



sunshine

LEARNING & ENRICHMENT CENTER

PARENT HANDBOOK

2026 – 2027

Table of Contents

Appendix.....	
Welcome.....	
Program Philosophy.....	
Mission and Vision statement	
Curriculum	
TSR.....	
TRS.....	
Hours, days, and months of operation.....	
Holidays.....	
Weather related closures.....	
Procedures for release of children.....	
Illness and exclusion criteria.....	
Procedures for dispensing medication (not given)	
Procedures for handling medical emergencies.	
Procedures for parental notification.....	
Emergency Contact Logs.....	
Discipline and guidance practices.....	
Guidelines for persistent inappropriate behaviors.....	
Guidance for withdrawal.....	
Absences.....	
Behavior Guidance plan for parents.....	
Touch Policy.....	
Meals and food service practices.....	
Hearing and Vision screening requirements.....	
Immunization requirement.....	
Tuberculin testing requirements.....	
Enrollment procedures, including how and when parents will be notified of policy changes	
Personnel working with children.....	

Sunshine Academy Parent Operational Handbook

Fees for service.....	
Late Fees.....	
Return Checks.....	
Tax Receipts.....	
Transportation	
Field trips.....	
Water activities.....	
Fire Drills/ Carbon monoxide test.....	
Severe Weather drill.....	
Animals.....	
The procedures for parent to review and discuss with the child-care center director.....	
Open Door Policy/ Communication.....	
Conferences.....	
Confidentiality Policy.....	
Grievance Procedures.....	
Non-Custodial Parent.....	
The procedures for parent to participate in the child-care center's operation and activities	
Parent Involvement.....	
Calling All Room Parents!.....	
Parent Organization.....	
Community Resources.....	
Breastfeeding Policy	
Safe Sleep (attached form)	
Surveys.....	
A Typical Day at "Sunshine Academy"	
The procedures for parents Copy of Minimum Standards	
How to contact Licensing office, PRS child abuse hotline, and PRS website.....	
Gang Free Zone.....	
Emergency Preparedness Plan.....	

Conducting health Checks/ Emergency Vaccine Preventable
Disease.....
Support local business
Acknowledgement.....

Appendix I

Welcome to Sunshine Academy! We are happy that you selected our team of dedicated professionals who continually strive to offer an accelerated approach to education. The Child Development Center is committed to excellence and the development of principles and values that lead and guide our children to be productive citizens.

In order for us to be true partners in your child's total development and education, we strive for parent involvement and strong communication. We have an “open door” policy and invite you to visit the classroom during core times of the day. Our staff welcomes any comments or suggestion and views the families are an integral part of our community.

Sunshine Academy offers services for children of the community without regard of sex, race, creed, religion, color, national origin or handicap.

The Texas Department of Family and Protective Services licenses the center. The center is licensed to provide care for toddlers – 12 years of age during the school year August – June.

Program Philosophy

Children are born unique, creative and capable. The challenge for education is to support these strengths and abilities so that each child can grow and develop lifelong skills for problem solving, independence, curiosity, cooperation and a positive attitude for learning. Our goal is to join with families in the education of their children. Together we create a community of learners in a supportive, nurturing environment that values our diversity and celebrates our differences. Everyone has an equal right to belong and make choices and to be respected for their uniqueness.

Sunshine Academy values people: the children in our care, their families, and our educators. Our goal is to make childhood a wonderful and rich experience for every child who enters our doors. We guide with love and understanding because one of the most important gifts we can give a child is the gift of a healthy self-esteem. We respect each child, nurture their spirit, and embrace every culture so that children feel included.

Slogan Building strong roots, for a bright future. ™

Mission and Vision Statement

Sunshine dedicates itself to providing the best possible education for our students. We believe in providing a safe and nurturing environment in which every child experiences success and growth of self-esteem.

Our children develop positive social skills and values and learn about their world through age-appropriate play, projects and activities. We provide a stable, secure, learning environment that fosters a solid foundation for lifelong success.

What does Sunshine Academy offer?

- ❖ Safe and loving professional environment.
- ❖ Nutritionally balanced meal and snacks served daily.
- ❖ Pre-kinder readiness skill to prepare children for kindergarten.
- ❖ A smoke free environment.
- ❖ Developmentally appropriate toys and equipment safe for your child.
- ❖ Pamphlets on continuous education and updated resources for parents.
- ❖ Monthly newsletters sharing helpful information and special activities.
- ❖ Toddlers get a "daily report" on their daily schedule (online).
- ❖ Teachers with experience in early Learning Center.
- ❖ Teachers with continuous education.
- ❖ Semi-annual progress reports on your child's growth and development (August, December and May).
- ❖ Texas School Ready certified program.
- ❖ Texas Rising Star program.
- ❖ CCS approve.

Curriculum

TSR Texas School Ready Texas School Ready is a comprehensive preschool teacher training program combining a research-based, state-adopted curriculum with ongoing professional development and progress monitoring tools. The goal of this program is to help children be better prepared for school. For more information visit: <https://texasschoolready.org/>

TRS Texas Rising Star The Texas Rising Star program is a quality-based child care rating system of child care providers participating in the Texas Workforce Commission's subsidized child care program. TRS Certification is available to Licensed Center and Licensed and Registered Child Care Home providers who meet the certification criteria. The TRS Provider certification system offers three levels of certification (Two-Star, Three-Star, and Four-Star) to encourage providers to attain progressively higher certification requirements leading to a Four-Star level.

A Texas Rising Star (TRS) provider is a child care provider that has an agreement to serve Texas Workforce Commission (TWC)-subsidized children and that voluntarily meets requirements that exceed the State's Minimum Child Care Licensing (CCL) Standards.

Across Texas, parents and families enroll their children into child care programs, including center-based and home-based programs. Numerous research studies have shown that at-risk children who attend higher quality child care programs are more prepared for school entry than children who do not attend quality child care programs.

Those providers that voluntarily achieve TRS provider certification, offering quality care that exceeds the State's Minimum Child Care Licensing Standards for director and staff qualifications, caregiver-child interactions, age-appropriate curricula and activities, nutrition and indoor/outdoor activities, and parent involvement and education, are in a better position to contribute to the early development of children. As providers progress through the levels of TRS provider certification, they contribute progressively more to the development of the children they serve on a daily basis.

