

SUNNYSIDE EARLY LEARNING **LICENSED HOME DAYCARE**

361-720-5492

"A home away from home.."

Email : sunnysideearlylearning@hotmail.com

Website: www.sunnysideearlylearninglhd.com



Parent Handbook
of
Operational Policies & Procedures

About me:

I was born in Sabinas Hidalgo Nuevo Leon, Mexico. I was raised in Kingsville, TX. since 1995. I graduated H.M. King High School in 2006, and then pursued my education at Texas A & M University-Kingsville where I received my Bachelor Degree, Double Major in Psychology and Sociology. I graduated from Texas A & M University Kingsville in Spring of 2013. I have four beautiful daughters Jazlyn, Jacquelin, Kenia, and Kamila.

During my college years, I worked for a Loan Finance Company. I began as a part time position, and worked my way up to Branch Manager. After graduation, I decided to join a General Partnership and opened a Child Care Center. I was Executive Director of the center from 2013-2016. I had the opportunity to meet wonderful children and families! However, in 2016 for the best interest of the business we decided it would be best for there to be only one sole owner. It was then that I decided to open my Licensed Home Daycare. I knew my heart and career would be in working with infants, toddlers, and preschool children. After having years of experience working in a child care center with a capacity of 89 children I decided that a small home daycare would be my focus and new route. A licensed home daycare is a much smaller version of everything a center provides and more!

I also Substituted for H.M. King High School, I worked mostly with teens with special needs, but enjoyed every age and grade. I also had the opportunity to get experience in Case Management, where I helped many unaccompanied minors ages 12-17 reunify with their families in the U.S.

I was blessed to open my home doors with my Licensed Home Daycare as of July 2017. My passion is working with children of all ages. My daycare business is to provide quality care and more personal attention to each child and families. Children will see and have me as their primary caregiver daily from age 8 weeks- 5 years old. I believe every child is unique, and learns at their own pace. I have the experience working with children and being able to ensure their safety, while providing a fun and learning environment. Working in my Licensed Home Daycare, I will also provide a Nutritional Food Program, a Developmentally appropriate learning curriculum, a Nurturing and Homelike Environment, a Small group of children [12 Capacity], A low student/ teacher ratio, Personalized attention, a Structured Environment, Reliable Child Care, and children will socialize as a mixed age group (8 weeks- 5 years old). I love the idea that children get to be in a mixed aged group because they also learn wonderfully from each other. Staff is trained in Early Childhood Education, have Criminal Background Checks, & FBI Fingerprint Checks.

I truly understand the importance of trusting a provider to care for your child. As a parent, I understand we need the peace of mind that we've found the place where someone truly cares about our children. Being enrolled at SunnySide Early Learning is absolutely the peace of mind you'll get with your son and/or daughter. I want to assure you that your child(ren) and their safety is my # 1 priority. I believe a family consists of those who we allow into our hearts. They are the ones who support, guide, love, and help you grow into the person you become. With that said, I open the doors of my home to you, and welcome you like a second family. Thank you for allowing me into your child(ren) hearts. They will certainly always hold a place in mine.

Please feel free to contact Alejandra Garza Montiel –Owner/Director for questions/concerns/feedback through:

E-mail: (sunnysideearlylearning@hotmail.com)

Facebook business page or cell phone: (361) 720-5492.

I thank you again for sharing and trusting your child in my program, and I look forward to the wonderful days we will have together here at SunnySide Early Learning!

Mission Statement

Our mission is to nurture & educate children ages 8 weeks- 5years old. We ensure to meet the needs of each child by focusing on their social, cognitive, physical, and emotional growth. Our children develop positive skills, values, and learn about their world through age-appropriate play, projects, and activities. We provide a safe, fun, and high quality environment that fosters a solid foundation for lifelong success.

Vision Statement

Our vision is to be the recognized leader in providing the best child care service for our community. In addition, to grow together as a second home for our families so parents will get the peace of mind they deserve at SunnySide Early Learning Licensed Home Daycare. We pride ourselves on our unique blend of nurture, fun, and learning!

Agreement on Terms or Arrangements: You should fully understand the terms of the contract, the policies, and procedures that you, as the parent/ guardian are agreeing to. If you have any questions at any time, please ask.

Honesty and Trust: This includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your child, you should trust me as your childcare provider that I am doing the best for your child.

Respect: I will treat you and your child with respect, and expect the same in return. Keep in mind, open communication gets things done.

Philosophy: I believe a child's early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. I respect each child's need for love, security, acceptance, warmth, and stimulation.

Goals: While in my care your child will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. My approach to childcare is child centered and child directed. Children are offered choices whenever possible. My goal is to provide your child with a clean, safe, and fun environment where they can play and learn with guidance and loving care while you are at work or attending school.

In order to make our relationship as enjoyable as possible the following are some mutually beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner. There is a lot of information here. ***Please read all of it***. These policies are enforced for the same reasons policies are enforced in any job situation - for fairness and respect. If you have any questions please ask.

Business Hours:

SunnySide Early Learning will operate year-round:

**Monday – Friday
7:00AM – 5:15PM**

Starting Fees:

- \$100.00 REGISTRATION FEE PER CHILD
- 1 WEEK TUITION DEPOSIT PER CHILD.

