

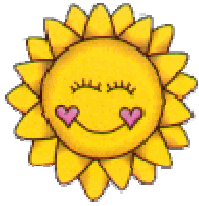
Sunshine School



Welcome to Sunshine School STAFF HANDBOOK

BAKER * 1929 BAKER PLACE * SAN JOSE, CA 95131 * 408-300-5688
EMERALD * 2315 EMERALD HILLS CIRCLE * SAN JOSE, CA 95131 * 408-929-9020
HALGRIM * 3098 HALGRIM COURT * SAN JOSE, CA 95132 * 408-258-8957
RUSKIN * 1401 TURLOCK LANE * SAN JOSE, CA 95132 * 408-254-1770
SIERRA * 3412 SIERRA ROAD * SAN JOSE, CA 95132 * 408-300-5631
TURLOCK * 1363 TURLOCK LANE * SAN JOSE, CA 95132 * 408-254-1770
VINCI PARK * 1311 VINCI PARK WAY * SAN JOSE, CA 95132 * 408-300-5636

EMAIL ADDRESS: Admin@MySunshineSchool.com * **WEB ADDRESS:** <http://www.MySunshineSchool.com/>



Sunshine School

WELCOME

Welcome aboard! We are glad to have you as a member of our staff. We recognize that development of the children at our school is directly tied to the quality and development of the teachers and staff who work with the children. You have been selected to join our family because of your genuine love and respect for children, your desire and ability to teach, and your educational philosophy.

This handbook is for informational purposes. It is intended to give you an idea of how we expect everyone to operate and cooperate, and also of what you can expect from us. This handbook is not an employment contract, and can be changed at any time by the school with or without notice.

EQUAL EMPLOYMENT OPPORTUNITY

Sunshine School is committed to providing equal employment opportunities for all, without regard to race, color, disability, religion, national origin, age, political affiliation, marital status, or sex.

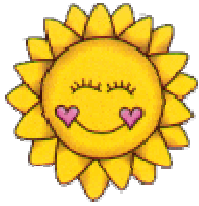
EMPLOYEE RIGHTS STATEMENT

No employer shall discharge, demote, suspend or threaten to discharge, demote or suspend, or in any manner discriminate against any employee for taking any of the following actions:

1. Making an oral or written complaint against the employer to the California Department of Social Services or other agency having statutory responsibility for enforcement of the law or to the employer or representative of the employer for the violation of any licensing law or other laws (including but not limited to laws relating to child abuse, staff-child ratios, etc.).
2. Instituting or causing to be instituted any proceeding against the employer regarding the violation of any licensing law or other laws.
3. Is, or will be, a witness or testifier in a proceeding regarding the violation of any licensing law or other law.
4. Refusing to perform work that is in violation of a licensing law or regulation after notifying the employer of the violation.

LICENSING RIGHTS STATEMENT

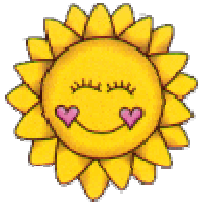
Staff acknowledges that Sunshine School is a licensed childcare center and that, under California law, the California department of Social Services (Community Care Licensing) has the right at any time, without notice or prior consent, to privately interview children or staff at any licensed child care center, to inspect and audit children's records, to observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examination of children.



Sunshine School

TABLE OF CONTENT

Employment Policy	
Goals	Page 4
Hiring Practices	Page 4
Salary	Page 4
Termination, Resignation and Demotion.....	Page 5
Harassment	Page 5
Job Descriptions	
Director Job Description	Page 6
Teacher Job Description	Page 7
Assistant Job Description	Page 8
Personnel Policies	
Signing in and out	Page 9
In-Service Training	Page 9
Sick Day Call-in	Page 9
Telephone and Messages	Page 9
Safety Practices	Page 9
Closing the School	Page 10
Breaks	Page 10
No Smoking Policy	Page 10
Dress Code	Page 10
Housekeeping	Page 10
Sanitizing Toys and Equipments.....	Page 10
Playground.....	Page 10
Personnel Policy Relating to Children	
Greeting Parents and Children.....	Page 11
Teacher-Child Interactions throughout the day.....	Page 11
Discipline.....	Page 11
Student Referral.....	Page 12
Illness.....	Page 12
Medications.....	Page 13
Accidents.....	Page 13
Safety and Security.....	Page 13
Child Abuse Reporting Requirement.....	Page 13
Field Trips.....	Page 13
Student Departures.....	Page 13
Field Trip Form	Page 14
Accident Report Form	Page 15



