

# Sunny Days Child Care

*An Early Care and Education Center*

## Parent Handbook

*Updated September 2021*

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**Mission Statement:**

“We at Sunny Days will provide a safe, nurturing environment that caters to the ‘whole child’: socially, emotionally, physically, intellectually, and spiritually. Our teachers are loving, educated professionals that are hand selected to give your family the utmost care. We create developmentally age appropriate curriculum which sets a solid foundation for your child’s future.”

**Statement of Faith:**

Sunny Days Child Care is an extension of the ministry at LifeChurch. Therefore, our beliefs are the same. LifeChurch is a non-denominational Christian church, which holds the Bible to be the standard for doctrine and daily living. The complete Statement of Faith can be found at our website: [www.lifechurchmaine.org](http://www.lifechurchmaine.org)

We would love to have you join us for one of our Sunday services: 8am, 9:30am, or 11am.

**NAEYC Code of Ethics:**

*At Sunny Days, we strive to meet the NAEYC Statement of Commitment, which reads as follows:*

“As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct. To the best of my ability, I will:

- Never harm children.
- Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
- Respect and nurture families in their task of nurturing children.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Stay informed of and maintain high standards of professional conduct.
- Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- Be open to new ideas and be willing to learn from the suggestion of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct”

**Quality Initiatives:** Sunny Days actively participates in a number of programs to ensure your child is getting the best care and educational support possible.

1. **'Quality Rating System.'** *The purpose of this program is:*
  - To recognize child care programs that provide quality care
  - To encourage providers to increase their level of quality
  - To provide parents with identifiable standards of quality
  
2. **The Maine Roads to Quality** Registry was founded in 2000 to support and recognize the professional development of early care and education practitioners. They offer a variety of trainings to teachers and technical assistance to administration. This continued education allows centers to get the most up to date information on best practices.
  
3. **5210 Let's Go!** promotes healthy living and physical activity by:
  - providing healthy meal choices
  - supporting nursing mothers, and more

Our program is committed to helping raise a healthier generation of children. The staff at Sunny Days has made it our policy to follow the five Let's Go! Priority strategies for healthy eating and physical activity.

- We limit unhealthy choices \*for snacks and celebrations. (i.e. high in sugar and/or salt such as soda, candy, cookies, cakes, and chips)
- We limit sugary drinks (i.e. juices (including 100% fruit juice), soda, sports drinks, energy drinks, lemonade, and sweetened coffee or tea drinks. )
- We provide opportunities for physical activity every day.
- We limit recreational screen time.

**Staff Qualifications:**

- CPR/First Aid
- Mandated Reporter Training
- Health and Safety Training
- 40 hours or more of professional development over the course of 1 year
- The majority of our teachers have either a degree in the field of education and/or their CDA.

## Curriculum and Assessment

Sunny Days is an educational center, not just a center where we care for children. Our objective is to provide a secure, professional, and loving Christian atmosphere where each child feels safe, learns easily, and enjoys a values-based environment. Our goal is to make a positive difference in each child's life by creating a curriculum according to:

1. orderly, well run classrooms and schedules
2. individual attention
3. developmentally, age appropriate learning activities based on observation/assessment
4. development of the 'whole child' - intellectual, emotional, social, physical, and spiritual

### Other things to note:

- For all children enrolled in our center (ages 6 weeks to school age), we create a curriculum based on four steps - observe, document, reflect, and plan.
- We use the Maine Early Learning Development Standards and Supporting Maine Infant Toddler Learning Guidelines as a basis for what research considers "typical" at each age. More information can be found on the Maine Roads to Quality Website regarding these standards.
- Multiple assessments are done on each child each month to decide which skills require more support within the learning activities. Parents are invited to conferences twice per year to go over those findings and any questions or concerns they have. Of course, you are welcome to speak to your child's teacher or the center director whenever you find it necessary.
- We understand that all children progress at a different pace and support them where they are developmentally. Aside from the preschool classroom, we keep the age gap as small as possible to target their individual needs.
- Sunny Days offers "Specials" in addition to our regular curriculum! Children will participate in age appropriate, theme-related programs each week. They will have the opportunity to learn alongside community members during in house field trips.

