

Dear Parents and Children,

Welcome to SONSHINE KIDS DAYCARE AND LEARNING CENTER at the United Methodist Church of Jerseyville. Sonshine Kids is a Christian daycare center serving children from 6 weeks of age through 6th grade.

Mrs. Laura Sams is the Executive Director of the Sonshine Kids programs. Ms. Laura has a background of Early Childhood Education and an Associates Degree in Child Development.

Mrs. Rebecca Wayne is our Assistant Director and the Director of the Sonshine Kids Before and After School Program. Ms. Becky has a Bachelor’s Degree in Business and Organizational Leadership.

Sonshine Kids fantastic staff will provide your child with a loving, learning and nurturing environment. It is our hope that your child has a wonderful experience at Sonshine Kids!

Sonshine Kids Daycare and Learning Center
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Mission

It is the mission of the United Methodist Church of Jerseyville, to be a force for good in the community and to help families. Through Sonshine Kids Daycare and Learning Center, it is our hope to provide families with quality daycare which will include hands-on materials such as Bible stories, non-denominational Christian videos, tapes and projects to enhance the development of the whole child.

Visit our Website:
www.sonshinekids.com

E mail us at:
director@sonshinekids.com

Program Philosophy

Sonshine Kids will accept any child who applies for admission regardless of race, color, or creed. Physical handicaps or learning disabilities do not exclude a child, unless this program is not suitable, or unless another more suitable program exists. All children will be presented with materials and experiences which will stimulate and challenge them. We will provide a balance between teacher directed activities and the child's free choice of activities while still providing time for such essentials as toilet needs, rest, nutrition, and quiet times for each child to build close bonds with others.

Beginner's Department:

The Beginner's Department offers to working parents a convenient, affordable, and very well-rounded program, which provides quality care and educational opportunities to children 6 weeks to age 3. A loving professional staff will assist the children in their transition from a very young infant, through the toddler program and toilet training, and on to a capable well-adjusted 3 year old ready for learning in our Preschool Department. The staff will assess the individual development of each child using the Creative Curriculum assessment tool. This will allow for more individualized curriculum planning and implementation.

We understand and accept each child's individual rate of development. Schedules are kept flexible to allow for the varied needs and demands of these very young children. If your child is not potty trained, a chart of important information will be kept by the teacher. All other children have mailboxes in which information will be placed. When you pick up your child please be sure to pick up the daily chart or check their mailbox for any notes, papers, and/or artwork.

One staff member is assigned to each group of four infant's ages 6 weeks to 14 months. This allows for the added physical assistance and personal care that these children require. Each child enrolled has a crib of his/her own. The center will provide formula (Similac with iron or equivalent), jar food, juice, cereal, and then move them gradually to whole milk and table foods. If you choose not to use the formula that the center provides, then you may substitute with any "milk based" formula of your choice. We ask that you bring in a can of powdered formula and we will notify you each time the supply is nearing depletion. If you

choose to use a “non-milk” based formula, state requirements demand that the center keep on file a note from the child’s physician stating that this is a doctor ordered substitution. If you choose to send breast milk for your child, we can easily accommodate this substitution too. All bottles or containers of milk should be labeled with the child’s name and the date of expression. Please discuss your method of providing us with breast milk with your child’s caregiver to make sure it meets our Health Department/ DCFS requirements for storage of food. We never warm bottles in the microwave, but use a crock pot filled with warm water.

We have a capacity of 15 toddlers, 15 months through 23 months. We have one staff person for every group of 5 children. In this classroom we concentrate on motor skills, becoming more self-aware and developing each child’s expanding language skills. At naptime your child will sleep on his/her own cot.

We have the capacity of 16 two year olds. There is one staff for every eight children in this group. These children are introduced to the potty chair and begin toilet training. We have structured this program to foster independence. Children are encouraged to express themselves with available art materials. Language is emphasized as the children add to their vocabularies and learn to communicate and verbalize.

PRE-SCHOOL:

3 Year Olds:

The 3 year old daily lesson plans incorporate shapes, colors, letters, numbers 1-20, gross motor activities, and kindness in various activities. Each concept is used repeatedly so children can develop their skills through hands-on activities in order to build self-esteem and confidence. Teachers will assess the child’s development using the Creative Curriculum Assessment toolkit, which allows for more individualized curriculum planning and implementation. We also incorporate Bible stories into the curriculum. These stories are presented in a non-denominational way giving the children a Biblical foundation. In addition, we praise our children for respecting themselves and the world around them. We want our children in the 3 year old pre-school classes to feel nurtured in a loving environment where they will enjoy learning. Classroom ratios are 1teacher for up to 10 children.

