



Family Handbook 2026-2027

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Mission and Philosophy

Mission Statement

Empowering children to believe “I can” through rich learning experiences in a safe and nurturing environment.

The mission of Sunshine School is to create a stimulating and nurturing environment where children of all abilities, regardless of socio-economic or cultural background, can grow and learn together in acceptance of one another. This mission is carried out daily through highly trained staff, low teacher-to-child ratios, a specialized curriculum, and contracted therapy services. At Sunshine School, we value character, commitment to the family and the community, respect for the individual, and the celebration of our differences.

Philosophy

Founded in 1978 by a group of PSI graduates, PSI Child Centers (dba Sunshine School) is based on the guiding principles that:

- Young children learn in an atmosphere of love and support
- Each child is valued for his or her uniqueness
- Each child is nurtured in a family environment of shared experiences and in an environment that nurtures a sense of community
- Each child is a capable learner.

The staff and board of directors have attended the Basic PSI seminar to perpetuate these beliefs.

At Sunshine School, we focus all aspects of our program on building and enhancing a child's positive self-image. A positive self-image creates the foundation that allows each child the freedom to be unique.

With this as our foundation, each child is supported in the following:

- Developing individuality
- Understanding and being in touch with their and others' feelings
- Communicating effectively
- Instilling responsibility and being self-directed
- Finding solutions to problems independently and in collaboration with others
- Making positive choices
- Respecting self, others, and the environment
- Being of service to others
- Taking risks
- Being a part of a learning community

We also believe that children gain solid interpersonal skills, including self-confidence, acceptance, empathy, and communication, when supported in an environment where play and daily routines promote the development of self-help skills, self-control, and understanding of ourselves and others.

Campus

Sunshine School is located at 175 Kihapai Street in Kailua. The campus consists of three spacious classrooms, each with an outdoor deck. There are two large outdoor play areas. The front playground features environmentally friendly, custom-designed Jimmy Jolly playstructures. The back playground is CPSI (Certified Playground Safety Inspection) certified and meets the needs of Federal Playground standards. It was designed by Leather's and Associates. The Administration building houses a commercial kitchen, accounting office, and a resource room for parents, teachers, and staff.

Hours of Operation

Sunshine School is open Monday- Friday from 7:00 am – 5:30 pm and operates on a year-round schedule. Sunshine School operates from 7:00 am to 5:30 pm, with the full day ending at 3:00 pm (pick up time is between 2:30 - 3:00 pm). The Sunshine Plus program runs from 3:00 pm- 5:30 pm daily and requires enrollment.

School Holidays and Day Off Schedule

Sunshine School closes for 1 week in summer for new school year preparation, (4) Professional Development days, and the following state holidays:

- President's Day
- Spring Break (1 week)
- Prince Kuhio Day
- Good Friday
- Memorial Day
- Kamehameha Day
- Independence Day
- Environment Preparation Days (1 week)
- Statehood Day
- Labor Day
- Veteran's Day
- Thanksgiving Break (Thursday and Friday)
- Winter Break (2 weeks)
- Martin Luther King Day

A school year calendar will be provided to all families upon enrollment and is also available on our website.

Board of Directors

Since our founding in 1978, PSI Child Centers dba Sunshine School has been guided by a committed Board of Directors comprised of volunteers. Board members are willing to give their time, talents, and enthusiasm to ensure Sunshine School is fiscally sound and maintains the industry's highest standards. The board is made up of members with diverse backgrounds and strengths, bringing a range of talents, knowledge, and skills to the school. Interested parents are encouraged to contact the director for more information.

Staff

The program's quality is due to its staff. It is vital to attract staff who are experienced and knowledgeable in early childhood. Sunshine School is fortunate to have an inspired and committed staff dedicated to quality early childhood education.

Director:	Julie Kalakau	director@sunshineschoolkailua.com
Office Manager:	Renee Kaleiopu	office@sunshineschoolkailua.com
Cook:	Chrissy Russell	cook@sunshineschoolkailua.com
Seedlings:	Kali Higa Angelina Franco	seedlings@sunshineschoolkailua.com seedlings@sunshineschoolkailua.com
Sprouts:	Crystal Shanks Bryanna Richardson	sprouts@sunshineschoolkailua.com sprouts@sunshineschoolkailua.com
Shoots:	Tina Puricelli Katie Wayman Shayla Kam	shoots@sunshineschoolkailua.com shoots@sunshineschoolkailua.com shoots@sunshineschoolkailua.com

All teachers are qualified in early childhood education and meet state requirements. All staff members must have an initial physical, TB test, criminal records check, and a reference inquiry before employment begins.

Licensing and Accreditation

Sunshine School is licensed by the Department of Human Services. Child Licensing Unit 1 contact number (808) 587-5266. We are licensed for 49 students aged 2.6 years to 9 years old.

Our school is regularly inspected to ensure that all aspects of our program meet or exceed standards, including child-to-teacher ratios and safe facilities. Sunshine School is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, facilities and playgrounds, nutrition, health and safety, record-keeping, and child-to-staff ratios.

Accreditation

Sunshine School is recognized by the National Association for the Education of Young Children (NAEYC) for a commitment to quality and continuous improvement in early childhood education.

Enrollment Process

An open house is the first step in the enrollment process. Open houses are scheduled by the director on Saturdays every couple of months. The open house includes a visit to the campus and classrooms, an overview of our philosophy and teaching methods, and time for questions. An application form will be available on the parent tour. Parents interested in enrolling in our program can return the application form with a \$100 non-refundable application fee. Upon receipt of the application and payment of the registration fees, the parent will receive confirmation via email and be placed on our waitlist for future enrollment.

When space becomes available, parents will receive an enrollment agreement and will be asked to confirm enrollment and pay a \$350 deposit, which is credited toward the first month's tuition. Sunshine School offers flexible schedules that recognize the different and changing needs of parents and their children. Parents may elect to send their child five days a week on a regular day (with pickup between 2:30-3:00 pm) or enroll in our Sunshine Plus program (until 5:30 pm). Space is limited in the Sunshine Plus program enrollment, so early enrollment is recommended.

Upon acceptance to Sunshine School, parents will be asked to complete all school forms, which must be turned into the office prior to the start date. Classroom teachers will make contact to plan transition into Sunshine School.

Tuition / Tuition Aid

Tuition is monthly-based and payable on the 1st of each month. A late fee will be assessed on any tuition paid after the 5th of the month. The monthly tuition includes meals, a t-shirt, field trips, and activity fees.

Sibling discount

A 10% reduction is given for the second child in the family attending Sunshine School in the same year.

Absence and vacations

No credit is given for absences. There are no refunds or reduced tuition for family vacations or extended absences. Space may be saved for a child only if tuition for that child is paid as if he or she were in daily attendance.

Tuition Late Fee

A \$25 late fee will be assessed should tuition become delinquent. There will be a \$25 charge for each returned check. Payment plans must be arranged for any amounts unpaid at the end of 30 days. Failure to establish and meet a payment plan will result in the withdrawal of your child from Sunshine School. Arrangements can be established with our Office Manager at office@sunshineschoolkailua.com or 808-261-8278.

Tuition Aid

Sunshine School recognizes the benefits of a diverse preschool community and can provide limited financial assistance to several families. Application forms are available through the office. Financial aid is granted based on need. Please see the Office Manager regarding state/federal funding through Arbors and Preschool Open Doors. We strive to accommodate Pauahi Keiki scholars and military families. It is important that interested families be on the waitlist for upcoming openings, as we can only fill spots when they become available and take the next students from our waitlist.

Withdrawal

If you need to withdraw your child from Sunshine School, you must give 30 days' advance written notice. The 30-day notice begins the day your withdrawal form is received by the school office. Forms are available via email or on our website at www.sunshineschoolkailua.com. You will be charged tuition during this two-week notice period, whether your child is in attendance or not.

Education Program

Our programs are geared to meet children where they are, assess their skills, take observations, and build activities and experiences that engage all developmental areas of the children. Routines and relationships are the pillars of our program. To create a safe and engaging environment for learning.

The daily schedule provides children with time for uninterrupted active indoor play in the learning centers and on one of our two outdoor playgrounds, as well as time for quiet rest, family-style meals, morning meetings, and small-group teacher-directed activities. The school's routine emphasizes time to build self-help skills through holding children capable and allowing time to serve their own food, pour their own milk, clean dishes, wipe the table, and sweep up their area.

