



109 E. Park Ave. Edgewater, FL 32132
386.428.7224 / 386.423.4077
shp.32132@gmail.com / sunshinehousepreschool.com

WELCOME: We would like to welcome you and your child to Sunshine House Preschool. We have been providing quality preschool services to the Edgewater community since 1987. Our goal is to meet your child's physical, emotional, social and academic needs by providing a well-rounded preschool program.

CARE: Your child is special to us. We will teach your child love, acceptance and pride in accomplishments. Your child will be cared for in a well-structured program. We strive to instill a positive self-image for your child. All children will be provided with a creative and warm environment, which will include learning activity centers, crafts, story reading, music and dance, outdoor play and quiet time.

STAFF: We have a well-qualified staff to provide the best care and learning experience for your child. Our teachers have been with us for a number of years, this will give your child the opportunity to build a learning relationship as well as a close bond with our staff. They offer over 50 years of experience and all are DCF certified, have a Child Development Associates or A.S. degree in Early Childhood Education. Our staff is all certified with a National Heart Saver CPR and First Aid.

OPERATING INFORMATION: Our hours are 7:00 a.m. – 5:00 p.m. Monday – Friday. We ask that each student arrive by 9:00 a.m. It is very important to follow this rule, as late arrivals interrupt our morning classes. Students that have not made arrangements prior to the late arrival will not be admitted that day.

ENROLLMENT: Please fill out all required forms, along with a current physical & shot record, the enrollment fee and return it to SHP to be considered for acceptance. We do have a wait list so, the order we receive your paper work is the order we will go by for acceptance.

IMMUNIZATION / HEALTH RECORD: SHP is responsible by law for obtaining for each child in care a current, complete and properly executed Florida Certification of Immunization for Part A-1, B, C, DH 680 or the Religious Exemption from Immunization form, DH 681. These two forms (immunization record & physical) are required within the first 30 days of enrollment. If proper documentation is not submitted within this period of time the child is not allowed to remain in the program. If you have not provided age-appropriate immunizations, or a documented exemption prior to enrollment, you must provide documentation of a schedule appointment or arrangement to receive immunizations and a physical. We are including this information to inform you, that at the time of enrollment, some children in care may not have current immunizations.

CURRICULUM: We have established an effective educational program in an integrated monthly approach. The curriculums we use are Creative Curriculum, Mother Goose Times and Step Two. Themes help preschoolers construct knowledge and build connections through real experiences. We organize these themes with new information with a unified context, which results in a growing web of knowledge. Each theme creatively integrates colors, shapes, numbers and letters of the month. Monthly themes invite children to explore new ideas with an interdisciplinary, multi-sensory approach. We use music, art, dramatic play, storytelling, games, books and experiments to ignite imagination and bring the theme to life.

ATTNEDANCE: Regular attendance and on time arrival contribute significantly to making your child's school experience a much more successful one!

COMMUNICATION: Communication is very important, we want to provide you and your child the very best possible care we can. By sharing as much information about your child will help us better serve them. Should your child have incurred an injury at home or off-premises, please make sure to notify us so we know the nature of the injury, and the result of the injury. We will let their teacher know this information so they can be extra watchful of the injury. If your child

has been seen by a medical professional, provide a note so we can follow the same instructions.

ABSENSES: If your child is going to be absent on any normal scheduled school day, please call, text or email to let us know before 9:00 am. We are required by DCF to monitor student's absences. We must have some type of communication from the parent and we have to document the communication and the reason for the absence. Phone number is 386-428-7224, email shp.32132@gmail.com or text 386-405-3006.

ILLNESS: Our school operates for children and staff that are well. Children should be able to participate in all activities, including indoor play and outdoor play. Florida Law prohibits a child to attend school if they have a fever, diarrhea, or vomiting. Other signs that children should not attend school may include severe cough, skin rash, head lice, green/yellowish nasal discharge, or unusual tiredness or drowsiness. Children who are mildly ill may remain at the center with the director's approval. Should these symptoms occur during a day your child is attending preschool, you will be contacted and expected to pick your child up immediately. We must have two phone numbers on file in case of emergency. If your child is absent from school due to a contagious disease, he/she may not return without a signed statement from a physician or unless visibly free from disease, vomiting, fever and without benefit of medication for 24 hours.