For more information visit: <https://texasrisingstar.org/about-trs>

Curriculum at Sunshine Academy

At Sunshine Academy, we believe that young children learn best through meaningful experiences that foster curiosity, language, creativity, and critical thinking. Our curriculum is designed to support the whole child—socially, emotionally, physically, and cognitively—while also embracing our bilingual program philosophy.

We proudly use the **Frog Street Curriculum**, a nationally recognized program that provides age-appropriate, research-based learning experiences for infants, toddlers, and preschoolers. This curriculum aligns with our emphasis on **STEAM (Science, Technology, Engineering, Arts, and Mathematics)** activities, helping children explore, experiment, and problem-solve in engaging and developmentally appropriate ways.

Infants (0–18 months)

For our youngest learners, the Frog Street Infant Curriculum focuses on nurturing relationships and supporting early brain development. Activities are designed to build trust, foster secure attachments, and stimulate sensory exploration. Through songs, movement, and bilingual language experiences, infants begin to develop communication skills and a love for learning.

Toddlers (18–36 months)

As children grow into toddlers, they become eager explorers of the world around them. The Frog Street Toddler Curriculum encourages hands-on discovery, self-expression, and the development of independence. Children are introduced to early STEAM concepts through play-based activities, while also strengthening social skills, problem-solving, and bilingual language development.

Preschoolers (3–4 years)

Our preschool program prepares children for a smooth transition into kindergarten. The Frog Street Preschool Curriculum provides structured yet playful learning opportunities that integrate literacy, math, science, social studies, and the arts. Through bilingual instruction and STEAM projects, children practice critical thinking, creativity, and collaboration. The curriculum also emphasizes social-emotional growth, helping children build confidence, self-regulation, and positive relationships.

Why We Use Frog Street

We chose Frog Street because it aligns with our mission to provide a **bilingual, innovative, and nurturing learning environment**. It supports every stage of early childhood development while giving children the tools to succeed academically and socially. Combined with our focus on STEAM education, the curriculum equips children with a strong foundation for lifelong learning.

Student Progress Monitoring

At Sunshine Academy, we are committed to closely tracking each child's academic and developmental growth. We conduct three (3) progress monitoring assessments each year using our CLI Checklist. This tool provides descriptions of the skills and milestones children are expected to reach at each stage of development. It also includes detailed indicators and a "red flag" section that helps us identify areas where a child may need additional attention or support.

If any red flags are observed, we also administer an Early Intervention Questionnaire provided by AQS for a more in-depth evaluation.

Following each progress monitoring period, we schedule a meeting with parents to review results and share feedback about their child's progress. These conferences are an opportunity to discuss strengths, areas for improvement, and any recommendations for additional support, ensuring that families and teachers work together to help every child reach their full potential.

Early Intervention Resources

At Sunshine Academy, we are committed to supporting each child's growth and development. If progress monitoring indicates that a child may benefit from additional support, we will provide families with resources and recommendations for early intervention services as needed (ASAQ questionnaire, ECI).

Our goal is to work in partnership with parents to ensure that every child has the opportunity to reach their fullest potential.

Hours, days, and months of operation

Sunshine Academy is open 12 months a year. Our hour of operation is from 7:30am -5:30pm Monday - Friday. Months: August, September, October, November, December, January, February, March, April, May and June. All children registered must be picked up on time. There will be a **\$10**-charge for the first minute and \$1 thereafter per child. If your child is left with no one to pick up without notice, Child Protective Service and the Police Station will be notified.

Lunch will be served for 12 months old at 11:20am and 2 years old and up will be served at 11:30am. Afternoon snack will be served at 2:00 p.m. and second pm snack will be served at 4:15pm.

Holidays/Staff Development

The Center will be closed on Presidents Day, Good Friday, Columbus Day, the day before and after Thanksgiving and Thanksgiving Day, day before Christmas, Christmas day, 1/2-day New Year's Eve, New Year's Day, Battle of Flowers, Memorial Day, Independence Day (Fourth of July) and Labor Day. Days may fluctuate, based on calendar year. *Notification will be given out and posted 48 hours in advance.*

Weather Related Closures

Our facility will follow the Webb County Independent School District for any closures due to inclement weather. Listen to local radio or television stations for school closures.

Drop-Off and Pick-Up Policy

At Sunshine Academy, we take the safety and well-being of every child seriously. To ensure smooth transitions and a secure environment, the following procedures must be followed:

Drop-Off

- Hours: Children must be dropped off during designated arrival times 7:30 a.m. – 9:55 a.m. for their program. Consistent arrival supports your child's learning and helps minimize classroom disruptions.
- Supervision: Parents/guardians must escort their child into the building lobby and insert in the iPad their own personal code. Children may not be left unattended at any time or with a minor. They must be wearing their uniform.
- Daily Health Check: Teachers will greet each child at drop-off and conduct a brief wellness check. Children who are ill must remain at home in accordance with our health policy.
- Late Arrival: Children arriving after 10:00 a.m. will be required to wait 1:45 p.m. for an appropriate transition time before entering the classroom, to minimize disruption to ongoing lessons.

Pick-Up

- Authorized Adults Only: Children will only be released to adults who are listed on the Sunshine Academy Emergency Contact Log.
- Identification: All authorized adults must present proper photo identification at pick-up. No exceptions will be made.
- Timely Pick-Up: Parents must pick up their child no later than their program's dismissal time. Late pick-up fees will apply as outlined in our Late Fees Policy.
- Emergency Updates: It is the parent's responsibility to keep the emergency contact log up to date. Changes must be submitted in writing to the school office.

Safety Reminder

For everyone's safety, please do not allow your child to run through the parking lot or enter/exit the building without adult supervision.

Children will only be released to a parent or designated adult 18 years or older when requested in writing by the child's legal guardian. Persons authorized to pick up the child must provide a valid driver's license or a valid ID card at the time of drop off and release. A child will not be released into the custody of an unauthorized adult, unless consent forms have been signed by the legal guardian. Every person must sign in and sign out in our system with his/her personal code. You are required to have your passcode.

Accommodation

Therapist: occupational, speech, etc.

