



Family Handbook
2022-2023

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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 by highly trained staff, low teacher/child ratios, specialized curriculum, and contracted therapy services. At Sunshine School, we value the importance of character, commitment to the family, commitment to the community, respect for the individual, and celebrating 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 other's 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 the 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 is equipped with environmentally friendly Jimmy Jolly custom-designed play structures. The back playground is CPSI (Certified Playground Safety Inspection) certified and meets needs 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 7:00am to 5:30 pm, with the full day ending at 3:00 pm (pick up time is between 2:30 - 3:00pm). 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 environment preparation for the new school year, (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 different backgrounds and strengths to provide diverse talents, knowledge, and skills to the school. Interested parents are encouraged to contact director for more information.

Staff

The quality of the program is due to the quality of the staff. It is vital to attract staff that is experienced and knowledgeable in the field of early childhood. Sunshine School is fortunate to have an inspired and committed staff dedicated to quality early child education.

Director:	Julie Kalakau	director@sunshineschoolkailua.com
Office Manager:	Renee Kaleiopu	office@sunshineschoolkailua.com
Cook:	Kobey Takushi-Koverman	cook@sunshineschoolkailua.com
Seedlings:	Shyla Layugan Nikki Nakamura	seedlings@sunshineschoolkailua.com seedlings@sunshineschoolkailua.com
Sprouts:	Raina Kahanu Kali Higa	sprouts@sunshineschoolkailua.com sprouts@sunshineschoolkailua.com
Shoots:	Kelly Friel Maya Cummings Tina Puricelli	shoots@sunshineschoolkailua.com shoots@sunshineschoolkailua.com shoots@sunshineschoolkailua.com
Sunshine Plus:	Genevieve Dunn	sunshineplus@sunshineschoolkailua.com

All teachers are qualified in the field of 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. Our school is regularly inspected to ensure that all aspects of our program meet or exceeds 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, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios.

Accreditation

Sunshine School is seeking reaccreditation through the National Association for the Education of Young Children (NAEYC). Sunshine School is undergoing a comprehensive internal self-study, invited external professional review to verify compliance, and to ensure compliance with 10 high quality standards and early childhood criteria.

Enrollment Process

A parent tour is the first step in the enrollment process. Parent tours are available by appointment only. The tour consists of touring the campus and classrooms, sharing information on our philosophy and teaching methods and to answer any questions. An application form will be available at the parent tour. Parents interested in enrolling in our program can return the application form with a \$75 non-refundable application fee. Upon receipt of the application and payment of registration fees, the parent receives confirmation of receipt via email and is placed on our waitlist for future enrollment.

When a space becomes available parents will receive an enrollment agreement and are asked to confirm enrollment and pay a \$350 deposit, which is credited to 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 regular day (with pick up between 2:30-3:00 pm) or add enrollment to our Sunshine Plus program (until 5:30 pm). Space is limited in the Sunshine Plus program enrollment so early enrollment is recommended.

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

Tuition / Tuition Aid

Tuition is monthly-based and payable by 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 is inclusive of meals, t-shirt, fieldtrips, 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

There are no credits 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 pre-school community and can provide a limited amount of financial assistance to several families.

Application forms are available through the office. Financial aid is granted on the basis of 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 families that are interested be on the waitlist for upcoming openings as we can only fill spots when they become available, and we take next students from our waitlist.

Withdrawal

If you need to withdraw your child from Sunshine School, you must give 30 day advance notice in writing. 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

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 resting, family style meals, morning meetings, and small group teacher-directed activities. The school's routine emphasis' 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 table and sweep up their area.

Curriculum

Each of our three classrooms include 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 resting, family style meals, morning meetings, and small group teacher-directed activities.

We develop a sense of community through chores or jobs, which each child selects and accomplishes 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 having them donate items (empty milk cartons, egg cartons, etc.) for 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 go through a period of quiet sitting while teachers do a guided visualization with them. Children take turns to express their thoughts and feelings. A story and songs with movement are also a part of the meeting.

An integrated unit of study is used as the vehicle for organizing activities and preparing the classroom environment. For example, for the unit *Life Cycles*, children observe the life cycle of a butterfly and/or a plant, as well as reflect on their time as an infant to a preschooler and soon, to a Kindergartener. Teachers also observe the children in order to create units of learning that interest the 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 of 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 or feelings, the child will receive statements and support or attention. Parents will be informed about the on-going 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 based on forming positive relationships. One of our first steps is doing a home visit, the purpose of 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 him or her to select 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 available, you and the teachers can decide on an alternative location.