Registration & Deposit (Starting Fees) are NON- REFUNDABLE under any circumstance.

The Registration Fee secures your spot during the enrollment process. If child care services are no longer needed, your 1 week deposit covers the last week of child care service. I must receive a WRITTEN 2 WEEK NOTICE (with dates) to apply the deposit towards the last week.

Ages:

**Infant, Toddler, Pre-K, School
8 weeks – 12 yrs old**

Tuition:

\$225.00/week

Drop In care:

\$50.00/day

ONLY PAYMENT METHOD: CASHAPP: \$sunnysideLHD

All payments must be received WEEKLY, on or before Monday's by 5:15pm.
When Monday falls on a statutory holiday, fees are due on the Friday before. I will consider your spot to be open after 3 days of absences with no communication, non-payment or payment arrangement.

Late Fees:

If tuition is not received on or before Monday by 5:15pm, a \$10.00/per day charge will be applied to the amount owing. I recommend setting a repeat weekly reminder on your phone to help avoid late fees.

Overtime:

Overtime Rate= \$1.00/minute.

There is an extra fee of \$1.00 per minute or portion thereof that your child is:

- *Dropped off **earlier** than opening time*
- *Picked up **later** than closing time.*

If you're running late, and no contact from parent is made after 30 minutes of initial attempt from SunnySide Early Learning to contact parent and emergency contact, the Kingsville Police Department will be contacted. **Late arrival does not allow late pick-up.** Please be on time daily. To ensure the safety of your child, **only you or your designate(s)** may pick up your child. I will ask your designates for picture identification or driver's license.

9:00AM IS CUT-OFF TIME for Daily Drop off

This way curriculum, meals, and nap times are not affected. I will **ONLY** accept a child after with a Dr. Note stating the child had an appointment. **However, I will NOT allow any drop off of children between the hours of 12:00pm-2:30pm.**

- If your child will be absent for the day please notify me as soon as possible. This helps me so that I can better prepare for meals and materials.

Admission/Enrollment Procedure:

Before I assume responsibility of caring for your child I MUST have the following that apply to you, COMPLETELY filled out and with appropriate signatures:

- (A) *Admission Form*
- (B) *Discipline & Guidance Policy*
- (C) *Policy & Procedure Acknowledgement*
- (D) *Photo Release Form*
- (E) *Updated Immunization Record*
- (F) *Food Program Form(s)*
- (G) *Parent's work information*
- (H) *Infant Feeding Form (If applicable)*
- (I) *Infant Safe Sleep Form (If applicable)*

PLEASE NOTE: All forms must be updated yearly or if any information changes as soon as possible.

My responsibility BEGINS after your child is signed in, and ENDS when your child is signed out. It is imperative that you personally place your child in the care of an employee. This leaves no room for error or misunderstanding regarding supervision.

Court and Collections:

I will take all outstanding accounts to court and collections. If payment or payment arrangements are not made on undisputed charges, your account will be referred to the County Courthouse for collection. On the day all necessary paperwork is filed with the County Courthouse for collection proceedings, your account will be charged an additional collection fee of \$200.00 plus any postage fees incurred during the process. The additional \$200.00 collection fee is compensation for my time to file and appear in court. You will be responsible for all applicable court costs.

Procedure for the Release of Children:

At the time of enrollment, parents are required to fill out a form with "PICK-UP AUTHORIZATION" and place the names of all individuals that the parent anticipates and gives permission to release their child(ren) to. Child(ren) WILL ONLY BE RELEASED to persons designated by the parent in the pick up authorization space provided in admissions form that the parent signs at the time of enrollment. In case of an emergency parent MUST CALL me to give the name of the person who is not listed, but will be picking up the child. At time of pick up this person MUST HAVE a picture form of identification UNDER NO CIRCUMSTANCES will a child ever be released to anyone not listed as being authorized to pick up or anyone whom the parent has not called ahead of time to approve. For anyone's first time picking up child(ren) I will require a form of picture identification - NO EXCEPTIONS. Copies of the photo identity and/or record of DL#'s and tag numbers will be retained in the child's record for at least three months.

Law enforcement officers and Child Protective Services staff have the authority by law to remove a child without a parent's permission. I will ask to see the identity of such persons unknown to them and also make a copy of their ID/Badge. If caregivers have reason to believe that the person picking up the child is under the influence of drugs or alcohol, they will call local police and request their assistance. Parents who wish to change designated persons after the date of enrollment must make changes in writing on the current form or complete a new form to reflect all changes. If a new form is made, it must be attached to the previous form. In two parent households, the enrolling parent shall list the other parent on the authorization form if the other parent has permission to pick up the child.

Custody Situations:

SunnySide Early Learning prefers NOT to get involved with custody disputes. I will follow a court order exactly as written. If your family has a court order on file, please provide me with the most recent copy. *PLEASE NOTE; PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of the child's birth certificate may be requested at owner/Director's discretion. In the event that a custody dispute takes place on my property, the local police will be called and asked to handle the dispute. I will not be placed in the middle of such disputes. *If a custody issue creates a risk at my home for my family or staff, SunnySide Early Learning will immediately terminate care.*

Identifying and Responding to Suspicious Persons:

Based upon my location, there are various individuals who utilize the area and resources around us. In most instances this should be considered typical. There are times however, when the behavior of individuals creates a cause for concern. These include but are not limited to: Standing outside, watching children while sitting in the car, taking photos of the children, or walking repeatedly around the home, making threatening gestures or statements either directed at the children, or myself, depending upon the situation or behavior I will either ask the individual to see if they need assistance and/or contact KPD via phone. I will place my home on lock down for our safety.