Sunshine Academy Parent Operational Handbook

Sunshine Academy provides accommodations for children who require services from external therapists. The following guidelines ensure the safety and well-being of all children:

- **Therapist Access:** Therapists may provide services in the classroom under the supervision of Sunshine Academy staff. No child may be left alone with an external therapist at any time.
- **Authorization and Identification:** Therapists must be authorized in writing by the child's parents. Upon arrival, therapists are required to present a work badge and personal photo ID. A copy of this documentation will be kept in the child's file.
- **Sign-In/Sign-Out:** Therapists must sign in and out, including the date and time of arrival and departure, each day they provide services.
- **Compliance and Safety:** Sunshine Academy reserves the right to deny or discontinue access to any therapist who is deemed unsuitable. Reasons for removal may include, but are not limited to:
 - Inappropriate language or behavior toward children
 - Mistreatment of children
 - Failure to follow the rules and regulations required by the Minimum Standards for Child Care Centers in Texas
- **Notification:** Parents will be promptly notified if a therapist is removed from the center.

This policy ensures that all therapy services are provided in a safe, professional, and supportive environment for every child.

Nutritional

Nutritional Accommodation Policy

At Sunshine Academy, we strive to meet the nutritional needs of all children, including those with specific or restricted diets.

- If your child cannot consume an item on our menu due to allergies, medical needs, or dietary restrictions, parents are welcome to send alternative foods that comply with their child's dietary requirements.
- Parents should provide clear instructions regarding the child's diet to ensure the safety and well-being of their child.
- All food sent from home should be labeled with the child's name and meet any necessary dietary restrictions or guidelines provided by the parent.

This policy ensures that every child receives safe and appropriate meals while participating fully in our daily activities.

Illness and exclusion criteria

If your child is sent home with **fever, diarrhea, vomiting, conjunctivitis or other communicable disease**, the child will not be re-admitted into learning center for **48-72 hours**. Children on restricted diets of Pedialyte or similar treatments like rice water **will not be admitted until they are on a regular diet** and symptom free. You must bring a letter from your doctor where it states your child can go back to school.

Sunshine Academy Parent Operational Handbook

According to the TDPFS, a child must be well enough to participate in all daily activities and are not required more care than the Center can provide to be admitted each day. Children must be kept home if not well enough to play outdoors or to participate in the daily activities.

The Center will not admit a student if one or more of the following exist:

- a) When the child receives an immunization for the next 24 hours.
- b) The illness/situation prevents the child from participating comfortably in learning activities.
- c) The illness result has one of the following: fever, conjunctivitis, pink eye, bronchitis, sudden rash, impetigo, diarrhea, vomiting, severe cold, measles, rubella, chickenpox, mumps, hand mouth and feet. Unless a medical evaluation by a health-care professional indicates that you can include the student in the learning center's activities but for fever and vomiting the student needs to be free of these symptoms for 24 hours before coming back.
- d) Nits or lice. The child will have to be excluded from our center until no nit is found.
- e) If a health-care professional has diagnosed the child with a communicable disease, and the student does not have medical documentation to indicate that the student is no longer contagious.

Medication Administration Policy

Sunshine Academy does not administer routine prescription or over-the-counter medication, including antibiotics, cough or cold medicine, pain relievers, fever-reducing medication, or medication intended to control or conceal symptoms of illness.

Whenever possible, parents or guardians must arrange medication schedules so that medication can be administered at home. Children who are ill or require medication to participate comfortably in the program may not attend the Learning Center.

The only exception is emergency medication required for a child with a medically diagnosed allergy, such as an epinephrine auto-injector or other prescribed allergy rescue medication.

Procedures for dispensing medication

The Center prefers that all medication is administered to your child before coming to the Learning Center. However, program staff will administer medications such as inhaler medications that the parent/guardian authorizes the center staff to administer.

Authorization must be in writing and show at least the following information:

- 1 Child's name
- 2 Date
- 3 Name of medication
- 4 Amount of medication
- 5 How often it is given

6 Length of time to be given

All medication must be in the original container, labeled with the child's name, date, direction, physician's name and prescription number (If prescribed medication). Staff will administer the medication as stated on the label direction only. If the medication is required to take twice a day, parent will be responsible for giving the medication to the child at home, unless there is a designated time prescribed by the physician during the time the child is in care. **No un-prescribed medication will be administered unless the physician writes a note on letterhead stating the purpose, amount and duration of medication to be given (i.e., Tylenol for teething).** All outdated medication will automatically be discarded by the Director or Assistant Director. Medication will be stored in locked cabinet or containers in the office/classrooms and community refrigerator. It is the parents' responsibility to retrieve the medication at the end of the day.

Procedures for handling medical emergencies

- 1) Each child must have an annual physical examination prior to admission and after reaching its fourth birthday. Give a copy to your Director.
- 2) Each child is given a daily health check upon arrival at the center, and personnel will document or notify TDFPS immediately in the event a serious injury is detected.
- 3) If symptoms of a fever, infection, or illness develop while the child is in the center's care, parents will be notified immediately, and the child will be sent home for 24 hours, to be taken to a physician, based on parent discretion. In cases of a serious injury, accident or serious illness the center will seek immediate medical attention for the child if unable to contact a parent.
- 4) Children with an oral temperature of 101 degrees or greater, arm pit temperature of 100 or greater, and any other bodily systems will not be admitted until a doctor's excuse is provided.
- 5) Only medication prescribed by a licensed doctor, in its original container will be administered to the child.
- 6) The parent must sign a medical authorization form, with the name, dosage, and time the medication is to be given. A form will be required for each medication, and no over-the-counter medication is to be given.
- 7) Our Director or Assistant Director will automatically discard dated medication.
- 8) A Medical Emergency consent form will need to be filled in incase of an emergency medical concern.

Sunscreen and Insect Repellent Policy

Sunshine Academy may apply sunscreen and/or insect repellent to a child only when specifically requested and authorized by the child's parent or legal guardian. Parents or guardians must provide the sunscreen or insect repellent they wish staff to use. Each product must:

1. Be in its original container.
2. Be clearly labeled with the child's full name.
3. Include the manufacturer's original label and application instructions.
4. Be appropriate for the child's age.

Sunshine Academy Parent Operational Handbook

5. Not be expired.

Sunshine Academy will not supply or share sunscreen or insect repellent between children. Staff will apply the product only to the child for whom it was provided and only according to the manufacturer's instructions.

Written parent or guardian authorization must be on file before the product can be applied. Parents must inform the Center of any known allergies, sensitivities, or previous reactions to the product.

Sunscreen and insect repellent will not be applied unless specifically requested and authorized by the parent or guardian. Parents may withdraw their authorization at any time by notifying the Center in writing.

All products will be stored out of children's reach and used, stored, and disposed of according to the manufacturer's instructions, consistent with [Texas HHSC Minimum Standards](#).