## Admissions:

1. Sunny Days enrolls ages 6 weeks - end of 3rd grade. Our capacity is 91 children.
2. Tours are currently available at the end of the day or after hours, per leader availability.
3. A child is considered to be “enrolled” in the center only after availability is confirmed; \$100 registration fee and first week’s deposit is paid in full (non-refundable); and all necessary enrollment paperwork has been received and reviewed by the Director. Required paperwork includes:
  - Complete record of immunizations - please send in updated copies regularly
  - Written consent for child to receive medical treatment
  - Emergency contact card and information
  - Signed policies and procedures agreement (after review of handbook)
  - A signed fee agreement, and any other registration forms supplied by Sunny Days
4. Enrollment Trial Period: Sunny Days reserves a 30 day period during which we can learn to work together. If at the end, either party finds that we are not compatible for any reason, we can terminate any written agreement at that time. After the trial period, a two week written notice is required.
5. Withdrawal From Program: A two week notice (written preferred) is required when withdrawing a child from Sunny Days
5. Parent Conduct: Sunny Days Child Care requires the parents/guardians of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. If the Director of Sunny Days feels that parent is behaving inappropriately towards staff members (ie. intimidation, threats, rude behavior) and feels there is no resolution to the situation at hand, the parents may be asked to find alternative child care service.
6. Extreme Behavior: Teachers follow our “Extreme Behaviors Guidelines” for the safety of our children and staff. Each incident will be recorded on an “incident report” and signed by a parent. All incident reports will be kept in the child’s file. If a situation arises where a child is consistently endangering himself or others (i.e. aggressive behavior, leaving classroom, disrupting classroom), it may be necessary to dismiss the child from our program. You will also be notified of occurrences via the Brightwheel App.
7. Brightwheel: Upon enrollment, you will receive an invite via email or text to set up your Brightwheel account. Through the app, you are able to communicate with your child’s teacher, receive their daily report (behavior, potty, feeding, etc.), and

also

pay tuition. Please create your account using this link and update your child's information and account preferences.

## **Rights for Children in Child Care Facilities**

*Sunny Days agrees to provide the following within our school setting:*

**Right to freedom from abuse and neglect.** Children shall be free from mental, verbal, physical and/or sexual abuse, neglect and exploitation. *(If you believe a child is being abused please call the Child Abuse and Neglect Hotline at 1-800-452-1999.)*

**Right to confidentiality.** Children's records and information kept by the Child Care Facility are confidential. Child Care Facilities must follow the rules regarding confidentiality in Section 9.14 of these rules.

**Right to freedom from harmful actions or practices.** Each child has the right to freedom from harmful actions or practices that are detrimental to the child's welfare, and to practices that are potentially harmful to the child.

**Right to a safe and healthy environment.** Each child has a right to an environment that meets the health and safety standards in these rules.

**Right to be free from discrimination.** A child shall be provided child care services without regard to race, age, national origin, religion, disability, sex or family composition.

**Right to consideration and respect.** Children shall be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.

**Right to be informed of services provided by the Child Care Facility.** A child's legal guardian shall be fully informed of items or services which are included in the rate they pay for childcare services.

**Right to information regarding the Child Care Facility's deficiencies.** A child's legal guardian has the right to be fully informed of findings of the most recent licensing review conducted by the department. The Child Care Facility must inform children's legal guardians that the licensing review results are public information and available for examination upon request. Legal guardians shall be notified in a timely manner by the Child Care Facility of any actions proposed or taken against the Child Care Facility by the department, including but not limited to, decisions to issue conditional licenses, refusal to renew a license or to impose fines or other sanctions.

**Right to a service plan.** Each child has the right to expect the licensee to assist him/her in implementing any reasonable plan of service developed with community or state agencies.

**Right to a variety of appropriate activities, materials and equipment.** Each child has a right to a variety of activities, materials, and equipment that meets the child's interests and capabilities.

