



Sunshine  
Kids Learning Center

Parent Handbook

# Sunshine Kids Learning Center

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## **-WELCOME-**

Welcome to Sunshine Kids Learning Center, we are very happy that you have chosen our learning center. We offer affordable, reliable, childcare where children are allowed to be children and families are always a priority. Our program is designed to meet the needs and abilities of each child's physical, emotional, intellectual, and social development.

## **-HOURS-**

So that we can meet the needs of each family, we are open from 7:30 am to 5:30 pm, Monday through Friday. We are closed evenings and weekends so that we may spend quality time with our family.

## **-HOLIDAYS-**

We will be closed for the following holidays (there will be no child care provided on these days).

New Years Day

4<sup>th</sup> of July

Thanksgiving Day

Christmas Eve Day

Memorial Day

Labor Day

Day after Thanksgiving

Christmas Day and the day after

## **-SIGN IN/OUT SHEETS-**

In order to do less paper work and spend more time with your children, we require that parents sign children in and out each day. Sign in sheets are located at the entrance in alphabetical order according to last names.

## **-OPEN DOOR POLICY-**

Parents are welcome to visit at any time, even if your child is not in care that day. We want you to feel comfortable with the care your child is receiving.

## **-FIELD TRIPS-**

Field trips can be great tools in learning and the children have so much fun. Your permission is required prior to the field trip in order for your child to participate. We will attempt to give a two-week notice of all field trips. We encourage parent involvement in educational and playtime activities. On field trips, we may ask for volunteers to help chaperon.

## **-SAFETY-**

For the protection of your children, we require that parents come in to drop off and pick up children. Your child will not be released to anyone who is not listed on the information sheet. If you need someone else to pick up your child you must bring a written note stating the person's name and the date or dates they may pick up the child. A driver's license is required by pick up person the first time for identification purposes.

### **-ILLNESS-**

Due to health regulations, we cannot accept children who are feverish (99 or above) for any reason; vomiting, have diarrhea or that have anything communicable (bad cold, flu, etc.). This policy is at our discretion. If your child becomes ill during the day, the child will be separated from the other children and parents will be notified to make arrangements to pick up the ill child within one hour. Any child that is asked to leave on one day for any of the above reason must be free of symptoms without being medicated for more than 24 hours before returning.

Example: On Monday I call to say your child has a fever at 9:30 am. You, or someone you make arrangements with, must pick up your child by 10:30 am. That child cannot return to care until Wednesday morning and only if they did not have a fever for more than 24 hours without medication. We respect your family enough to take all precautions possible to not pass on illnesses and would appreciate the same courtesy.

### **-MEDICATIONS-**

All medications must be in their original container labeled with the child's name, date, directions for use and the physician's name. Medication will only be administered according to direction and will be recorded on the comments section of the sign in sheet.

### **-HEALTH REQUIREMENTS-**

A copy of the child's immunization record or the immunization form must be on file before the first day of attendance and must be kept current. This is an Oregon state law that all day care, childcare centers and schools must abide by.

### **-ACCIDENTS-**

If an accident should occur and it appears to be minor a note will be in the comments section of the sign in sheet for that day. If the accident is more serious, parents will be notified immediately. We will discuss the accident and do as the parent's request. If immediate assistance is obvious, we will call 911 and your child will be transported to the hospital in Salem. A hospital release form must be signed and on file before the first day of attendance.

### **-DISCIPLINE-**

Children are first redirected to avoid any challenges. If the situation cannot be remedied by re-direction, then time-out will be used. If discipline becomes an issue we will have a conference to discuss what, if any further action should be taken.

### **-QUIET TIME-**

We ask that you send a blanket with your child's name on it for quiet time (children 5 and under). All children, five years of age and younger are to lye down for quiet time. This is an important part of our day. Children need a recharging time. Note: See daily rhythm for nap times.

### **-OUTDOOR PLAY-**

Fresh air and exercise are important to your child's health. Please dress children according to the weather. If you feel your child is unable to play outside, then they are too sick to be in childcare. During the summer months we may allow the children to play in the water, please send a towel and swimsuit (or clothing) along with a permission sheet so that the children can enjoy this wonderful activity.

