

SUNSHINE

LEARNING CENTER

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Parent Handbook

Sunshine Learning Center

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Welcome!

We would like to take a moment to thank you for choosing Sunshine Learning Center Inc (SLC). We are licensed by the Mississippi State Department of Health and we fully comply with the licensing regulations of this agency. We are committed to providing children with the best educational programs and child care possible. Like you, we are interested in your child's total development. This handbook is designed to acquaint you with our policies and procedures and to help make your experience at Sunshine a positive one. Feel free to contact the administrator with any questions that you may have.

Christie Copeland has served as Administrator of Sunshine since May of 2000. She obtained a B.S. degree in Family and Consumer Science with an emphasis in Child Development from the University of Mississippi. Christie previously taught preschool as well as Child Development at the High School Level for 5 years before coming to Sunshine. We are glad you have chosen Sunshine as your child care provider. We will work diligently to earn and keep your trust as we teach and care for your child.



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AGES SERVED

INFANTS – Our facility provides care for infants beginning at six (6) weeks of age, or as soon as they have received their first series of immunizations. In addition to a safe caring environment, the Infant program includes activities that are designed to stimulate infant development.

TODDLERS – Sunshine provides a curriculum program for toddlers, including a wide variety of activities that build natural curiosity and enhance his or her social, physical and educational development.

PRESCHOOLERS – Our preschool program includes age 2, 3 and 4 years old. SLC offers a curriculum based on the MS State Department of Education's kindergarten curriculum. We have weekly themes, weekly bible themes, arts and crafts, educational field trips and much more.

ELEMENTARY SCHOOL AGE – The after school program at SLC provides after school care and a summer program for the elementary-school-aged child through the end of their 5th grade year. Parents are given the opportunity for their child to complete their homework while in after school care. Students may also engage in social and recreational activities. Our summer program provides your child many field trip activities such as bowling, skating and going to the movies. Each summer your administrator will provide a list of field trip activities. Prior to the summer session beginning, a non-refundable summer field trip fee will be payable in advance.



REGISTRATION REQUIREMENTS

SLC registers children throughout the year depending on availability. Upon registration, the following items are required before your child will be able to attend:

- 1) Registration fee
- 2) Completed registration form
- 3) An up-to-date immunization form (form 121)

Children will not be allowed to start Sunshine until their student file is complete. It is the parent's responsibility to inform the center during the year of any changes in emergency contacts or parent phone numbers.

TUITION

We do our best to keep our tuition at or below comparable child care providers in the area. Attached you will find a list of current tuition along with a prorated rate sheet, in the event you enroll in the middle of the year. Sunshine accepts payments in the form of check or money order only - we do not accept cash. Payments are due on Monday of each week. Late charges apply for any tuition not paid on a timely basis. In the event an account becomes 14 days delinquent, SLC reserves the right to terminate childcare services. Tuition is due each week and is payable in advance regardless of attendance. There is a \$30 charge for returned checks in addition to any bank charges made to SLC. SLC requires payment by money order after the second instance of a returned check.

WITHDRAWAL NOTICE REQUIREMENT

Sunshine requires "sufficient notice" for the termination of services and tuition billings. Sufficient notice is defined as two-week advanced written notice of your intent to terminate services and weekly tuition charges. You may withdraw your child earlier, however, your obligation to pay tuition will continue for two weeks after we receive notice. Early withdrawal of your child does not void your obligation to pay tuition for that two week period.



ARRIVAL & DEPARTURE

We ask that you accompany your child inside their room each day. There is a sign in and out log in the foyer that must be signed by the person picking up or dropping off a child. We cannot accept responsibility for any child dropped off in the front lobby and not escorted to their classroom by their parent. Sunshine will not release children to older siblings under the age of 18. Sunshine assesses \$1.00 per minute for any pickup after the 6 pm closing time. Parents should call ahead of any late pick up as a courtesy but doing so does not waive the late charges. Habitual late pickups are subject to additional fines and or termination of services.

AUTHORIZED PERSON

It is important that the registering parent notify SLC in writing of all persons authorized to pick up your child. SLC assumes no liability if not properly notified. Anyone picking up your child should be prepared to show proper identification before the child will be released. In the event of divorced parents, we require documentation of legal custody. Authorized persons are to be listed on your registration form.

PICK UP, PARKING & PROPERTY RULES

In accordance with the MSDH rules and regulations smoking and alcoholic beverages are not allowed on SLC property. The front drive through is designed for quick parent pick up and drop off. If you plan on visiting with your child's teacher or if you have other business in the office to complete, please park on the side of the building.