Lock-Down Procedures:

If deemed necessary, my home will lock-down. When in lockdown, I will close all doors, all curtains will go down, and children will move away from windows and doors. I will ensure that all doors leading to the outside are locked, and all curtains or blinds are down. We have a designated lockdown room. I will keep parents informed of the situation via phone call/text message. For this reason it is important to update any changes of phone numbers on admission forms and emergency contact changes.

LILLIO APP: Child Sign-in and Sign-out & Daily Reports:

I will sign all children in and out of care. You will receive notifications of your child's day via LILLIO app. You will receive an email with your child's daily report at the end of the day.

Inclement Weather:

SunnySide Early Learning will open most days during inclement weather. Please check my Facebook page for all announcements. I will also update you on information via text message. In case of serious emergencies such as fire, tornado/hurricane/flood warnings for our area, or loss of electricity/water, parents will be notified, and children will be cared for until parents or emergency contacts arrive. **I will follow SGISD – Santa Gertrudis Independent School District [FOR WEATHER ONLY]** such as closings, and early/ late –pickup/drop offs. Full tuition is due during inclement weather days.

Emergency Preparedness Plan:

In the event of an emergency, operating procedures are in place to ensure the safety of the children.

Evacuation Plans:

- *I am responsible for moving children to the designated safe area.
- *Emergency evacuation and relocation diagrams are located in the areas specified by the DFPS and local authorities
- *In some circumstances, parents will be called upon to pick up their children.

*Alternate shelter:

Neighbor
1904 Shelley St
Kingsville, Texas 78363

*Upon arrival to the alternate home:

- I will have a list of the children that must be accounted for (Sign in Log).
- I am also responsible for securing and having with me all of the children's emergency numbers, emergency medical authorizations, and the daily attendance count.
- After securing everyone's safety I will contact you and/or designee via phone call.
- My infants (non- walking) will travel by stroller, my toddlers, and older will walk by holding our class walking rope.
- I will have a backpack to provide children with crayons and coloring books while we wait for parent pick up.

Emergency Drills:

Emergency Fire Drills are held monthly, and Severe Weather & Lockdown Drills are held at least 4 times per year to ensure children are accustomed to emergency evacuation and relocation procedures. When we practice our fire drills, we will walk approximately two homes down the street via stroller and class walking rope. [Emergency business number 361-720-5492]

Child's Special Needs and Guidance:

Parents should notify SunnySide Early Learning of any problem or event that may be upsetting to the child. Events such as the separation of parents, death of a significant other, expected birth of a sibling, or a visit from grandparents, may cause children to be excited, tense or upset. Knowledge of such occurrences will help SunnySide Early Learning work with parents to meet the child's needs.

In rare instances, it may become apparent that my program may be unable to meet the expectations of the family and/or provide the level of care demanded / required by a child without additional staff. In these cases, I will require the family to make other arrangements for child care within 5 business days of the given verbal and written notification.

Procedures for supporting Inclusive Services

The goal is to help all children develop and achieve their full potential. If a child needs additional support please make arrangements with me so we can help by making the best accommodations possible for everyone.

Provider Holidays:

SunnySide Early Learning is CLOSED on all Statutory Holidays, paid.

My program observes the following holidays:

- o Martin Luther King Day
- o Presidents Day
- o Staff Development/ Vacation: MARCH-SPRING INTERSESSION WEEK.
- o Good Friday
- o Memorial Day
- o Staff Development/ Vacation: JUNE- SUMMER INTERSESSION WEEK.
- o Juneteenth
- o Independence Day
- o Labor Day
- o Staff Development/ Vacation: OCTOBER- FALL INTERSESSION WEEK.
- o Columbus Day
- o Veterans Day
- o Thanksgiving Day
- o Day AFTER Thanksgiving
- o Winter Break- 2 WEEKS. [The **only** prorated tuition- @ ½ rate]

I will provide a yearly calendar every October with these exact dates. It will also be posted on our Parent Board. IF HOLIDAY FALLS ON A WEEKEND DAY- THE FRIDAY BEFORE OR MONDAY AFTER WILL BE TAKEN.

Provider Sick/ Personal Days

I will notify parents of ANY CLOSINGS as soon as possible. However, it is the parent's responsibility to have back up care.

Provider Sick Day- 10 days/year paid.

Provider Bereavement Day- 5 days/year paid.

Provider Personal Day- Unpaid/ Prorated

- o ½ day is 5hrs or less
- o Full day 5.5hrs or more

Provider Emergency Closings

In the event I have an emergency while children are in care; Parents will be contacted to pick up children ASAP. No reimbursement for emergency day will be given.

Parent Vacation:

Please notify me at least 1 week in advance when you plan to take vacation. Tuition is

expected for the days and hours your child is normally scheduled to be here.

Extended Absences:

In cases of your potential absence due to maternity leave, summer, or extended leave from your job, I will require ½ of your monthly fees for the entire time of your absence to hold your child's position. I must receive at least a 2 week notice of the extended absence, and the leave must be for no longer than a 1 month period.