**Mandatory report of rights violations.** Any person or professional who provides health care, social services or mental health services or who administers a Child Care Facility or program who reasonably believes that the rules pertaining to children's rights, and the conduct of childcare have been violated, must report this information to the Division of Licensing and Regulatory Services. Any person reporting suspected abuse and neglect shall report this information to Child Protective Intake Services, pursuant to Title 22 M.R.S.A chapter 1071 and Section 21 of these rules. Documentation must be maintained in the facility that a report has been made. **(Contact Licensing at 1-800-452-1999.)**

**Reasonable modifications and accommodations.** To afford individuals with disabilities the opportunity to participate in a childcare program, the Child Care Facility must act as follows:

- The Child Care Facility must make reasonable modifications to their policies and practices to include children, parents and guardians with disabilities, unless to do so would be a fundamental alteration of their program.
- The Child Care Facility must make the facility accessible to people with disabilities. Existing facilities must remove any readily achievable barriers, while newly constructed facilities and any altered portions of existing facilities must be fully accessible. If existing barriers can be easily removed without much difficulty or expense, licensees must remove those barriers immediately even if there are no children with disabilities using the program. (Installing offset hinges to widen a door opening, installing grab bars in toilet stalls, or rearranging tables, chairs or other furniture are all examples of readily achievable barrier removal.)

## Tuition Fees and Payment Policies:

### Rates:

	<u>Full Time</u>	<u>3 Days</u>	<u>Drop In</u>
Casco Bay:	\$220	N/A	N/A
Moosehead:	\$220	N/A	N/A
Pine Point:	\$220	N/A	N/A
Peaks Island:	\$215	N/A	N/A
Rangeley:	\$210	N/A	N/A
Sebago/Acadia:	\$205	N/A	N/A
Katahdin (K-6th grade):	\$120	N/A	N/A
Vacations/Summer Camp:	\$180	N/A	N/A
Half Days/Snow Days/Teacher In-Service Days:	No additional charge		

### Additional payment policies:

Auto Debit- We collect all tuition on Brightwheel Payments. Payments are processed on an automatic, recurring basis. Please see enrollment packet for more specific information.

Delinquent Account/Late Fee- If your payment is late or declined for any reason, there will be a \$25 late fee applied to your account. **No exceptions.** If there is a change made to your card, please let us know so you are not charged a late fee. All payments are paid in advance on Friday. If payments are not made, a late fee of \$5 per day will be charged to the account.

Sibling Discount- If you have two or more children enrolled on a **full time basis**, then you will receive a 10% discount off the total cost of your tuition.

Vacations/Attendance- Payments are guaranteed fees contracted for a specific time and space in the center, regardless of your child's attendance. Any family vacations or sick days that your child is not present at daycare, tuition payment will still be processed at the contracted rate.

Late Pick Up- If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call to the office is requested. There will be a charge of \$1 per minute per child if you arrive after 5:30pm. After your third late pickup, the fee will increase to \$5 per minute per child.

Withdrawals- Sunny Days requires a two week notice when withdrawing their children from the program. Parents wishing to withdraw their children may do so by giving a two week notice to management- written notice is preferred.



## Hours and Days of Operation

Sunny Days will be in operation Monday through Friday 7am to 5:30pm.

### We close to observe the following holidays:

*New Year's Eve and New Year's Day	*Memorial Day	*Veteran's Day
*Martin Luther King Jr. Day	*Labor Day	*Thanksgiving Day and day after
*President's Day	*Independence Day	*Christmas Eve & Christmas Day (and day after)
	*Columbus Day	

\*\*We also close for a Thursday and Friday towards the end of August for our Staff Workshop Days.

\*\*Inclement Weather: In the event that our center closes for inclement weather, there will be notice on Channels 6 and 13. At times, it is required for us to close early (i.e. loss of power). In that case you will be contacted by phone. We understand that families need to work and only close the center if absolutely necessary. We also want to keep the safety of our staff in mind.

