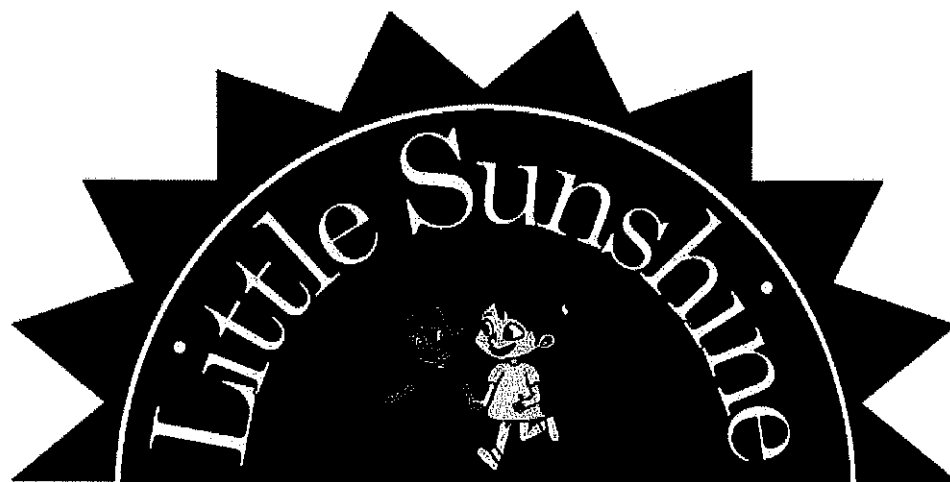


Parent Handbook



Preschool and Learning Center

"Building a foundation for a brighter future"

**9316 Little Rd
New Port Richey, FL 34654**

Phone Number: (727) 868-9100

INTRODUCTION

The mission of Little Sunshine Preschool & Learning Center is to provide high quality childcare services. We are committed to providing a nurturing and safe environment that creates opportunities for your child's cognitive, physical, emotional and social development. Your child will share new experiences with new friends in surroundings that have been planned and equipped to serve your child's developmental needs.

Since you, the parent, play a critical role in your child's success at the Center, we will count on your continual involvement, input, and feedback.

This Parent Handbook is designed to answer some of the more basic questions you may have about our Center. Please feel free to call or visit the Center Director if you need more information. We have an open-door policy and you are welcome at any time.

Open Door Policy

At Little Sunshine Preschool & Learning Center we do have an open door policy, which means you may visit our school at any time. We do ask that if you plan to visit frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director or a staff member, please make an appointment so that arrangements can be made.

PROGRAM / CURRICULUM

Little Sunshine Preschool & Learning Center provides an open-ended, age appropriate, experiential environment using the High Scope curriculum wherein process is more important than product.

Children are given the opportunity to explore and discover within a planned environment and planned activities but are never asked to recreate or duplicate a product. To us, the learning involved in the process is far more important than the final product. Each child is encouraged to develop his/her own special talents.

Children will be placed in classes according to their appropriate age level. Students will be exposed to drawing, painting, shapes, the alphabet, colors, music, and numbers, etc. Instruction will use all of the child's senses. This will include the use of all the modalities of learning: they will focus upon the visual, auditory, and kinesthetic (or hands on) method of teaching. Much care will be given to making the child's first experience with school an enjoyable one.

Parent/ Teacher Conferences for VPK Students Throughout your child's school year here at Little Sunshine Preschool there will be 2 parent/ teacher conferences to discuss your child's progress and if there are any concerns from you the parents or us as a school.

Assessments & ASQ's We screen & assess the children 3 times a year for academic skills

ENROLLMENT PROCEDURES

Upon enrollment and prior to your child's first day at Little Sunshine Preschool & Learning Center, you will be required to complete an enrollment packet. The information is required by our licensing agency and will help us in providing your child with the safest environment possible.

- Enrollment Application
- Physical Examination (Form # 3040)
- Immunization Record (Form # 680) (shots must be current)
- Child Medical History Checklist
- Medical History
- CCFP (Food Program) Form
- Photograph Release
- Dress Code Policy
- Tuition Contract
- Food Experience Permission Form
- Parent Handbook Acknowledgement & Receipt
- Illness and Medication Policy
- Safety Policies and Procedures Acknowledgement
- Influenza Virus Form

Please be sure to keep us updated of any changes in your address, phone numbers (work & home), emergency contacts, and authorized pick-up persons.

