee473f34f88b3d59798c5269fd5>

Illness Policy

In the event a child becomes ill during the day, parents will be notified immediately. Parents must arrange to pick-up their child within one hour as the child will be removed from the classroom until parents arrive to limit exposure of other children to communicable disease. Please keep your contact information updated.

The following illness policy is from the Oregon Department of Early Learning and Care for the Certification of Childcare Centers.

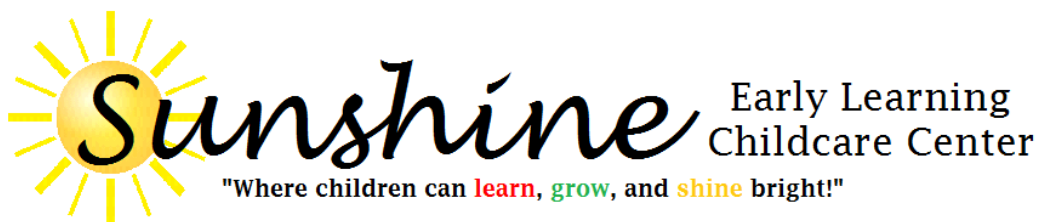
A center shall not admit or retain in care, except with the written approval of the public health administrator or licensed health care provider, a child who has one of the following symptoms, or combination of symptoms, of illness:

- (A) Fever over 100.4°F. A child with a fever over 100.4°F may return if fever free for 24 hours without the aid of medication.
- (B) "Diarrhea," which means three or more watery, bloody, or loose stools in 24 hours, the sudden onset of loose stools, or a child is unable to control bowel function when previously able. A child with diarrhea may return 48 hours after diarrhea resolves or with written clearance from a licensed healthcare provider.
- (C) Vomiting at least one time, where there is no explanation for the vomiting. A child who vomits without explanation may return 48 hours after the last episode of vomiting or with written clearance from a licensed healthcare provider.
- (D) Severe or persistent coughing. A child with severe or persistent coughing may return after symptoms are improving for 24 hours or with written clearance from a licensed healthcare provider.
- (E) Unusual yellow color to skin or eyes. A child with unusual yellow color to skin or eyes may return to care with written clearance from a licensed healthcare provider.
- (F) Open sores or wounds discharging bodily fluids. A child with open sores or wounds discharging bodily fluids may return to care after rash is resolved, when sores and wounds are dry or can be completely covered with a bandage, or with written clearance from a licensed health care provider.
- (G) Stiff neck and headache with one or more of the symptoms listed above.
- (H) Uncharacteristic lethargy, decreased alertness, increased irritability, increased confusion, or a behavior change that prevents active participation in usual school activities. A child with any of the above symptoms may return to care when symptoms resolve, return to normal behavior, or with written clearance from a licensed health care provider.
- (I) Difficulty breathing or abnormal wheezing. A child with difficulty breathing or abnormal wheezing may return to care after symptoms are improving for 24 hours.
- (J) Complaints of severe pain. A child with complaints of severe pain may return to care after symptoms are improving.
- (K) Eye lesions that are severe, weeping, or pus filled. A child with eye lesions that are severe, weeping, or pus filled may return to care after symptoms resolve or with written clearance from a licensed healthcare provider.



Injury Report

Child's Information	
Child's Name: _____	Date of Birth: _____
Details and Description of Injury	
Date of Injury: _____ Time of Injury: _____	
Where did the injury occur? ☐ Classroom ☐ Hallway ☐ Playground ☐ Other _____	
Location of the injury on the child's body: _____	
Was there equipment involved in the injury? ☐ Yes ☐ No If yes, what equipment? _____	
Who was supervising the child at the time of injury? _____	
Any other adult witnesses? ☐ Yes ☐ No If yes, list names: _____	
Description of Injury:	
Description of first aid measures given:	
Who performed the first aid? _____	
Are there follow-up instructions? ☐ Yes ☐ No If yes, what are they? _____	
Follow-Up Action Taken	
☐ Child treated and remained at childcare center ☐ Child taken home ☐ Called 911	
☐ Child taken to doctor by (name of adult): _____	
Doctor's Name: _____	
☐ Child sent to hospital Name of hospital: _____	
Transported by: _____	
Notifications (as required by rule):	
☐ Parent	Name: _____ Notified by: ☐ Brightwheel ☐ Phone ☐ In Person
☐ Doctor	Name: _____ Notified by: ☐ Brightwheel ☐ Phone ☐ In Person
☐ Hospital	Name: _____ Notified by: ☐ Brightwheel ☐ Phone ☐ In Person
☐ OCC	Name: _____ Date: _____