### **Staff/Child ratios**

Sunny Days Child Care will not exceed the following state required ratios:

Age	Staff to child ratio	Maximum group size
6 weeks - 1 year	1:4	8
1 year - 2 ½ years	1:4 1:5	12 or 10
2 ½ years - 3 ½ years	1:7	21
3 years – Not yet school age 5 years	1:8 1:10	24 or 20
School age 5 -15 years	1:13	n/a

*\*The only exception to this rule is the first hour and last hour of the day*

## A Typical Day at Sunny Days

### **Important Notes:**

- We ask that all children **PLEASE ARRIVE by 8:30AM at the latest, unless your child has been seen by a doctor and you are able to provide us with that documentation. This policy is in the best interest of your child for a smooth transition into their day and having the best learning experience possible.**
- **If your child will be out for the day, please provide us with as much notice as possible. We ask that you please contact the Director by phone or by e-mail and refrain from reaching out to the child's teacher directly.**

### Infant Schedules: (6 weeks to 12 months)

Many infants up to one year have their own schedules, and we work with families to respect their individual needs. However, there are some general procedures that we follow throughout the day.

*\*Play:* The infant room is proofed and safe with sturdy equipment to allow the little ones to explore their surroundings. We have a variety of developmentally appropriate toys and books to stimulate your child, and our teachers love to sing and interact.

*\*Sleep:* All babies are put to bed in their pack-n-plays upon showing signs of sleepiness. As they get closer to the transition up to the next room, we do try to create a nap routine to fit the more structured schedule. We try to mimic the nap routine from home when possible but generally, nap time consists of quiet music and dimmed lighting. We encourage families to provide some sort of sound at home as well to help them bare with the 'noise' of other friends at the center.

*\*Diapers:* Changes are scheduled and logged every 2 hours and as needed.

### Toddler Schedules: (Ages 1-2)

All toddlers engage in a variety of learning experiences throughout the day, including (but not limited to) crafts, fine motor and gross motor skills, music and movement, social skills, language development, and more. At this point in their development, children are learning mostly through side by side play, circle time, etc. They do follow a schedule as far as meals, rest time, and outdoor play to maintain proper age group combinations.

*Note:* When parents are ready to begin potty training their child, we will partner with you in the process. It is essential for both parents and staff to be consistent with their effort and technique for the potty training to be successful. At this time, we also emphasize the importance of handwashing.

### Preschool Schedule (Ages 3-5)

By this point in a child's development, it is appropriate to incorporate more structure as a preparation for Kindergarten. The following is a general guide:

Drop Off- 8:30	Drop off and Free Play, Snack as needed as children arrive
8:45	Bathroom
9:00	Circle time
9:30	Centers and Art
10:45	Bathroom
11:00	Lunch
11:45- 1:00	Outside- Weather Permitting
1:00	Bathroom
1:30	Start Rest
2:00	Quiet activities on mats
2:30	Wake up, roll mats
2:45	Bathroom
3:00- 5:30	Snack, Outside- Weather Permitting

\*\*All daily schedules are flexible enough to provide adaptability when necessary, but structured enough to provide predictability for the children. We want children to view their school as a safe and comforting place, where they know what to expect and when to expect it.

### Before and After School Program:

We accept school age enrollment for Kindergarten through 3rd grade. Sunny Days provides an atmosphere that encourages creativity, active play, and positive peer interactions. We provide stimulating age appropriate activities each morning and afternoon. Homework time is given and assistance is provided when needed.

### Summer Camp and School Vacation Camps:

When school is out, we give children lots of opportunities to explore the world around them. Using weekly themes, we create a curriculum that encompasses motor skills, science, math, art, cooking, and more. We strive to make learning FUN! Sunny Days also takes field trips multiple times per week to exciting destinations that your children will love. Please contact us for details about specific camps.

## Health, Safety, and Supervision

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Teachers are alert the safety needs of their children, anticipate possible hazards, and take necessary precautionary and preventive measures.

**Arrival and Departure:** For your child's safety, parents must bring their children into the center and sign them into Brightwheel each day. At the end of the day, only people listed on Brightwheel as authorized pickups will be able to take the child out of the center. If there is somebody new picking up, please notify the teacher and management in advance so that we may check their photo I.D. at pick up time.