Sunshine School

EMPLOYMENT POLICY

GOALS

Provide a warm, loving, interactive and nurturing environment that develops each child's cognitive, emotional, physical and social skills.

1. Children will feel safe, secure, and accepted.
2. Children will be supported in terms of both their actual development and their potential.
3. Children will develop responsibility for their immediate and personal environment.
4. Content of the curriculum will be relevant, engaging and meaningful to the children and be developed by both the teacher and the children.
5. Curriculum objectives will respect each child's individuality, and be realistic and attainable according to each child's intellectual, emotional and physical abilities.
6. Children will develop and expand in the ability to express, represent, and understand thoughts, feelings and experiences of self and others.
7. Children will develop and expand in the ability to make decisions and solve problems.

HIRING PRACTICES

All Sunshine School staff members should:

1. Have a genuine liking for all children and respect them as individuals.
2. Have knowledge and understanding of child development and the needs of young children.
3. Maintain professional working relationships with parents and other staff members.
4. Understand and support the philosophy and goals of the center.
5. Be self-motivated in increasing his/her knowledge and skills by attending staff meetings, workshops, in-service training and reading literature related to the field of child development.
6. Maintain prompt hours and notify supervisor in event of illness or absence within an appropriate time.
7. Maintain neat and clean appearance.
8. Follow the center's guidelines as set forth in the Parent Handbook and Staff Handbook, newsletters, and other materials from the staff and parent bulletin boards.
9. Meet Licensing Requirements:
 - Have appropriate qualifications
 - Have a Letter of Experience
 - Complete an Employee Packet
 - Complete Criminal Record Statement
 - Complete Employee Rights Statement
 - Complete Statement Acknowledging Requirement to report Child Abuse
 - Obtain health screening and TB test prior to employment (TB Test must not be older than 1 year)
 - Obtain cleared DOJ fingerprint associated with our facility prior to employment

SALARY

- Salary will be determined individually based on experience in the early childhood field and educational background.
- Taxes will be deducted according to the W-4 forms on file. Other deductions can be accommodated with your written permission to Sunshine School.
- Salary increases and/or bonuses will be given based on teacher performance and professionalism in the areas of communication, cooperation and development. Increases in salaries and bonuses will be dependent on the financial status of the school.
- Promotions will be considered when openings become available. Promotions will be based upon the employee's preparation, ability, qualifications and willingness to assume the job.

TERMINATION, RESIGNATION AND DEMOTIONS

The following are reasons Sunshine School may choose to terminate employment or suspend an employee without pay:

1. Physically or mentally abusing any child or neglecting a child (including inappropriate touch).
2. Falsified documents (i.e. employment application, transcripts, time cards, etc.)
3. Use or being under the influence of an illegal substance (i.e. narcotics) or alcohol on site or while being paid to represent the school off site.
4. Bringing any weapon to the center.
5. Unauthorized possession of school equipment, property or material for other than school uses.
6. Smoking in the center.
7. Unexcused absences, tardiness, or excessive unsubstantiated sick days.
8. Failure to carry out job description.
9. Dishonesty.
10. Willful damage to the school's property or reputation.
11. Failure to abide by the staff and parent handbook.
12. Letting any child leave the center with an unauthorized person.
13. Conviction of a felony or a nondisclosure of a prior conviction.
14. Solicitation or distribution of materials at the center in working areas during working hours. Distributing materials about early childhood education to parents to enhance children's development according to the philosophy of the school is encouraged. However, any solicitation or selling of items to parents at any time, or to teachers at such times as to prevent the teacher from tending to the children, is unacceptable.
15. Incompetence. Incompetence is defined in such terms as the following:
 - ◆ Personality or personal interaction traits that prevent the formation of sound relationships with students, parents, or the administrator.
 - ◆ Lack of growth or progress on the job.
 - ◆ Low skill in the performance of duties.
 - ◆ Poor understanding or acceptance of the philosophy, curriculum, and purpose of the school.