Curriculum

Each of our three classrooms includes learning centers: a creation station, sensory table, library, unit and hollow blocks, dramatic play, science and discovery, writing center, puzzles, and manipulative games. The daily schedule provides children with time for uninterrupted indoor active play in the learning centers and on one of our two outdoor playgrounds, as well as time for quiet rest, family-style meals, morning meetings, and small-group teacher-directed activities.

We facilitate children's learning through a play-based preschool program that emphasizes exploration, discovery, and social interaction. Our teachers act as facilitators, creating a nurturing environment that fosters creativity, curiosity, and exploration.

We develop a sense of community through chores or jobs that each child selects and completes during their time at school. Classroom jobs may include setting up the table for lunch, watering the plants, feeding the animals, putting away laundry, or inspecting the learning centers after cleaning up time.

We strive towards having a sustainable environment. Children help with the compost by adding classroom waste to the worm bins. We encourage families to reduce, reuse, and recycle by

donating items (empty milk cartons, egg cartons, etc.) to our creation station. We also use reusable dishes, metal utensils, and cloth napkins at mealtimes and washcloths for cleanup. When packing home lunch for field trips, families are encouraged to use reusable containers. Children help to take care of the gardens around the school through planting, watering, and harvesting.

During their morning meeting, children sit quietly while teachers lead a guided visualization. Children take turns expressing their thoughts and feelings. A story and songs with movement are also a part of the meeting.

An integrated unit of study that stems from the children's interests is used to organize activities and prepare the classroom environment. For example, in the unit Life Cycles, children observe the life cycles of a butterfly and/or a plant and reflect on their time as an infant, a preschooler, and soon, a Kindergartener. Teachers also observe children to create units of learning that interest students. Activities are addressed in each domain (literacy, language, science, social studies, physical, song and movement, literature, field trips, cooking, and math) to ensure a balanced curriculum.

Sunshine School uses logical and natural consequences as effective methods of behavior management for children. Teachers and staff regularly communicate with children – and have them help develop – expected classroom behaviors and/or “rules” for social and emotional choices. When a child makes a poor choice or struggles with big emotions, the child will receive statements, support, or attention. Parents will be informed about the ongoing observations and plan to address behaviors. This method helps the child better understand what is expected and ultimately, an understanding of good self-concepts, problem-solving abilities, and self-discipline develops.

Home Visits

At Sunshine School, we value our children and families and strive to create an environment that fosters positive relationships. One of our first steps is doing a home visit; the purpose of a home visit is to begin a close connection with your child and family. Overall, it is a casual time meant to build trust between the child, teacher, and family. The teacher will arrive, and the focus will be building a relationship with your child and family. Your child will lead the visit, allowing them to choose where they play and what they do together. The teacher will stay for approximately 30 minutes. The teachers will reach out to set up the visit. If, for any reason, visiting your home is not possible, you and the teachers can decide on an alternative location.

Learning Trips

The children go on field trips and watch theater people perform at the school throughout the year. Field trip destinations are diverse and support the classroom curriculum. Examples of past field trips include the Honolulu Zoo, Botanical Gardens, Waimanalo Country Farm, Honolulu Symphony, local bakery, and the Kailua Library's story time. Sunshine School field trips are designed to be fun and educationally valuable, helping a child translate what is learned in the classroom into a “real-life experience.” Permission forms are required for each child prior to the event. There are no provisions for care for children who do not wish to attend. Parent involvement on field trips is encouraged and welcomed. A certified ARC Advanced Life Saver or a YMCA Senior Lifesaver will supervise all beach trips.

Transportation for field trips to the community is walking on foot or by school bus. Children should wear covered shoes or sandals with straps to avoid tripping. Children must also wear their Sunshine School T-shirt and school tag. Parents should also provide a backpack with a water bottle, extra clothes, and a healthy home lunch for children to use during the trip.

Each classroom will provide a morning snack for the field trip. We ask that families avoid gift shops, vending machines, snack carts, restaurants, and similar venues, and refrain from giving treats or snacks to the children during the field trip. We want to ensure the children's health and safety, especially for children with allergies, intolerances, or dietary preferences.

We encourage parents to chaperone field trips and sign up based on the number of adults needed. We ask parents to take turns to ensure those who have not attended get the chance. We ask that chaperones do not smoke during the entire duration of the field trip. Also, please refrain from using your cell phone while chaperoning the children. We encourage you to be an active participant with learning experience! Children deserve your undivided attention to ensure a safe, engaging, and fun field trip for the entire class.

Assessment

Child assessments are a vital component of all high-quality early childhood programs. Assessment is essential for understanding and supporting young children's development. Sunshine School uses an ongoing assessment approach consisting of observations, photos, and work samples, all presented in a portfolio. The portfolio will be an ongoing collection for the child's school year and will be shared during parent conferences.

- Teachers use the information gathered during the assessment process to:
 - Identify children's interests and needs
 - Be intentional in their teaching
 - Develop goals for each child and plan for individual student needs
 - Guide instructional/environmental planning that best meets the needs of all children
 - Share progress with families by pinpointing where children are along a continuum of development and education.
- Suppose assessments indicate a need for further evaluation. In that case, the teachers will discuss this with the family and use the information gathered to refer the family to an outside agency for additional diagnostic screenings and assessments.
- Parents play a critical role in contributing to the assessment of their child. Parents are asked to complete a child information sheet to inform teachers about child development milestones and health. A questionnaire is provided before each parent's conference, allowing parents to share observations, ask questions, and receive recommendations on how they can support their child's current development.

Supervision

- Supervision and safety are of the utmost importance. Teachers should always be within sight and/or sound of the children and position themselves to face the children. Supervision for short intervals by sound is permissible, provided staff frequently check on children who are out of sight. Teams should have positions that allow for all areas to be supervised and move accordingly. Teachers must inform team members when they are leaving the classroom or playground and ensure appropriate coverage by requesting support from other team members, if needed. Staff should confirm the number of children attending each day (and ensure parents have signed children in and out) and routinely verify the number of children present.
- Teachers and staff are actively involved with the children and engaged with them

throughout the day. This is through direct interaction, observations, and monitoring that the interactions are safe.

Behavior And Guidance Philosophy

Our foundational goal at Sunshine School is to help our students develop strong social and emotional skills. Instead of discipline, we use guidance through logical and natural consequences. Guidance is about building an encouraging setting for every person in the group. It means helping young children understand they can learn from their mistakes, and it starts with showing them how and providing support. Research indicates that children with strong social-emotional skills tend to be happier, show greater motivation to learn, have a more positive attitude toward school, eagerly participate in class activities, and demonstrate higher academic performance than students who exhibit social and emotional difficulties (Hyson 2004; Kostelnik et al. 2015).

Additionally, socially and emotionally healthy children are better able to establish and maintain positive relationships with adults and peers. To support our students in developing these skills, we take a proactive, preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate ones.

- **Our Environment:** We provide children with interesting and engaging materials and activities that are appropriate for their age to keep them actively involved. We develop schedules that meet the needs of young children by avoiding long periods of inactivity. Yet, our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs.
- **Our teachers:** We work to develop a strong rapport with each child, speaking to children calmly, especially during redirections. We help children put words into their emotions. We actively teach children problem-solving skills. We use social stories to help teach our students healthy social skills. We strive to serve the individual needs of each child while ensuring the safety of young children.
- **Our Families:** We communicate regularly with families to ensure consistency in guidance between home and school. We partner with families to offer support, guidance, and, if necessary, connect them with experts to help give their children the best foundation for academic and life success.

Hyson, M. 2004. *The Emotional Development of Young Children: Building an Emotion-Centered Curriculum*, 2nd ed. New York: Teachers College Press

Kostelnik, M.J., A.K. Soderman, A.P. Whiren, M.L. Rupiper, & K.M. Gregory. 2015. *Guiding Children's Social Development and Learning: Theory and Skills*, 8th ed. Stamford, CT: Cengage.

Guidance Procedures

When any student at Sunshine School presents with challenging behavior, teaching staff shall follow the standards of the National Association for the Education of Young Children (NAEYC):

- Observe the children to identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.
- Teaching staff should focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior.
- Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the child's safety and the safety of others in the classroom. Our

response will be calm, respectful and give the child information on what is acceptable behavior and what is not.