Medical Authorization for Non-Prescribed Medications

I hereby authorize Sunshine Early Learning Center and its employees to use the following products on my child according to manufacturer or physician's written instructions. I will not hold the above-named provider liable for any allergic reactions or other symptoms when the products are used in accordance with these terms.

Child's Name: _____

Date: _____ (to be reviewed annually)

Parent/Guardian Signature: _____

Provider Signature: _____

All over the counter medications including topical substances must be in the original container and also labeled with the child's name. Please remember that you will be responsible for supplying the following products.

My child may be given/use the following non-prescribed medications:

Baby Wipes:

☐ YES ☐ NO Brands: _____ Comments: _____

Diaper Cream/Ointment:

☐ YES ☐ NO Brands: _____ Comments: _____

Lotion:

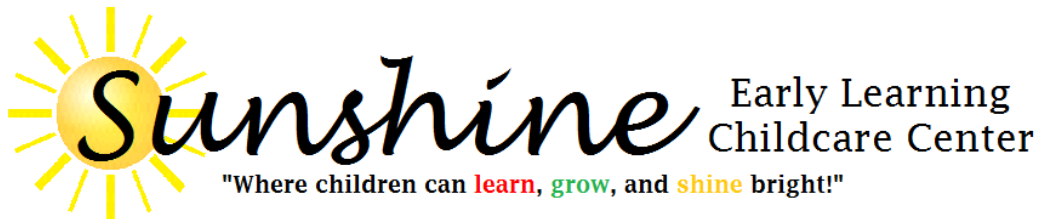
☐ YES ☐ NO Brands: _____ Comments: _____

Vaseline:

☐ YES ☐ NO Brands: _____ Comments: _____

Sunscreen:

☐ YES ☐ NO Brands: _____ Comments: _____



Medical Authorization

Prescription or non-prescription medication including but not limited to pain relievers, cough syrup, antihistamines, or nose drops, may be given to a child under the following conditions:

1. A medication authorization form signed and dated by the parent is on file.
2. **Prescription medication is in the original container** and labeled with the child's name, name of drug, dosage, and directions for administering, date and physician's name.
3. **Non-prescription medication is in the original container** and labeled with the child's name, dosage, and directions for administering. (Medication must be age-appropriate)
4. All medications are secured in a tightly covered container with a child-proof lock or latch and stored so that they are not accessible to children.
5. Medications requiring refrigeration are kept in the refrigerator in a separate tightly covered container with a child-proof lock or latch, clearly marked medication.
6. Parents are informed daily of medications administered to their child.
7. Programs must immediately document the administration of any medication.

Child's Name: _____ Date: _____

Medical Problem/Diagnosis: _____

Medication Name: _____ Time to be given: _____

Dosage: _____ Dates to be given from: _____ to _____

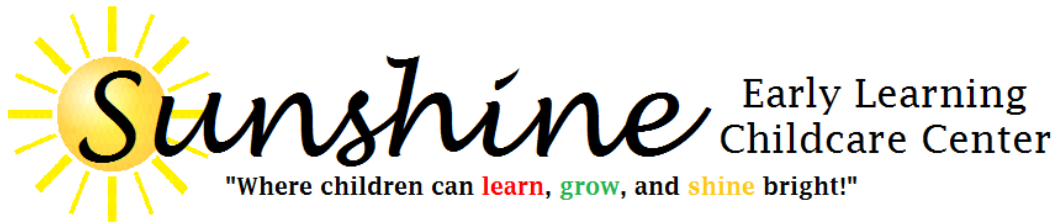
How is the medication to be given: _____

Does this medication require refrigeration? ☐ YES ☐ NO

Comments/Specific Instructions: _____

I authorize Sunshine Early Learning Center and its employees to dispense the above medication in accordance with the administration information.