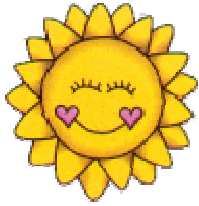
HARASSMENT

It is the policy of Sunshine School to provide its employees with a pleasant environment that encourages efficiency, productivity and creativity. The school will not tolerate verbal or physical conduct by any employee that harasses, degrades, disrupts, or interferes with another's work performance, or which creates an intimidating, offensive, or hostile environment.

Though all forms of harassment are prohibited, it is the School's policy to emphasize that sexual harassment is specifically prohibited. Such conduct includes the following:

- ◆ Sexual flirtation, touching, advances, or propositions;
- ◆ Verbal abuse of a sexual nature;
- ◆ Graphic or suggestive comments about an individual's dress or body;
- ◆ Sexually degrading words to describe an individual; and
- ◆ The display in the workplace of sexually suggestive objects or pictures, including photographs.

All complaints of harassment will be investigated promptly, and in an impartial and confidential manner. Any employee, supervisor, or manager who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to disciplinary action up to and including termination.



Sunshine School

DIRECTOR JOB DESCRIPTION

QUALIFICATIONS: A Bachelor's degree in ECE/Child Development plus 3 semester units of Administration and 1 year experience in Child Care Center settings.

REPORTS TO: Owner

Work Hours: After School: Monday, Tuesday, Wednesday, Friday 2:30PM – 6:30PM

After School: Thursday and Early Dismissal Days 1:00PM – 6:30PM

Pre-School and Summer: Monday through Friday 8:30AM – 6:00PM

PURPOSE: The director provides leadership to the center by overseeing policies, projects, programs and budgets in accordance with the philosophies and policies outlined in the Parent and Staff Handbooks. The director will also recruit, hire, supervise and assist people working at the center.

RESPONSIBILITIES:

♦Administration

1. Ensures the preparation of procedure statements and manuals.
2. Ensures the development of record-keeping and data retrieval systems including maintaining student and employee records. Informs bookkeeper of changes in data.
3. Recruits children, processes applications, places children, sets starting dates, maintains maximum enrollment.
4. Informs parents of center policies. Confers with a parent who expresses a complaint or concern verbally or in writing and meets with parents whose child is experiencing difficulty or needs intervention.
5. Monitors communication between teacher and parent.
6. Maintains good communication with other child care facilities in the community.
7. Insures compliance with federal, state and local laws and regulations for business and child care facilities.
8. Supervises general condition, operation, security and upkeep of the facility and premises.

♦Financial Administration

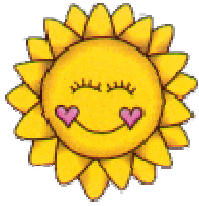
1. Monitors accounts receivable, accounts payable and cash flow.
2. Maintains personnel records. Keeps track of sick and personal time earned and taken.
3. Reviews time sheets for each pay period and provides totals to the bookkeeper.
4. Maintains control of personnel costs, as they relate to the budget.
5. Coordinates purchase and maintains inventory of supplies and equipment.

♦Personnel Administration

1. Supervises and assesses staff members in writing on an ongoing basis by observing and arranging conferences to improve quality of care for the children of the center.
2. Develops a staffing plan that clearly defines position functions.
3. Develops periodic reviews of wages and salaries.
4. Recruits, interviews, hires and fires staff.
5. Plans and conducts staff meetings.
6. Provides orientation for new staff that includes reviewing job description, personnel policies, and the teacher and parent handbooks.
7. Arranges conferences to deal with personnel problems and mediates problems between colleagues.
8. Provides in-service training, workshops, and external training opportunities as needed, and maintains school philosophy by providing teachers with resources (professional literature, field trips, etc.).
9. Arranges for substitutes when necessary.