Accommodations Required by the Americans with Disability Act

At Little Sunshine Preschool & Learning Center our program is tailored to fit each child's and individual needs, providing them with many experiences of achievement and success. Under Title III in the Americans with Disability Act it states that all public accommodations are provided for the children and families. At Little Sunshine Preschool and Learning Center we follow Title III and do our best to work with all our children and families.

Confidentiality

Confidentiality is imperative. Any problems and or records regarding your child(ren) within the school remain within the facility and are not discussed with any other person.

HOLIDAYS

Little Sunshine Preschool & Learning Center will be closed on the holidays listed below. (There will be NO reduction in tuition).

Labor Day	Christmas Eve	New Year's Day	Labor Day
Thanksgiving Day	Christmas Day	Good Friday	
Thanksgiving Friday	New Year's Eve	Memorial Day	

Schedules

Little Sunshine Preschool & Learning Center offers Full Time & Part-Time spaces for enrollment. (Part-time spaces are limited).

Our Center is open Monday through Friday from 6:30 a.m. until 6:30 p.m. All children must be at the center **no later than 10:00 a.m.**, with the exception that you provide a doctor's note stating you were seen at their office for that day. No child will be permitted to be dropped off after **12:00 PM** for any reason.

Before and After School care is also offered as well as Full Time care for School Age children (6 - 12 years) when school is closed.

Cell phone policy

Little Sunshine is a "NO CELL PHONE ZONE", please give your child and your child's teacher your undivided attention when entering our school. Students may not have cell phones.

FEES, TUITION, AND DISCOUNTS

Fees

There is an **Annual Registration fee of \$50**. The fee is due upon enrollment (pro-rated for those families starting after January 1st) and will be billed every January thereafter.

A One-Time Start-Up fee of \$50 is required for all new children.

Late Pick-Up Fee - \$1 per minute after 6:30 p.m. per child

NSF Fee - \$35 per incident. Payments must be made in cash or money order after two NSF checks have been received.

Late Payment Fee - \$25 for tuition payments received after Friday for the current week of care.

Collections- If your account gets two weeks behind you will go to collections and an additional 30% fee will be charged toward your tuition.

Tuition

Tuition payments are due on a weekly basis. The weekly tuition amount is payable by check, money order, or cash. Please make checks payable to **Little Sunshine Preschool & Learning Center**. If you pay with cash, be sure to pick up a signed receipt as proof of payment.

Full tuition payment is due, regardless of attendance or holiday closings.

Payments are due the Friday prior to the week of care. Payments received after Friday for the current week of care will be charged a \$25 late fee and your child will not be allowed to return until your account is current.

Any account 30 days in arrears after withdrawal from the center will be sent to our collections agent and will affect your credit rating.

Re-entry into the Center will be based on available space and payment of a new registration fee.

Please see Tuition Rate Schedule for the most current rates.

Tuition Discount

Parents with more than one child enrolled **Full Time** at the Center will receive a **10% discount in tuition** for the oldest child.

VACATION

After 3 months of continuous enrollment, both Full Time and Part Time families will be allowed to take **2 weeks vacation annually**. No tuition will be charged for these two weeks and your child's spot will be held with no re-registration fee. Vacation must be taken in increments of full weeks (no daily vacation credits). You must give the Center Director written notice of your intent to take a vacation week at least two weeks prior.

WITHDRAWALS

You are required to give at least two weeks notice of your intent to withdraw your child from the center. If notification is not received, a fee equal to the two weeks of tuition will be assessed.

At Little Sunshine Preschool & Learning Center we strive to provide a safe environment for all.

The Center may require parents to withdraw their children when:

- Parents abuse the Policies & Procedures of the Center (i.e. late pick-up, failure to pick up a sick child within an hour, failure to update medical records, unpaid account balances, etc.)
- After repeated attempts to correct inappropriate behavior, a child continues to disrupt the learning process of the group and/or poses risk of harm to self or others
- The child purposely and maliciously damages Center property
- The child is verbally abusive including repeated use of inappropriate language
- Other circumstances deemed justified by the Center Director

If withdrawal is necessary, the Center Director will provide two weeks notice of termination of care whenever practically feasible and will assist the parents to find a more appropriate setting for the child.

SECURITY

For security purposes, when dropping/ picking up your child at Little Sunshine Preschool and Learning Center you are required to sign your child in and out using our Procure system which will date, time stamp and apply the name of the person dropping off/ picking up.