Parent/Guardian Signature: _____ **Date:** _____
(To be reviewed every 90 days)



Discipline Policy

Sunshine Early Learning Center teachers are focused on using preventative strategies to support the inclusion of all children. Teachers are trained on the Pyramid Model and implement these evidence-based practices with coaching. These include site-wide behavior expectations, predictable and consistent routines, 5 positive deposits to every 1 negative withdrawal with children, Routines within Routines, increasing child engagement, providing universal support such as classroom visuals, and teaching social-emotional skills.

Sunshine Early Learning Center uses positive ways to channel children's emotions by:

- Sunshine Early Learning uses the Pyramid Model to promote children's social emotional learning. The Pyramid Model practices establish a predictable routine with a balanced schedule of child-directed and teacher-directed activities. We employ these strategies to support engagement in our program.
- Redirect negative behavior to an acceptable activity by gently encouraging the child to change activities.
- Positive Reinforcement, teaching expectations and positive social skills.
- Help children understand consequences to behavior in ways that encompass all individuals while fostering inclusivity and understanding.
- Scaffold instructions, choices, or activities.

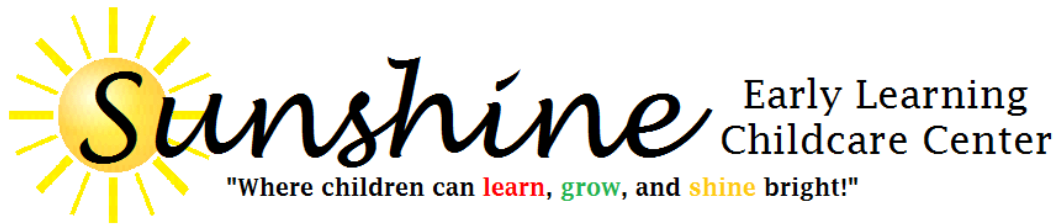
Sunshine Early Learning Program Wide Behavior Expectations

- Be Safe
- Be Kind
- Be Respectful

Prohibited Discipline Practices at Sunshine Early Learning Center and per Oregon Department of Early Learning and Care as follows:

414-305-0710 Prohibited Discipline and Actions A certified child care center must not use or threaten to use any of the following prohibited actions even if requested or agreed to by parents: (1) Rough or harsh handling of children or use of corporal punishment in any form, including, but not limited to hitting, spanking, slapping, shaking, swatting, throwing, jerking, pinching, biting, or other measures that produce physical pain; (2) (3) (4) (5) (6) (7) (8) (9) Bind or restrict a child's movement unless permitted under OAR 414-305-0720, Physical Restraint; Using unauthorized prescription or non-prescription drugs or chemicals for discipline or to control behavior; Confining or isolating a child in an enclosed or darkened area (e.g., a locked or closed room, bathroom, closet, or box for punishment); Withdrawing, denying or forcing food, rest, or toileting; Forcing or compelling a child to eat or placing soap, food, spices, or foreign substances in the child's mouth; Exposing a child to extremes of temperature; Yelling harshly or using profane or abusive language; Punishing or demeaning a child for toileting accidents or refusing to eat food; (10) Allowing any form of mental or emotional punishment or verbal abuse, including but not limited to public or private humiliation, name calling, teasing, ridicule, intimidation, making derogatory or sarcastic remarks about a child's family, race, gender, religion, or cultural background, rejecting, frightening, neglecting, or corrupting a child; (11) Demanding excessive physical exercise, excessive rest, or strenuous postures; or (12) Requiring a child to remain silent or inactive or removing a child from all activities or the group for excessive periods of time.

Physical restraint must only be used if a child's safety or the safety of others is threatened and must be: (a) Limited to holding a child as gently as possible to accomplish restraint; (b) Limited to the minimum amount of time necessary to control the situation; and (c) Developmentally appropriate. A staff member must not use bonds, ties, blankets, straps, or weights (including an adult using their body parts) to physically restrain children.