Procedures for parental notification

Every month an informative calendar will go out to keep the parents abreast of what's going on at the center. The calendar of events, parent meetings, and updates will also be posted in the newsletter you can always access the monthly calendar and menu of the month on line in our web page.

Teachers will use this as a form of communication for field trips, class activities and highlight the children's progress. Notices will be sent to the parent's thru ProCare message. Make sure you subscribe to our web page so you can have access to our calendar and private information.

Any and all updates, changes or amendments will be given to parents and posted on the parent bulletin between 48-72 hours before the changes take place. Furthermore, each parent will be responsible to sign a receipt of acknowledgment, which will be placed on file for 12 months old - 5 years old.

Parent Communication Policy

At Sunshine Academy, we prioritize keeping parents informed and connected with their child's daily experiences. We use several tools to provide clear, timely, and meaningful communication:

- ProCare for Parents: This app enables direct daily communication with teachers. Parents receive updates about their child's day through written notes, messages, photos, and videos. Daily information includes potty and diaper changes, meals, and other activities, ensuring parents are fully aware of their child's experience in every group. ProCare helps parents stay engaged and informed about their child's learning, growth, and daily experiences.
- WhatsApp Parent Groups: Each classroom has a dedicated WhatsApp group for parents to communicate and share information with other parents from the same

Sunshine Academy Parent Operational Handbook

group. Parents who wish to join can request the QR code from their teacher to be added.

- Social Media: We encourage parents to follow our Facebook and Instagram pages to stay updated on events, activities, and school news.
- Website: Our website, www.sunshine-academy.us, features a dedicated Parent Resources page and the latest news about Sunshine Academy.

These communication tools not only keep parents informed about their child's daily experiences but also allow families to engage with other members of our school community and stay connected with the broader Sunshine Academy family.

Emergency contact Log

An emergency contact log is located in the application package upon admission. This form must be completed in its entirety. A copy will be given to your child's teacher as well as placed on file. All authorized individuals must present proper ID for the release of a child. It may be an immediate parent, sibling over 18 years old, relative, guardian or friend. Safety of your child is our first priority.

Each parent will be issued a security code. It is important to keep this code confidential. This code will be presented to our personnel when you make inquiries about your son or daughter by phone. This procedure is an additional safeguard to protect your child from harm. It is imperative that you contact the Director or Assistant Director when there is a change in your living arrangement. This form will be used in the event of accidents, emergencies, and to release your child.

Discipline and guidance practices and policy

Purpose: This form provides the required information per minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Directions: parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Guidelines for persistent inappropriate behavior

Sunshine Academy believes that all children differ in attitudes, and behavioral patterns. All are taught to work diligently, and are guided toward a successful interaction process. We at the center strive to build a comfortable and educational setting, with special emphasis on behavior and socialism. We recognize that occasionally, behavior issues occur, and have outlined some rules and guidelines which are crucial to the structure of our center, and the guidance of the child.

Sunshine Academy Parent Operational Handbook

Our teachers will manage individual classrooms by:

- ❖ Modeling and reinforcing appropriate behavior
- ❖ Shadowing and closely supervising the child
- ❖ Set age-appropriate guidelines
- ❖ Redirect and challenge the student to be responsible for his or her actions.
- ❖ Use positive reinforcement verses negative reinforcement
- ❖ Continued support

II Ignoring

Certain behaviors are patterns developed by the child to receive a certain result, usually, is a negative response directed towards attaining the desired reaction. Usually, the behavior will be ignored, unless a safety issue to the child involved.

III. Shadowing/re-direction

Sunshine Academy offers alternatives to children engaged in undesirable behavior by offering a different toy, or suggesting a new activity. It attempts to gently guide the child through an uneasy transition. During this transition the teacher models appropriate behavior and works closely with the child to learn positive choices.

IV. Verbal Intervention

The teacher gently explains to the child the inappropriate behavior, and shows him/her the appropriate way to handle the situation. For example, a teacher might say, "hitting is never O.K., and instead of hitting, John, maybe you should just tell him no, walk away and tell an adult."

V. Consequences

The teacher will explain the consequences by removing the toy, object, or removing the child from a certain play area. No toys allowed at school unless class/teacher request them.

VI. Take a Break

The child is separated from the group to allow him or her relax and calm down for a moment, and will remove any peer influence. The process used is "TAKE A BREAK", and is outlined below:

- The child is assisted to an area where he/she can be supervised at all times. The child will have access to activities and materials while in TAKE A BREAK.
- If TAKE A BREAK occurs two or more times in one day, parents will be notified when the child is picked up at the end of the day.
- The child may return to the group as soon as the negative behavior stops or is reduced.
- TAKE A BREAK will not be used for children under the age of 2 years old. Instead, we will utilize the shadowing or redirection technique.

- If TAKE A BREAK is not working effectively, the parent is phoned in for a conference with the director. It will then be at the director's discretion to remove the child if deemed necessary.

Challenging Behaviors

At Sunshine Academy, we recognize that young children are still learning how to manage their emotions and interactions. When a child demonstrates inappropriate or disruptive behavior, staff intervene to ensure a safe and positive environment for all children. The following steps outline how challenging behaviors are addressed:

1. Guided Discussion
 - The child will be informed that the behavior is inappropriate.
 - Teachers will use a thinking chair or quiet area to talk with the child, helping them understand their behavior and guiding them toward more appropriate ways to express themselves.
2. Redirection and Time Away
 - Children may be redirected to another activity or, if necessary, given a short, supervised time away from the group to regain self-control. This is done calmly and respectfully, without isolating the child from learning opportunities.
3. Parental Communication
 - Parents will be notified about any challenging behavior.
 - If repeated incidents occur, staff will develop a behavior intervention plan, which may include shadowing the child in the classroom and scheduling a conference with the parents to collaborate on strategies.
4. Aggressive Behaviors
 - Incidents involving biting, hitting, or other aggressive behaviors are addressed according to Sunshine Academy's detailed safety protocols. These policies follow common best practices for early childhood centers and ensure all children remain safe.
5. Follow-Up
 - Staff will provide daily updates to parents regarding the child's behavior until the issue is resolved or improved.
6. Early Intervention Resources
 - When progress monitoring or behavioral patterns indicate a need, families will be provided with resources and recommendations for early intervention services. These resources support the child's social, emotional, and developmental growth in partnership with parents.

This policy reflects Sunshine Academy's philosophy of fostering a nurturing, supportive, and safe learning environment. Our approach emphasizes teaching self-regulation and social skills while collaborating with families to ensure each child has the tools and opportunities needed to thrive.