- We will document the challenging behaviors and the intervention methods that were attempted and report to parents.
- Teacher-parent discussions regarding a child's behavior shall be held in private. They shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- If necessary, intervention shall ensure each child has access to professional services, such as referrals to community agencies offering early intervention services, community mental health centers, and/or a private therapist.
- All disciplined decisions will always be individualized, consistent, and appropriate to each child's understanding level.
- If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.
- Maintain documentation in the files of the incident's outcomes, subsequent parent conference, and the plan developed that includes appropriate intervention strategies. The parent conference's purpose is to create a plan jointly with the family and available resources to address the specific behaviors that constitute an imminent danger (recurring violence, behavior, or aggression)
- If a child continues to exhibit persistent, severe challenging behavior that is unsafe to themselves, other children, or the teachers, Sunshine School may recommend and/or require alternative placement.
- Suppose a child with an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP) exhibits persistent challenging behaviors. In that case, special considerations are in place to ensure procedural safeguards and due process rights under the Individuals with Disabilities Education Act (IDEA), Parts C and B. Sunshine School will follow all state special education rules and regulations governing suspension/expulsion.

Sunshine School does not condone or tolerate the use of physical punishment of any kind. This policy restricts parents and staff from using physical punishment. Also, Sunshine School will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food as a form of discipline.

Sunshine School will make every effort to support students' needs, meet with families to discuss any challenging behavior or concerns, and work with them to create a plan to meet the child's needs, including follow-up meetings as needed.

Despite these efforts, some children may have needs outside the scope of our practice or continue to exhibit significant or dangerous behaviors, or pose a threat to themselves or others, and we may request that the child find a school that is better able to meet their needs. A family meeting will be called, and the following steps will be taken if a child is asked to leave Sunshine School for challenging behaviors that pose an imminent danger to the child or others, or if needs outside our scope are identified. Make a referral to an early childhood mental health specialist or Healthy Social Behavioral Initiative specialist through the Child Care Resource & Referral and refer to the agency.

Daily Activities

Child's Belongings at School

- Small blanket for rest time, stored in a dishpan-sized “cubby”
- Change of clothes, rain jacket, footwear (please dress your child in comfortable, safe clothing that you will not mind getting dirty or stained; please label all items with yourchild's name)
- Optional – favorite cuddly toy or pillow from home

*** All items must fit completely in the cubby for health and safety reasons. Please keep personal toys at home or in your car, not in your child's cubby.

Personal Belongings

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Within each classroom, each child has a hook and/or cubby assigned to them. This will provide storage space for your child's personal belongings. Please check your child's cubby daily for items that need to be taken home.

Pick Up / Drop Off / Parking

Children can arrive anytime after 7:00 AM but should arrive no later than 8:30 AM to ensure a smooth greeting and easier integration into their group. The pick-up time for the full-day program is between 2:30 PM and 3:00 PM. A late fee will be applied to all children picked up after 3:00 PM.

The Sunshine Plus program, which operates from 3:00 PM to 5:30 PM, is a fee-for-service program that requires prior enrollment. Late fees for children picked up after their scheduled pick-up time will be charged at \$25.00 for every 15 minutes. Fees will be calculated to the nearest half-hour.

Sunshine School closes promptly at 5:30 PM. If you are unable to pick up your child by this time, alternative arrangements must be made. The charge for pick-up after 5:30 PM is \$25.00 per quarter-hour or fraction thereof.

Our parking lot is available for pick-up times. If the parking lot is full, please park across the street or drive back around so you do not block the drive-through area. Please be mindful of safety in the parking lot. To be considerate of others, limit your time in the parking lot to 5-10 minutes. If you are at school for an extended period, please park across the street. For safety, do not leave children unattended in parked vehicles.

For safety, cars in the parking lot should be put in park and the engine turned off. Please do not allow your car to idle, even for a short time.

Sign In / Sign Out

Parents are required to sign their child out when departing school; the time and your initials are required each time. These are legal documents that we are required to keep and share with other agencies. Teachers will bring the sign-in/out clipboard as the class moves from one place to the next (in the Seedlings room for breakfast, on the playground, etc.). The teachers will need

to know the number of children in case of an emergency. No one other than the people you specified in the school forms may pick up your child. It is the parent's responsibility to inform the school if someone other than the indicated pick-up people will be picking up the child. All people must show identification.

Change Departure

Please sign your child out each day. You can sign your child out on the clipboard located in your child's classroom. It's also critical that you check in with your child's teachers or afternoon staff before leaving. The school closes at **5:30 pm sharp**. A late pick-up fee of \$25.00 for each quarter-hour or fraction thereof will be assessed when a child is left beyond the center's operating hours. The late pick-up fee does not constitute an agreement to provide after-hours service. If you expect to arrive after 5:30 pm, please alert the Sunshine Plus teacher as soon as possible. If you or another authorized emergency contact cannot be reached within 15 min after closing time, Sunshine School staff will contact the local authorities.

Change in Pickup Person

The safety of our students is our top priority. Please notify your child's teacher if someone other than you will be picking up your child. Sunshine staff will only release your child to the parents and guardians or the other adults you authorized on the student's emergency form or with permission and notification from a parent. If you need to authorize a new pickup person, please inform the teacher. For your child's safety, whenever someone we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

Daily Schedule

Each classroom follows a slightly different schedule tailored to its students' needs and developmental levels. The full school day is from 7:00 am – 3:00 pm (pick up time is between 2:30 pm and 3:00 pm). Sunshine Plus programs run between 3:00 pm and 5:30 pm. If you need to make appointments during the school day, we generally recommend you choose a time that is least disruptive to the school schedule. Staff is sensitive to young children's attention spans and plan accordingly, making activities both challenging and fun, yet short enough to avoid overwhelming a child. Each classroom has a schedule that lists approximate times for activities and the daily routine. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

Classroom Activities

Teachers plan activities for the learning centers in the classrooms weekly. Teachers strive to be culturally aware and sensitive in their approach to planning. They plan concrete activities that can be modified to meet all children's needs and provide challenges in skill development. The classrooms are organized into centers or defined interest areas. Activities are planned for each center, where the children move freely throughout the day. The variety of learning centers or stations includes: a creation station, sensory table, library unit and hollow blocks, dramatic play, science, discovery, writing center, puzzles, and manipulatives. These areas provide hands-on experiences that deepen understanding of the curriculum and build important skills.

Learning Experiences

Teachers connect with and use their community's resources and the families we serve to expand our curriculum and provide additional hands-on learning experiences. In-house learning

events may include cultural experiences led by community members, cultural experiences provided by families within the center, demonstrations by community helpers, or scientific investigations.

Play Yard and Outdoors

We play outside every day that weather permits. When the weather keeps us indoors, we find safe and fun ways to stay active. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, coordination, throwing, kicking, running, jumping, and pedaling.

Mealtimes

Healthy, balanced meals are just what growing bodies need! Breakfast, lunch, and afternoon snacks are provided to all students daily. We use a 5-week rotating menu that is approved by the State of Hawaii Child Nutrition Program (HCNP) and the Department of Health. Our cook will email a monthly menu to all parents. Breakfast is served at 7:15 am and completed by 8:00 am daily. Our food program is monitored by the State of Hawaii Child Nutrition Program (HCNP) for serving size, quality, and quantity. Red meat is substituted with turkey and chicken. The Federal Government regulates components required for meals and snacks, as well as portion sizes.

If your child has special dietary needs or restrictions, please inform the classroom and the kitchen staff. Our policy for food allergies requires a physician's notation on school health forms. The information in the physician's note should include the student's name, any allergies or intolerances, and the physician's signature and date. No white-out forms will be accepted. Parents will provide substitutes for food allergies and sensitivities to be served during mealtimes. A five-week rotating menu is posted in each classroom.

Sunshine School acknowledges a family's preference for a particular lifestyle regarding the types of foods they consume (e.g., vegan, vegetarian, gluten-free, and/or organic). Families can supplement the school's meals or bring their own lunchbox meals, which will be kept in the classroom. Please communicate your family's needs with your child's teacher and the cook.

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. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

At Sunshine School, children will eventually try food at school that they may not consume at home simply because the other children are eating it. During mealtimes, students and staff sit together and engage in conversation. Staff use positive reinforcement to encourage children to try new foods. We encourage a "thank you bite" during meals to appreciate our cook and encourage trying new foods.

Special Dietary Needs

We can provide allergy-friendly alternatives for students with food allergies or intolerances, with documentation from a doctor. If your child has dietary restrictions, please work with our cook to

ensure we meet your child's needs. If special items, such as soy milk, are necessary, it is the parents' responsibility to provide them. We encourage all students to eat the meals provided at school; however, we understand that may not be the best option for all students. If you would like to provide your child meals from home, please reach out to the classroom teacher and cook to discuss. We ask that you not send snack foods, candy, or gum with your child as we promote healthy foods at school.