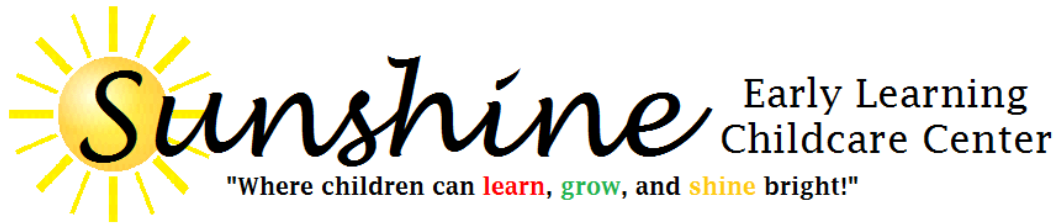


Suspension Policy

- A. Sunshine must severely limit the use of sending children home due to a child's behavior. Such actions may only be temporary in nature. (i.e., sent home for the program day)
- B. A temporary suspension must be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.
- C. Before determining whether a temporary suspension is necessary, Sunshine Early Learning must contact the parents, Early Childhood Special Education Specialist/ Administrator (If Child has an IFSP), and Center Leadership.
- D. If a child is sent home for the day, Sunshine must help the child return to full participation in all program activities the next school day while ensuring child safety by:
 - Continuing to engage with the parents and any other necessary support for the child.
 - Developing a written plan to document the action and support that will be provided; (inclusive material supports, flexible seating, reduced schedule)
 - Collaborating with community partners such as ESD, Inclusive Partners, Family Practitioners and Counselors to provide wrap around services, individualized plans and continued support through family engagement. This could include family visits or a family meeting with Sunshine Teacher and/or Leadership in-person or via zoom.
 - Determining with The Ages and Stages Questionnaire whether a referral to a local agency responsible for implementing special education services is appropriate.

Expulsion Policy:

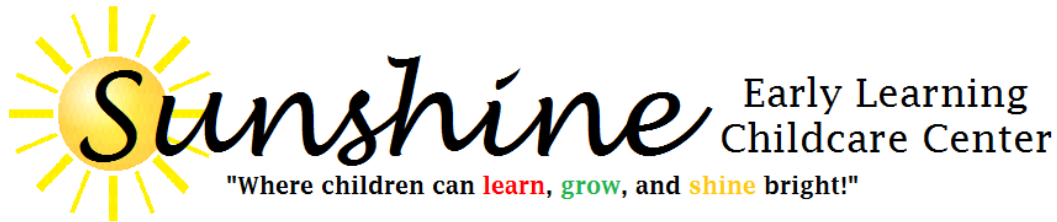
- A. Must follow the steps above to collaborate with the parents and consult with its local Child Care Resource and Referral agency to maintain a child's placement in program.
- B. When a child exhibits persistent and serious challenging behaviors, Sunshine ELCC must explore all feasible options and document all steps that are taken to address such problems and facilitate the child's safe participation in the program. Incident reports and/or logs must be kept on the persisting and unsafe behaviors.
- C. Before considering an alternative placement for the child, Sunshine must consider the capacity of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. §705(9)(b) of the Rehabilitation Act is not excluded from the program, on the basis of disability and if the child has an individualized family service plan (IFSP), the program must consult with the agency responsible for the IFSP to ensure the child receives the needed support services.
- D. If the child does not have an IFSP, the program must receive parental consent to refer the child to the local agency responsible for implementing IDEA to determine the child's eligibility for services. If, after Sunshine ELCC has explored all possible steps and documented all steps are taken as described above, Sunshine ELCC, in consultation with the parents, the child's teacher, ESD (if applicable) and the mental health consultant (if appropriate and available) determine that the child's continued enrollment presents a serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program must work with such entities and the Early Learning Hub to directly facilitate the transition of the child to a more appropriate placement.



Commitment to Continuous Improvement

Sunshine Early Learning program will intentionally support children to ensure meaningful inclusion and learning in the following ways:

- A. Data collected from BIRS, ITERS, ECERS, SACERS will be used to inform the Continuous Quality Improvement Plan.
- B. When screening and/or assessment results indicate a potential concern, the program shall refer the family to the local ESD for IDEA Part B (EI/ECSE) for a formal evaluation and provide support to the family through the evaluation process.
- C. Intentional environments that promote developmentally appropriate and culturally responsive experiences include a wide variety of books and materials to stimulate play, experimentation, and conceptual learning in all developmental areas and that support a range of abilities and accommodate children's developmental delays and disabilities.
- D. The curriculum supports individualized instruction for children with a range of abilities and includes methods for universal inclusive support for all children.
- E. Teaching staff routinely provide all children with a variety of ways to participate, gain information, and demonstrate what they know to address children's different learning styles, languages, abilities, and temperaments.
- F. The program incorporates the child's IFSP goals and coordinates with early childhood special education providers to implement special education and related services for children in the context of daily activities within the program and in accordance with the child's IFSP into individual child goals, curriculum plans, and instructional strategies. Promote active family engagement, foster positive parent-child relationships, and cultivate respectful interactions between staff and families. Emphasize the belief that families serve as the child's primary and most influential educators, encouraging regular communication between staff and families to harness their expertise in supporting their child's development.