*Please also note:*

- Should the staff of Sunny Days suspect any person picking up a child is operating their vehicle under the influence, we ask the person to call a back up driver. If the person refuses to make alternative arrangements, we will notify the local police department of the situation.
- If there are custody issues involving your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

**Supervision:** Children of all ages will never be left unattended while at Sunny Days.

- In order to ensure proper supervision of all children, we ask that parents refrain from contacting their child's teacher on their personal cell phone! If messaging on Brightwheel, please understand that children are priority and teachers are checking as they are able throughout the day. Please call the office 839-7701 or email [director@lifechurchmaine.org](mailto:director@lifechurchmaine.org) if you have any comments, questions or concerns

**Abuse and Neglect:** As required by the State of Maine law, if the child care has a strong reason to suspect child abuse or neglect, the situation will be reported to the State of Maine Protective Services without prior parental notification. All Sunny Days staff are mandated reporters and are trained to both effectively refrain from and also report any abuse.

**Professional Training:** Staff are required to attend and provided with many opportunities for continued education, workshops, seminars, and trainings.

**Accidents and Injuries:** First aid will be administered to a child needing care. Each injury will be recorded on an "Accident Report Sheet" to be signed by the parent at the end of the day. This copy is kept in the child's file and noted on Brightwheel. You may ask for your own copy to keep if you wish. For any severe accident, we would contact you by phone immediately.

Fire Drills: Practice fire drills will be conducted monthly and recorded in the office. At all times throughout the year, this is necessary for the safety of children and staff.

Other Emergency Situations:

In the unlikely event there would be an environmental threat or threat of violence, the staff will secure the children in the safest location, contact proper authorities and follow their directions, and contact the parents as soon as the situation allows. An incident report would be provided to parents as well.

Firearms:

In accordance with Maine State Licensing Regulations, we ask that you please refrain from bringing any firearms, or weapon of any kind into the facility.

Transportation:

1. *Emergencies:* The center does not transport children in an emergency situation. Instead we will contact emergency services and parents.
2. *Field Trips:* During Summer Camp and other vacation camps throughout the year, school age children will be transported by a van owned by the center. A staff member who has completed a transportation safety course will drive the van. Before departing the center, a van attendance list is created and a count will be taken. Upon arrival of the destination, another count will be taken. This process is repeated before departing to return back to the center. During the course of the field trip, each staff member will have a group of children they are responsible for supervising. Before any child may participate in field trips, the center will obtain written permission from the parent or guardian.

Swimming:

1. *\*Water Play-* Younger children also have opportunities for water play during the summer months. These include sprinklers, small wading pools (less than 24 inches). We ask that parents provide bathing suits, towels, and sunscreen. We prefer a shirt that can get wet for those who burn easily.
2. *\*Field Trips-* During the summer, school age children attend beach field trips and visit other destinations with swimming as an option. Life jackets are required for all children. One staff is designated as the water safety attendant, and their primary responsibility is supervising and keeping count of the children in the water. Other staff members will be in close proximity to the swimming children.
3. *\*Training-* All staff members have completed and maintain a current Water Safety Course certification to assure proper supervision and safety practices.
4. *\*Permission-* We must obtain written permission before allowing any child to participate in water activities, including wading pools for toddlers. You will be asked to complete this each summer and the form will be kept in your child's file.

## Guidance

Our staff here at Sunny Days believes that helping children learn self-control is vital to their development. Our hope is that we can help them attain this through careful guidance. Your child will be treated with love and respect, that will in turn help them love and respect others. An important piece of this is giving clear boundaries and age appropriate expectations.

*Positive reinforcement* is our number one form of guidance. This means that we prefer to focus on and comment when a child is seen doing the “right” thing instead of telling them not to do something. Children love to be praised and seeing others get recognition often initiates good behavior others too.

*Redirection* means refocusing the child’s attention to a new activity in an effort to avoid the continued behavior. With either one of this techniques, you are gently encouraging instead of punishing the child. Time outs are a last resort. Children are typically only sitting out long enough to speak to the teacher about alternative, more acceptable ways to behave.

