

# **Little Sunshine Learning Center**

## **PARENT/STUDENT HANDBOOK**

**Preschool and Day Care  
2016-2017**

# Program Description

## **Mission Statement**

Little Sunshine Learning Center is dedicated to promoting a high quality Early Childhood Education program for children in a safe, caring, and nurturing environment that promotes each child's social, emotional, physical and cognitive growth and competency through positive experiences. We believe that all children are unique in their own way and should be encouraged to learn and develop at their own rate.

## **School Hours**

Little Sunshine will be open year-round, Monday through Friday, from 7:00 am to 6:30pm.

We offer half day and full day options for our preschool aged children, ages 2 years to first grade entry.

## **Holidays/Staff Development**

The center will be closed on the following dates:

Winter Break **(12/23/15 – 1/1/16)** Center is open on Monday 1/4/16

Martin Luther King **(1/18/16)**

Presidents' Day **(2/15/16)**

Spring Break **(1 week 3/28/16 – 4/1/16)** Center is open on Monday 4/4/16

Memorial Day **(5/30/16)**

Staff Development Day **(6/17/16)**

Independence Day **(7/4/16)**

Labor Day **(9/5/16)**

Veterans Day **(11/11/16)**

Thanksgiving Holiday **(11/24/16 and 11/25/16)** Center is open on Monday 11/28/16

Winter Break **(12/21/16 – 12/30/16)** Center is open on Monday 1/2/17

## **Late Charge**

If a child is signed out after 6:30pm, a late charge of **\$1.00 per minute** is payable to Little Sunshine Learning Center.

## **Programs Offered & Ages of Children Accepted**

### **Programs**

We offer appropriate classes for children aged 2 – 5+ years. Monthly themes, life skills and weekly stories are integrated into all our preschool programs.

### **Two+ Year Old Program (2 years – 3-1/2 years) Full Day/Half Day Programs Offered**

The two year old program balances, nurtures and cares for a young child's need for growing structure and independence. The focus is on helping develop large and fine motor skills. There are outdoor play activities and introduction to letters, numbers, story-telling, reading in small and large groups, and following directions.

### **Three-Year Old Program (3 1/2 years and older) Full Day/Half Day Programs Offered**

This program introduces letter recognition, beginning stages of writing, pre-reading skills, and concrete math skills. Classrooms are set up in centers to provide many opportunities for children to practice decision-making and self-help skills in a safe, supportive environment.

### **Field Trip Provisions**

Walking trips for the preschool programs are carefully integrated into the curriculum each year. A field trip permission slip for walking field trips for the entire school year must be on file for each student. (A neighborhood walk, for example, would be an example of a walking field trip.) For any other field trips, parents will be asked to sign a permission slip for each individual trip. Your child's teacher will let you know the specifics of each outing and these details will be included in the permission slip.

### **Transportation Arrangements**

Little Sunshine offers no transportation for our preschool age children.

### **Food Service**

We provide two snacks a day for our students, one in the morning and one in the afternoon. Our snacks include juice or milk. If your child has allergies that prevent him/her from eating the snack that we provide, we ask that you send in a substitute snack or drink for your child.

Hot lunch is available for a monthly fee. Otherwise, lunches need to be brought from home.

## **Medication Policy**

If your child needs to be given any medication during center hours, we are required to have the following:

- 1) Medication Release form filled out and signed by the parent
- 2) Directions for administering medications.
- 3) Medication in the bottle from the pharmacy stating name, dosage, time to be given and any side effects to watch for.
- 4) All medications must be in the original container.
- 5) Doctor's instructions for inhaled medications.

All prescription medication will be administered according to written physician instructions. **No over-the-counter medications will be administered.**

## **Illness Policy**

The following guidelines have been developed in order to provide a safe and healthy environment for our students.

If a child has one or more of the following symptoms, they will be sent home and will not be allowed to return to Little Sunshine Learning Center until they are symptom free, have been on medication for 24 hours or have a physician's release form:

- 1) Fever in excess of 99.6 degrees Fahrenheit
- 2) Excessive sneezing with cold-like symptoms
- 3) Excessive coughing or difficulty in breathing
- 4) Unidentified rash
- 5) Ear infection that has not been treated by a physician
- 6) Vomiting one time with a fever, vomiting two times in one day without a fever
- 7) Diarrhea once in a day with a fever, diarrhea twice in one day without a fever
- 8) Excessive running nose with colored mucus

If your child has any symptoms of illness not mentioned above (listlessness, pale, flushed, stomach ache, etc), the staff will contact you to discuss whether or not your child will need to go home. You will need to have three names on file to call if you are not available to pick up your child in case of illness.

## **Communicable Diseases**

Exposure to communicable diseases is reported to parents immediately. We will post a notice in the classroom.

Your child may return to school:

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|----------|--|
| FEVER    | When fever free for 24 hours without medication. |
| RINGWORM | When the infected area has disappeared.          |

SCABIES	Five days after the second treatment.
CHICKEN POX	When the scabs are completely dried.
PINWORM	With a doctor's release form.
IMPETIGO	When the skin is cleared of all sores.
HEAD LICE	When the nits are completely cleared of the hair.
PINK EYE	When the eyes are clear and there is no discharge.
STREP THROAT	After the third day of medication and fever free for 24 hours. Medication can be brought to school and administered by the child's Teacher.

As it is not possible to list all illness or symptoms, teachers and Directors reserve the right to make individual decisions about children needing to go home.