Learning Trips

The children go on field trips and watch theater troops perform at the school throughout the year. Destinations for field trips 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 in 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. A backpack with a water bottle, extra clothes, and a healthy home lunch should also be provided by parents for children to use during the trip.

Each classroom will provide the morning snack for the field trip. We ask that families avoid gift shops, vending machines, snack carts, restaurants, etc. and not give treats or snacks to the children while on the field trip. We want to ensure the children’s health and safety, especially if a child has an allergy or intolerance or lifestyle preference.

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 the learning experience! Children deserve your undivided attention to ensure a safe, engaging, and fun field trip for the entire class.

Assessment

Child assessments is a vital component of all high-quality early childhood programs. Assessment is essential to understand and support young children's development. Sunshine School uses an ongoing assessment approach consisting of observations, photos and work samples that are 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 for referral to an outside agency for additional diagnostic screenings and assessments.

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, more 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-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 and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

- **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 wait time without activity. 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 to 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.

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 shall 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 discipline 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 on file 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 enacted due to procedural safeguards and due process rights ensured 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.

Despite these efforts, some children may continue to exhibit significant, challenging behaviors.

The following steps will be completed if a child must be removed for challenging behaviors that constitute an imminent danger to the child or others:

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 your child'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 may arrive any time after 7:00 am, but please no later than 8:30 am to ensure greeting and easy assimilation into their group. Pick up time for the full day program between 2:30 pm and 3:00 pm. A late fee will be assessed for all children picked up after 3:00 pm. The Sunshine Plus program is a fee for service program that runs from 3:00 pm to 5:30 pm and requires enrollment to the program. Late fees for children picked up after their scheduled pick-up time will be charged \$5.00 per every 15 minutes The fee will be calculated to the nearest half hour interval. **Sunshine School closes promptly at 5:30pm.** If it is not possible for you to pick up your child by 5:30 pm, alternative arrangements must be made. The charge for pick up after 5:30 pm is \$25.00 for each quarter-hour or fraction thereof.

Parking lot is available for pick up times. If the parking lot is full, please park across the street or drive back around as to not block the drive through area. Please be mindful of safety in the parking lot. In consideration of others limit time to 5-10 minutes in parking lot. If you will be at school for an extended period of time, please park across the street. Do not leave children unattended in parked vehicles for safety.

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 (at 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 that you specified on school forms, may pick up your child. It is the parent's responsibility to inform the

school if someone other than those indicated will be picking up the child. All persons must show identification.

Change Departure

It is important to sign your child out each day. You can sign your child out on 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 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 believe you will arrive after 5:30 pm, please alert the Sunshine Plus teacher as soon as possible. Failure to pick up your child or contact Sunshine Plus staff, and 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 teacher. For your child's safety, any time a person 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 that is individualize for their students' needs and developmental level. 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 runs between 3:00 pm -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 the attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child. Each classroom has a schedule posted that lists approximate times of activities. 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 in which the children move freely throughout each day. The variety of learning centers or stations include: 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 to deepen the understanding of the curriculum being presented and to 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 through community members as well as a cultural

experience 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 inside, we find safe and fun ways to get active indoors. 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 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 that are required for meals and snacks, as well as the 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 on the physician's note should include the student's name, allergy or intolerance, with the physician's signature and date. No white out forms will be accepted. Parents will provide the substitute for food allergies and sensitivities that will 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 type of foods their family consumes (e.g., vegan, vegetarian, gluten free, and/or organic). Families are able to supplement the meals offered by the school or bring in their own meals in a lunch box that 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.

It has been the experience at Sunshine School that children will eventually try foods at school that they may not consume at home simply because the other children are eating them. During mealtimes, students and staff are sitting together and engaging in conversations. Staff uses positive reinforcement to encourage children to try new foods. We encourage a "thank you bite" during meals in appreciation of our cook and to encourage trying new foods.

Special Dietary Needs

We can provide allergy-friendly alternatives with documentation from a doctor for students with food allergies or intolerances. If your child has dietary restrictions, please work with our cook to ensure we meet your child's needs and if special items such as soy milk is necessary, it is the

responsibility of the parents to provide the special items. 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 separate them by placing 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 put on and take off their own slippers or shoes independently. 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 maybe 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 be provided with 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 in 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 using nuts) and commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary

restrictions. Please do not send in any high sugar treats or candy, which may be 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 with the new teacher about your child's strengths, areas for growth, and supportive strategies. 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 cannot be 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 out on the internet 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 (found on website) will need to be accompanied with the evaluations that allow the release of information from the school.