Inclement Weather & Emergency Situations Policy

Sunshine Early Learning Childcare Center may close and/or have a late start due to the following events:

- Inclement weather including but not limited to snow, sleet, ice, natural disasters (fire, flood, earthquake, etc.), and severe storms.
Sunshine ELC follows the local school districts inclement weather schedule
- Emergency situations include loss of heat, water damage, and/or power outages.

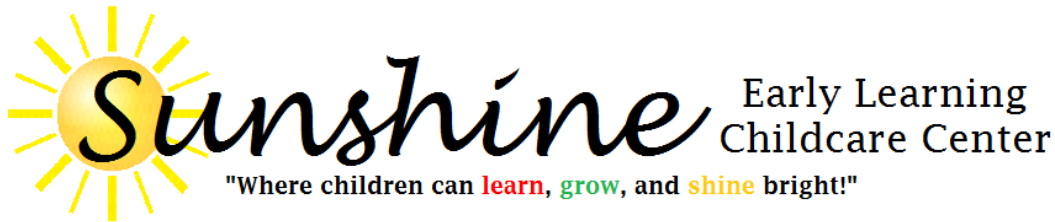
We will post all information to the following places by 5:45am on the morning of the closure/late start:

- Brightwheel
- Sunshine's Facebook Page
<https://www.facebook.com/sunshineelcc>
- Sunshine's Website
www.sunshineelcc.com
- Flash Alerts
[Sunshine Early Learning Center Milwaukie news via FlashAlert.Net](#)

If there is an emergency while the center is open, we will contact families by Brightwheel and by phone. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home.

Once the center has been closed due to any of the above events, the center will not reopen until the following business day after the above events have been resolved (i.e., power has returned, damage has been repaired, etc.).

Sunshine Early Learning Center employees will be paid for closure hours/days, so no tuition credit will be issued for these events.



Discounts & Referrals

Employee Discounts

Directors

No cost up to 3 children

Sub Directors

Infants-Twos	35%
Preschool/Prekindergarten	60%
School Age	85%

All other employees

Infants-Twos	25%
Preschool/Prekindergarten	50%
School Age	75%

Community Discounts

Family and Friends <i>(Director Approved)</i>	5%
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Multi-Child <i>(2 or more children enrolled)</i>	10%
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Multi-Month <i>(3-Months)</i>	5%
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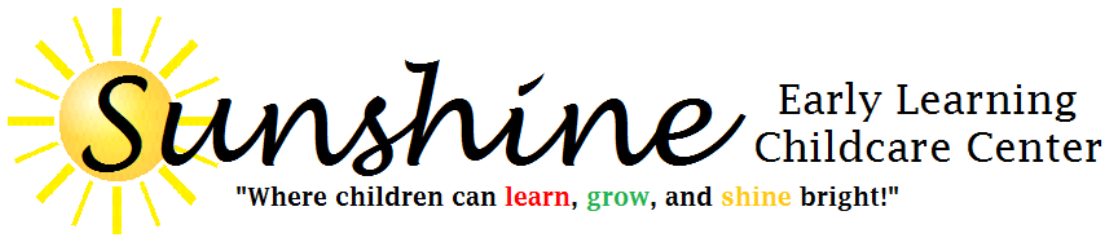
Cash Tuition Payment	2%
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***If tuition is not paid by the due date, discounts will not be given for that month.**

**Limited financial tuition scholarships are available based on family income.
(To apply, please contact owner: Jennifer Foglesong at jennifer@sunshineelcc.com)*

Referrals

\$50.00 per enrolled referral *(discount applies to the following month)*



Financial Responsibility Contract

This agreement is made by and between Sunshine Early Learning Childcare Center (Certified Licensed Child Care Center) and _____ (Parent/Guardian) Of _____ (child).