4 Year Olds:

The 4 year old preschool program is also a loving, faith based program. Children will learn and develop the social skills which will help to prepare them for kindergarten in a structured classroom environment.

It is our goal that your child learns to write his or her name, color, shape, and number recognition. Our alphabet will be taught through the use of hands on activities and creative curriculum. The four year olds will have the following developmental domains assessed using the Creative Curriculum Assessment Toolkit; Social/ Emotional, Gross motor, Fine motor, Cognitive and Language. This will allow for teachers to plan and implement more individualized activities and lessons.

The four year olds will also enjoy gross motor activities, fine motor activities, free time, learning center time, and art activities. Classroom ratio of teacher to child is 1 to 10.

School Age:

We offer a school age program in our center for most days that Unit 100 is not in session. (Ex: teacher institute days, holidays, snow days and summer) The program is for Kindergarten thru age 12. Your child must be properly registered to attend on these days. We provide activities geared towards children of this age to make it a fun program for them. We also offer the school age program at our center during our summer months of operation.

For children needing care before and after school, Sonshine Kids has four state licensed on-site before and after school programs located at East, West, Dow and Grafton Elementary Schools. The classroom ratio for this age group is 1 to 20.

Parental Involvement

Cooperation and communication between home and school is important. Please discuss any problems you have with your child's teacher or the Director.

Projects, newsletters, artwork, and notes are as important to your child as your paycheck is to you! Please, get the projects and papers from you child's cubbie, mailbox, or clipboard every day and take the time to look at them. You may be asked to contribute such things as pictures, store bought birthday snacks, and other special items.

A copy of the menu, calendar of activities, newsletters, etc. will be posted on the parent information board located by the front office.

Make sure that you are aware of our planned activities so that your child will be able to participate.

Use of Photographs / Videotape

Sonshine Kids Daycare and Learning Center reserves the right to take and use photographs and / or video tapes that may be used as a display or for promoting the Sonshine Kids program. If a parent or guardian does not want their child's picture taken or used in this manner while in the care of Sonshine Kids, the parent must notify the office in writing and have the Director sign off on the note. The parent will be given a copy of the signed note and the original will remain on file at the center.

Health and Safety

Daily Health Check:

If children present evidence of fever, rash, vomiting, or diarrhea within 24 hours of scheduled attendance, please do not send them to the center. For the protection of your child and all others, you will be asked to arrange for prompt pickup (within one hour) if your child develops any of these symptoms during the day. If we cannot reach you, the individuals listed on your registration forms will be notified to pick up your child. Failure to pick up a sick child when requested can result in dismissal from the center.

We also request that you call and inform the office if your child is going to be absent or brought in late. We use this information to maintain proper staff / child ratios.

Illness Policy

For the health and safety of each child in our center, we have established and Illness Policy. Your child may return to the center after 24 hours free of the listed symptoms: Fever, Diarrhea, and Vomiting. As for Pink Eye, Head Lice, and Strep Throat, your child may return 24 hours after starting treatment/antibiotic. You must present a doctors release for any severe illnesses/surgeries (tonsil removal, ear tubes and etc.) Any further questions please see Get Well Soon reports located in each classroom and the office.

Medications:

If your child is free of the above symptoms, but is on a prescribed medication for a series of days, we will be glad to administer it with the proper authorization. Request an “Administer Medication” form from the teacher, and fill it out *completely*. We cannot give medicines if the authorization is not filled out and signed by the parent. All medications must come to us in their original container or we cannot administer the medication. Please make sure the medicine is labeled with the child’s name for whom the medicine is intended. The prescription label must be intact and include dosage information for prescription medicines, unless the Doctor provides you with legible medicating information from his/her office prescription pad.

Pest Management Plan:

We currently hire Smith Pest Control to manage our pest control. They spray twice a year, once in the fall and once in the spring. Chemicals are only used on weekends or evenings when children are not present. If at any time a situation arises that requires the use of chemicals during the day when children are present, advance notice will be given to parents.