♦Public Relations

1. Maintains liaison with community schools and their community organizations.
2. Makes speeches, prepares news releases, writes articles and develops brochures.



Sunshine School

TEACHER JOB DESCRIPTION

Qualifications: 12 core units in the area of ECE/Child Development (Child, Growth & Development; Child, Family & Community; Curriculum) plus 6 months experience.

Reports to: Director

Work Hours: After School: Monday, Tuesday, Wednesday, Friday 2:30PM – 6:30PM

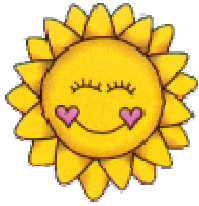
After School: Thursday and Early Dismissal Days 1:00PM – 6:30PM

Pre-School and Summer: Monday through Friday 8:30AM – 6:00PM

Purpose: The teacher provides a warm, nurturing, safe and loving environment where a child's self concepts are enhanced, independence encouraged and individuality respected.

Responsibilities:

1. Prepares a warm and safe environment that is orderly, clean, and appealing which permits the child to grow and explore (including disinfecting toys, clean up after meals and snacks, and ongoing bathroom checks).
2. Uses appropriate and positive discipline.
3. Plans and implements lessons and the development of each child.
4. Authentically assesses each child by creating portfolios, using developmentally appropriate checklists, writing anecdotal notes and holding parent conferences.
5. Maintains all records and files.
6. Establishes and maintains professional communications and relationships with parents through newsletters, classroom journal, posted lesson plans, parent/teacher conferences and notes.
7. Works cooperatively with others by exchanging ideas, attending staff meetings and attending other school events.
8. Prepares materials needed in the classroom.
9. Maintains professional development by attending workshops and training, reading professional literature, and setting and implementing professional goals.
10. Engages in dining with children everyday.



Sunshine School

ASSISTANT JOB DESCRIPTION

Qualifications: At least 18 years old. ECE/Child Development Units preferred.

Reports to: Director and teacher

Work Hours: After School: Monday, Tuesday, Wednesday, Friday 2:30PM – 6:30PM

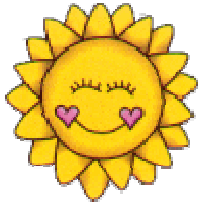
After School: Thursday and Early Dismissal Days 1:00PM – 6:30PM

Pre-School and Summer: Monday through Friday 8:30AM – 6:00PM

Purpose: The assistant assists the teacher in providing a warm, nurturing, safe and loving environment where a child's self concepts are enhanced, independence encouraged and individuality respected.

Responsibilities:

1. Assists the teacher in preparing a warm and safe environment that is orderly, clean, and appealing which permits the child to grow and explore (including disinfecting toys, clean up after meals and snacks, and ongoing bathroom checks).
2. Interacts with children in a positive developmentally appropriate way.
3. Assists the teacher in using appropriate and positive discipline.
4. Assists the teacher in implementing lessons and the development of each child.
5. Assists the teacher in authentically assessing each child by maintaining and record keeping of portfolios, writing anecdotal notes and conferencing with the teacher about children's development.
6. Assists the teacher in maintaining all records and files.
7. Establishes and maintains good communications with parents.
8. Works cooperatively with other teachers.
9. Attends staff meetings and school events.
10. Prepares materials needed in the classroom.
11. Develops professionally through attending workshops and training, reading professional literature, and setting and implementing professional goals.
12. Engages in dining with children everyday.
13. Is proactive in identifying how he or she can help the lead teacher maintain order and operate efficiently.



Sunshine School

PERSONNEL POLICIES

SIGNING IN AND OUT

Hourly employees are required to sign in when they begin work or return from personal appointments, and to sign out when they leave for the day or for personal appointments. This will ensure that pay and important information are received in a timely manner.