Arrival and Departures:

Children are to arrive clean and fed (unless arriving before a meal time). I will not allow ANY drop off during the hours of 12:00pm through 2:30pm under any circumstances. Please do not allow your child to walk into my home by themselves at drop off. It is important to take a minute to walk them to the door and greet me. This gives us both the opportunity to discuss any schedule changes for the day or anything else. It helps your child tremendously if your child is aware that you will be arriving early (or late) in that they come to expect regularity and thrive on it. I also have children put their coats, shoes, and backpacks ready in preparation for your arrival.

Procedures for parents to discuss concerns with the director:

Drop-off and pick-up times are not good times to discuss serious problems. Little ears and minds hear and understand everything. I am not comfortable discussing a child in the presence of anyone, but their parents. If you would like to set up a time to meet I would be more than glad to do so behind closed doors. Topics that concern day-to-day events or light-hearted discussion are fine. E-mail: (sunnysideearlylearning@hotmail.com) Facebook page messenger, or personal & business cell phone (361) 720-5492. Perhaps you do not have a question or concern to address—*only compliments*—I'd love to hear those as well! Concerns and suggestions help me improve my program. Compliments help me steer in the right direction. All parents should check my business facebook (Sunnyside Early Learning) for important information, special announcements, etc. Good communication helps us work together in the best interest of your child.

Please limit drop off/pick up times to no more than 5 minutes, as parking is limited.

Cleanliness/Hygiene:

Children's hands are washed before and after meals, coming in from outside, and after toileting. If these skills are stressed at home also your child may remain a good hand-washer when he/she gets older. Please have your child clean and dressed for play. A clean child is a healthy child. Infants sleep in separate play-pens used only by them. Beginning at toddler age and infants that are walking unassisted each child has a separate nap mat. The mats will be washed at daycare weekly and as needed. Toys are also sanitized daily. Deep cleaning is done weekly.

Parent Referrals:

I greatly appreciate your business and I know that you will be so pleased with my service that you will tell all your friends and acquaintances about me! If one of those families decides to enroll

their child(ren) I will credit you **1 WEEK TUITION** after the family has been with me for 90 days. The referred family must mention the referral **at the time of their initial inquiry** of my program. My greatest advertising asset is you! **UNLIMITED REFERRALS!**

Parent Google/ Facebook/ Website Reviews:

Reviews are important. I appreciate your online feedback!

Suspension & Expulsion:

The first 2 weeks of childcare are to be an adjustment period. It is our responsibility to let the parent know if the child seems unhappy or the arrangement is unsatisfactory for any other reason. It is the parent's responsibility to let us know the same. The parent or provider can terminate the contract at any time within the first two weeks. No suspension time or prior warnings are necessary for termination of my service, and no reimbursement of starting fees.

I will terminate our child care arrangements immediately for any of the following reasons (but not solely limited to):

- *Failure to comply with the policies set forth in this book.*
- *Failure to comply with this contract.*
- *Destructive or hurtful behavior of child that persists even with parent cooperation in stopping the behavior.*
- *Non-Payment of childcare fees and/or recurring late payments.*
- *Failure to show up for 3 days in a row without any communication.*
- *Failure to complete required forms/ update immunizations.*
- *Inability to meet the child's needs without additional staff.*
- *Blatant disrespect towards any staff member.*
- *If parents knowingly bring their child ill.*

Wellness/ Health Checks

SunnySide Early Learning will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent. If your child has an accident overnight, please notify when dropping off so that we can assist in watching the child for side effects. If child was in the E.R. overnight for any reason, child must remain home for 24hrs.

Supplies Needed:

Parents are responsible for supplying the following that apply:

- 2-Bottles OR 1 sippy cup
- Infant Formula/ Breast milk
- Diapers & Wipes
- Diaper rash ointment
- 2 full changes of extra clothing at all times
- Sleeping mat (I will recommend what we use).

When Potty Training:

- Sandals –cros like
- 5 sets of clothes
- Pull ups (used for nap *only*)

Choking Hazard:

NO JEWELRY of any kind is allowed while in my care. The only exception is earrings.

Personal belongings **must be marked** with your child's name. If items are not marked they will be marked by me. SunnySide Early Learning is **NOT RESPONSIBLE** for any items that are not labeled and lost items that are not required to be brought or left in my home for **ONE** week after withdrawal. It is **not** necessary to bring eating utensils or dishes as it will be provided. Children have personal cubbies, only used for supplies needed. No diaper bags or backpacks will be allowed.

1 week prior to your child's start date we will set a time for supply/forms/deposit fee drop off. Our LILLIO app will always keep you updated when additional supplies are needed.

Ideas:

I welcome any ideas that you may have for fun activities or crafts! I teach children creativity, problem solving, and pride in their skills. Sometimes these values get messy. Some days we will be painting, so please send your child in appropriate clothing. Please dress your child for real success. Their "work" here is play! If there is an occasion that calls for special clothing please bring this clothing in an extra bag and I will help your child change before you arrive for pickup.

Toys:

I provide a wide variety of play items. **I ask that NO toys be brought to daycare from home.** This policy is for the concern of all children in my care. Often children have a hard time sharing the toys they bring from home.