Outside Play:

All children, including infants and toddlers will go outside every day unless the weather conditions pose a danger such as lightning, excessive wind, or extremely high or low temperatures, as is stated in the daycare regulations. If your child is ill enough to need to stay indoors, we must have a signed note requesting this variation in the program. If the child is to stay in for more than one day, we must have a note from the child’s physician stating the reason for the restriction, and verifying that she/he is well enough to attend the center. For outside play during cold weather, long pants, sweaters, and appropriate outerwear, including jackets, gloves, and a head covering should be worn. All articles **MUST** be labeled with the child’s name. Upon arrival these items should be placed in the child’s cubbie or on the coat hook. We are not responsible for lost clothing.

Starting the Day:

Good-byes are easier if they follow a routine. We suggest that you plan on having enough time to assist your child in hanging up his/her belongings and then leave them with a cheerful hug and kiss as they wave good-bye. Long good-byes

do NOT make things easier. If you become upset, you will transfer your uneasiness to the child. If you are worried, feel free to call during the day to check on your child, and discuss any apprehensions you have with us.

Emergency Drills:

To protect your child's life, fire alarms have been installed in our building. We regularly have fire and disaster drills so we can evacuate quickly when needed. Our teachers and staff have participated in Red Cross CPR, First Aid, and Water Safety training to better enable them to prevent and handle emergencies.

We also have put into place an emergency plan. If for any reason we would have to evacuate our building due to damage or fire, we have made arrangements to relocate if needed. The children would be transported by our bus, whenever it is deemed to be in their best interest. If this would happen we would follow the disaster plan we have implemented, which includes calling the parents as soon as possible.

Appropriate Clothing:

Appropriate footwear is important for health and safety reasons. Tennis shoes are the preferred footwear. If your child wears a dress, she must have her diaper (even a disposable diaper) **covered**. Please follow the activities calendar for especially messy art projects or other days that might require a particular type of clothing. The children who are potty training should wear clothing that makes this easy for them. Please don't make them have to wait for special help with their clothing. Be careful to pick clothing at this age because it is practical, not because it is just "cute". Elastic waist pants or shorts and comfortable knit tops are the best choice for active play and ease of potty training.

Please be sure your child's supply of EXTRA CLOTHING is constantly replenished and exchanged at the beginning of a new season. Make sure your child's name is on his/her belongings. WE ARE NOT RESPONSIBLE FOR LOST ARTICLES. Items not claimed may be disposed of after 30 days.

Physical Accidents:

We will do our best in terms of supervision and safety to ensure that there are no accidents. However, accidents are bound to occasionally happen. In case of severe illness, accident, or other emergency, we will make an immediate attempt to contact you. If we cannot reach you at the emergency numbers on your form, we will call your child's physician. If needed, we will also call an ambulance. The

director or teacher will use her/his best judgment. You will be expected to assume responsibility for any resulting expense to the extent of your insurance. Our facility carries Public Liability Insurance, but it is assumed that parents will carry sufficient insurance to cover minor accidents.

Accident reports, even if minor in nature, will be completed by the supervising teacher. You will be asked to sign the form when you arrive to pick up your child as the teacher reviews the incident with you. You will then be given a copy of the report for your records. An additional signed copy will be kept in your child's file.

If your child has an accident or illness overnight or over the weekend that may have resulted in injuries of any kind, please report this upon arrival to your child's teacher or the director. Upon enrollment in the program, please report if your child has any unusual birthmarks or Mongolian spots. All staff who work in a licensed program are required by law to report suspected abuse or neglect to the Department of Children and Family Services. Good communication between staff and parents is essential to avoid any unnecessary stress or embarrassment.

Release of Children and Personal Information:

Anyone listed on the forms is assumed to have permission to pick up your child. If a natural parent is to be refused permission to pick up his/her child, we must have a copy of the divorce decree on file at the center which states that the enrolling parent has custody and the right to make that decision. Any time a person is not recognized by a staff member, they will be asked to provide identification. If identification is not provided, or it does not match the information on the enrollment form, the child will NOT be released. Information regarding pick up arrangements by someone other than those listed on your enrollment forms should be given to the center in writing rather than over the phone. For safety reasons we will not release your child to an older sibling without a driver's license for verification and only if their name is on your child's pick up list. You must, as the adult responsible for the child, come in and pick up your child.

We would also like to request that when you bring your child into the center, you walk them to their classroom. The teacher in charge needs to know your child has arrived.

No information will be released on any child in the center except to the person or persons enrolling the child, or with the permission from the parent. The only exception would be for reporting a suspected case of child abuse.