Communication

Open lines of communication between parents and teachers are highly encouraged and are maintained through informal conversations, written notes, Bloomz app, emails, and parent-teacher conferences

Teachers from each class share experiences and daily happening through Bloomz posts, daily notes on bulletin board, highlights of the week, skills being promoted, 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, which include the unit of study and classroom activities with the related skills, goals, or standard will be provided. These plans will be posted in the classroom and will emailed to the parents.

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

Parent Advisory Council (PAC)

All Parents are a part of the Parent Advisory Council. PAC meetings are held approximately every 6-8 week and is a vital resource for Sunshine School, allowing parent interaction with the staff and other parents. The purpose of the meetings is to provide value 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 conducted by a staff member, early childhood professional or other resource person to provide tips, strategies and information related to 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 in some way on a regular basis. Parent participation in the classroom truly enhances the child's learning environment. You can share in the learning experience of your child while enriching the lives of others. The quality of the school experience is the result of 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.)
- Make 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 with 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 with the school's annual fundraising efforts to raise funds for school improvement
- 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 to have you 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. Family Conferences are designed:

- To guide families and teachers with a way of sharing valuable information about their child.
- 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.

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 the opportunity to follow the progress that their child is making. During these conferences, the teacher will present your child's portfolio, 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 for your child, please reach out to your child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

Family Support

While specializes 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 that we can 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.

Home Language

It is important to Sunshine School that all families are given the opportunity to fully understand, interpret, and become 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 makes a request.

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.

Update to COVID response

Notification of Return to normal programing and update to Health and Safety Policies

Effective August 2, 2022

Sunshine School will be transitioning to a “living with the virus” vs a pandemic response effective August 2, 2022, Sunshine School’s focus and commitment is to the health and safety of children, families, and staff. Every effort is being made to ensure the safest environment possible and we will continue with our sanitizing and mitigating 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 as soon as possible of any changes.

The Department of Human Services, the Department of Health and the CDC highly recommend vaccination as the leading 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 will return to our pre-covid programing. The family handbook provides details about our program and our policies. It can be found on our website. We will return to family style meals, comingling or combining classroom or students, and all aspects of our program will resume.

Continued Health and Safety Mitigation Strategies

Morning Health Screening

You will be asked to affirm that your child is well and symptom free at drop off. This means that your child has not required medication or show symptoms of illness for the previous 24 hours. Drive through drop off will continue, you drive up and check in with a staff member and your child enters school.

Pick up changes

Parents will park and enter the school to pick up their child. Pick up involves signing out, checking parent pocket, art file and checking your child out with staff member. Please be respectful of others by keeping a safe distance and limiting time on campus to ease parking congestion.

Masks

Masks will be optional unless otherwise indicated by state policy. If you would like your child to wear a mask daily, please communicate with your child’s teacher. It is your responsibility to provide masks for your child.

Healthy Environment

Staff will continue to follow the following mitigation 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 who are diagnosed with a contagious illness, families are asked to follow the advice of their medical professional. Children may return with a cleared doctors note. A 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 where we check and observe a child's behavior/mood and physical condition, including breathing, skin, eyes, ears, nose, and mouth. Additionally, we ask that you please alert us of anything out of the ordinary we need to know regarding sleep, appetite, bowel movements, urination, mood, and behavior at home and/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.

Health

If your child is unable to attend school, please notify the teacher via a phone call 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 they must stay home.

A fever is 100.4 or higher. If a child is sent home from school, they will be allowed to return to school when they are fever and symptom free without being 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 contagion and promote the health and safety of your child. 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 make them comfortable, away from the other children, but with a familiar caregiver. A parent will immediately be called to come and pick them up. Sunshine School is not able to provide arrangements to care for sick children. Parents are required to respond as soon as possible, concerning the sick child when contacted by Sunshine Staff. If we cannot reach the parent within thirty minutes, we will reach out to the family's emergency contacts as stated on enrollment/annual forms. If the illness warrants, 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 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 dispersed to all food service areas. Staff is advised of action plans and procedures.

Whenever possible, we recommend that you administer medications at home. To help with medication scheduling, you may consider asking your health care provider for prescriptions with 12-hour dosages. At the center, medications will be administered in accordance with Department of Human Services regulations and the policies described below.

Medical Needs

For children with chronic health needs or require health services, a medical action plan shall be completed. The Special Care Plan must be updated annually and when changes to the plan are made by the child's parent or health care professional. Blank Special Care plans may be found on school website at www.sunshineschoolkailua.com/enrollment-2020-2021. 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) or 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 dosage on the medication form, listing time, amount given, and initial. 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 considered confidential and treated as such.