Child Illness/ Exclusion:

Under no circumstances should you bring your child to care sick. If you are not sure your child is well enough to attend child care please call and discuss it with me. Masking your child's symptoms with over-the-counter medications and bringing them to care anyway is not allowed and will be a cause for termination. It is inconsiderate to all families involved. A sick child should be allowed to recuperate fully at home so that the other children and I do not risk unnecessary exposure. If your child is out ill regular fees still apply. Your child should not attend if they are not feeling well enough to participate in our daily activities *including outdoor play.*

Please notify me ASAP if you find out that your child has contagious disease, so that I can inform the parents of all children in my care. I will also notify you if your child has been exposed to anything contagious, and I will provide you with information about the contagious disease.

The most common standards for exclusion are:

Fever – 100.0 or higher

Diarrhea – after two loose movements within 1 hour parents will be contacted for pick up.

Vomiting – after 1 episode parents will be contacted for pick up

Runny nose with colored discharge –check with Doctor

Rash – check with Doctor

Discharge from eyes or ears- Must be picked up & return until cleared by Doctor

Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza

Etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.

Lice – I conduct lice checks every first week of each month. The child needs to be treated and nits completely removed before returning. I understand how hard it may be to get rid of nits, which is why they are easier to prevent than to get rid of.

Children with Nits & Lice in hair:

- The child will be sent home and is required to stay home 1 day.
- They will be checked upon arrival. If upon return, they are still found in hair an additional 2 days.
- If the child is still not clear after the first 2 attempts the 3rd will be termination of my child care services.

I have the right to refuse to care for a sick child. If your child develops any of the above symptoms while in my care, you or your alternate will be required to pick up your child immediately. **If the child is not picked up within 30 minutes of my calling a \$1.00 penalty for every minute or portion charge will be assessed.** I understand and respect your need to be at work, but your cooperation is extremely important on this. I am responsible for the health and well-being of all the children in my care. Please keep in mind ALL policies are to keep our children's environment healthy, clean, and safe.

Medication:

I do not administer any medication to the children in my care; the only exception is for teething and diaper rash ointment.

- Child with any of the following symptoms such as: runny nose (green mucus), cough, sneezing, sore throat, chills, signs of respiratory issues, such as wheezing, shortness of breath, headache, muscle pain, diarrhea, vomiting, or a fever of 100.0 will **NOT** be allowed to attend SunnySide Early Learning. Children must remain home for a minimum of **1 day** to continue monitoring their symptoms. **Therefore, all children must be COMPLETELY symptom & 24hr. fever free without aid of medication.**

- If a child has seasonal allergies (occasional clear runny nose), a Doctor note is REQUIRED saying the child has been cleared of any other illness. However, an excessive clear runny nose will need to remain home until it subsides.
- **Positive FLU** – Child may not return for 5 days from date of diagnosis. Dr. Note required.
- **Positive hand, foot, mouth disease**- A child may not return for 5 days from date of diagnosis. Dr. Note required.
- **Positive RSV**- Child may not return for 5 days from date of diagnosis. Dr. Note required.
- **Positive Covid-19**- Child may not return for 7 days. Negative test result required.

Regardless of any diagnoses, a Doctor note will NOT allow a child to “Return to daycare” PRIOR policy times.

Medical Emergencies:

Minor bumps and scrapes are inevitable. I make every effort to keep your children safe through supervision and childproofing. All illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day. Minor injuries will receive appropriate first aid. If an emergency injury or illness occurs, you will be contacted immediately. I will call 911 given the location and nature of the emergency. As appropriate, I will administer CPR or first aid measures. If I am unable to contact either parent, I will call the emergency contact numbers to make the medical decisions for the child. If necessary your child will be transported by ambulance to the nearest hospital. **Parents are responsible for all costs involved in emergency medical treatment, including transportation.**

Children’s Immunizations & Other Medical Records:

For the safety of all children enrolled, each child enrolled or admitted into my home must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in. All immunizations required for the child’s age must be completed by the date of admission. A **current** copy of your child’s immunization record must be in file at all times for the duration of your child’s enrollment. **Each time your child receives new immunizations it is recommended to schedule your appointment on a Friday as children must remain home 24 hours for monitoring of any reactions.**

It is the parents’ responsibility to ensure that your child’s immunizations are current. Failure to keep children current on immunizations may lead to disenrollment. The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36 requires a screening or a professional examination for possible vision and hearing problems for children who are 4-years old. You must provide one of the following: (1) The individual visual acuity and sweep check results, (2) A signed statement that the child’s screening records are current and on file at the pre-kindergarten program or school your child(ren) attends away from our center or (3) an affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or

religious denomination. A part of the application process is obtaining a copy of the child's immunization record. All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all immunization records.

Exemptions: The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. A notarized affidavit must be on file for these children. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). For children needing medical exemptions, a written statement by the physician should be submitted.

Staff Immunizations

I do not require staff to take immunizations.

Tuberculosis Test:

Not required for children.

Nap/Quiet Time:

A supervised rest period is required for all children. Children with a Doctor excuse may NOT arrive at daycare between the hours of 12:00pm-2:30pm because of the importance of uninterrupted rest time. However, you may pick up your child at any time of our day. If you will be picking up your child during nap time hours *please call or message me before so I may have them ready for your arrival. Please do NOT ring our doorbell during nap time hours. Please call or text me instead.*

Daycare Liability Insurance:

Effective: April 2021.