Signing your child in and out:

We do not accept responsibility for any child until that child is signed in and placed in our care. Computer print-outs are used after fire drills and other special activities to make sure that all children are accounted for. In the case of an emergency, our computer records are a fast and simple way to assure that no one is overlooked or forgotten.

Personal belongings:

Please DO NOT send toys from home or other articles unless it is requested as part of the curriculum (ex: show-n-tell). If your child brings in a toy it will be placed in the appropriate area and subject to the same rules and regulations as our toys. Please do not send anything you are not willing to lose and please do not let your child bring expensive toys or items to school – as we cannot be responsible for them.

Many toys manufactured today have a “For Children 3 and Older” disclaimer printed on them. These toys are especially inappropriate for bringing to the center since we have young children and these toys often pose choking hazards. These types of toys, coins, etc. should never be taken into the Beginner Department!

Newly enrolled children will be allowed to carry a “comfy” toy without restriction for the first few days. After that, the toy will be put up and only be used at naptime. It is your responsibility to see that these toys get home every night.

Personal blankets from home may be sent if these are kept at the center during the week and laundered at home on the weekend. Cots are provided for the 3 and 4 year olds. The Beginner Department provides large towels for the cot sheets, and infants are provided with bedding supplies. Anything your child brings to school should be labeled with their name!

Birthdays:

We love celebrating those important first few birthdays and sharing a special time of fun and song. If you would like to send a treat or a special book to add to the center’s library, it will add a special remembrance to the day. You may also choose to send a disposable camera so we can capture the day’s festivities. All food that comes into the center must be store bought and packaged. This is a state regulation. Some suggestions are small soft cookies, fruit, banana bread, pudding, yogurt, cheese and crackers, muffins, or other nutritious snacks.

Meals and Snacks:

Our center provides USDA approved nutritious meals and snacks. We have a full time, licensed cook on our staff to prepare the food for our children. When you enroll your child, you will be asked to complete two forms that we are required to keep on file for the Illinois State Board of Education's USDA Food Program to help us control costs in meal and snack preparation. These forms have to be updated in the fall of each of year. If your child has any food allergies, or special needs, please inform us when you enroll your child. We need the allergy or special needs documented through a doctor. The doctor will need to state specifically what the allergy is. We will accommodate your requirements as best as we can.

DCFS and USDA rules and regulations do not allow children to bring in their own snacks, breakfast, or lunch, so please do not bring in food items unless it is for a class party.

Center Scheduling:

Our hours of operation are from 6:00 A.M. to 6:00 P.M. Monday through Friday. "FULL TIME" refers to being enrolled every day the center is open. "PART TIME" refers to being enrolled only on specific days of the week. "FULL TIME" means your child can use any and all of the hours. If your child is enrolled in "PRESCHOOL SESSION" he/she can attend only from 8:30 to 11:30 on the days enrolled. The Beginner's Department may enroll part time if space warrants. If it is determined that part time placement is preventing from enrolling full time, then the part time family will be given the option of moving their child to full time or finding alternative care for their child. The parent will be given a minimum of two weeks notice to choose.

Our center will be closed on the following days if they fall on a week day: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day. Holidays which fall on a Sunday will be observed, and the center will be closed, on the following Monday.

Your school age child may attend Sonshine Kids when the school that they regularly attend is not in session. Examples of this are snow days, holidays other than are listed above, and teacher's institutes.

Our center will only be closed in cases of extremely bad weather. If it is necessary to close our center, we will have it broadcast on area stations.

Summer Program:

We offer a summer program to children beginning with our 3 year old program through age 12. This program varies from the regular preschool program. There is less emphasis on classroom curriculum and more emphasis on having fun. There are more field trips and outside activities scheduled during the summer. We prefer that if you enroll your child into the summer program that he/ she be allowed to participate in all scheduled trips and activities. If you request that your child should refrain from taking a field trip- the request must be done in advance and will be contingent upon being able to make proper staffing arrangements.

If your child participates, the cost of the field trips will be added to your account the day of the event. You must register for this session separately from the regular school year program. Tuition and registration information is available at the daycare office.

Financial Information:

Your child's tuition is computed using the current Tuition Fee Schedule. All payments should include the child's name and the tuition week. Payments are due on Monday or the FIRST day of the week that your child attends, if part time. This payment includes the full tuition for that week of attendance plus any previous balance. A \$5.00 late fee per child enrolled, (up to a \$10 limit) will be charged to your account if the tuition is not paid in full by noon on Tuesday of each week. When any child's account becomes 2 weeks past due, you will be asked to withdraw your child until all past due amounts are paid in full. (One week for repeat offenders.)