IN-SERVICE TRAINING

All staff members are required to attend In-Service Training and fulfill the orientation requirements, which include reviewing the school policies, curriculum, emergency procedures, and health and safety procedures. Director and teachers must also have CPR and Health training. In-Service Trainings are planned to discuss special topics or concerns. These trainings will be provided by the Director, Teachers or Outside Consultants. Some of the topics that will be covered in these trainings include the following:

1. Proper way to greet and communicate with parents and children
2. The Art and Science of Children Interaction
3. Dealing with Anger - The Children's and Yours
4. Positive Guidance
5. Supervision and Safety

SICK DAY CALL-IN

The employee is to call the director the night before, or early on the day of an illness. The director will secure a substitute or make arrangements with the teacher or assistant. Each teacher is also responsible for calling their co-worker so that they are aware of the absence.

TELEPHONE AND MESSAGES

Personal phone calls and texting, whether using line or cell phone, may be made only while on break, and may not be made or received during class time. Brief job-related calls may be made from the office if a line is available. Personal messages will be delivered only in case of emergencies. Please discourage personal callers from calling during class hours as they will interfere with the operation of the school. Check your box for messages during break time. The office staff will not bring a message to you unless it is an emergency or contains information regarding a child for that day.

SAFETY PRACTICES

- Persons, unfamiliar or unidentified in the center should be asked their purpose and directed immediately to the director by the staff member. Alert the director if you suspect any activities on the premises, including the parking lot.
- Teachers are responsible for identifying and documenting procedures for transitions in and out of the room, playground, field trips, and emergencies.
- No child should be left alone for ANY reason. All rooms should have constant supervision.
- The playground is to be considered as a part of the classroom. All areas that are being used by the children need to have constant and direct supervision by staff.

CLOSING THE SCHOOL

It is the closing staff's responsibility to confirm that all children have been picked up before the building is closed for the day. In the event that a child is not picked up at the closing of the center, follow these procedures:

1. Attempt to contact the parents at work and home.
2. If the parents cannot be reached, call the emergency contact number.
3. If attempts to contact emergency numbers are unsuccessful, call the director or owner.
4. If attempts to contact the director or owner are unsuccessful, and an hour has gone by, call the police. Parents have been notified that we **must** do this by law.

There will be a late fee of \$1.00 for every minute that the children remain after designated times. Document the number of minutes the child is at the school after hours. You will be compensated for your inconvenience. Remember that you may not at any time transport a child or leave a child unattended. It is the parents' responsibility to make arrangements for their child. **Do not make yourself liable for a child** by driving the child home in your personal car.

The last teachers in the classrooms for the day are required to put away all items neatly, clean table tops, sweep food and large debris from floors, turn off lights, and ensure doors are securely locked. The playground should be put away as well.

BREAKS

All regular employees working a full-time schedule are given a lunch break, to be scheduled at a convenient time for the class for which they are responsible. Staff members are asked to let the office know when they are leaving campus in case of emergencies. Extra staffs are in the building to allow teachers break. Scheduling of breaks must allow the school to maintain staff/child ratios at all times.

NO SMOKING POLICY

In an effort to provide a healthy, comfortable, smoke-free environment for all of our employees and children, smoking on the center's property is not allowed.

DRESS CODE

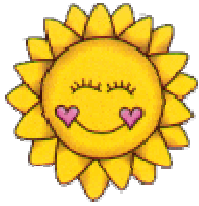
In order to cultivate team spirit, unity, safety, and supervision, each staff is provided with three (3) Sunshine T-Shirts. Please wear them. We expect staff to dress in a clean and neat manner. Clothing that is not appropriate includes the following: clothing with political sayings or any other sayings inappropriate for children, short skirts (above mid-thigh), short-shorts, swimsuits, flip flops, and low cut shirts. We want staff to dress comfortably, in outfits that allow them to interact directly with the children. However, we also want to present the teaching profession as a first rate profession. Some suggestions in dress are the following: wrinkle free clothing, a good pair of clean, walking tennis shoes, and shorts. Please do not wear fingernail polish to work, since it is toxic and some children do have reaction to them.

HOUSEKEEPING

Sunshine School shares facility with public schools and churches. It is important that the classrooms be kept orderly and floors swept and/or vacuumed. It is the teacher's responsibility to report any janitorial problems to the director.