Guidance behavior for withdrawal

Behavior Improvement and Safety Policy

At Sunshine Academy, the safety and well-being of all children and staff are our highest priority. If a child continues to demonstrate challenging or unsafe behaviors despite parental involvement and efforts to improve the behavior, the following procedure will be implemented:

- A two-week trial period will be established to provide the child an opportunity to demonstrate improvement. During this time, staff and parents will work together to support positive behavior.
- If, at any point during the trial period, the arrangement does not result in improvement or the behavior continues to pose a risk to the safety of students or staff, either the parent or the provider has the right to terminate enrollment with 24-hour notice.

This policy ensures that all children remain in a safe, supportive, and productive learning environment.

Suspension and expulsion of children

Sunshine has developed a classroom plan that guides every student in making good decisions about his/her behavior and this an opportunity to learn in a positive, nurturing classroom environment. Our students deserve the most positive educational climate for their growth. Together, parents, teachers and students will make a difference in the process. Biting and aggressive behavior towards themselves and others specially if the student tries or hurts himself/herself or others is unacceptable. This behavior will be redirected and corrected with the help and support of the parents; however, we will only have a three-time tolerance for this behavior. After the third time the student will be expelled from the center, but if the behavior exhibited was extreme then it can be expelled the first time.

Transfers or parent withdrawal

When you decide to depart from Sunshine Academy, a month written notice will be required and payment for the following month will be required up front in lieu of notice. In case of non-payment, legal action will be taken and the parent/guardian will be held responsible for all legal fees to recover the debt. In the event that the responsible party fails to pay for Sunshine Academy services, that party will be turned over to a collection agency. If the responsible party is turned over for collection due to non-payment of services, or other contract violations, late payment fees will continue to accrue at the daily rate until the balance is paid in full. If for any reason we must terminate your contract, we will in return give you a month written notice.

School attendance and absence

Regular school attendance is essential for a student to make the most of his or her education. Absences from school may result in serious disruption to the student's mastery of the instructional material. It is the parent's responsibility to require their school aged children

to attend school and to monitor their attendance. Two state laws dealing with student attendance are discussed below:

State law requires a child from the age of six up to the age of 19 to attend school each school day for the entire period the program of instruction is provided. A prekindergarten student is also required to attend school upon enrollment to school. TEC section §25.085(a)(b).

Written Notes Upon Return to School:

When a student must be absent from school for the entire day or for any portion of the school day – upon returning to school **must bring a written note** signed by the parent justifying the absence.

Should the student develop a questionable pattern of absences, the principal or the campus attendance officer will require a parent conference. If a written excuse is not submitted **within the three days**, the absence will remain as unexcused.

Minimum Attendance for Class Credit (TEC §25.092):

A student in any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

Going to school regularly is important for your child's future. Parents are responsible for making sure their children receive full-time education. If your child doesn't go to school, please let us know. He / She will be marked as absents. We will like to know the reason for the absence (health or travel).

This 2025 – 2026 if you child is in any grade K3 or over we strongly suggest your child attends Monday – Friday 8:45 a.m. – 3:00 p.m. (at least).

Absence from school

We must record attendance and absence at school. We do this at the beginning of morning and afternoon sessions meaning that each day your child receives two half day marks.

If your child is going to be absent from school, (e.g. for an unavoidable appointment) please let the school know as soon as possible. If your child has been absent due to an unexpected event such as bereavement or illness please let the school know on the first day of absence in accordance with the school's attendance policy.

Behavioral guidance plan for parents

Occasionally a child may become anxious or irritable, and parents are asked to give full co-operation to the caregiver in helping the child adjust to his/her surroundings.

Sunshine Academy Parent Operational Handbook

1. Children **are discouraged from bringing toys** to the center, unless asked to do so for show and tell.
2. Parents are asked to support the Parent Advisory Group, and attend parent meetings, when scheduled.
3. Contact our office in the event the child is out due to illness, or doctor's appointment.
4. All children must be signed in and out by the parent or guardian daily, and must be accompanied to his/her classroom, into the release of the teacher. No child will be left at the door unattended.
5. Each room has a designated area where all daily activities, schedules, and menus are visibly posted, and a copy will be made available to the parent upon request. All parents are invited to visit the facility on any given day during the regular hours of operation. We ask that anyone picking up a child, stop by the front office to sign in and out and pick up a visitor's pass.

Parents, if your child(ren) has one behavior incident during the school semester you are required to attend one of the special conferences we offer during the year in order to re-enroll at Sunshine.

No cellphones allowed inside the classroom for parents. You are not allowed to take photos or videos of any other child(ren) if he/she is not your son/daughter.

Language: parents are required to use an appropriate language inside Sunshine Academy.

Meals and food service

At Sunshine Academy, we are committed to providing nutritious and balanced meals for all children. Our meal program includes lunch and an afternoon snack:

- Lunch: 11:20 a.m. – 11:40 a.m.
- Snack 1: 2:00 p.m. – 2:15 p.m.
- Snack 2: 4:00 p.m. – 4:15 p.m.

Menus are rotated monthly to offer variety and balance. As part of our "Travel Around the World" curriculum, one week each month is dedicated to exploring healthy foods from different countries, helping children learn about geography and culture through nutrition.

All meals are nutritionally balanced and prepared according to TDFPS and CACFP guidelines. Children are encouraged to taste a variety of foods, but they are never forced to eat.

- Filtered Water: Water is available throughout the day.
- Milk: Parents are required to send milk from home in a labeled, spill-proof container, which will be properly stored and served at mealtime.
- Outside Foods: Outside food is allowed only if a child has a restricted diet or for religious purposes, with prior approval from the Director or Assistant Director.
- Optional Meals: We also offer an optional meal plan per month. Parents not enrolled in the plan or who wish to provide alternatives must bring food from home. Failure to

Sunshine Academy Parent Operational Handbook
enroll the menu plan and bring food your child will be provided lunch and snack thru the day and you must pay \$10 at the end of the day.

Our goal is to provide healthy, enjoyable meals while respecting each child's dietary needs and preferences.

Home Lunch Practices

To support the health and safety of all children, our program has established the following guidelines for families who choose to send lunch from home:

A) Food Safety

Our written policies include measures to ensure the safety of food brought from home. This includes refrigeration or other methods to maintain proper food temperatures throughout the day.