It is also the Director's discretion, that if you continue to carry a past due balance, you may be asked to withdraw your child until you can maintain a current balance.

All fees are charged for all scheduled days whether the child is present or absent. This includes holidays, sick days, snow days, etc.

Children who are enrolled in the ½ day Preschool sessions will usually be given an option to add or change a day in order for the Preschooler to be able to attend a field trip. This option is contingent upon space available. Check with your child's teacher or the Director.

*****NOTE** - If you receive a discount in tuition for any reason, your account must be kept in a current status to receive that discount. If your account becomes 1 week past due, you will lose the discount for the amount due and for the current week billed. A late fee of \$5.00 per child enrolled (up to a \$10 limit) will also be added to your account.

All parents must sign a payment agreement along with the child's enrollment papers. This agreement is legal and binding. It states that if an overdue account should occur, the parents will be liable for the account, court costs, attorney fees, etc. If you are faced with a serious financial emergency, please contact the director for a conference. The likelihood is that arrangements can be made which will be workable for both parties.

Field trip fees are indicated on the monthly calendar. They are charged to your account on the day that the event occurs. If your child is not in attendance, your account will not be charged for the activity. The field trip fees are due on the following Monday with your regular tuition payment.

If your school age child attends on a day in which the school district is not in session (teacher's institute, holiday's, snow days) payment of tuition is due when you drop off your child.

Vacation Policy

Children enrolled in "FULL TIME" care shall receive 5 vacation days per each 6 months of "FULL TIME" consecutive attendance. You must complete a "Vacation Request" form and turn it into the daycare office to receive any vacation credits. You may use your vacation days when your child is sick, or for any personal day that your child is absent. Days do not have to be taken all together. Please notify us in writing when you are going to have a planned absence and by phone when you are going to take a day due to illness. You can fill out the form upon returning, in the event of illness. Vacation days will not be carried over from one earned period to the next. If you do not use your allotted days they will be lost when additional days are earned. Five days is the most you can accumulate or use at any time. You are welcome to inquire in the office as to how many days you have earned and / or used.

Late Pick Up Policy:

Children are expected to be picked up promptly at the end of each day (6:00 pm). Late pick-up rates are set at 10.00 (per child or family) for the first quarter hour or any part of that quarter hour. Each additional minute will be a fee of \$1.00 per minute. If your child is not picked up five minutes after closing time, we will continuously attempt to contact you by phone. In the event we are unable to reach you, the emergency contacts you have listed will be phoned. If the child(ren) are still in our care and we have not been able to contact anyone 30 minutes after closing (6:30 pm), the police may be notified to assist in locating contacts.

It is extremely important for you to make sure the contact information we have on file is accurate and updated regularly. We want to avoid any situations as noted above since it can be quite upsetting for all involved. The child will remain in the care of Sonshine Kids staff until a parent, other designated pick up person or appropriate authorities arrive. The child will not be held responsible and the situation will only be discussed with the parent and never with the child.

Consistent late pick-up or failure to pay late pick-up charges will be cause for dismissal.

***Reminder our hours of operation are 6am-6pm. Please respect these times, no early arrivals or late departures.**

Enrollment and billing:

Registration fees are \$30.00 for an individual child and \$40.00 for a family with two or more children. This registration fee must be paid when you enroll your child. The first week's tuition is due on your child's first scheduled day of attendance. We will begin billing your tuition based on your given start date.

Your account will be billed tuition based on the days your child is registered to attend. This information is taken from your registration paperwork, not by a verbal request. Requests for changes in your child's registered days must be done in writing by completing new enrollment forms.

If you wish to withdraw a child from attending Sonshine Kids, a two (2) week notice is required. You will be billed for the two weeks whether or not your child attends during that time. The charge is based on the days that you have your child registered. Failure to pay the balance will result in the account being turned over to our attorney for collection with those costs added to your account.

Medical Forms:

Your child's health is a matter of major importance to us. Upon enrollment, you will be required to provide the center with a current Medical/ Physical in addition to other forms such as "Personal Information" and "Waivers". Please notify us promptly in writing of any changes in address, phone, employment, or updated information to add or change on your child's Medical /Physical.