SANITIZING TOYS AND EQUIPMENTS

1. Toys shall be cleaned on a consistent basis. Staff shall place toys in a tub that contains water and disinfectant solution. Toys are then rinsed in a separate tub and allowed to air dry.
2. All cleaning agents and disinfectants are to be stored out of reach of the children. Cleaning of toys or equipment should not take place while children are present.



Sunshine School

PERSONNEL POLICIES RELATING TO CHILDREN

COMMUNICATION

GREETING PARENTS AND CHILDREN

The room will be set up by the teacher and staff before the children arrives so that a staff person is nearby to greet each child as they arrive. If you need to come in early to accomplish this task, then do so. Please remember, scheduled times to be with children are not times to prepare the class. All children must be escorted to and from the classroom by an adult. We require parents sign in their child at arrival time and sign out when the child is picked up. Parents need to allow enough time to assist their child into the classroom. It is important that parents establish a healthy and smooth good-bye routine. An effort should be made by the teacher to greet each child with a pleasant comment when he/she comes into the room and to develop a rapport with the parents. Be friendly and helpful. Make everyone feel welcomed in the classroom. Relate positive information about the child to the parent on a daily basis. Keep exchanges short. Schedule a parent conference if longer conversations are needed. After most children have arrived, gather together to greet each other. Share special weekend or evening events, talk about plans for the day, and comment on the weather.

TEACHER-CHILD INTERACTIONS THROUGHOUT THE DAY

- Use a quiet, warm, yet firm voice when talking with children.
- Always go to the child and speak directly to him or her.
- Allow and encourage children to do things for themselves.
- Let children work at things without interfering. Guide.
- Give children sufficient time to try and solve the problems. Be ready to assist when it is necessary. Ask questions that will help the children to arrive at the solution.
- Remember you are a model to the children. Set a good example. Be empathetic, respectful, and encouraging.

DISCIPLINE

Students develop self-respect, self-discipline and cooperative behaviors by being an active participant in resolving conflicts. Together, teachers and students create ways to prevent conflicts and learn techniques that can be used to resolve conflicts. Our goal is to give children the skills to become responsible for themselves, and gain understanding of others. **No corporal punishment or violation of children's personal rights is allowed at the facility.** Non punitive guidance helps children to set clear, consistent, fair limits; to value mistakes as learning opportunities; to redirect themselves to a more acceptable behavior or activity; and to have someone listen when they talk about their feelings and frustrations.

GUIDELINES:

1. Speak clearly, precisely and logically: Take time to make sure the child understands exactly what your expectations are. Instead of saying: "Be good!", you should say: "Please pick up the wrapper you threw on the floor and put in the trash can so our classroom will be clean. Someone might slip on in if it is left on the floor and they might get hurt."
2. Prevent it before it happens. Redirect the child. Turn his attention to an act that has equal or near equal value as an interest or outlet for him.
3. Model: Children do what they see. Show them how you work through problems. Talking through problems with detail so children will without a doubt understand your resolution steps.
4. Understand the Reason for Misbehavior: The first step to truly resolving a conflict is to know the reason behind the child's actions. Usually they are as follows: Attention, Power, Revenge, or Inadequacy.
5. Help children to decide the consequences: Ask children what they think should happen and how it will help.
6. Let logical consequences take care of it: Make sure consequences are directly related to the misbehavior, respect the child, and are reasonable. Do not use humiliation as a consequence.