Damages:

It is expected that your child be respectful of my personal property and furnishings. A certain amount of "wear and tear" is normal, but if your child intentionally damages our property through destructive behavior or roughness or for any other reason, you will be liable for 100% of the replacement costs. This reimbursement is due with your following weeks' payment.

Policy Revisions:

Revisions to policies, procedures, contracts, and forms I make will take place immediately. They will be reviewed periodically and updated, if necessary. I will notify parents of any changes or updates. All previous forms will become obsolete.

Procedures to visit without securing prior approval:

While your child is in my care, you can always be assured that the door is open to you without having to secure prior approval. "Open Door" does not mean that I keep my doors unlocked. For the safety of the children I keep my doors and all gates locked at all times. However, keep in mind a child adjusting to a new environment will want to leave with you if you pop in for a visit. Please always be mindful of the other children in care when you arrive, especially during naptime.

Procedures for Parent Involvement / Participation:

Parents are encouraged to participate! If most families are interested, we enjoy participating in our local "La Posada" Christmas Parade. Sunnyside Early Learning will have a float, and you and your entire family are welcome to help decorate/ donate and /or join our float ride for this wonderful holiday! Parents that volunteer or ANY volunteer will NEVER be left alone with children or be counted in the child/caregiver ratio. I will do a proper criminal history check, as required by the Texas Department of Family and Protective Services. It is also much appreciated when we receive any parent donations, (new or used) such as toys and supplies.

Parent's Review of Minimum Standards and Inspection Reports:

SunnySide Early Learning is licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Licensed Child Care. Parents may review a copy of these standards in our classroom posted on parent board or online at: www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp SunnySide Early Learning encourages parents to view my compliance history with child Care Licensing. The most recent inspection is posted on my parent board or you may view this at www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDay.asp

Contact Information:

To contact the local Licensing Office for your child's daycare provider, the office is:
5155 Flynn Pkwy, Suite 623 Corpus Christi, TX 78411
(361) 878-3451

Preventing and Responding to Abuse and Neglect of Children:

Provider and any caregivers upon hiring and annually thereafter receive one hour or more of training in prevention techniques for and the recognition of symptoms of abuse, neglect and sexual abuse and the responsibility and procedure for reporting suspected abuse and neglect. In order to increase employee and parent awareness of issues regarding child abuse or neglect, including warning signs and prevention techniques we encourage parents and employees to visit <http://www.helpandhope.org/index.html>. The strategy for coordination between SunnySide Early Learning and appropriate community organizations will always be through and upon advice of the Texas Department of Family and Protective Services and our current Child Care Licensing Representative. For assistance and intervention or to report suspected child abuse, the child abuse hotline telephone # is DFPS 1-800-252-5400 or 1-800-4-A-CHILD or online www.txabusehotline.org.

Provisions to Provide a Comfortable Place With a Seat for Breastfeeding:

There is an adult rocking chair that the mother may use. Parents may also provide labeled breast milk for their child while in my care.

Procedures for Parental Notifications:

Parents will be immediately notified whenever a child:

- Is injured and the injury requires medical attention by a health-care professional.
- Has a sign or symptom requiring exclusion from the daycare as specified in Illness and exclusion criteria listed above
- Has been involved in any situation that places the child at risk.
- Has been involved in any situation that might cause the home to be unsafe: fire, flood, toxic spills, severe weather, etc.

Parents will be notified of less serious injuries when the parent picks the child. Less serious injuries include, but are not limited to; minor cuts, scratches, and bite marks requiring first-aid treatment by the provider.

- All parents will be notified in writing/message and within 48 hours of becoming aware that a child or employee has contracted a communicable disease that the law requires programs to report from the Texas Department of Health.
- Parents of all children will be notified when there is an outbreak of lice or other infestation in the group. Individual messages will be sent to parents.
- Under no circumstances will names of individual children be released to other parents.
- Parents will be notified in writing of any changes in the Operational Policies and Enrollment Agreement. Notification receipt must be signed and dated by the parent and kept in the child's folder.

Discipline and Guidance Practices:

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of disciplined guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements

There will be NO harsh, cruel, or unusual treatment of any child.

*The following types of discipline and guidance are **PROHIBITED**:*

- (1) Corporal punishment or threats of corporal punishment

- (2) Punishment associated with food, naps, or toilet training
- (3) Grabbing or pulling on a child
- (4) Putting anything in or on a child's mouth
- (5) Humiliating, ridiculing, rejecting, or yelling at a child
- (6) Subjecting a child to harsh, abusive, or profane language
- (7) Placing a child in a locked or dark room, bathroom, or closet
- (8) Placing a child in a restrictive device for time out
- (9) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with §747.2703(4)(D)
- (10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Infant Safe Sleep Operational Policy:

Infants 17 months and younger will not have any blankets, pillows, toys, or sleep positioning devices. Infants will **not** be swaddled during my care. Infants will lay flat on their back in their assigned crib or playpen during nap times. If you or your health care professional disagree with this policy and determine that your child sleeps otherwise; I will provide you with a form to be filled out by your child's health care professional. All enrolled children aged 17 months or younger must read and sign the DFPS Infant Safe Sleep Form.