- 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 our 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 the 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 and the expiration date
- If the medication is provided via pharmaceutical samples; they must be stored in the manufacturer's original packaging, shall be 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 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 amount and frequency of dosage 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, Epi-pen, Diastat, 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/enrollment-2020-2021 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 the case of an emergency. All staff members have trained on 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 that 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) The medical conditions or allergic reactions
- c) The names of the authorized over-the-counter medication
- 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 a Sunshine School standing authorization for up to 12 months to apply over-the-counter topical ointments, topical teething ointment or gel, lotions, creams, and powders, such as sunscreen diapering creams, baby lotion, and baby powder, to their child, when 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 \(sunshineschoolkailua.com\)](#). 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, such as 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 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 backed by many years of scientific study and data on 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 practice of grandfathering, 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 from the school any child who has not been fully immunized. 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 immunizations guidelines and adheres to ACIP's list of medical conditions for contraindication to vaccinating. If vaccines are not completed by the standard schedule the medical consultant or director will review to ensure that 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 medical reports are turned in to the office.

As the child receives new immunizations, the date and type of shot or immunization should be reported to administration to be added 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 specifically washed, sanitized, and air-dried once a week and as needed when mouthed or soiled in some way. All surfaces and toys are sanitized and air-dried daily upon arrival and departure. For more specifics about the frequency and type of cleaning that occurs for each surface at direct, please reference the NAEYC Cleaning, Sanitizing, and Disinfecting Frequency Table.

Hand Washing

Handwashing has long been established as one of the most important things to prevent the spread of illness.

In our school, hand washing requirements for staff are as follows:

- Upon arrival at school/center
- Before and after setting up snacks/food for student consumption
- Before and after helping students use the bathroom

- After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes
- After handling an ill child
- After using the bathroom or taking care of other personal needs (i.e., nose-wiping) and eating

In our school, hand-washing requirements for students are as follows:

- Upon arrival in the morning
- After using the bathroom
- Before and after eating food
- Before and after sensory play
- After they have touched a child who may be sick or who has handled soiled items
- After blowing/wiping their nose

The required method for handwashing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse hands well under running water and dry thoroughly with a clean paper towel.
- Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

Universal Precautions

Sunshine School follows universal precautions to prevent the transmission any bloodborne pathogens. Universal precautions refer to infection control measures that all health care workers and childcare providers follow to protect themselves and the children in their care from disease-producing 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 Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
4. 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 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. 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 associated with children's clothing becoming entangled with equipment. Families are asked to ensure children do not come to school with clothing items that create more of a risk (ie: long necklaces, scarfs, sweatshirts, or clothing with drawstrings). If staff members determine a child's clothing may be a risk, they will have the child change their clothing or remove the item that poses a possible risk.

Injuries/Accidents

Your child's safety is of our 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 always has a small first aid kit with them. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on 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 you to keep this information current and supply names and phone numbers for 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 if a lockdown becomes necessary. 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 phone numbers are posted by all phones.
- 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 the 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 by the Kawainui Marsh side gate under the supervision of the teachers. After a role call and 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.
- Should our facility be damaged by fire to the extent that we are unable to occupy it, we will temporarily be housed at the Kailua District Park located at 21 S Kainalu Drive Kailua, HI 96734 (phone: 808-266-7652). You will be called to pick up your child.

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 higher and higher heights as the depth of the ocean decreases. The speed of tsunami waves depends on ocean depth rather than the distance from the source of the wave. 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, this name is discouraged by oceanographers 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 take action 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 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 an Extreme Tsunami Evacuation Zone (marked in yellow on the map) which means there is a low probability of an occurrence, but we are in a high impact zone. We will

need to evacuate under an extreme tsunami warning.

The school will evacuate to Kailua District Park 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 that has organized thunderstorms but no fronts (a boundary 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 take action: grab the emergency kit you have 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 make the decision 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 located at 730 Iliaina St. Kailua, HI 96734 or other 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, as a result of movements within the earth's crust or volcanic action. 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 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 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 are closing for a disaster related event on Oahu, we will also close. Under no circumstances will we close until all school participants have been picked up.

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 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 undergoes 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, shall 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 and are often the people that 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 and services of Sunshine School is an individual endeavor and private matter, not connected 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 have a concern, 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 persons 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 be resolved 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 a grievance cannot be resolved in an informal manner, 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 Request 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, and shall identify any specific policy, rule, regulation or law believed to have been violated, and shall 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, conduct 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 with regard to the grievance and a copy will be given to the parent.

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 granted, the time it will occur and 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 decision of the Director. Following the meeting, the parent and Director shall be informed in writing of the panel's decision within five (5) business days after the meeting, 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 of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients. 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 pertaining to providing 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.