PRIVATE PAY ONLY:

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 _____ and _____ of every month.

(Bi-monthly charges apply).

SUBSIDIES (EHS/ERDC/ODHS/ETC.) ONLY:

The following has been agreed upon between the two parties beginning _____:

☐ ERDC: I agree to the monthly copay of \$_____, to be paid on the last day of the month.

☐ ERDC & ALL OTHER SUBSIDIES: I agree to pay the difference between the subsidy maximum monthly rate and Sunshine Early Learning Center's tuition monthly rate of \$_____, to be paid on the last day of the month.

ALL SUBSIDIES: _____ (initials) I understand that if the subsidy agency does not pay full tuition, I am responsible for the full tuition charges.

NON-SCHOOL AGE: Please check the appropriate boxes:

Tuition Rate: ☐ Full Day Rate ☐ Extended Day Rate ☐ Subsidy (EHS/ODHS/ERDC, ETC.)

Days of Attendance: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Our arrival time will be _____ and pick up time will be no later than _____ on days of attendance. Any added time before or after those times will be discussed beforehand or will be subject to late pickup fees and additional charges. full tuition charges.

SCHOOL AGE: Please check the appropriate boxes:

Tuition Rate: ☐ Before & After School ☐ After Only

☐ Tier 1 ☐ Tier 2 (Tier commitment is Sept-June) ☐ Subsidy (EHS/ODHS/ERDC, ETC.)

Days of Attendance: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

This agreement wholly states the obligations of Sunshine ELCC; there are no other implied obligations. Any amendments to this agreement must be in writing and signed by both parties. This agreement shall be in effect until either party has given termination notice in accordance with the Parent Handbook policy or negotiation of a new contract.

Parent/Guardian Signature: _____ **Date:** _____

Center Director Signature: _____ **Date:** _____

Sunshine ELC on Harrison Emergency Plan

OAR 414-305-0210(1) A center must have a written plan for emergency preparedness that addresses evacuation, relocation, shelter-in-place and lockdown procedures, and responding to medical emergencies and other incidents that center staff will follow, unless otherwise instructed by emergency personnel. **(2) A center's written plan must clearly define roles and responsibilities for all staff in an emergency and identify the center's procedures for:**

Sounding an alarm and alerting staff of the emergency: Walkie communication to all staff with the code number or emergency. Fire Alarm for fire related events must be pulled.	Person Responsible Center Management
Notifying emergency authorities, including the poison control center, when necessary: The Center Director or Sub Director on duty will call needed emergency services. Emergency numbers located on the back of every center phone.	Director or Sub Director
During an emergency ensuring that all children in attendance are supervised and accounted for (during and after an emergency) Name to face should be done when leaving the classroom and then again when arriving at the emergency safety location. Ensuring children's emergency contact information and medical authorization and staff emergency contact information is accessible during and after an emergency: The master emergency binder should be stored in the center office with all medical forms and staff emergency forms. It is to be taken to emergency safety location when center management leaves the building with the children for the emergency.	Teachers in Classroom Director or Sub Director
Evacuation Include evacuating children to a designated safe area or relocating children to alternate shelter. Designated safe areas and alternative shelters must be a minimum of 50 feet from the building being evacuated.	All Staff *Cook & Sub Director assists the infant classroom.
Primary Safe Location: StehnFamily Chapel 2900 SE Harrison Street, Milwaukie, OR 97222 in the parking lot located on 29thbehind the building.	*Floating teachers assist the wobbler classroom.
Secondary Safe Location: Sunshine ELC on 21st, 11039 SE 21stAve. Milwaukie, OR 97222	
Tertiary Safe Location: Sunshine ELC in Oregon City, 16000 S Henrici Road, Oregon City OR 97045	
Relocation Include a designated alternative safe location in the event of an evacuation, and designation of staff members to take the emergency contact number file to the evacuation site in the event of an evacuation: Lead Teachers will take emergency backpacks and be the last ones out of the classroom to ensure all children have exited the classroom. Upon arrival at the emergency location, the lead teacher must complete a name to face and make sure all students are safe and accounted for. A green card will be placed in the air if all students are safe and accounted for. An orange card will be placed in the air if a student has an injury. A red card will be placed in the air if there is a missing child. If there is an injury and a missing child, both red and orange cards will be placed in the air. Center management will respond to each orange or red card.	Center Management
Medical Emergencies Include responding to serious illness, severe injury or death of a child or staff. The plan must identify a licensed physician, hospital, or clinic to be used for emergency medical care: Any serious medical injuries, emergency response must be activated, parents or emergency contacts and Sunshine ELC executive team must be notified.	Director or Sub Director