Gang Free Zone:

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. SunnySide Early Learning Licensed Home Daycare is a GANG-FREE ZONE.

Provider & Staff Training:

Any assistant or substitute I hire will be carefully selected and come to me with high recommendations. They will maintain a minimum of 24 clock hours of training per year, and I will have a minimum of 30 clock hours of annual training. My staff will always be carefully trained and yearly evaluations will be conducted. Parents are welcome to review or ask for staff training records.

Curriculum/Enrichment Program:

Every age group will have an age appropriate curriculum. The curriculum is set up where children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real –life adventures. SunnySide Early Learning is a place where essential readiness skills are nurtured through play, exploring, and lots of fun!

My learning curriculum consists of theme based lessons that are typical of the traditional preschool method. I purchase our school curriculum for all children 18 months and older. *LITTLE DREAMERS DREAM BIG LEARNING CURRICULUM*. I believe this to be very engaging & fun to get our children Pre-K ready! We receive monthly shipments with our curriculum, themes, supplies, books, and parent newsletters. We enjoy teaching it, and our children absolutely love learning it!

They will take their work home every Friday! During the week it is proudly displayed inside our classroom!

Outdoor Play:

SunnySide Early Learning strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue, it builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance, cognitive skills and motor skills appear to develop through a dynamic interaction, and can affect the brain's physiology.

- Infants will be given opportunities for physical activity, including supervised tummy time, music and sound play, dangling objects, mirror play, push and pull toys, and more!
- Toddler age children will have an opportunity for a minimum of 60 minutes of moderate to vigorous active play each day.
- Preschool and Pre-Kindergarten children will have an opportunity for a minimum of 90 minutes of moderate to vigorous active play each day.
- School age children who are in attendance for a full day will have an opportunity for a minimum of 90 minutes of moderate to vigorous active play each day.

When weather conditions prohibit outdoor play, physical activities will occur indoor during the scheduled outdoor time.

Children will participate in moderate and vigorous activities such as:

Outdoors: running, playing, jumping, communicating and engaging with other children for social skills, blowing/ catching bubbles, kicking balls, exploring nature, writing with chalk, riding bikes & ride on toys, etc.

Indoors: egg and spoon game, indoor skating, yoga, long jump, music parading, limbo, hide & seek, dance party, balance beams, stretching our muscles while counting, etc.

All children will participate each day in:

- Two occasions of active play outdoors (when weather permits.)
- Two or more structured or teacher-led activities or games that promote movement over the course of the day, and continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

When participating in physical activity, children's clothing should protect them from sun/ cold exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should always have straps. Hats may be worn to protect children from sun exposure. *Examples of appropriate clothing/footwear include:* Gym shoes or sturdy shoe equivalent; clothing for the weather, such as a lightweight, breathable jacket without any neck strings. In addition, shorts must be worn under dresses and skirts.

Extreme weather conditions:

Over 55° - 30 minutes

50°-55° - 15 minutes

40°-50° - 5 minutes

Under 40° - No outdoor play

Over 100°+= No outdoor play

ABC Mouse:

Children ages 2 yrs and older will have access to our ABC Mouse account while in care. The time spent on an assignment may be 15 minutes per day. Children's screen time does not exceed more than 1 hour/day including educational TV time.

Birthdays:

Most children enjoy celebrating special events with their friends. Parents may send a “store bought” treat to share with your child's friends. Please make arrangements with me in advance.

Photographs:

You must sign a Picture Authorization Form provided with Admission Application to select if you give your child permission. Photos of the children will be taken and used for special projects, Facebook post on our SunnySide Early Learning page, and pictures will also be sent to you on occasion while you're at work so you can see your child enjoying their day! I also enjoy doing PICTURE DAY at our daycare! When available, I will book a professional local photographer seasonally.

End of Year Tax Forms:

SunnySide Early Learning will provide parents with their end of year daycare total tax form on or before January 31st.

Health Policies Food and Nutrition:

Monthly menus are available on my parent board. I regret that I am unable to make meal or snack substitutions. If your child does not like what is being served that day, you may prepare lunch or send a snack. I strongly encourage you to send a nutritious lunch and or snack. I must also inform you, per State Minimum Standards for Licensed Childcare Facilities, that you are responsible for the nutritional value of the food(s) you provide your child while in my care. I am only responsible for the nutritional value of the food(s) we prepare and serve the children in my care.

Food Allergies and Special Diets:

A food allergy emergency plan is required for each child with a known food allergy that has been diagnosed by a health-care professional. The child's health care professional and parent must sign and date the plan. A copy of the plan will be kept in the child's file and a signed copy by the parent will be posted in the food area. Please remember, a food allergy can become an emergency.

A food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes:

1. A list of each food the child is allergic to
2. Possible symptoms if exposed to a food on the list
3. The steps to take if the child has an allergic reaction.

Meals & Snacks:

SunnySide Early Learning is a participant of the USDA's Food Program. I do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USA Director, Office of Civil Rights, 1400 Independence Avenue, SE, Washington DC 20250-9410 or call (800) 795-3272. Parents will be asked to fill out an Infant Preference Form and update every 30 days for children 12months and younger. I will provide a nutritious Breakfast, Lunch, PM Snack, and Supper. The meal schedule I follow is listed below. If the child is here during those times, they will be served. Children who choose not to eat will not be served again until the next scheduled Meal or Snack. If your child will be arriving after mealtime please feed them before they arrive. Children arriving after 8:45 A.M. must eat breakfast before arriving.