Rest Time

All children will participate in a quiet rest time. Children are not required to sleep; however, we have a very busy and stimulating morning, so preschool-aged children will nap when given a relaxing and quiet space to do so. If a child does not fall asleep after a short rest, they are given quiet activities within the nap room. The center provides yoga mats and separates them by placing the children's nap space head-to-toe. Yoga mats are disinfected daily.

There is always a teacher within the nap room during naptime observing by sight and sound. We do not use mirrors, video, or sound monitors in place of sight and sound supervision.

Clothing and Shoes

Shoes and slippers

Make sure your child is wearing shoes for easy movement. High-heeled shoes, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child can independently put on and take off their own slippers or shoes. Covered toe Shoes are required for all students on learning trips. We remove our shoes or slippers while in the classroom, and each classroom will have a place to store shoes while children are in the classroom.

Clothing

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep an extra pair of shoes and a sweater or sweatshirt at school, too. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits.
- These items will be kept in your child's cubby.
- The cubby will go home every Friday for cleaning and replenishing.
- Sometimes learning and fun can get messy! A change of clothes may be necessary
- We work with children on being responsible for their own belongings, and Sunshine School isn't responsible for lost items.

Belongings from Home

Your child will receive stimulating materials every day. Special objects such as a blanket, soft toy, or a stuffed animal are okay for rest time. Please leave other toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced.

Toy weapons (guns, water pistols, swords, shields, or other items that resemble weapons) are not permitted at Sunshine School. No personal electronics should be brought to school.

Celebrations & Birthdays

Celebrations and birthdays are special days for kids, and we want to share the fun! If you'd like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree

nuts, peanut butter, and food processed in plants that use nuts) and be commercially packaged with ingredient statements, so we can be sure we're accommodating any allergies or dietary restrictions. Please do not send any high-sugar treats or candy, as they may pose a choking hazard to our students. Healthy snack options such as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a great choice. Please be sure to provide enough for everyone in your child's classroom and check in with your child's teacher before the special day so they can share any tips and plan accordingly.

Transitioning to a New Classroom

Sunshine School strives to make the transition from one classroom to another as smooth as possible. When the time comes to transition from one class to the next, we look at your child's developmental and maturation levels, as well as space availability in other classrooms. Your child's teacher will make you aware when your child is transitioning to a new classroom. Your child's current teacher will share your child's strengths, areas for growth, and supportive strategies with the new teacher. If you are interested in setting up a conference centered around transition, feel free to reach out to your child's teacher.

Custodial & Foster Care

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders or protection orders relating to your child, a copy must be provided to Sunshine School for your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the office or director when custody orders change or expire. Please note that employees are not responsible for supervising parenting time (visitation), and as a result, visitation for non-custodial parents is not permitted in our centers.

For enrolled children in the foster care system, Sunshine School will need to receive a copy of the foster care paperwork. Sunshine School will release the child only to the foster parents or the child's caseworker, who must check in with Sunshine Staff and provide proper identification. The caseworker must verify any additions or changes in writing (by letter or fax).

Parents as Partners

Confidentiality and Non-Exploitation

All information about children is confidential. Unless an emergency arises, no information about any child or family member is disclosed to anyone other than staff without written permission from parent/guardian. Staff and administration will take every precaution to assure confidentiality and assess every situation carefully before releasing information.

Neither children nor staff may be used in any advertising, promotional, or fundraising materials without prior written consent of parent/guardian or staff member.

A permission form will be distributed at the time of enrollment to get your consent to use your child's image in media print, video, or publications to promote the school's fundraising efforts and on the website. This form will be held in your child's file for the duration of the school year.

We ask you to support our confidentiality policy by refraining from posting or sharing photos of children, families or staff on social media networks or other forms of media. Some families have strong feelings about not putting their child's image online, and we would like to support their

choices.

If you need our staff members to share information with other schools or professionals or to complete evaluations or reports that will be sent to others, please provide at least two weeks' notice to our staff. A signed consent form (available on the website) must be accompanied by the evaluations that authorize the release of information from the school.

Communication

Open lines of communication between parents and teachers are highly encouraged and maintained through informal conversations at pick-up and drop-off times, written notes, and the Bloomz app, which is our main communication with families. Bloomz provides alerts, reminders, and communication and shares pictures, videos, written notes, emails, and sign-ups for events, classroom participation, and conferences.

Families are encouraged to provide feedback and observations on their child's development and add to the assessment process. This can be sent directly to the teacher, via Bloomz, or provided through school and classroom surveys.

Teachers from each class share experiences and daily happenings through Bloomz posts, daily notes on the bulletin board, weekly highlights, skills being promoted, and important upcoming dates. Occasionally, "Home-to-School" activities will be sent for family engagement.

Unit or Study plans will be provided at the beginning of the unit and will include the unit of study and classroom activities with the related skills, goals, or standards. These plans will be posted in the classroom and emailed to parents.

Parent calls, texts, or emails are welcome at Sunshine School. Please understand that the children are our priority, and teachers will respond to calls and emails when time permits within their schedules. If something is needed urgently, parents may call the school to get messages from the teachers. Parents should not hesitate to ask questions, seek information, or address any concerns by speaking with a teacher or any staff member. For notifications of school events, please check the bulletin boards, sign in/out clipboards, front gate, and bulletin board in the front office for information on school-wide events.

Parents can call the school to get messages to the teachers or speak with the director at any time. Sunshine School's phone number is (808) 261-8278 or via email at either director@sunshineschoolkailua.com or office@sunshineschoolkailua.com

Parent Advisory Council (PAC)

All Parents are a part of the Parent Advisory Council. PAC meetings are held approximately every 6-8 weeks and are a vital resource for Sunshine School, allowing parents to interact with staff and other parents. The purpose of the meetings is to provide valuable resources to parents, announce school improvement projects and fundraising ideas, and provide current information regarding the school's needs. At the PAC meetings, the first hour is a parent workshop led by a staff member, early childhood professional, or other resource person, providing tips, strategies, and information on parenting and early childhood education. Following the workshop is a parent meeting which covers updates, workdays, and relevant ways to support the school. Please check the bulletin boards and emails for the dates, times, and workshop topics. Childcare with a light dinner is available for children and siblings (2years and up) for \$10 per child.

Parent Participation and Family Involvement

Since parents are the first and most important teachers of their children, all parents are encouraged to participate in our preschool program regularly. Parent participation in the classroom truly enhances the child's learning environment. You can share in your child's learning experience while enriching the lives of others. The quality of the school experience results from parents and teachers working together.

We always welcome parent participation. There are many helpful ways in which you can participate in our early childhood education program:

- Special interest (share your hobby, cooking, career, art activity, etc.)
- Making educational materials
- Help with the care of school pets and plants
- Serve as room parent
- Chaperone learning field trips
- Help repair the playgrounds and/or facilities
- Participate in a community service project
- Attend a family breakfast or afternoon social
- Bring in fresh flowers to help create an aesthetic environment
- Watch the children nap while teachers attend a staff meeting
- Attend Parent Advisory Council meetings
- Participate in the school's annual fundraising efforts to raise funds for school improvements
- Participate in workdays to improve the school's facility

Sunshine School believes that children thrive when the relationship between the family and the center is a partnership. We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person. Information is shared with families through verbal conversations, the Bloomz app, newsletters, flyers, family bulletin boards, notes, phone calls, posters, conferences, and e-mail. Sunshine School has an open-door policy and offers many opportunities to be part of your child's early learning experience and connect with other families.

Opportunities include:

- Volunteering is always welcome. We would love for you to share your time and talents with the class. We encourage you to read a book, play an instrument, or share a hobby with the children. Ask your child's teacher about the many ways you can help.
- Parent Advisory Committees
- Family engagement activities

All staff at Sunshine School are expected to treat all children and families with respect and dignity. In return, we expect the same from all of our families. If difficulties arise, we encourage families to share their concerns with the director, verbally or in writing. Inappropriate language directed toward staff and/or in front of children will not be tolerated. Through communication, we will work to resolve the issue. If you are not satisfied with the solution, we encourage you to contact the Director to have a meeting. Please do not confront children or other parents in our program. When any member of the Sunshine School community shows behavior that threatens the safety of others or shows repeated disrespect towards other members of our community, Sunshine School reserves the right to ask the family in question to leave the school immediately.

and terminate that child's enrollment at Sunshine School.

Conferences

Family participation is encouraged and welcomed. Sunshine School uses Family Conferences to offer family support and communication.

Parents will complete a preconference questionnaire to inform teachers of observations from home and ask questions regarding development

Family Conferences are designed:

- To guide families and teachers with a way of sharing valuable information about their child's development and learning and seek input from the family's perspective.
- To individualize the planning process for each child in the context of their family, culture, and community.
- To explore ways to use a child's family's strengths to promote growth and development.
- To create an ongoing process for recording the growth and development of the child.