Name of medical facility: Providence Milwaukie

Address: 10150 SE 32nd Ave, Milwaukie, OR 97222

Phone #: (503) 513-8300

Sunshine ELC on Harrison Emergency Plan

Shelter in place/Lockdown Include moving children to a designated location in the center for sheltering-in-place and lockdown emergencies. Center management will announce one of the following codes over the walkie talkies: Code 1: This means that there is suspicious activity around our area (Example: Near Milwaukee). For this code, you need to make sure that the children's volume levels are a bit lower. No one is let in or out of the building during this time. Code 2: This means that there is suspicious activity close to our center (Example: A block or two away). With this drill, you will have all the children stay in the same area and play quietly. Please turn off the lights and close the curtains. No one is let in or out of the building during this time. Code 3: This means that there is someone inside the building/trying to get into the building who should not be there. With that, we need to make sure that the children are all in one area huddled together, staying quiet, away from the doors/windows. Lights off, curtains closed, and we need to barricade the door with everything that you can. (Changing tables, tables, etc.) No one is let in or out of the building during this time. Follow the procedure until you hear center management announce the code is clear over the walkie talkie. <i>**For all codes, we are not informing the children about suspicious activity. **</i>	Person Responsible Director or Sub Director
How the center will inform parents where children will be located in the event of an evacuation and how children will be reunited with their families, include notifying parents after the emergency ends and how children will be reunited with their families as the evacuation, relocation, or sheltering/lockdown is lifted: Parents will be notified via brightwheel SMS message of any evacuations, relocations or lockdowns and when they are lifted. If the internet is down, phone calls will be made to parents by center management to communicate these emergencies.	Director or Sub Director
A center must observe weather conditions and other possible hazards to take appropriate action for child health and safety. Conditions that pose a health or safety risk may include but are not limited to heat in excess of 100°F or pursuant to advice of the local authority, or cold less than 20°F, or pursuant to advice of the local authority. • An air quality emergency ordered by a local, state, or federal authority on air quality or public health. In cases of temperatures 100° F or above and 20° F or lower, students will not be allowed outside, and staff should find alternative indoor gross motor activities in the center's gross motor space. During air quality emergencies, air filters will be added to all entrances, windows and doors will remain closed at all times unless exiting or entering the building (<i>limited to the beginning and end of the day</i>). Filters in all air conditioning units, if used, must be cleaned daily. If air quality inside the center gets above 100 AQI, the center will close for the day.	Teachers and Center Management
Other Issues including responding to a lost or missing child and responding to health and safety emergencies or suspected abuse of children, staff, volunteers, or family members occurring while they are on the premises of the center. If a child is missing, immediately notify center management and give information about the child and details on where the child was last seen. All Staff are mandatory reporters and are required to report all suspected abuse. If you suspect abuse or neglect, contact center management and the child abuse and prevention hotline.	All Staff
Responding to natural and man-made disasters including power outages, Earthquake, Flooding, Landslides, Lightning storm, Tsunami, Tornado, etc. if there is immediate or likely danger: Follow Earthquake procedure of sheltering in place until earthquake is over and then head to emergency safe location. Flooding/Landslides: Students will stay in the building. If it is flooding inside the building, all students and staff will exit to the main floor. If flooding continues, Sunshine ELCC will follow county emergency evacuation plans. Lightning storms: All staff and students will stay indoors during a lightning storm and no outdoor play will be allowed. Tornado: Shelter in place until tornado passes and then exit to safe space until building is cleared by emergency professionals.	All Staff