B) Nutrition Education

We are committed to promoting lifelong healthy habits. Our program includes strategies to educate children and families about nutrition and making informed food choices.

C) Allergy Awareness

Parents are provided with important information about common food allergens. We ask all families to be mindful of potential allergens when preparing their child's lunch.

D) Sample Menus & Guidance

To support families, we provide sample menus featuring nutritious lunch ideas. We encourage parents to pack meals that offer balanced nutrition and support healthy development.

Nutrient-Dense Food Suggestions for Lunchboxes

For a well-balanced lunch, we recommend including the following types of foods:

- **Protein:** Choose lean sources like poultry, seafood, eggs, beans, peas, tofu, or unsalted nuts and seeds.
- **Fruits:** Include a variety of fresh, frozen, canned (in juice or light syrup), or dried fruits. If juice is packed, ensure it's 100% juice with no added sugars, and serve in moderation.
- **Vegetables:** Aim for colorful variety—dark greens, reds, oranges, beans, peas, and starchy vegetables. Fresh, frozen, or low-sodium canned options are all great choices.
- **Grains:** Choose whole grains such as whole-wheat bread, brown rice, quinoa, oatmeal, and popcorn. Limit refined grains like white bread and pasta.
- **Dairy:** Offer fat-free or low-fat dairy options such as milk, yogurt, cheese, or fortified soy beverages.

These practices help ensure that all children are safe, nourished, and ready to learn and grow each day. Thank you for supporting our healthy lunch initiative!

Aim to limit your child's calories from:

- **Added sugar.** Limit added sugars. Naturally occurring sugars, such as those in fruit and milk, are not added sugars. Examples of added sugars include brown sugar, corn sweetener, corn syrup, honey and others.

Sunshine Academy Parent Operational Handbook

- **Saturated and trans fats.** Limit saturated fats — fats that mainly come from animal sources of food, such as red meat, poultry and full-fat dairy products. Look for ways to replace saturated fats with vegetable and nut oils, which provide essential fatty acids and vitamin E. Healthier fats are also naturally present in olives, nuts, avocados and seafood. Limit trans fats by avoiding foods that contain partially hydrogenated oil.

You can visit our web page www.sunshine-academy.us our Instagram account to see examples of healthy meals for your children. You can also visit <https://www.mayoclinic.org/healthy-lifestyle/childrens-health/> to check out portions and recommendations.

Nutrition Program Practices

At Sunshine Academy, we are dedicated to promoting safe, healthy, and inclusive nutrition practices. Our written policies reflect our commitment to meeting both state requirements and the individual needs of our children.

Policy Highlights:

- a) **Food Safety:** Liquids and foods hotter than 110°F are kept safely out of children's reach to prevent burns or injury.
- b) **Allergy Awareness:** All staff members receive training on food allergies and take all necessary precautions to protect children with known sensitivities.
- c) **Safe Meal Preparation:** When meals are served and shared among children, all food must either be commercially prepared or prepared in a kitchen inspected and approved by local health officials.
- d) **Healthy Snack Availability:** In accordance with Texas Department of Agriculture guidelines, healthy snacks are available for school-aged children upon arrival.
- e) **Meal Support for Home Lunches:** On days when meals are served at the center, milk, fresh fruits, and vegetables are available to supplement lunches brought from home.

Special Diets:

If a child requires a special diet due to medical reasons, **parents must provide written documentation from a physician.** This documentation will be:

- Kept on file in the office
- Shared with the classroom teacher
- Posted in the child's classroom
- Provided to the kitchen staff to ensure dietary needs are consistently met

Non-Discrimination Statement:

Sunshine Academy maintains a welcoming and inclusive environment for all children and families. We do **not discriminate** based on race, age, national origin, gender, creed, or religious beliefs.

For more information about nutrition and food preparation please visit:

<https://www.advcc.org/>

Breastfeeding Policy

Sunshine provides a comfortable place with an adult sized seat in your center or within a classroom that enables a mother to breastfeed her child. You have the right to breastfeed or provide breast milk for your child while in care.

Benefits of Breastfeeding for the Baby

Breast milk provides the ideal nutrition for infants. It has a nearly perfect mix of **vitamins**, protein, and fat -- everything your baby needs to grow. And it's all provided in a form more easily digested than **infant** formula. **Breast** milk contains antibodies that help your baby fight off viruses and bacteria. Breastfeeding lowers your baby's risk of having **asthma** or **allergies**. Plus, babies who are breastfed exclusively for the first 6 months, without any formula, have fewer **ear infections**, respiratory illnesses, and bouts of **diarrhea**. They also have fewer hospitalizations and trips to the doctor.

If you want to see more information about breastfeeding we suggest you visit:

<https://www.webmd.com/parenting/baby/nursing-basics#1>

Clothing – Uniform require

We require Sunshine uniform Monday – Friday, on Fridays we have an optional yellow spirit t-shirt. You can buy uniforms in our office or order with your school director.

Girls: Monday – Friday; White plain shirt (uniform) and blue jumper both from Sunshine Academy. Friday optional our yellow sunshine spirit t-shirt with leggings, tutu, jeans or shorts. Whatever she feels comfortable wearing. Shoes; white or black tennis shoes (they must be shoes with Velcro) and white socks. You can see pictures as an example.

Boys: Monday – Friday: khaki jeans and blue squares sunshine uniform. Optional for Friday's yellow spirit t-shirt from sunshine and jeans, shorts (any color) for Fridays. Shoes: white or black tennis shoes (they must be shoes with Velcro) and white socks.