CLOTHING

We recommend that your child be dressed in clothes that do not restrict participation in activities. Durable, washable, comfortable clothes are recommended since we will be playing outdoors, painting, exploring etc. Each child is required to have at least one complete change of clothes in their cubby at all times.



TOILET TRAINING

There is no definite answer on how long toilet training will take. At SLC we have child sized toilets which make it easier for them. As your child approaches age 2, administration will provide you with a toilet training guide.

TOYS & FOODS

Parents and children should not bring toys, jewelry, money or any other valuables into the facility. State regulations prohibit bringing outside food or drink into the building. Our menus are approved by the MSDH and will provide your child with nutritious snacks and meals. In the event that your child requires a special diet, for health reasons, you may furnish their snacks or meals, but a very detailed note from the doctor must be provided. Birthday events should be scheduled in advance with the

PLAYGROUND ACTIVITY

Outside activity is required each day by the MS State Department of Health, weather permitting. SLC provides two separate playgrounds which are designed as age appropriate. Please make sure your child is dressed appropriately for playground activities.

REST TIME

The MS State Department of Health requires that all preschool age have a scheduled rest time each day. Sunshine's rest time is 12:00 pm to 2:00 pm. Parents are required to bring a small blanket.





MEDICATION POLICY

SLC administers medication on a VERY limited basis. We will give one dose of a prescribed medication a day (if the medication requires 3 doses a day). The medication must be in the original container with the child's name, date and dosage amounts listed from the pharmacy. We will not alter the dosage amounts that are listed. The only time SLC will administer Tylenol, Motrin, and Benadryl etc... is if a note from a physician is provided with specific instructions on days, times and dosage amounts. In the event your child needs a breathing treatment, we will administer one per day. Administrator.

INCIDENT REPORTS

Any child who is injured, bitten or bites will receive a Student Report explaining the incident. The report must be signed and returned to the Administrator. These accidents or incidents, or any health related injuries may require the parent being contacted. The parent will communicate with the Administrator and decide if they would like to come to the center and check on the child.

INSURANCE

SLC insurance is designed to work with your personal insurance as a supplement. If you have any additional questions concerning insurance, please contact the Administrator.





INCLEMENT WEATHER

Sunshine Learning Center will close when Rankin County Schools close due to inclement weather. If school closings occur during the day, parents will be notified to pick up their child at the center. In the event of a mid-day closing, Sunshine's van will not pick

SCHOOL CLOSINGS

Sunshine Learning Center will be closed each year on New Year's Day, Good Friday, July 4th, Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve and Christmas Day. Due to fixed costs averaged over a calendar year, there is no reduction in tuition for these holidays. When one of these holidays falls on a weekend the holiday will be taken on the preceding or following Friday or Monday. Sunshine Administration will post notices in advance of the exact closure dates.





WEAPONS POLICY

No person other than Law Enforcement Personnel may possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind while in this facility or while on this property.

CONTROLLED ACCESS

For the safety of our children, staff and parents, SLC employs the use of a controlled access entry system. Parents are provided two RFID key fobs during the registration process. Each fob is assigned to a specific authorized parent, allowing that person access through the main entry doors. It is imperative that anyone who regularly comes to the facility to drop off or pick up have their own key fob assignment. After the initial two fobs, additional fobs are available at \$20.00 each. Lost fobs can be deleted from the system and replaced for \$20.00.

DISCIPLINE

SLC discipline consists of positive reinforcement and time out. The use of corporal punishment is not permitted. As your partner in caring for your child, it is important that good communication exists between the home and the SLC staff. If your child is experiencing a change in the home environment that may result in changes in behavior, please let us know. Your administrator will inform you of any discipline problems that occur at Sunshine. If you receive a discipline report signed by the Administrator, you must sign the form and return it to the office. If the discipline problems cannot be resolved in a timely manner, SLC reserves the right to terminate services with reasonable notice.

TUITION RATES

Infants	\$140 weekly
One Year Old	\$133 weekly
Two Year Old	\$128 weekly
Three Year Old	\$120 weekly
Four Year Old	\$120 weekly
After school	\$60/110 weekly

**\$9 extra for full days during the school year*

Sibling discount: *\$5 for 2 full time children | \$10 for 3 full time children*

ANNUAL FEES

(non-refundable)

Registration Fees	\$50	due annually by 4/1 (family)
Curriculum Fees	\$60	due by 8/30 each year (1's – 4's)
Supply Fees	\$60	due by 8/30 each year (All Ages)

PRORATED FEES

Supply and Curriculum Fees

August	\$60.00
September	\$54.00
October	\$48.00
November	\$42.00
December	\$36.00
January	\$30.00
February	\$24.00
March	\$18.00
April	\$12.00
May	\$ 6.00
June	\$10.00
July	\$ 6.00