MEDICATION: Children requiring medication to be administered by a teacher must have a medication form filled out and properly signed. We must know if any medication has been given prior to school and what time it was given. Prescription medication must have the child's name on it with the correct dosage. Over the counter medication must be age appropriate or accompanied with a doctor's note to be administered.

HOLIDAYS & CLOSINGS: Full tuition is payable for the weeks including holidays or school closings. The only exception is the week of Christmas, when we close for one week and no tuition is due. We will provide a list of holidays and scheduled closings for the year. If there is a hurricane or tropical storm we will follow the closings of the Volusia County Schools. If conditions are safe and we have no damage, we will open as quickly as possible. We will notify you if we are able to reopen sooner than the public schools. If there is an emergency during school we have included an Emergency Evacuation plan that will be followed. In the event that we have had to clear the building we will evacuate to the Police Station or Park Ave. Baptist Church.

CHECK IN & CHECK OUT PROCEDURES: When arriving in the morning sign your child in using their first name, your first name and the arrival time. For departing procedures, find students name, sign your first name and the departure time for that day. Please do not use “mom”, “dad”, or “grandma” to sign in or out. We need your first name. We understand on occasion you may have a substitute pick your child up. The substitute will need to be on your child’s pick up list, have a photo ID and be over the age of 18 years old. If the substitute is not on your child’s pick up list, we will need written permission from you prior to the occasion.

DRESS CODE: When dressing your child for school please keep in mind the physical activities they will be participating in throughout the day. Please dress them appropriately. Tennis shoes, casual shoes or enclosed toe shoes should be worn. No sandals or open toe shoes. Please no one piece outfits or belts, especially if your child is potty training.

STUDENT’S PERSONAL SUPPLIES: Each student must have one change of clothes that will be kept in their cubbies. The change of clothes should include a top, bottom, underwear (if they are potty trained) and socks. They will need a blanket for nap time. Blankets should be brought to school on Monday and picked up on Friday to be laundered. We ask, if you want your child sprayed during the hot season please bring in bug spray or the spray for the no-see-ums. (no aerosol or wipes please).

If your child is in diapers or pull-ups (Velcro only) please bring in a pack with wipes and we will let you know when they are needed again. Approximately 5 diapers per day are calculated and of course more wipes.

Any supplies or items that you bring in, please label them with your child’s first and last name on them to insure proper ownership.

SCHOOL SUPPLIES: At the beginning of each school year, your child’s teacher will supply you with a list of school supplies that will be needed for the school year. The list will come out in August and you may bring items at that time.

NO TOYS / ITEMS FROM HOME: Please refrain from letting your child bring toys or personal items to school. Items get broken and we cannot be responsible for them. It makes school seem negative when we have to put the items away. We like to keep all preschool experiences positive!

FINANCIAL POLICIES: An enrollment fee of \$45 is due at the time you turn in your application for attending SHP. Once your child has started SHP, tuition is due the Friday before each week. If preschool and or lunch fees are not paid by Friday for the following week, a \$10 late fee will be added to the balance due. If fees are not paid by Wednesday of each week, we regret the student will be withdrawn from our program. Return checks will result in a \$35 fee. Our catered lunch program is \$15 per week.

Full time students that are 1 year old are \$160 per week, students that are 2 years old are \$155 per week, and students that are 3 – 5 years old are \$150 per week. Students will be restricted to 9 hours per day. Please keep in mind 8 – 9 hours per day is a very long time for a child to be in childcare. Studies show, when children are left in childcare for long periods of time it can reflect or have a negative impact on their behavior. If students consistently exceed the 9 hours per day a \$10 fee will be added per day.

No deductions or refunds will be made for absences due to illness or vacation. Full tuition is due for weeks that have holidays in them or for days that we are closed due to weather or other disasters.

LATE PICK UPS: We are open from 7:00 a.m. to 5:00 p.m. If your child is picked up after 5:00 p.m. there will be a late fee of \$2 per minute. The late fee will be expected to be paid at the time of the late pick up, as it goes to the teacher that is kept there after hours.