If your child comes to school without uniform, we will make sure to give he/she a new set and you will be charge for this. Please make sure to follow school rules. Jumper \$45, white girls shirt (under) \$20, boys plaid shirt \$35, yellow spirit shirt \$20. Emergency change of clothes (if you don't have one) \$20

Hearing & vision screening requirements

S746.629 Subchapter C, Record Keeping

Division 1, Records of Children July 2005

Sunshine Academy Parent Operational Handbook

- (a) The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a childcare center.
- (1) *First-time enrollees who are 4 years of age or older and all children enrolled in programs who are 4 years of age by September 1 of each year will be screened for possible **vision and hearing problems** prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment; and*
- (2) *Each child who is in the first, third, fifth, or seventh-grade must complete a screening or examination within the school year.*
- (b) *A licensed or certified screener or a health-care professional must conduct the screening. Refer to Texas Health and Safety Code, §36.11, for specifics on vision and hearing screening. This information may be accessed on the Internet at: www.tdhs.state.tx.us/vhs.*
- (c) *You must keep one of the following at the learning- center for each child required to be screened:*
- (1) *The individual hearing and vision screening: or tv*
- (2) *A signed statement for the child's parent that the child's screening records are current and on file at the pre-kindergarten program or school.*

Enrollment forms and procedures

The enrollment process is required before any child is enrolled in Sunshine Academy. They are as follows:

- The parent or guardian shall have a personal interview, tour the facility with the child before admission and complete an application with registration fee \$250.
- Complete an Enrollment Application.
- Current copy of Immunization card.
- Social Security card of child/parent.
- Parent/tutor ID copy.
- Child Assessment form (if applicable).4434r
- Receive a Parent Handbook/Sign a Receipt of Policy & Procedures.
- Receive a Pandemic Handbook, sign a receipt.
- Copy of Annual Physical Exam.
- Authorization Emergency Medical Form (if needed).
- Emergency Contact Form.
- Proof of Income (i.e., Copy of Paycheck stub, TANF or Food Stamps case number)
- Provide the necessary items for the students such as extra clothes in a zip lock bag, diapers, wipes, diaper rash ointment if applicable.

Sunshine Academy Parent Operational Handbook

Any other forms required by Texas Department of Public Family Service (TDPFS).

*Note: All forms will be updated in January of each year. A slot will not be held open if the above requirements are not met. In case of changes in the policy an amendment will occur. Each parent will be given 48 hours' notice of any changes and a receipt of change will be signed and filed.

Tuberculosis and current shot record

Tuberculin testing is required before your son or daughter can enroll; reading must be negative. It is required by the State to have a current immunization record on file for each child prior to enrollment. These records need to be updated according to the State recommendations. You can access information at: www.tdh.state.tx.us/immunize or contact your physician or health department.

Personnel working with children

Each personnel employed at Sunshine Academy are in good health and physically able to care for children. They are free from infectious or contagious disease and have no evidence of tuberculosis.

All center staff is qualified according to the Texas Department of Family and Protective Services minimum standards for Sunshine Academy. Each staff member is required to participate in at least 30 clock hours of training per year.

A criminal background check, and FBI finger printing is required of all employees. All job applicants are considered without regard to race color, religion, sex life style preference, national origin, and/or martial or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Payment Policy

- Enrollment Fees: On the first day of enrollment, parents are required to pay the registration fee and semester supply fee in advance. Payments may be made by cash, check, ACH, or online.
- Tuition Payments: Monthly tuition is due between the 1st and 5th of each month. All fees must be paid in advance to Sunshine Academy for each day a child is enrolled. A receipt will be issued immediately upon payment.
- Late Payments: Payments received after the 5th of the month will incur a late fee.
- Non-Refundable Fees: All fees—including registration, semester supply fees, monthly tuition, meals, summer camp, summer camp fees, and uniforms—are non-refundable under any circumstances.

Registration Fee \$275 school year 2025 – 2026.

Monthly Fee \$500 month-to-month 7:30am – 3:00pm

Monthly Fee \$560 month-to-month 7:30am – 5:30pm

Semester supply Fee \$550, non – refundable.

Sunshine Academy Parent Operational Handbook

Meal plan 1: Lunch and 1 snack: \$100/month

Meal plan 2: Lunch and 2 snacks: \$110/month

If you fail to pay your monthly fee after the first week, we reserve the right of admission. Any monthly payment after the 5th of the month will be charge with a \$35 fee.

Late Fees Policy

At Sunshine Academy, it is essential that parents respect our scheduled dismissal times to ensure the safety and well-being of all children and staff. Late fees will be applied as follows:

- Late Pick-Up Fees
 - For the 3:00 p.m. or 5:30 p.m. program (depending on your enrollment), a \$10 fee will be charged starting at 3:01 p.m. or 5:31 p.m. respectively, plus \$1 per minute thereafter per child. Fees must be paid upon arrival.
 - If you are enrolled in the 3:00 p.m. program and arrive after 3:05 p.m., your child will automatically be enrolled in the Enrichment Program of the day, and a \$35 fee will be charged and due upon arrival.
 - Families who regularly need care beyond 3:00 p.m. are strongly encouraged to enroll in the Full-Day Program to avoid repeated late fees.
- Extended Late Pick-Up
 - All children must be picked up no later than 6:00 p.m.. Any child remaining after this time will be considered abandoned, and the Laredo Police Department will be notified. Children will be transported by police to an area shelter, and all efforts will be made to contact an authorized adult.
- Late Payment of Tuition
 - Tuition not paid by the due date will result in a \$25 late fee per day until the balance is paid in full.
 - Families will receive a notice for any past-due accounts.
 - Parents must make proper arrangements with the director if they anticipate difficulty in making timely payments.

Late Pickup Policy: Late fees for parents who have the full day program and arrive after 5:30pm:

- After 5:30 p.m., a fee of \$10 USD will be charged, plus \$1 for each additional minute. Example you arrive at 5:35 p.m. that is \$10 + \$5, \$15.
- After 5:45 p.m., the fee will be \$35 USD, plus \$1 for each additional minute beyond that time.
- Please be aware that if you do not arrive by 6:00 p.m., we will be required to contact the police department

Returned checks

Sunshine Academy Parent Operational Handbook

Sunshine Academy accepts cash, checks, credit cards, or money orders. All payments must be paid at the office. A service of \$35 plus the amount of the check will be assessed to the account in the event of a returned check and must be paid in cash to continue services.

Right of Admission

We reserve the right to deny admission to any student or family who has not made the required payment.

Tuition, Fees, and Withdrawal Policy

At Sunshine Academy, we strive to provide quality education and care for all our students. Please review the following financial policies:

- **Non-Refundable Fees:** All registration fees, semester supply fees, meal plans, summer camp, summer supply and uniforms are non-refundable. Uniforms remain the property of the family once taken home.
- **Tuition:** Tuition is charged as posted and reflects enrollment for the complete school year. Tuition is not refundable or reduced for missed days, including sick days, vacation days, or any other absences.
- **Enrollment Commitment:** Enrollment at Sunshine Academy is for the full academic year. Families are financially responsible for tuition throughout the school year unless a formal withdrawal is submitted.
- **Withdrawal Procedure:** If you wish to withdraw your child from Sunshine Academy, you must submit a **written withdrawal request** either by email or in printed form directly to the school director. This request must be received **at least 30 days prior to the next month's tuition due date** in order to avoid being charged for the following month.