### **In Case of an Emergency**

In case of sickness or injury that requires a doctor or dentist's attention, we will do our best to contact you or your emergency contacts. In the event we cannot reach you, we will contact the physician listed on your child's Emergency Form. If we cannot reach you or any of your listed contacts, or if it is a life-threatening situation, we will call 911 for emergency assistance.

### **Sign-In/Sign-Out Procedures**

A sign-in/sign-out sheet is located in each classroom. All children must be signed in and out everyday with a full legal signature and recorded time. This is a California State Licensing Requirement. Everyone will be required to show photo identification until the staff becomes familiar with the regular pick up people for each child. Only authorized people are allowed to pick up your child.

### **Communication**

We believe that close communication between home and school is vital to a child's well-being and school success. We encourage parental involvement and have an open door policy.

### **Parent-Teacher Conferences**

Parent-teacher conferences are welcome and can be scheduled at any time throughout the year.

### **Parent Boards**

The classroom has a parent board where teachers post information about upcoming events, school happenings, and special class schedules. Information about monthly themes, special projects and key concepts being learned in the class are also announced here. Please check the board daily to stay informed about what's happening in your child's school day.

## **Discipline Policies**

Children find security and direction where there is consistent adult guidance and discipline. Children explore, observe, feel, interact and learn through the process of being involved with people and things in their world.

Our Little Sunshine teachers use preventive methods of discipline to reduce the likelihood of disruptive behavior. Teachers support children by providing set limits, reminders, encouragement and acknowledgement of positive behaviors. By routinely recalling rules, teachers help children internalize positive behaviors. Teachers consistently monitor all activities in the classroom and the playground, and give direction clearly, anticipating and reducing the possibility of problems through advance planning and organization.

When there is a potential problem, teachers use constructive methods for maintaining group control and handling the behavior of individual students. They maintain an atmosphere of love, acceptance and order. **Corporal punishment and other humiliating or frightening techniques are never used.**

Teachers will step into a situation quickly and use redirection by directing a child to another activity. Rules are discussed with all children to make sure they understand. Our goal is to create a safe environment in which a child's self esteem and skills for expression and conflict resolution are enhanced.

Children are never allowed to hurt themselves, adults or other children. When a child injures another person, teachers will work with the child in a loving and constructive manner to reduce the child's need for striking out. Teachers will offer alternative ways to deal with difficult situations. Every incident will be recorded in a report that will require a parent's signature.

If a child has repeated or continuous behavioral issues, we will ask to have a parent/teacher/director conference in order to determine the course of action to be followed. Our goal is to work in partnership with parents. Positive results come from parental input and consistency from all adults involved in a child's life.

## **Grounds for Dismissal**

We have a four-step program in place for behavioral problems that victimize others:

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| First Time:  | The child will be told, very seriously, that this behavior is not allowed.<br>An Incident Report will be written and parents will be notified.                     |
| Second Time: | An Incident Report will be written and parents will be notified to pick the child up from school. A conference will be held before the child can return to school. |

- Third Time: An Incident Report will be written and parents will be notified to pick up their child from school. The child will be suspended from school for three school days. Parents will be told that if the behavior occurs a fourth time, the child may be dismissed from school.
- Fourth Time: The child may be dismissed from school.

Children who bite others will be subject to immediate dismissal. Little Sunshine reserves the right to immediately dismiss a child if, in the school's sole discretion, it determines that the welfare of the child or school requires such dismissal.

## **Emergency/Evacuation Procedures**

In case of a major disaster where students need to be evacuated from our facility, we have made arrangements to use other facilities as temporary shelter/meeting areas. The following locations will be used to evacuate students:

Stanton Elementary School  
2644 Somerset Ave.  
Castro Valley, CA  
(510) 727-9192

Castro Valley Elementary School  
20185 San Miguel Ave.  
Castro Valley, CA  
(510) 537-1919

## **Admission Policies**

Little Sunshine Learning Center will accept all children it is licensed to serve, without regard to ethnic background, gender or creed.

People who schedule an appointment or stop by for information about Little Sunshine are given a brochure about the program and a personal tour of the facility by the Director. This personal interview provides parents with information about the center's philosophy, policies, procedures, and programs. It also gives the school an opportunity to understand the state of the child's health and physical and emotional development, and to assess whether the center can meet the child's needs.

Families who wish to enroll may do so by completing a registration form and paying a non-refundable deposit (registration fee and first month's tuition). An admissions packet will then be given to the family, which must be fully completed before the child can attend Little Sunshine. Tuition rates will be established and adjusted by the board. There will be no refunds. A written 30-day notice is required to withdraw a child from the program. If the notice is less than 30 days, parents are obligated to pay the full 30 days tuition.

If the school is full, a waiting list (name, address, telephone, e-mail address and child's date of birth) will be maintained. Families will be notified if spaces become available. Vacancies will be filled from this list in the order they were received.

## **Enrollment Forms**

The following forms must be filled out completely before admission to Little Sunshine Learning Center:

- Registration form
- Admission Agreement
- Parents Rights (LIC 995)
- Personal Rights (LIC 613A)
- Identification and Emergency Form (LIC 700)
- Emergency Information Sheet
- Consent for Emergency Medical Treatment (LIC 627)
- Child's Health History (LIC 702)
- Physician's Report (LIC 701)
- Immunization Records (Blue Shot Card)