7. Empathize and share your feelings but stay firm: Show the child that you do understand the way that they feel. Share an example of when you felt the same way.
8. Avoid using "YOU WILL": Always tell a child what you will do so they don't feel like you are controlling them. You are controlling what you will do and they have a choice in what they will do. For example, do not say, "You go sit in the chair until you calm down." Instead, say: "I will let you play in centers when you take a time to calm down and keep your body to yourself." Talk with or to the child, not at him. Get down to his physical level and speak to him directly and not from across the room.
9. Time out-Time In: Time out should be used to stop the child from hurting himself or others or if the child is not able to quickly resolve a problem without disrupting others' learning. Time out should be used for calming down, cooling off, and thinking. When the child leaves the time out area, he or she should work on resolving the problem. Strategies should be implemented. This step is very important. Otherwise, time out is just punishment and not a learning experience. Time out should only be one minute for each year of the child's age.
10. Teach Problem Solving Skills: Discuss real life examples of conflicts that occur in the class. Have the children come up with techniques to resolve common problems and write them down on a poster. Model the solutions for practice.
 - Ignore the behavior of others and find something else to do.
 - Tell the other person what you do not like and how it makes you feel. Ask specifically for what you want. Then listen, listen, listen. Let the other person know what you will do. Decide together what to do.
 - Ask for help when a conflict cannot be resolved.

STUDENT REFERRAL

Occasionally, teachers may observe and suspect that student may have a learning disability. It is a financial, legal, and public relations matter as well as a moral issue. How the teacher handle the situation is extremely important. Only observable behaviors should be communicated to the parent. Diagnosing is the job of a registered expert such as a physician. Referral should be in the best interest of the child, and should be a rational process governed by certain written procedures. Referral should not be used as a desperate attempt to eliminate a problem.

1. Inform the administrator of the potential problem. The administrator will subsequently observe the student in the classroom. If the Administrator detects a problem, then a parent meeting will be scheduled.
2. During the meeting, information regarding the problem will be discussed.
3. We will provide information any licensed physician or specialist will need in helping diagnose children with the written consent of the parent.

ILLNESS

- To prevent illnesses of both the staff and the children, teachers should continually sanitize the room. Teachers should sanitize all areas that could possibly be exposed to bodily fluids after each use (i.e., hands, tables after and before snack, toys, bathrooms and sinks). WASH, WASH, WASH HANDS!!!!
- Children who are ill with a contagious disease or a fever may not attend the center by law.
- If a contagious disease develops at home, the center should be notified by the parent. If the child becomes ill at school, the center will immediately notify parents of the contagious disease. Notify the director of any illness or injury that occurs at the center. Children needing to go home due to illness or injury will be removed from the classroom and placed in isolation area under constant supervision until an authorized parent arrives to pick the child up. We ask that parents pick up their children from the center as soon as possible if the child has any of the following:
 1. Fever of 100 degrees or more
 2. Vomiting
 3. More than one incidence of diarrhea
 4. Communicable disease (including conjunctivitis, chicken pox, lice)
 5. Uncontrolled breathing
 6. Unknown rash
 7. Pain

Tuition is not deducted for illness.

MEDICATIONS

The Center will dispense prescription medication and over-the-counter medicine with written authorization from the child's physician and a parent. The written authorization must include the name of the child, name of medication, time, dosage and any special instructions. Medications must be in original containers. We cannot administer any medication that has expired. We recommend you ask your child's physician to prescribe a 12-hour dose of medication when appropriate. This allows you to control the administration of medication at all times. All medications must be given to a staff member upon arrival at the Center. No medication should be placed in cubbies or on the counter. For outdoor play, we will dispense sunscreen that you provide. The School does not provide sunscreen.

ACCIDENTS

Teachers should report any serious accidents to the director and fill out an accident report form. **It is the teacher's responsibility to report the incident to the parent(s) on the day of the accident.** If the accident involves children fighting, we will notify all parents of the children involved, but we will **NOT** name the child to the opposing parent. The parent(s) should sign the accident report.

SAFETY AND SECURITY

- Never leave any child unattended for any reason.
- All injuries should be written down on the Accident Report provided. Contagious illnesses should be reported to the director and the parents. For serious injuries or illnesses, emergency numbers are posted by each phone.
- Fire drills are routine procedures for our children. In the event that an emergency does occur, we hope these practices will help children deal with the situation. Exit route for drills and emergencies are displayed at the exit doors. It is important to walk children calmly, quietly, and quickly to your designated outside spot. Check roll once outside, and again when you have reentered the room.
- In any emergency situation, parents will be notified as soon as possible. If the building becomes unsafe for children to stay, the children will be escorted to a safer location.
- Report any broken equipment or safety problems to the director.

