



Welcome to our School!

## New Family Guide



### Planning for Your First Day at The Sunshine House

Welcome to The Sunshine House!

Enclosed are our most frequently asked questions to help you prepare for your first day.

#### 1. Download our mobile app



- Stay connected to your child's classroom by downloading the MySunshineHouse app!
- Get photos and videos, send messages, get updates on diapering, naps, and meals, pay tuition and access billing info, and more.
- Ask your Director how to get started.

#### 2. Committed to health & safety



- Our schools follow strict health, safety, and disinfection guidelines from the CDC and state departments of health. Our teachers are trained on these practices, and are also certified in first aid and CPR.
- As a state licensed childcare facility, we are required to follow state health and safety guidelines.
- Please contact your school for current community-specific guidelines regarding drop-off and pick-up, masking, and more.

#### 3. What should your child wear?



- Your child should wear comfortable, seasonally-appropriate clothes that can get dirty.
- For your child's safety, only sneakers with a skid-resistant sole are permitted. Crocs, sandals, flip-flops and boots are not permitted (no matter how adorable, children can easily slip and fall while playing).
- Please do not send your child to school with necklaces, hoop or dangling earrings due to the risk of having these items accidentally pulled or caught during play.

#### 4. What should you bring?



- Please bring at least one complete change of seasonally-appropriate clothing, labeled with your child's name.
- Bring a family photo we can display! We want our classrooms to reflect our families.
- If your child is in the toddler, preschool or Pre-K classrooms, you may bring a small blanket for quiet time.
- Please do not bring food or send money, valuables or toys with your child.

## 5. Dropping your child off



- Use the front door code provided by your Center Director to enter our school.
- Once you arrive, sign-in your child using the iPad in our lobby. Your Center Director will provide you with log-in instructions.
- Accompany your child to the classroom, and ensure a teacher is aware of your arrival.

## 6. Get to know your child's classroom



- Place belongings in your child's classroom cubby for safekeeping. This space is also used for letters or progress reports to take home.
- Check your classroom's communication board for lesson plans, calendars and menus. Your teacher will also post classroom activities, so please check to keep informed about what your child is working on!

## 7. Picking up your child



- Please pick up your child from the classroom.
- Sign-out using the iPad in our lobby.
- Because we are open from early morning to late evening, our teachers have varying shifts. For this reason, you may see different teachers in your classroom in the afternoon. Additionally, when there are fewer children present, we may combine classrooms and you may pick up your child in a different classroom. You will be notified of this change by your Director or through signs on classroom doors.

## 8. Food and nutrition



- We serve a healthy breakfast, lunch and afternoon snack prepared on-site daily.
- Our menus are planned by a licensed nutritionist and follow USDA recommendations. Our menu is posted in advance, so you'll always know what is being served.
- We always provide a vegetarian option.
- We adapt menus based on your child's allergies and/or food sensitivities.

## 9. Safety precautions



- Our school is secured with electronic key-pad entry, so only authorized staff and families may enter.
- Our schools feature security cameras in all classrooms.
- Playgrounds are fenced and secured with gates to ensure your child can play outdoors safely.

## 10. When to keep your child at home



- For everyone's safety, please do not bring your child to school if he or she is experiencing any of the following: contagious illnesses or parasites (lice, scabies, skin sores or rash, pink eye, etc.), diarrhea, vomiting, or temperature of 100.4° F or higher.
- If your child develops these symptoms or comes to school with these symptoms, we will contact you to pick your child up.

## 11. Tuition and payment



- You will be emailed weekly tuition invoices. Tuition is due on Monday for the upcoming week.
- A \$30 late fee will apply for payments not made by close of business on Tuesday. If payment has not been made by Friday, your child may not attend the following Monday.
- We accept debit and credit cards and ACH payments via the MySunshineHouse app. Auto payments are also available.

### About The Sunshine House Early Learning Academy

At The Sunshine House, your child will build a solid social and educational foundation – with all the fun of childhood mixed in!

We offer programs for children 6 weeks to 12 years old. Our childcare and early education programs focus on school readiness, social, emotional and intellectual development, literacy, problem-solving skills, and what every child needs – love and care.

We're glad you have chosen to be a part of our family! Visit [sunshinehouse.com](http://sunshinehouse.com) for more information.

**Our Vision:** Partnering with families to create a better world.

**Our Mission:** Providing high-quality care and education –every child, every family, every day.

  
**Sunshine House**  
EARLY LEARNING ACADEMY  
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