****Please note – The chicken pox vaccine (Varicella) is now mandatory for children over 12 months old. If your child has had the disease we must have a written, signed verification from you stating this. A TB test (dated within 6 months of starting daycare) and Lead Screening are also state required for all**

children over the age of one year old. We can accept a waiver from the child's doctor if he/she does not believe these tests are medically necessary.

Financial assistance for tuition:

West Central Childcare Connection offers financial assistance for those who qualify. Sonshine Kids Daycare and Learning Center will provide you with the necessary forms to complete and send to West Central. The application process, if completed properly, usually takes around two weeks to obtain approval. **If you choose to enroll your child before coverage is approved, you are liable for the charges incurred in full, up to the approved coverage date.** West Central may require you to pay co-pays. These co-pays must be kept current to remain enrolled in Sonshine Kids. If for some reason West Central does not cover charges on your account, you are liable for any and all charges not covered. It is your responsibility to keep the information current through West Central. West Central Child Care can be reached at 1-800-782-7318.

Discipline:

It is of utmost importance that we maintain a safe and secure environment for all of our children. Discipline shall be developmentally appropriate and logically related to the particular behavior or situation. Sonshine Kids Staff will redirect undesirable behavior and use firm positive statements about behavior that is expected. The rules, limits and consequences will be made clear and understandable to the child. The child will be given the opportunity to develop self-control and assume responsibility for his/her own actions.

We implement a "time out", when appropriate, for improper behavior based on DCFS guidelines, which is one minute per year of age. Removal from the group may be used to help a child gain control if needed; however, children under the age of two years old will not be removed from the group for discipline reasons.

Sonshine Kids strives to provide a loving, nurturing environment in which all children can feel safe and secure. Under no circumstances will any type of corporal punishment or threat of corporal punishment be allowed on the Church/Daycare premises by staff or parents.

If your child displays a repetitive pattern of disruptive behavior or the behavior becomes harmful to himself or others around him you will be notified by phone and /or by an incident report- which you will sign. If the behavior continues a parent conference with the teacher and director may be necessary with a consistent plan of action to be taken by each party involved, including the child. If the child's disruptive /harmful behavior continues, we have the right to ask you to remove your child from our center.

Biting

Biting at a young age is unfortunately very common and very normal; however, our primary concern is always for the safety and well being of each and every child in our program. We have discussed our biting policy with the DCFS office and are following the guidelines below:

- An incident / accident report will be completed each time a biting incident occurs involving your child regardless if he/she is the biter or the bitten child. This form will be given to you with an explanation of the incident. It is necessary that you read this form, sign it, and return it to the office.

If a pattern of biting occurs, we will discuss this with you. We keep all of this information in your child's file and review it as needed. At the time that we feel your child's behavior is posing a risk to other children we will notify you that your child will be removed from our center for a period of 3 days. You will be called to pick up your child immediately. You will not be charged for the days your child is not allowed to attend.

- Upon returning after the first incident if your child's behavior resumes, meaning biting resumes, your child will be removed from our center for 5 consecutive school days. Again, you will not be charged tuition for the days your child is removed.
- Upon returning after the 5 day period and the biting occurs even one time, you will be called to pick up your child. At this time your child will be dismissed from Sunshine Kids. You may reapply in 30 days to re-enroll your child. If there is room to re-enroll your child, you may do so. However, if the biting behavior would occur again, your child will be removed and not allowed to re-enroll. The only exception to this would be that your child would re-enroll the following school year in another department and at the discretion of the director.

Review:

1st incident as listed above - removed immediately for 3 consecutive school days with call for pick up of child

2nd incident as listed above - removed for 5 consecutive school days with call for pick up of child

3rd incident as listed above - removed for a minimum of 30 days as given above

NOTE:

If the above steps have been taken regarding your child and biting and the problem has not been resolved, it may require you to seek other care for your child.

We appreciate the opportunity to provide you and your child with a quality child care program. If at any time you have any questions or concerns, please report these to the Director as soon as possible. We strive to meet the needs of our children and their families. You are important to us!

Thank you for choosing Sonshine Kids as your quality child care provider!

Return this signed page to Sonshine Kids office.

I have received a copy and have read, understand and agree to abide by the policies and procedures as outlined in this current handbook (Version 9 updated Aug. 2009) for Sonshine Kids Daycare & Learning Center.

Child(rens) Name(s) _____

Parent Signature _____

Date: _____