The menu plan is posted on the parent board & sent to you on LILLIO APP:

- **Breakfast:** 8:00AM (*Stop serving at 8:45am*)
- **Lunch:** 11:00AM
- **PM Snack:** 2:30PM
- **Dinner:** 4:30PM

Infants:

Parents/Guardians are responsible for providing an ample supply of formula and/or breast milk, according to the number of hours your child is in care.

Potty Training:

Learning to use the potty should be a positive experience with lots of encouragement for doing well. I am aware of, and look for indicators, that a child is ready to learn to use the potty. Learning to use the potty requires consistency and patience, and can only be effective when the child is ready, and with parent participation. If you feel you and your child are ready to begin potty

training we can make arrangements to begin the process. You must work with your child at home, either during vacation or over a weekend before we will begin potty training here.

I will work with your child for a two week period, and will document all accidents. Based on documentation I will decide if giving the child some time off from potty training. Parents and providers can agree on time or when to start a child back on potty training. Clothing should be easy to manage to encourage self-help skills. Buckles, belts, overalls and suspenders when in a hurry to use the bathroom may create a problem. I also require that each potty training child have 5 changes of clothes at all times in cubby and the child must wear “croc like/type” of shoes. Wet or soiled clothes will be placed in a plastic bag for parent(s) to take home at the end of the day. Extra clothes must consist of a complete outfit *including undergarments and socks*.

Recommended Attire:

I recommend your child wear washable, comfortable play clothing and tennis shoes or other soft-soled shoes. Due to injuries, thong sandals and boots are discouraged. (NO *flip flops*) **ALL SHOES MUST HAVE STRAPS**. Children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler season for the daily outdoor playtime.

Biting:

Biting occurs as a result of a child’s inability to communicate. When a child is bit or has bitten the following procedures will take place:

- The bit child will be comforted.
- The bitten area will be cleaned thoroughly.
- An incident report will be filed.
- The parent of the bitten child will be notified.
- The biting child’s parent will be notified.
- The classroom environment will be assessed.
- The biting child will be closely supervised.
- The identity of the biting child will be kept confidential.

Please keep in mind that both families are affected in biting situations. Almost always, the parent of the child who bites is just as distraught as the parent of the child who is bitten. Cooperation and understanding from both families is imperative. I assure you I will do everything possible to eliminate future occurrences. However, if a child continuously bites *after doing all I can to prevent it*; I will provide parents with a 2 week written notice to find alternative child care as the safety of all children is my priority.

Transportation:

This Child Care Home does not go on field trips or provide transportation. If a medical emergency arises for your child, an ambulance will be called and instructions followed per your admission information. *Parents will be responsible for any and all ambulance and medical fees.*

EPINEPHRINE PEN:

This Childcare does not store or maintain an Epinephrine Pen on site.

Child Care Regulation does not allow care for children when there is NO:

- Electricity: including unexpected outages or rolling power outages.
- Heat in the home during cold weather.
- Adequate cooling due to no A/C in the home.
- Running water: needed to wash hands and flush toilets.

Parent's Rights Notice:

A parent or guardian of a child enrolled in a childcare, has the right to:

- Enter childcare/home during its hours of operation and without advance notice. (Entering this home will be limited due to COVID. Masks could be required)
- File a complaint against the childcare. (Please review the Policies and Procedures and discuss any concerns with this Provider first.)
- Review the childcare's records.
- Review the childcare's records concerning their child.
- Receive inspection reports and information about how to access the childcare online compliance history.
- Have the childcare comply with a court order that prevents another parent or Guardian from visiting or removing the child.
- Be given the contact information for the childcare's local Child Care Regulation office.
- Inspect any video recordings of an alleged child incident of abuse or neglect involving their child provided that: video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receive prior notice from the childcare.
- Obtain a copy of the childcare's policies and procedures handbook.
- Review the childcare's staff's educational training records and any in-house Training curriculum.
- Exercise these rights without receiving retaliatory action by the childcare.

Firearms:

Firearms in the home are always secure. They are locked and out of children's reach at all times.

Pets:

Our family has 2 dogs, 2 cats, and 3 birds. They are current with all vaccines, and have their health statements. However, they are still kept in a separate area from children during hours of operation.

Pool:

There is an inground pool at our home. To keep children safe, we have a surrounding 4ft high fence with combination locks on door gate entry's at all times. The pool will never be accessible during hours of operation.

Confidentiality:

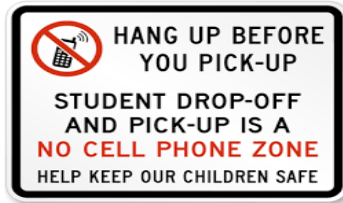
All information received from SunnySide Early Learning Licensed Home Daycare must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

NON-DISCRIMINATION STATEMENT:

There is no discrimination on the basis of sex, race, color, creed, physical/mental disability, or national or ethnic origin in admittance.

FREE CELL PHONE ZONE:

Your child will always be excited for your arrival!



Revised:
02/2026