Teachers are trained annually on the importance of assessment and observations.

Assessments and observations are used to communicate developmental progress with families at conferences. We schedule (3) formal conferences each school year, but we encourage you to reach out to your child's teacher at any time if you have questions, concerns, or want an update on your child's progress. While conferences are not mandatory, they are encouraged, even for our youngest students, as they allow parents to follow their child's progress. During these conferences, the teacher will present your child's progress sheets, photographs, work samples or checklist along with a questionnaire that parents complete before the conference to ensure that all questions are addressed during the conference. The portfolio is an ongoing collection tool that will be given at the end of the school year.

Developmental Concerns

If at any point you have developmental concerns about your child, please reach out to your child's teacher to discuss them. We are happy to provide strategies, resources, or community programs that may be of support. In addition to 3 scheduled parent conferences, parents or teachers can request a parent conference at any time.

Teachers will also alert parents if observations suggest any concerns and call a meeting to work with family to best support the child.

Family Support

While specializing in providing high-quality early childhood education, we recognize that our students and families may have needs outside our expertise in early education. We have a variety of ways to support our families.

These include:

- Assist families with locating community resources
- Help families obtain emergency assistance in areas such as food, clothing, utilities, housing, and counseling
- Assist families with a successful transition to school
- Access to a Family Resource Lending Library

Please reach out to the director if you need any support.

List of links to helpful resources.

Parent Line

<https://health.hawaii.gov/mchb/home/parenting-support-programs/>

HIDOE Support Agencies for Families

<https://hawaiipublicschools.org/resources/support-agencies-for-families/>

Resources for Children 0- 5 and their families

<https://humanservices.hawaii.gov/>

Needs for food security, housing, or medical care for families

Home Language

It is important to Sunshine School that all families have the opportunity to fully understand, interpret, and be involved in their child's education. Sunshine School will work with the family to provide information in the language they are most comfortable with, to the best of our ability, for any family that requests it.

Confidentiality

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with Sunshine School, protective services, or other government agencies will not have access to your child's records without your written authorization or court order. All Sunshine School staff members and contracted therapists must sign a Statement of Assurance of Confidentiality upon employment and annually after that.

Health Consultant

All health policies are reviewed by our health consultant, Dr. Krishanna Takemoto- Gentile. Our health consultant is available to address any health concerns and provide guidance or training as needed.

Health Policy

Sunshine School's focus and commitment are to the health and safety of children, families, and staff. Every effort is being made to ensure the safest possible environment, and we will continue our sanitizing and mitigation strategies to reduce the risk of spreading any infectious or contagious illness.

These policies are subject to change quickly if health officials deem necessary. Parents will be notified of any changes as soon as possible.

The Department of Human Services, the Department of Health, and the CDC strongly recommend vaccination as the primary prevention tool against COVID-19. It is advised that

parents, family, and children be vaccinated when available. It is also highly recommended that masks continue to be worn indoors when COVID risk is medium or high.

On August 2, 2022, Sunshine School returned to our pre-COVID programming.

Continued Health and Safety Mitigation Strategies

Hand washing

Thorough handwashing is one of the most important ways to prevent the spread of disease in a center for young children. Proper hand washing includes using liquid soap and running water, rubbing hands vigorously under running water for at least 20 seconds, including the backs of the hands, wrists, between the fingers, and around any jewelry; and using elbows or a paper towel to turn off the faucets to avoid contamination. Handwashing is required for all staff, families, and children. Staff assists children with handwashing as needed.

Children, staff, and families should wash their hands:

- Upon arrival for the day
- Prior to food preparation
- After cleaning and sanitizing
- Before and after meals
- After diapering or toileting
- After nose blowing
- After handling any bodily fluids
- Prior to and after using the water table or play dough
- After contact with animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals

Hand sanitizer may be used when running water is not available and visible soiling is not present. It must be an alcohol-based sanitizer with 60% to 95% alcohol. For children under 2 years old who are unable to use hand sanitizer, wipes can be used until a sink is available for handwashing.

Healthy Environment

Staff will continue to follow the following factors:

- Increase disinfecting and sanitizing of high points throughout program day.
- Enhanced cleaning every night in all areas, on all touched surfaces.
- Will follow Sunshine Schools sick policy as provided and in family handbook.

Notification of illness

Please inform the director if your child is diagnosed with any communicable illness. For children diagnosed with a contagious illness, families are asked to follow their medical professional's advice. Children may return with a doctor's note that clears them to return. An email notification will be sent to all families if there is any confirmed case of communicable illness. A fact sheet about the illness will also be sent. Communicable illnesses include but are not limited to hand, foot, and mouth, flu, COVID, norovirus, pinworms, and strep throat.

Daily Health Checks

Each morning when your child arrives, we will conduct a daily health check. This is a quick physical observation in which we assess a child's behavior/mood and physical condition, including breathing, skin, eyes, ears, nose, and mouth. Additionally, we ask that you please alert us to anything out of the ordinary regarding sleep, appetite, bowel movements, urination, mood, and behavior at home/or unusual events.

Health, Safety and Emergencies

We all know that safety comes first! At Sunshine School, our first goal is to keep children safe, which starts with paying attention to every detail - big and small. Every day at our center, you can be confident that your child is in the very best hands.

Sanitation and disinfection

Sunshine School is professionally cleaned every night except on weekends or when we are closed. Staff sanitize the bathrooms and classroom materials using only approved cleaning agents and follow the directions posted in classroom bathrooms and on cleaning solution labels.

Health

If your child is unable to attend school, please notify the teacher by phone or email. If he or she has any suspicious or identifiable medical ailments, or if he or she is still in the recovery stage, unless accompanied by a doctor's note stating that the child is no longer contagious to others, he or she must stay home.

A fever is 100.4 or higher. If a child is sent home from school, they will be allowed to return when they are fever- and symptom-free and have not been medicated for 24 hours. If the fever originates at home, they need to be fever- and symptom-free for 24 hours. A doctor's note is needed for children to return if they have been diagnosed with a contagious illness.

Examples of common communicable diseases that require a doctor's note to return include conjunctivitis (pink eye), hand/food/mouth disease, impetigo, norovirus, pinworms, strep throat, chicken pox, and mumps.

Children should not come to school if they are displaying any signs of illness. Children with the following symptoms should **not** be sent to school:

- Fever
- Low energy
- Runny nose
- Coughing
- Sneezing
- Sore throat
- Earache
- Nausea
- Vomiting
- Diarrhea
- Rashes

- Any signs of sickness

If your child displays any of these symptoms, we will send your child home from school. Your child will need to remain at home until they are symptom-free for 24 hours without the need for medication.

Illness Policy

We realize that it is difficult for working parents to keep their children home, but exclusion from School will help prevent the spread of infection and promote your child's health and safety. Children should be kept home from school if they are feverish, have diarrhea and/or vomiting, have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school.

Sunshine School has established guidelines in accordance with state childcare law and other best practices concerning sick children. In case of a communicable disease or condition, and at the discretion of the Department of Health, other parents will be notified to watch for symptoms in their children.

If your child becomes ill during the school day, every effort will be made to keep them comfortable, away from other children, and with a familiar caregiver. A parent will be called immediately to pick them up. Sunshine School is unable to provide care for sick children. Parents are required to respond as soon as possible when contacted by Sunshine Staff regarding a sick child. If we cannot reach the parent within 30 minutes, we will contact the family's emergency contacts as listed on the enrollment/annual forms. If the illness warrants it, the child's pediatrician will be contacted for consultation.

Children may attend with minor illnesses if it is not contagious, and it does not affect the child's ability to participate in the day's routine. Minor illnesses include:

- Mild respiratory infections
- Acute infections subsiding after treatment, such as pink eye, impetigo, ear infections
- Cold symptoms without a fever

If the child's health deteriorates at some point in the day, the parent will be contacted to come to pick them up.

It is always helpful if you can provide Sunshine School with a doctor's note, when applicable.

Allergies

Children with allergies are required to have a Food Allergy Action Plan. The child's physician needs to complete the plan, and information is distributed to all food service areas. Staff is advised of action plans and procedures.

Whenever possible, we recommend administering medications at home. To help with medication scheduling, you may consider asking your health care provider to prescribe 12-hour doses. At the center, medications will be administered in accordance with Department of Human Services regulations and the policies described below. Annually, staff are trained in medication administration.