Sunshine ELC on Harrison Emergency Plan

Maintaining continuity of care after a natural or man-made disaster , including access to copies of records, documents, and computer files necessary for continued operation stored in either a portable file or at an off-site location. Make sure if you have to evacuate the building that you bring your emergency backpack with you that has all student emergency information and emergency supplies.	Person Responsible Lead Teacher and Center Management
Responding to incidents involving a hostile intruder or man caused events such as violence at a childcare facility: Follow code procedures or initiate code procedures. Code 3 will be implemented. Code 3: This means that there is someone inside the building/trying to get into the building who should not be there. With that, we need to make sure that the children are all in one area huddled together, staying quiet, away from the doors/windows. Lights off, curtains closed, and we need to barricade the door with everything that you can. (Changing tables, tables, etc.) No one is let in or out of the building during this time. Follow the procedure until you hear center management announce the code is clear over the walkie talkie.	
Procedures to address the needs of individual children with special needs, and children with chronic medical conditions: If a child needs emergency medical care for health or special needs, then all staff in the classroom will be trained on the medical condition or need and how to address it. All medication will be administered by Lead Teacher and center management only.	Lead Teacher and Center Management

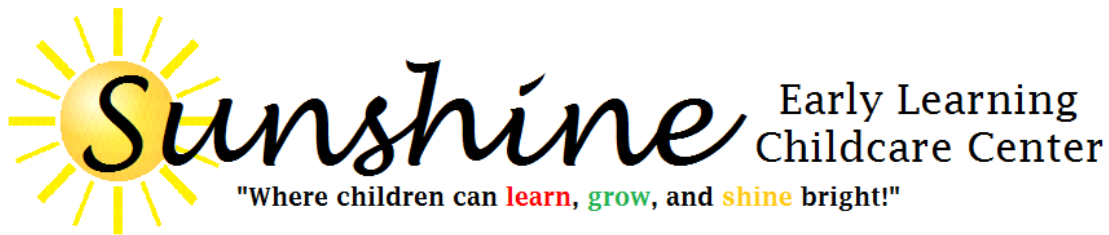
Note:

A center must have written policies identified in 414-305-0200(2)(a-t), which includes the center's emergency preparedness plan, and provide them to:

- a) Staff and volunteers at the time of hire and when policies change; and
- b) Parents at the time of a child's enrollment and when policies change.

According to **OAR 414-305-0210(4)** A center must review the written plan and all emergency procedures at least once per licensing year and update the procedures as needed; and

- (5) A center must review the written plan with center staff once annually and whenever the plan is updated._



Sunshine ELC Field Trip & Off-Site Emergency Plan

Date Implementation: 07/26/2024

Before Emergency:

1. Bring Emergency backpack with (first aid supplies, emergency supplies, and student emergency forms.) A teacher must be always assigned to the emergency backpack.

During the Emergency:

1. **Fire-** Exit the building with Aide in the front and Lead Teacher in the rear and stand at least 100ft away from the burning structure. Complete a name to face to make sure you have all the students out safely. If you are missing any students please notify emergency personnel on site i.e. fire fighters, police. Follow instructions from emergency personnel on site.
2. **Earthquake-** Please instruct children to get to the doorway, or under tables and to get down and cover their head.
3. **Violence/Active Shooter-** Teachers will take students to the closest enclosed space and barricade entrance points with items accessible. They will remain in lockdown until cleared by emergency personnel.

After the Emergency:

1. Lead Teachers need to make sure you have all children by completing a name to face attendance check and check if any child or other staff members need medical attention. If the Lead Teacher cannot perform these duties, the other teacher or teacher aide will need to do so. If medical attention is needed, follow the medical emergencies procedure below.
2. Contact Center and return to center if safe. If the center is not safe, shelter in place at offsite location and follow instruction of leadership team and emergency personnel on site.

Medical Emergencies:

1. Assess the needs of injury. If it is a minor injury use first aid equipment in the emergency backpack. All other injuries: activate Emergency Medical Services (EMS 911)
 - a. Have the other staff members move the children away from the injured child if able.
2. Follow First Aid/CPR/AED training until emergency personnel relieve you from these duties.
3. Contact needed people i.e. Parents/Guardians, Center Leadership, Licensing (if applicable).
4. Use emergency form that identify preferred hospital and give to EMS.
 - a. One staff member should go with emergency services until parents/guardian arrive. Other staff remain with other children and return to childcare center.
 - i. Bus drivers must remain with other students and may not go with emergency personnel unless they are injured themselves.