CHILD ABUSE REPORTING REQUIREMENT

Suspicion of any child abuse or strangers on the premises should be reported to the director and the proper authorities. Under California law, every employee must report child abuse and/or neglect to the director and/or the State. The phone number is posted at every phone on the facility. The employee does not need to have conclusive proof prior to making the report. A report shall be made upon the Employee's having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person.

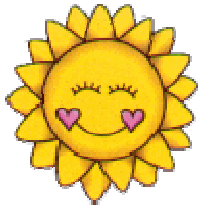
FIELD TRIPS

Children will occasionally attend field trips that are directly related and part of the curriculum. All field trips should be approved by the director first. Parents should be notified of field trips in advance and be required to sign a permission form. Parents are encouraged to join their children on field trips. Since we do not have buses, we will need many parent volunteers. A cellular phone, medical supplies, a copy of children's emergency information, and the name and number of the nearest hospital from the field trip location will be taken on the field trip.

STUDENT DEPARTURES

Children are to be picked up at the agreed time. Parents should make the staff aware that the child is leaving. There will be a late fee of \$1.00 for every minute that the children remain after designated times. In case of an emergency and a child cannot be picked up on time, the parent should notify the school. If children are left at the center one hour after closing without any communication from the parent, the center will notify the police.

Children will only be released to legal guardians and persons on the authorized pick up list. It is important that you keep this list and check for proper identification. A photo ID is required. Please personally write down the person's driver's license number and name down on the *Authorization to Pick Up* list. If you have any doubts, notify the director immediately.



SUNSHINE SCHOOL – FIELD TRIP PERMIT

Teacher : _____ Grade: _____

Your child's class is planning a field trip under the supervision of teacher and parents
to: _____

Date: _____ Time of Departure: _____ Time of Return: _____

Every precaution will be taken for the safety and careful supervision of each child.
The school, however, does not assume responsibility in case of accident or
unavoidable mishap.

Cost: Bus Fare: _____

A parent's signature below grants permission
for your child to go the field trip described under
provision herein outlined.

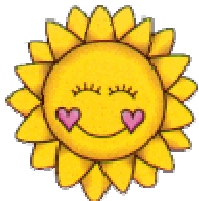
Admission: _____

Lunch: _____

Child's Name: _____

Total: _____

Parent's Signature: _____



SUNSHINE SCHOOL – FIELD TRIP PERMIT

Teacher : _____ Grade: _____

Your child's class is planning a field trip under the supervision of teacher and parents
to: _____

Date: _____ Time of Departure: _____ Time of Return: _____

Every precaution will be taken for the safety and careful supervision of each child.
The school, however, does not assume responsibility in case of accident or
unavoidable mishap.

Cost: Bus Fare: _____

A parent's signature below grants permission
for your child to go the field trip described under
provision herein outlined.

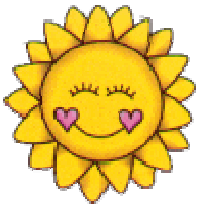
Admission: _____

Lunch: _____

Child's Name: _____

Total: _____

Parent's Signature: _____



SUNSHINE SCHOOL - ACCIDENT REPORT

Child Name: _____ Date: _____

Location: () Inside () Outside Time: _____

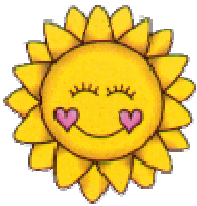
Brief Description of Injury: _____

Action: () First Aid () Washed () Band-Aid () Ice () Rest

Person Attending the Injury: _____

Other Witness: _____ Director: _____

Additional Comment: _____



SUNSHINE SCHOOL - ACCIDENT REPORT

Child Name: _____ Date: _____

Location: () Inside () Outside Time: _____

Brief Description of Injury: _____

Action: () First Aid () Washed () Band-Aid () Ice () Rest

Person Attending the Injury: _____

Other Witness: _____ Director: _____

Additional Comment: _____