Persons unknown to the Center personnel will be asked to show photo ID upon entering the Center. This may include parents unknown by staff.

Always notify Center personnel if someone other than yourself will be picking up your child. This must be a written statement from the parent.

KEY CARDS

Each family will receive one key card per child during the initial enrollment. If you are in need of additional key cards, please see the front office. Additional key cards may be purchased for \$10.00.

In the case of separated or divorced parents, the law stipulates we cannot determine which parent may pick up the child. We must release children to either parent regardless of which parent has enrolled the child unless the custodial, enrolling parent has a court order. Copies of the court orders must be kept in the children's files at the Center.

SAFETY AND EMERGENCY PROCEDURES

The teachers and staff of Little Sunshine Preschool & Learning Center will do everything possible to minimize accidents through various safety programs, facility inspections, routine maintenance, and consistent policies and procedures.

All staff on site are trained in First Aid and pediatric CPR.

Emergency drills for evacuation and severe weather are conducted monthly and emergency procedures are posted in each room of the Center.

The Center reserves the right to close (with no reduction in tuition) due to severe weather conditions such as hurricane.

Please be extra alert when entering or exiting the school parking lots. **DRIVE SLOWLY!** Always be mindful that a small child may not be visible between parked cars. When coming into or leaving the school building, please also be aware of your child's whereabouts, keeping him/her by your side at all times.

Please **DO NOT** leave children in parked cars when dropping off or picking up your preschool child. Asking a friend to stay with your child(ren) in the car is advised, instead.

Smoking

Smoking is **prohibited** in the Center and on the grounds. For the safety of the children, please refrain from tossing cigarette or cigar butts on the grounds or in the parking lot.

Parking

There is ample parking in front of the Center for drop-off and pick-up. Please do not use the handicapped spaces unless you are authorized to do so.

The parking lot will be busy during peak drop-off and pick-up times. Please be sure to always escort your child into the Center and to their classroom. **Parents must sign children in and out every day - this is mandatory!**
SAFETY AND EMERGENCY CONTINUED....

Reporting Suspect Abuse and Neglect

All employees at the center are all Mandated Reporters, which means they must report any suspected abuse and/ or neglect they see on any child.

HEALTH

Health Policy

Medication will not be administered without a signed Medication Authorization Form (available at the Director's office). Only prescription medications are permitted. Medications will be dispensed at **lunch time only**.

- Medications brought to the center must be in the original container. No medication will be administered after the expiration date. All expired medications will be thrown out.
- Parents must remove prescription medications from the Center when they are no longer needed or they will be discarded.
- Never leave medication in your child's bag or backpack. All medication is to be handed to the Center staff for proper storage.
- If medication is not to stay at the Center, it is the parents' responsibility to remember to take medications home.

HEAD LICE: Little Sunshine Preschool & Learning Center has a no nit policy concerning head lice. In other words, if a student has one nit in his/her hair, he/she will not be allowed to attend school until he/she is entirely clear of any form of head lice. This is for everyone's benefit. There are no exceptions.

Illness and Injury

If your child becomes ill or injured (needing medical attention) during the day, you (or the person you authorize) will be notified and your child must be picked up within one hour.

Your prompt response is important to your child's health and well-being as well as that of all the children enrolled in the Center.

You will be called to pick up your child when any of the following symptoms are present. Children who have been sent home due to illness **may not return to the Center until 24 hours after all symptoms have disappeared** or with a physician's note stating that the condition is not contagious. Please see the "Need to stay home if" insert.

- Severe coughing, causing the child to turn red or blue in the face, gag, or make a whooping sound
- Difficult or rapid breathing
- A stiff neck
- Diarrhea - (more than one abnormally loose stool within a 24- hour period)
- A temperature of 101° Fahrenheit or higher taken by the auxiliary method
- Conjunctivitis (pink-eye)
- Green nasal discharge
- Undiagnosed rash
- Head lice
- Unusually dark urine and/or gray white stool and yellowish skin or eyes
- Vomiting
- Any other unusual sign of illness

Children need fresh air and exercise. We provide outdoor time every day, weather permitting. It is our policy that if a child is too sick to go outdoors, the child is too sick to be at the Center. We cannot honor requests to keep a child inside while his/her class is outside. However, teachers will monitor conditions and limit the time children are outside to ensure they are comfortable.