\*\*If a situation arises where a child is consistently endangering himself or others (i.e. biting,) it may become necessary to disenroll the child. We have ‘Extreme Behavior Guidelines’ that must be followed. Parents receive written notice of severe behaviors to be kept in the child’s file. Please ask for a copy if interested.

## Meals and snacks:

- **Breakfast:** Sunny Days does not provide breakfast. If your child arrives before 8 you may bring their breakfast in to be served in their classroom.
- **Lunch:** Sunny Days provides a daily nutritional lunch for children. We include a main dish (consisting of a variety of meats, grains, proteins), fruits, vegetables, and milk. A menu is given to parents at the beginning of each month. If you wish to send your child with something besides what is being served, feel free to do so, and just let the teacher know.
- **Snack:** We ask that you provide your child with two **HEALTHY** snacks per day (morning and afternoon). Lunch times are between 10:30 and 11:30 depending on the classroom. If your child will be arriving after their scheduled lunch time, please feed them prior to bringing them in.
- Please let us know ahead of time, and note it on emergency information card, if your child is not permitted to have any type of food due to allergies or religious beliefs.

## Infant Feeding:

- Any feeding schedule is based on the infant's needs (on demand) rather than according to the hour. We will partner with you and your pediatrician to make sure that your child is nutritionally satisfied. We ask that you help by providing us with your typical schedule, and plenty of food, formula/breast milk, or whole milk to make that possible.

If we feel that this schedule is not fulfilling your child, we will communicate that to you.

- Bottles used must be unbreakable.
- All food items must be labeled with the child's name, and dated if applicable. We store items in the refrigerator located in the classroom. Please keep in mind, there is limited space.

#### Celebrations:

- In accordance with the 5210 Let's Go program, Sunny Days works to provide many nutritional options for the children while here at our center. Therefore, we strongly suggest that parents choose things besides cakes and cupcakes for birthday celebrations. While we still of course allow the occasional sweet treat, we make it a point to offer fruits, vegetables, dairy products, etc., during our various holiday celebrations.

#### **Management of Illnesses (please see attached for more specific Covid Protocols)**

Non-admittance: Children will not be allowed to attend Sunny Days for a 24 hour period if he/she has exhibited **any** of the symptoms below.

- Fever of 100 degrees or higher
- Diarrhea (3 or more watery stools)
- Vomiting
- An unexplained rash
- Eye discharge/Conjunctivitis
- Lice or Nits

Screening: If your child does not display these symptoms, but is still unable to participate in daily activities, including outside play, then your child must stay home. Please be considerate and do not bring your child to school if they are ill. This allows the other children and teachers to avoid becoming infected by the illness. Please extend the same courtesy to others that you would like extended to you. Each child will be screened upon arrival and throughout the day. If the child is showing any symptoms indicated above, we will contact you to pick up your child. It is your responsibility to make arrangements that assure the child is picked up within a reasonable amount of time. Parents will be asked to sign a "sick form" to acknowledge their child is being sent home due to illness.

**The child may only return once they are symptom free for 24 hours or have a doctor's note stating they are not contagious.**

Administration of medication: We consider dispensing of medications to be a serious responsibility and will only do so if deemed necessary by your child's pediatrician. The following is required procedure for all medications:

1. Sunny Days will administer *prescription medication* only upon written order from a physician or according to the labeled instructions on the **original medicine container** and with a written, signed and dated request from the parent or legal guardian.

2. For *nonprescription medications* we must receive written, signed and dated parental permission naming the medication and dosage.
3. We use an 'Authorization to Dispense Medication' form to both acquire parental permission and record the administration of medications. This includes the amount, time, date and signature of the administrator of the medication.
4. All medication will be stored in the office in the first aid cabinet, that is out of reach for children.