LUNCH PROGRAM: If you choose for your child to participate in our catered lunch program, your child will get their daily nutritional needs from each food group. The lunches are from restaurants around town that deliver to us. They are kid friendly and most food that is served is liked by most children. All lunch money is due the Friday before each week. We order the lunches ahead of time, so if your child is absent, their lunch is already ordered and there is no refund. For weeks that contain a holiday, there is not a discount offered for those weeks. We try to make up on special occasions and provide extra treats to make up the difference. We order for the entire week, we do not do partial weeks.

PACKED LUNCHES: If you are planning on packing your child's lunch each day please follow the daily nutritional food plate. All food should be packed in a lunch box or a disposable bag with a cool pack to keep it at the correct temperature. Spoons, forks or other utensils that are needed for your child's lunch must be provided by you and must be disposable. Can food or lunches that need to be heated up are not allowed, as the Florida Law prohibits us from opening cans or heating food. Just remember, how they are packed is how they are

served. See the attached sheet for Florida Nutritional Guidelines for lunches, please follow those guidelines.

SNACKS: We have snack time twice a day. We would like it to be as healthy and nutritional as possible. We ask that you bring your child in a snack each day or send enough for the week. Please keep it simple and easy to serve.

BIRTHDAY TREATS & SPECIAL OCCASION TREATS:

Birthday and holidays are very special events and we are happy to celebrate with your child. If you would like to provide special treats for your child to share with his or her friends, please notify their teacher in advance. Please remember all cupcakes, cookies and edible party items must be purchased. No homemade items may be served at school due to DCF rules. It is also, very important no nuts, peanut butter, or products manufactured in a facility that also processes nuts can be served in our school due to a potential allergic reaction. Please read the labels carefully on everything that you bring to SHP.

SCHEDULED APPOINTMENTS: If your child has a doctor's appointment please let us know in advance and we will do our best to accommodate your schedule. If your child's appointment is in-between lunch time and nap time (11:00 a.m. – 2:00 p.m.) please be courteous and return after 2:00 p.m.

UPDATED RECORDS: All records pertaining to your child must be current, and will be kept confidential. Any change in address, telephone numbers, email address or other pertinent contact information must be updated in writing and given to the director immediately. Your child's authorized pick up list must be kept up to date as well.

INCIDENT / ACCIDENT REPORT: If an incident or accident happens during school, we will fill out a form explaining the incident or accident. The form will be signed by the reporting teacher, the person in charge, and then we will have you sign at the time of pick up. Depending on the severity of the incident or accident we will notify you immediately if we feel it is necessary. Clearly in extreme cases we would call for medical emergency assistance.

DISCIPLINE: Misbehavior will be handled strictly by guidance in a positive problem solving matter. A "relaxing time" procedure will be used if the student continues with inappropriate behavior. If the behavior of a student continuously declines, a meeting will be called

and a suspension may occur. Any student that endangers themselves or others will be asked to leave. No child will ever be subjected to physical or verbally demeaning punishment. If biting occurs, the first time will result in “relaxing time”. The second time, the child will be suspended for the day. The third time, the child will be asked to leave our program.

CO-PARENTING: We are here to provide your child with love, care, support and guidance. To do that effectively, we must remain neutral and follow the legal requirements dictated to us. Asking us to help manage the payment of tuition or gather information on sign ins and sign outs is not appropriate. The person who enrolls the child to SHP is responsible for seeing that tuition is paid in full and on time. We must follow any court orders we receive. We cannot take sides, make judgments or use our interpretations of the courts intent.

NOTICE GIVEN: Written notice must be given two weeks prior if your child will no longer be attending SHP. If proper notice is not given, you will be responsible for full tuition for those weeks.

OPEN DOOR POLICY: We encourage parents to ask questions as they arise. We want your comments and suggestions. Give us advice or recommendations that will help us do a better job for you and your child. We recognize that we are with your child during some of the most important moments of your child’s life..... we value this opportunity and we take pride in having them attend our school!

Thank you!

We look forward to having your child at SHP!

I have read and agree to follow all the information in the SHP Contract/ Parent Handbook

Parent Signature

Date

Social Security Number /

Driver’s License