Medical Needs

For children with chronic health needs or who require health services, a medical action plan shall be completed. The Special Care Plan must be updated annually and whenever the child's parents or health care professionals make changes to the plan. Blank Special Care plans are available on the school website at www.sunshineschoolkailua.com/enrollment-. The Special Care plan shall be signed by both the parent and the child's health care professional and must include the following:

- A list of the child's diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations
- Contact information for the child's health care professional(s)
- Medications to be administered on a scheduled basis; and
- Medications to be administered on an emergency basis with symptoms, and instructions

Medications

Only physician-prescribed medications will be administered. Parents must sign a medicine permission form. Medicines must be in the original container, and a calibrated measuring tool needs to be provided.

General Medication Policies

- No prescription or over-the-counter medication and no topical, non-medical ointment, repellent, lotion, cream, or powder shall be administered to any child:
 - a) without written authorization from the child's parent
 - b) without written instructions from the child's parent, physician, or another health professional
 - c) in any manner not authorized by the child's parent, physician, or another health professional
 - d) after its expiration date
 - e) for non-medical reasons, such as to induce sleep
 - f) with a known allergy to the medication.
- All medications will be given following the doctor's written instructions.
- Medication will be stored separately for each child.
- Medications will be stored in a locked cabinet in the classroom or locked box in the Center refrigerator, depending on the medication. Medications for external use will be stored separately from medications for internal use.
- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.
- We do not mix the medication with food, formula, or juice, nor will we dispense any medication in a bottle or cup.
- Medications will be administered by regular classroom staff who have been trained in medication administration in the presence of another staff person. All staff follow the Six Rights of Safe Medication Administration: right child, right medicine, right date/time, right dose, right route & right documentation. Staff will document each dose on the medication form, listing the time, amount given, and initials. If any side effects are noticed, they will be noted on the form, and the child's parent will be notified.
- Medication forms will be added to the child's file after the medication request is completed. Forms for long-term medication will be treated as confidential.

- It is the responsibility of the parent to remove or dispose of any medication after the duration of the request has ended. The classroom staff will dispose of any medicine at the Center after the medication form has expired or after a child has left Sunshine School.
- Alternative medications, such as herbal or homeopathic medications that are not tested by the US Food and Drug Administration for safety or effectiveness, lack safety information and cannot be administered at Sunshine School.
- Sunshine School reserves the right to refuse the administration of medications if we feel that it is out of the scope of practice.

Prescription Medication

- For a staff member to administer any medication to your child, you must complete the Medication Release Form in its entirety, which can be found on our website at www.sunshineschoolkailua.com.
- The medication must be brought to school and stored in the original, tamper-resistant container in which they were dispensed with pharmacy labels. The pharmacy label must specify:
 - The child's name
 - The names of the medication
 - The amount and frequency of dosage
 - The date the prescription was filled with and the expiration date
- If the medication is provided via pharmaceutical samples, they must be stored in the manufacturer's original packaging, labeled with the child's name, and shall be accompanied by written instructions specifying:
 - a) The child's name
 - b) The names of the medication
 - c) The amount and frequency of dosage
 - d) The signature of the prescribing physician or other health professional and the date the instructions were signed by the physician or other health professional
 - e) Medication expiration date
- The medication shall be administered only to the child for whom they were prescribed. It shall be administered according to the prescription, using the dosage amount and frequency specified on the label.
- A parent's written authorization for administering a prescription medication shall be valid for the length of time the medication is prescribed to be taken or up to 6 months when needed for a chronic medical condition, whichever is less.

Emergency Medication

If your child requires the use of emergency medications (i.e., inhalers, EpiPen, Dia stat, etc.), you will need to complete the corresponding medical action plan. Blank medical action plans may be found with your child's teacher or on our website at www.sunshineschoolkailua.com, and these plans MUST have a doctor or healthcare professional's signature. Emergency medicines will be kept unlocked and easily accessible to adults but out of children's reach (at least 5 feet off the ground). This is to ensure easy access in an emergency. All staff members have been trained in emergency medication administration annually. We work with a county nurse to ensure our staff is appropriately trained for your child's

specific medical needs.

Over-the-Counter Medication

In general, Sunshine School staff will not administer over-the-counter medication except when a health professional prescribes the over-the-counter medicines. This situation is most common for chronic health conditions (ex: Benadryl for students with allergy action plans or fever-reducing medication for students with febrile seizure action plans). Sunshine School will not administer over-the-counter medicines such as cough syrup, Tylenol, ibuprofen, antibiotic cream for abrasions, or medication for upset stomach in the cases of acute illness or pain. Children who have these symptoms may need to remain at home until they are symptom-free.

The over-the-counter medication must be brought to school and stored in the manufacturer's original packaging with the child's name written or labeled on it. It shall be accompanied by a Medication Administration Permission Form that specifies:

- a) The child's name
- b) Medical conditions or allergic reactions
- c) The names of the authorized over-the-counter medications
- d) The amount and frequency of the dosages, which shall not exceed the amount and frequency of the dosages on the manufacturer's label
- e) In cases where the prescription says, "as needed" (i.e., allergy exposure, etc.), the instructions need to specify criteria for the administration of the medication (be specific with what symptoms or situations are criteria for administration)
- f) The route in which the medication shall be administered
- g) Possible reactions or side effects
- h) The signature of the parent AND physician, or another health professional
- i) The date the instructions were signed by the parent and physician or other health professional.

Topical Creams and Sunscreen

Parents and guardians may give Sunshine School standing authorization for up to 12 months to apply over-the-counter topical ointments, topical teething ointments or gels, lotions, creams, and powders, such as sunscreen, diapering creams, baby lotion, and baby powder, to their child as needed.

The over-the-counter topical medications form must be completed before we can administer these medications. You can find the necessary form on our website at [TUITION & ENROLLMENT | mysite \(sunshineschoolkailua.com\)](https://www.sunshineschoolkailua.com/tuition-enrollment). Please apply sunscreen to your child before arriving at the center and dress them in hats/visors and tightly woven clothing to help prevent sunburn during outdoor play.

Sunshine School's Immunization Policy

Sunshine School requires that children attending our school be immunized and does not accept immunization exemptions.

Background and Rationale

Vaccines are one of the great public health advances of the 20th century and prevent hundreds of thousands of illnesses in the US every year. Vaccines protect both the person vaccinated and those around them from serious diseases, a concept known as herd immunity. Herd immunity protects other members of the community, including babies too young to be vaccinated or those who cannot receive immunizations because of a medical condition such as cancer. We have many families in our school with new babies or toddlers, who, because of their age, are not yet immunized or only partially immunized. These children are put at risk when we allow non-immunized children to attend our school.

We firmly believe in the safety of vaccines and that their many benefits far exceed the rare safety risks. Science supports the view that vaccination may be one of the most important health-promoting steps parents can take with their healthcare providers. The vaccine schedule promoted by the American Academy of Pediatrics (AAP) and the Advisory Committee on Immunization Practices (ACIP) is supported by many years of scientific research and data from millions of children.

Policy

- The following immunization policy supports the safety of children attending Sunshine School and their families.
- A complete immunization record is required for each student. Sunshine School will follow the recommendations of the AAP and ACIP (see attached, Exhibit A). Students enrolling at Sunshine School must have proof of up-to-date immunizations as outlined by the Hawaii Department of Health Immunization Branch. (Administrative Rules HRA Title 11 Chapter 157).
- Waivers:
 - Waivers for new students will be limited to approved medical waivers only.
 - Current students with waivers classified as religious or other will be grandfathered in and allowed to re-enroll. However, Sunshine School reserves the right to discontinue this grandfathering practice as needed.
- Sunshine School reserves the right to decline admission or re-enrollment to any child who is not fully immunized.
- Sunshine School reserves the right to exclude any child who has not been fully immunized from the school. In such cases, there will be no refund or tuition adjustment.
- Enrolled children are required to keep their immunizations up to date in order to remain at the school.
- Employees:
 - Waivers for employees will be limited to approved medical waivers.
 - Sunshine School reserves the right to decline employment to, or terminate the employment of, any person who is not fully immunized.

Exhibit A: Immunization Table

Vaccine	Number of vaccines required
Diphtheria, Tetanus, Pertussis (DTaP or DTP)	4 Final dose: 6 months after third dose and not before age 12 months
Polio (IPV, OPV or any combination)	3

Hemophilus influenzae type b (Hib)*	3 or 4 depending on brand Final dose: Not before age 12 months
Prevnar (pneumococcal disease) **	4 Final dose: Not before age 12 months
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	1: Not before age 12 months
Varicella (chickenpox)	1: Not before age 12 months
Hepatitis A	1st dose: Not before age 12 months 2nd dose: 6 months after first dose

Sunshine School follows the ACIP (American College of Immunization Practices) on immunization guidelines and adheres to ACIP's list of medical conditions for contraindication to vaccination. If vaccines are not administered according to the standard schedule, the medical consultant or director will review to ensure the student follows ACIP standards.