### **-MENUS-**

All children are offered a meal or snack according to the following schedule:

Breakfast	7:30 – 8:30 am
Lunch	11:30 am – 12:30 pm
Snack	3:00 – 3:30 pm

Parents may sign up for the USDA food program or meals will be charged extra on a monthly fee schedule. The prices are \$95.00 per month, which will include one snack and two meals per day. These charges will be added to your invoice each month and are to be paid in advance.

### **-EDUCATIONAL PROGRAM-**

We believe that learning is a lifelong journey. We have provided a list of supplies with this folder. Each child should have the age appropriate supplies.

We use a variety of curriculum and computer software. The curriculum that we use is customized to each child's needs, gifts and talents. The preschool and kindergarten program is from 8:30 am to 10:30 am.

### **-TOILET TRAINING-**

I will work with parents on toilet training. If your child is in training or will be soon, please remember to bring at least four or five pair of training pants. I have a great track record for toilet training in a positive way, but if toilet training is not done in the home simultaneously, it confuses the child and makes the training more difficult for everyone involved. If you have any questions or would like to discuss this topic further please stop by or call me. I will be happy to work with you. I will offer parent toilet training readiness class if requested.

### **-VACATIONS / DAYS OFF-**

In addition to the above mentioned paid holiday closures, we will also close for 10 days of paid vacation (to be taken individually or all together) and may take up to 5 additional paid days for training or sick days. You will be given a 30 days notice where possible of all closures.

### **-REMARKS-**

See the financial agreement form for details. All fees are to be paid in advance according to the contract.

We require a two-week written notice for termination of care. The first two weeks of care are considered a trial period to make sure that the child is comfortable and we are all a comfortable fit. At the end of the two weeks we will determine, together, whether or not the child is to stay in care.

The policy for picking up your child late is as follows; if you are late (according to my clock) the fee is \$1.00 per minute. If this happens more than once it will be considered a breach of contract and you will need to find other care for your child, effective immediately. If you are more than 30 minutes late we will call your backup person to come pick up your child. If you are ever more than one hour late we will call authorities and consider this to be abandonment.

If you have any questions please call me or drop by. Please fill out the forms included and return with registration fee before the first day of attendance.

Thank you again for choosing Sunshine Kids Learning Center. Your children will be cared for with much love and admiration.

Sincerely,

Debra McClaghry

## **-DAILY RYTHEM-**

7:30 am	Open – children have free time – individual time
7:30 am	Breakfast is served
8:00 am	Clean up and diaper changes
8:30 am	School begins – Arithmetic
9:00 am	Physical Education/Exercise
10:00 am	Spelling for older children and reading for younger children
10:30 am	Writing/Penmanship - Journal
11:00 am	Free time – Outdoor play – diaper changes
11:30 am	Lunch is served
12:30 pm	Nap (quiet) time for younger children (all children 5 and younger)
1:00 pm	English/Grammar
1:30 pm	Reading – Reading readiness
2:00 pm	History (Monday, Wednesday, Friday)/Science (Tuesday, Thursday)
2:30 pm	Clean up and diaper changes – pick up from nap time
3:00 pm	Snack is served
3:30 pm	Group activity – Circle Time
4:00 pm	Free time – Group activities – outside play
5:00 pm	Individual time – may have monitored TV
5:30 pm	Childcare closes

## -SUPPLIES LIST-

### **Ages birth to 2 years**

- A bag of diapers
- At least 2 changes of clothing
- A box of baby wipes
- A changing pad
- 1-6 bottles and nipples
- 2 bibs
- A blanket for quiet time
- A pacifier (if used)
- A box of tissue
- Any special foods or formulas that are not approved by the USDA food program

### **Ages 2 years to 3 years**

- A box of jumbo crayons or colored pencils (no markers please)
- A large pencil
- A box of tissue
- A bottle of glue or a glue stick
- A school box or bag to keep supplies in
- A change of clothing (just in case)
- A blanket for quiet time
- A bag of diapers (if used)
- A box of baby wipes
- A changing pad if still in diapers

### **Ages 4 years to 5 years**

- Filler notebook paper (prefer large lined paper)
- 4 - #2 pencils
- Crayons or colored pencils (no markers please)
- Scissors (blunt tipped)
- A bottle of glue or a glue stick
- A school box or bag to keep supplies in
- A box of tissue
- A change of clothing (just in case)
- A blanket for quiet time

There will be times that we may ask for recycled items to use in our program.