**Parent Participation-**

Special Events: Throughout the year we have special events that ask families to join us here at the center. This is an opportunity to explore the environment that your child spends a lot of their time in. The following list includes most, but not all events that we hold at Sunny Days:

- |  |   |                            |
|--|---|----------------------------|
| <i>*Parent Appreciation Week</i>         | <i>*End of Summer BBQ</i>                                 | <i>*Thanksgiving Feast</i> |
| <i>*Mother's Day Tea/Donuts for Dads</i> | <i>*Open House</i>  | <i>*Grandparents Day</i>   |
| <i>*Preschool Graduation</i>             | <i>*Christmas Concerts and other holiday celebrations</i> |                            |

Volunteering: There are a variety of volunteering opportunities here at Sunny Days. Whether you have a specific skill/talent, or if you just want to be involved, communicate with management and your child's teachers and we will certainly plan a time for you to visit. Examples are: reading a story to the class, having lunch with your child, doing a special craft or cooking project, and more. Sunny Days has an open door policy, and we encourage you to take advantage of that.

Communication: Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, we ask that you make an appointment with your child's teacher if it is necessary to engage in a lengthy conversation. We also ask that you refrain from contacting your child's teacher on their personal cell phone. This allows for the teacher to remain focused on supervising the children. If you wish to speak to your child's teacher at pick up time, it is also best to arrive in a timely fashion to assure they are getting out on time. If there are any major concerns you have, please email or call management so that we can find an answer or solution for you.

**Inclusion**

If a child is exhibiting behaviors, or raising concerns developmentally, Sunny Days will contact you to set up a meeting. We are here as a resource to you, and are happy to help parents set up a screening with CDS. During the initial meeting, we will partner to discuss the possible benefit of any speech, physical, or occupational therapy. If you choose to proceed, we will support any and all needs here at the center and facilitate relationships with providers to provide appropriate accommodations for your child.

**Outdoor play -**

- Maine State Law requires that we bring children outside twice daily, weather permitting. Factors that would keep us inside are extreme temperatures (Below 25 degrees including wind chill and above 90 degrees with heat index) and



severe storms. If neither of these things apply, please expect that your child will be going outside, and send them prepared with all the necessary items.

- Appropriate clothing for cold weather includes snow pants, warm jacket, gloves, hat, scarf, and boots. During the summer, we ask that you send a water bottle, bathing suit, hat, towel, and sunscreen. If your child is missing any of these items, management will give you a call and you will be asked to bring those items in for your child.
- If children are not well enough to go outside, please keep them home. There will not be alternative spaces for them to stay while their class is outdoors. Thank you.

### **Belongings from home -**

The following is a general list of items that your child will need on a daily basis here at the center:

1. Weather appropriate clothing, and extras!
2. Blanket or nap time items
3. Diapers and wipes for those who are not potty trained
4. Either baby food/formula, or healthy snacks and water cup - depending on the age of your child
5. Any necessary medication
6. Any other items designated by your child's teacher upon enrollment

*Please note:*

\*We ask that you send all of your child's belongings in a bag that will zip or close, to keep items from being misplaced. All belongings should also be clearly labeled with your child's name.

\*Please keep all toys at home or in your child's bag, with the exception of show and tell days. Sunny Days will not be held responsible for any broken/lost toys if they are sent to school.

### **Conclusion -**

Thank you for choosing Sunny Days Child Care. We look forward to partnering with you and making these vital years a positive and successful experience for your family. Your child's needs are very important to us and we will strive to help your child reach their potential while here at our center. We hope that this handbook is a helpful resource, and please feel free to contact us with any questions or concerns on the policies and procedures.

**Parent Handbook Agreement**

I have received and read Sunny Days Child Care’s Parent Handbook. I understand and agree to the policies and procedures outlined.

Please initial the following stating you’ve read and agree to these policies:

- \_\_\_\_\_ Withdrawal Policy p. 5
- \_\_\_\_\_ Parent Conduct Policy p. 5
- \_\_\_\_\_ Extreme Behavior Policy p. 5
- \_\_\_\_\_ Tuition & Late Fee Policies p. 7
- \_\_\_\_\_ Late Pick Up Policy p. 7
- \_\_\_\_\_ Communication Policy p. 11
- \_\_\_\_\_ Health & Illness Policy p. 14

Name of child/children \_\_\_\_\_

Name \_\_\_\_\_

Signature

\_\_\_\_\_ Date \_\_\_\_\_