A record of immunizations and a children's medical report must be completed and on file at school before each child's first day of attendance. Records should also include results of any screenings, prescribed medications, descriptions of any allergies, and current or chronic health conditions. If an immunization and medical report are not on file, the child's start date will be delayed until the medical report is submitted to the office.

As the child receives new immunizations, the date and type of each shot or immunization should be reported to the administration for addition to the child's record. A schedule of immunizations can be acquired through the Center office. See <http://www.cdc.gov/vaccines/> for the current national immunization schedule.

Cleaning & Sanitation

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at Sunshine School. Toys and materials are washed, sanitized, and air-dried once a week and as needed when mouthed or otherwise soiled. All surfaces and toys are sanitized and air-dried daily upon arrival and departure. For more details on the frequency and type of cleaning for each surface at Direct, please refer to the NAEYC Cleaning, Sanitizing, and Disinfecting Frequency Table.

Universal Precautions

Sunshine School follows universal precautions to prevent the transmission of any bloodborne pathogens. Universal precautions are infection control measures that all health care workers and childcare providers follow to protect themselves and the children in their care from disease-causing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with HIV, hepatitis B virus, and other bloodborne pathogens. Sunshine School staff follow the following universal precautions when encountering blood or bodily fluids:

1. Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Only approved latex or vinyl gloves are worn. Gloves are never to be washed and reused.

2. Hands and other skin areas are washed thoroughly if they contact blood or body fluids. Hands should be washed immediately after gloves are removed.
3. Saliva is not considered by the Centers for Disease Control to transmit HIV. Still, it is body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.

Staff must attend and review information and procedures about bloodborne pathogens and universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

Health Emergencies

The Director and teachers are trained in emergency first aid procedures and are CPR certified. Minor cuts, bumps, etc. are dealt with on-site, and a written accident report is sent home and will be found in the parent's pocket. In serious emergencies, you or your designated emergency contact will be called to come to care for your child. In the event of a medical emergency, your child's primary teacher or the Director will contact you. Your child will be transported by ambulance to Castle Medical Center, located at 640 Ulukahiki St., Kailua, Hawaii (phone: 808-263-5500), or to the closest available facility. Your child's primary teacher or the Director will travel and stay with your child until you arrive. We will make every effort to contact you, but treatment will not be withheld in serious emergencies.

Injury Prevention

- Sunshine School performs daily safety inspections of the classroom, playground, and equipment. Defective equipment will be removed or repaired as soon as possible to prevent injury.
- Paths are swept daily and kept clean of debris and sand.
- When visiting, parents are asked to keep all personal belongings, purses, briefcases, etc. out of the reach of children.
- Playground safety is a major concern. One particular risk is that children's clothing becomes entangled with equipment. Families are asked to ensure children do not come to school wearing clothing that poses a greater risk (e.g., long necklaces, scarves, sweatshirts, or clothing with drawstrings). If staff members determine that a child's clothing may pose a risk, they will have the child change their clothing or remove the item.

Injuries/Accidents

Your child's safety is of the utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents on an Incident Report Form, of which you will receive a copy. If your child is injured in our care, our first step is to administer first aid. A first-aid kit is available in the office, and each classroom has a small one. The most common treatments are applying ice to bumps, cleansing with soap and water, and applying a bandage to a minor wound. All permanent staff members are trained in First Aid and Infant/Child CPR within the first 90 days of their employment, and they must maintain their current certification every two years.

If an accident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the accident is more serious, a parent will be contacted and requested to

come immediately. In the event of a life-threatening illness or injury, an ambulance will be called. To ensure your child's safety, your Emergency Information form provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask that you keep this information current and provide the names and phone numbers of your child's doctor and preferred hospital on that form.

Emergency Procedures

We make every effort to be prepared for potential emergencies. Sunshine School has an emergency response plan for fire, inclement weather, or a lockdown. This plan is updated annually. These plans are reviewed annually with the staff. Additional precautions we take in the event of an emergency are:

- Emergency call 911
- Sunshine School keeps an emergency "To-Go" bag in the main office with first aid supplies and emergency contact information for all students and staff.
- Fire drills are practiced once each month, and shelter-in-place drills every three months to prepare children in case of an emergency.
- Emergency evacuation plans are posted in each room and attached in this handbook
- Annual inspections by the local fire inspector.

If an emergency requires evacuation, we'll notify you as soon as the children have been relocated to a safe area.

Fire

- A fire drill is held monthly throughout the year. The signal for the drill or actual fire is a fire bell, which will sound from the seedlings and sprouts rooms. Those who have difficulty walking or have other physical limitations will be excused from all drills. We will leave in an orderly fashion according to the evacuation plan posted in the facility and, under staff supervision, proceed to the front of the school facing Kihapai Street, or exit via the Kawainui Marsh side gate under teacher supervision. After roll call and the all-clear signal, we will return to the school. This procedure will be timed.
- In the event of an actual fire, our evacuation procedures and destinations will be the same as the drill.
- In the event of an evacuation order, we will walk and meet at the Kailua District Park (near the pavilion) located at 21 S Kainalu Drive, Kailua, HI 96734 (phone: 808-266-7652). You will be called to pick up your child.

Shelter In Place

When an emergency does not allow for evacuation, we will **Shelter in Place** and take refuge in our own classrooms. **Lock Down:** A lockdown takes place if an internal or external threat is identified at the school. No entry into or exit from the school will be allowed until an "all-clear" announcement is made. All school doors are locked, and students are confined to classrooms.

Emergencies that may require shelter in place or lockdown include but are not limited to:

- Security threat at school or in the neighborhood

- Agitated or aggressive person
- Police helicopter activity – until cause is confirmed.
- Down electrical wires

Tsunami

NOAA defines a tsunami as:

Giant waves caused by earthquakes or volcanic eruptions under the sea. Out in the depths of the ocean, tsunami waves do not dramatically increase in height. But as the waves travel inland, they build up to ever greater heights as ocean depth decreases. The speed of tsunami waves depends on ocean depth rather than on the distance from the source. Tsunami waves may travel as fast as jet planes over deep waters, only slowing down when reaching shallow waters. While tsunamis are often referred to as tidal waves, oceanographers discourage this term because tides have little to do with these giant waves.

Below are the definitions of common tsunami announcements:

- Tsunami Watch: Be Aware—A distant earthquake has occurred. A tsunami is possible. Stay tuned for more information. Be prepared to act if necessary.
- Tsunami Advisory: Take Action—A tsunami with potential for strong currents or waves dangerous to those in or very near the water is expected or occurring. There may be flooding of beach and harbor areas. Stay out of the water and away from beaches and waterways. Follow instructions from local officials.
- Tsunami Warning: Take Action—Danger! A tsunami that may cause widespread flooding is expected or is occurring. Dangerous coastal flooding and powerful currents are possible and may continue for several hours or days after initial arrival. Follow instructions from local officials. Evacuation is recommended. Move to high ground or inland (away from the water).

Our facility is in a Tsunami Evacuation Zone, which means there is a probability of an occurrence, and we are in a high-impact zone. We will need to evacuate under an extreme tsunami warning. For the children's safety, we may elect to activate a school closure at the Tsunami Advisory threat level to avoid confusion and try to pick up your child in an emergency.

If evacuation is ordered by civil defense, we will follow the guidance of the proper authorities. Kailua District Park is located at 21 S Kainalu Drive, Kailua, HI 96734 (phone: 808-266-7652), or other shelter designated by the Department of Emergency Management. When the Civil Defense sirens sound, we will tune in to the Official Broadcasts channel KSSK on the radio.

We will continue to care for your loved one until you are able to pick up. Please be aware that a city-wide evacuation may result in traffic gridlock. We urge all families to minimize traffic and avoid picking up family members until the ALL CLEAR is sounded.

Hurricane / Tropical Storm

A hurricane is a type of storm called a tropical cyclone, which forms over tropical or subtropical waters. A tropical cyclone is a rotating low-pressure weather system with organized thunderstorms but no fronts (boundaries separating two air masses of different densities). Tropical cyclones with maximum sustained surface winds of less than 39 miles per hour (mph)

are called tropical depressions. Those with maximum sustained winds of 39 mph or higher are called tropical storms.

When a storm's maximum sustained winds reach 74 mph, it is called a hurricane.