DISCIPLINE

The teachers and staff of Little Sunshine Preschool & Learning Center recognize that children are at different stages of development and learning self-discipline. Positive techniques of guidance that include anticipation and elimination of potential problems, redirection, modeling, and encouragement of appropriate behavior will be used throughout the day. After these steps have been utilized, if the child continues to make inappropriate choices, we will then choose any or all of the steps that follow:

NOTICE/PHONE CALL TO THE PARENT: The parent will be notified of the behavior either by phone or by a letter.

OFFICE VISIT: A student will be sent to the office to have a conference with the Director if misbehavior persists or if the student is blatantly disrespectful to a staff or faculty member.

PARENT CONFERENCES: In an effort to keep parents informed of discipline problems, either the administrator or a teacher may request a conference with a parent. If a conference is required, the student may be prevented from returning to school until a conference is scheduled.

DISCIPLINARY PROBATION: This option is chosen only when the administrator feels that a student's behavior pattern and record indicate that he/she is not conducting him/herself as the child previously agreed -- to abide by the rules of the school. During this time, some privileges may be denied, and the student will be observed carefully to see if he/she is making a real effort to improve his/her attitude and actions. The administrator reserves the right to determine whether or not a

child will either be dismissed during the day or be allowed to return to the center at the conclusion of any probationary period.

No Child will be subjected to discipline which is severe, humiliating or frightening, or associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited.

NUTRITION

Little Sunshine Preschool & Learning Center offers breakfast, lunch, and an afternoon snack. Milk will be served with breakfast and lunch and water with snacks. Federal nutrition guidelines will be followed at all times. Sippy cups/bottles are not permitted, only in Infant room is this allowed. Pacifiers are only allowed in the Infant room, please bring a maximum of 2.

Children are expected to eat and drink at the designated tables. Children will not be allowed to walk around with food or drink during the daily activities.

Do not bring any food or drink to the Center. We are a peanut free school. This is prohibited by our food program administrator.

NAPTIME

Naptime is a very important part of your preschooler's day, allowing him/her to "recharge their batteries" for more fun later. Each child will be furnished with a mat. **It is the parents' responsibility to furnish the bedding:** a small sheet to lie on, a small blanket (if your child needs one). Blankets can only be the size of the cot sheet. Bedding will be sent home on Friday to be laundered and returned for use on Monday.

Please do not allow children to bring any toys from home. The Center will not be responsible for any items brought from home such as toys, CD players, Game Boy, etc.

YOUR CHILD'S FIRST DAY

What to Bring

There are a number of things you should bring to the Center on your child's first day (and maintain thereafter). **Be sure to write your child's name on everything you bring, including bedding, using a permanent marker. CLOSED TOE SHOES ONLY – FOR YOUR CHILD'S SAFETY.**

- Disposable diapers, pull-ups, training pants as needed for the day. We change children often, so count on at least six diapers per day for Toddlers and 2-year-olds.
- A container of Baby Wipes
- Soft toy or other security item for napping
- At least two **complete** changes of clothes in a ziploc bag labeled with child's

- name.
- Sleep sacks for Infants (No blankets are allowed due to DCF.)

What Not to Bring

Please leave toys, food, gum, pets, jewelry, and money at home. We will have all toys put in a bag with your child's name on it & held in the office. These items, if brought to the Center, will be held by the teacher until the end of the day. This causes frustration for both your child and the teacher. **Please help us avoid this situation.**

To Parents of School Age Children

Since we have a Before and After program for school children, ALL parents and/or guardians of those students need to be aware of the following procedures:

When a child in the Before and/or After program is going to be absent from Little Sunshine or picked up at school-

- We **MUST** be notified either in person or by phone of the absence. We **DO NOT** want to be informed by a friend, neighbor or sibling.
- Buses are **NOT** allowed to leave each school until **ALL** children are accounted for – which sometimes holds up 30 busses while we verify if a child was picked up at school by someone else and we were **NOT** notified. This is **VERY** important.

Your child will be disenrolled on the 3rd infraction. Thank you for your understanding and for sharing your children with us.

Little Sunshine Preschool & Learning Center

Parent Agreement

I have read the Little Sunshine Preschool & Learning Center Parent Handbook and agree to abide by its contents.

Child's Name _____

Child's Name _____

Child's Name _____

Parent's Name _____

Please Print

Parent/Guardian Signature

Date