Below are the definitions of common hurricane announcements:

- A watch lets you know that weather conditions are favorable for a hazard to occur. It literally means "be on guard!" During a weather watch, gather awareness of the specific threat and prepare for action - monitor the weather to find out if severe weather conditions have deteriorated and discuss your protective action plans with your family. Watches are issued 48 hours prior to the arrival of a hazardous storm.
- A warning requires immediate action. This means a weather hazard is imminent - it is either occurring (a tornado has been spotted, for example) or it is about to occur at any moment. During a weather warning, it is important to act grab the emergency kit you prepared in advance and head to safety immediately. Both watches and warnings are important, but warnings are more urgent. Warnings are issued when the storm could affect Oahu within 36 hours or less.

When a Hurricane warning is issued, the Director will decide whether to close the school. Warnings are typically issued far enough in advance (36 hours) to allow the school to remain closed as we are not yet open for the day. If evacuation is necessary, we will evacuate to Kalaheo High School, or to another shelter designated by the Department of Emergency Management.

Stay tuned to an Official Emergency Broadcast for school closure.

Earthquake

An earthquake is a sudden and violent shaking of the ground, sometimes causing great destruction, resulting from movements within the Earth's crust or volcanic activity. If we are inside, we will stay indoors and immediately take cover under tables and desks. If outdoors, we will stay outdoors and move toward the open area of the playground near the fence, away from electrical lines, tall buildings, and trees. When the shaking stops, the Director will treat and care for injuries and evaluate the condition of the school. If the facility is sound, we will remain in place and listen for Civil Defense instructions. If the facility is damaged, we will evacuate to Kalaheo High School.

Flood

Our facility is located in an identified flooding zone. In the event we are advised to evacuate, we will evacuate the school to Kailua District Park, located at 21 S Kainalu Drive, Kailua, HI 96734 (phone: 808-266-7652), or to another shelter designated by the Department of Emergency Management. When the Civil Defense sirens sound, we will tune in to the Official Broadcasts channel KSSK on the radio.

We will continue to care for your loved one until you are able to pick up. Please be aware that a citywide evacuation may result in traffic gridlock. We urge all families to minimize traffic and avoid picking up family members until the ALL CLEAR is sounded.

If public schools on Oahu are closed due to a disaster-related event, we will also close. Under no circumstances will we close until all school participants have been picked up.

In the event of an emergency that results in evacuation, lockdown, shelter-in-place, or relocation, we will notify the Department of Human Services within one working day of the occurrence.

Insurance

Sunshine School has liability insurance in the amount of \$1,000,000 per occurrence for personal injury and property damage and \$2,000,000 general aggregate.

School Policies

Mandated reporting requirements

It's our mission to ensure all children in our center are safe and well cared for, not only while they are at our center, but at all times. Hawaii state law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement.

Those who fail to report can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. Our school will offer full cooperation during the investigation of the reported incident.

- Should a staff member have reason to suspect abuse, they will contact the director or administration and follow up with an immediate phone call to Child Protective Services. If an administrative staff member is unavailable, staff members have the authority to make the call and to prepare a written report of the account.
- Sunshine School will not hire a person who has been convicted of abuse of any type, and all staff undergo a fingerprint and criminal background check before employment begins. All staff members will have a cleared criminal history check.
- All staff members are responsible for protecting all children from abuse from any child or staff member.
- All staff members are required to report any suspected cases of abuse, whether it is suspected at Sunshine School or away from Sunshine School.
- All staff receive training in recognizing and responding to child maltreatment, including abuse and neglect.
- Sunshine School strictly prohibits the mistreatment, neglect, or abuse of any child in the program by any staff member. Any employee found in violation of the abuse and neglect policies shall be immediately terminated.

Smoke-Free and Weapon-Free Environment

Sunshine School and both playgrounds are smoke-free and tobacco-free environments. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, should not be permitted on the premises of the childcare center or during any off-premises activities. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including Sunshine School, unless carried by a law enforcement officer.

Transportation

Sunshine School does not transport children to and from school or for any off-premises activities. Parents are expected to provide transportation for their children.

Babysitting

We recognize that our staff members are highly trained, wonderful people who often know your child best, next to you, and that you may want to enlist them for babysitting services. Any arrangement between a family and a Sunshine School employee for employment or services outside the program, or for services provided by Sunshine School, is an individual endeavor and a private matter, not connected to or sanctioned by Sunshine School.

Program Oversight

Our program's quality and compliance with State laws are carefully regulated and evaluated annually by the Department of Human Services. In addition, we also ask parents to complete and return an evaluation of the program annually and sometimes intermittently. Summaries of evaluations are presented to our Board of Directors to enable them to monitor the quality of our services.

Code of Ethical Conduct

For an updated NAEYC Code of Ethical Conduct, please go to www.naeyc.org.

Commitment to Diversity

Tolerance and understanding are fostered by positive exposure to various ages, genders, lifestyles, family structures, races, cultures, religions, and physical abilities. Therefore, we emphasize an environment that welcomes diversity and challenges bias and discrimination.

Grievance Procedure

Disagreements may occur, even with the best of intentions. Experience has taught us that open Communication is the key to maintaining a positive relationship. The adults must demonstrate the cooperative; compassionate communication we want our children to imitate. If you are concerned, please discuss it with your child's teacher or the staff involved. If the concern is not resolved to the satisfaction of all parties, a meeting can be arranged between the people involved and a member of the administration. At that time, a course of action can be determined.

Disputes

Any dispute or controversy relating to PSI Child Centers (dba Sunshine School) which cannot beresolved informally between the parties shall first be submitted to mediation, and if the parties remain unable to resolve the dispute or controversy, be settled or resolved by a confidential binding arbitration in Honolulu, Hawaii by a single neutral arbitrator.

Informal Procedures

A parent should first attempt to resolve any grievance through discussion with the relevant teacher(s) or other involved persons. If the parent's concern is not adequately addressed through an informal discussion with the teacher and/or staff involved, the parent should next attempt to resolve the grievance with the Director. If the grievance cannot be resolved informally, the parent may initiate a formal grievance procedure.

Formal Grievance Procedure:

In instances where informal means are ineffective or otherwise not feasible, the school offers these more formal grievance procedures. Grievance proceedings and information shall be kept confidential at all levels to the extent possible and permitted by law. A parent grievance is a formal written claim by a parent or group of parents identifying the concern, identifying the individual or group's resolution attempts, and identifying any law, policy, or practice that is implicated by the concern. No one shall retaliate against a parent who files a grievance under this policy (or against a student whose parent files a grievance) in good faith.

Level One

Director Requests a Conference. A parent may, by written request, seek a formal conference with the Director to address an unresolved grievance. The request shall succinctly describe the specific grievance(s) and related details, identify any specific policy, rule, regulation, or law believed to have been violated, and provide other relevant information to help the supervisor adequately understand the nature of the grievance. The request shall be filed within fifteen (15) business days of the most recent incident(s) or last informal attempt to resolve the grievance, provided that such attempt was made within ten (10) business days of the last incident. Following receipt of the written request, the Director shall, whenever possible, hold a conference with the aggrieved parent(s) within ten (10) days. Within five (5) business days following the conference, the supervisor will state in writing his or her decision regarding the grievance, and a copy will be given to the parents.

Level Two

Appeal to the Board: Appeal of Rights and Discretionary Appeals. If a parent is not satisfied with the disposition of the grievance at Level One, the parent may, within five (5) business days of receiving notice of the decision of the Director, submit a written request to the Board of Directors to appeal the Director's decision and to request a formal meeting. Within five (5) business days of receiving the written request for appeal, the Board President shall issue a written notice to the parent and the Director indicating whether the Director's determination is "final" in nature or whether the Board, in its discretion or by right of appeal, shall grant a meeting. The notice shall also specify if a meeting is arranged, the time at which it will occur, and the guidelines by which it will be conducted. When a meeting is granted, a panel consisting of at least three board members shall hear the grievance within ten (10) business days of the date the President's notice is issued to the parent. The Board Panel may affirm, reverse, or modify the Director's decision. Following the meeting, the parents and the Director shall be informed in writing of the panel's decision within five (5) business days thereafter, whenever feasible. The decision of the Board panel is final.

Legal Information

Nondiscrimination

Sunshine School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing staff, selecting volunteers and vendors, and providing services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, and vendors. Sunshine School is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Americans with Disabilities Act

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws governing the provision of services to individuals with disabilities.

Record Retention

Sunshine School complies with the requirements outlined in the "Records Retention and Disposition Schedule" developed by the State of Hawaii.