By enrolling your child at Sunshine Academy, you acknowledge and agree to these policies.

Tax receipts

Any parent **requesting a copy** of their expenses for the year must sign up in the office or write a letter requesting a copy of your end-of-the-year statement. All statements will be given out by the end of January. The center's Tax ID will be enclosed for your Learning Center tax credit. If there have been any changes to your address, please make the necessary arrangements to update your file. Send an email to info@sunshine-academy.us Call us 956.701.3041

Transportation

We do not provide any transportation. Parents are responsible for transporting their child (ren) to the center. Designated public schools of the area can provide transportation to your child (ren) if you request so. Staff members are not required to transport children in their own vehicle due to unforeseen liabilities. All drivers will have a current driver's license and will follow all policies and procedures in regards of transporting children from school or on field trips. Parents will be notified at least 48-72 hours in advance for field trips. Only children 3 and up will be able to take fieldtrips in the company of their parents (one member of the family).

Field trips

Sunshine Academy Parent Operational Handbook

Field Trips are learning experiences for all children. However, we limit them to age 3 years of age and older. Parents will be required to sign a permission slip for a child (ren) to participate. No child will be allowed to attend a field trip without a permission slip. All fees will be separate from your tuition fees, and parents will be notified 48 hours in advance, through verbal and written communication.

Water activities

If we do have water activities we will let you know. Water activities for us include: water balloons, bubbles, foam or splashing. No swimming pools allowed.

Fire drills / carbon monoxide inspections

Fire drills/carbon monoxide checks are conducted and documented once a month. All postings are located by fire extinguishers throughout the center and in the front office. We need to have one fire drill per month. All the students need to be evacuated the school with the teacher.

Severe weather

A severe weather drill is conducted every 3 months in the event of severe weather –alerts such as floods, ice, thunderstorms, tornadoes, etc. It is recommended that you tune into the local news stations to determine if the center will continue to operate as scheduled or will close. Evacuation location: Alexander High School Gym.

Animals

No pets or animals will be allowed at the center, unless it is in compliance with the rules and regulations of TDPFS.

The procedures for parent to review and discuss with the child-care center director

The parent and/or guardian are expected to give full cooperation to the center staff in helping the child adjust to his/her surroundings. During the first week of time arrangements should be made (if at all possible) to spend some time with the child at the center, so he/she can make a gradual adjustment to program.

Open door policy / communication

When we accept a new family in our child care family, I like to be sure that we can share any questions or concerns that may arise. It is important that there is a similar Sunshine Academy philosophy between the parents and provider. We welcome questions, feedback, or suggestions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private outside of regular Sunshine Academy hours either by phone or conference. An open line of communication is very important when or where your child is concerned.

Please feel free to drop in at any time or call/text Ms Galindo 956 740 0522 to see how your child is doing. If we don't answer the phone immediately, it is because we are attending to your child. Please send a text thru the app (ProCare) to assist you. You may leave a message, which will be returned.

Parent Conferences – Growth & Development Meetings

At Sunshine Academy, we believe that parents are essential partners in supporting their child's learning and development. Our Growth & Development Meetings (parent conferences) are designed to inform you about your child's progress and discuss any areas where additional support may be helpful.

- **Assessment Tools:** We use developmental checklists from CLI, ASQ questionnaires as needed, and a special assessment form created for each classroom group. These assessments are conducted in early September, early December, and early May to monitor your child's growth throughout the year. The results are shared with parents during the scheduled conferences.
- **Early Intervention Alerts:** If an assessment using the CLI checklist shows more than one red flag, we will contact you immediately to schedule a conference. During this meeting, school staff and parents will work together to develop a plan to support the child and determine if early intervention services (ECI) may be beneficial.
- **Portfolio of Work:** Throughout the year, we collect samples of your child's work to demonstrate progress and achievements. This portfolio is kept in your child's file and presented to parents during the final conference in May.
- **Scheduling Conferences:** Conferences are scheduled for the first week of December and the first week of May. To provide parents with undivided attention, please speak with the Director or your child's teacher to arrange a time. This ensures that discussions are focused and meaningful.
- **Significant Life Events:** Please inform the Director and your child's teacher of any major changes in your child's life, such as a move, the loss of a loved one, or changes in family structure. Sharing this information allows us to support your child and create a secure, nurturing environment during transitions or challenging times.

Resources for Early Intervention: When a need is identified, families will be provided with guidance and resources for early intervention services to ensure that each child receives the support necessary for healthy growth and development.

These conferences and assessment tools provide an important opportunity to celebrate your child's achievements, monitor growth, and collaborate on strategies to support their continued development.

Confidentiality policy

Anything that is discussed about a child between the parent and provider will not be discussed with any other parent. Any arrangements that the provider has made with one parent (for personal reasons or situations) may not be discussed with other parents. If you have a problem with a parent or another child, please do not discuss this with any other parent in the presence of that parent, child or staff. All conflicts, problems and concerns must be addressed to the Director or the Assistant Director.

Grievance procedures

Sunshine Academy Parent Operational Handbook

Parents are encouraged to talk with the Director with any concerns or issues. The Director is generally available during the day at School 7:30 a.m. – 5:30 p.m. However, parents are encouraged to set up an appointment.

Non-custodial parent

Non-custodial parents must call and make an appointment to visit Sunshine Academy. The custodial parent must provide legal documentation and state in writing the terms of the visit and allowable times. The above policy also applies to phone calls. Non-custodial parents will not receive a security code. It is at the discretion of the custodial parent to share this information with the other parent. If any problems should occur with non-custodial parents, he/she will be barred from the premises. Charges will be filed, if necessary, to keep the safety and wellbeing of each child at Sunshine Academy. All custodial issues must be resolved outside of center. Problems between the custodial and non-custodial parent will be an immediate cause for termination. Additionally, the two-week notice fee will apply.

Procedures for parents to participate in the child-care center's operation and activities

All parents are encouraged to participate in center's activities on and off campus. The requirements are as follows: ensure the parent undergoes a criminal background check, TB screening, finger printing, affidavit on file, and pre-orientation on file. This requirement is for all parents who are counted in the child/caregiver ratio and are participating on a regular basis. This mandate is according to the minimum standards guidelines 746.1401 pg. 54.

Parent involvement

All parents are encouraged to attend Parent Orientation and Open House in August for children and parents to visit the classroom and meet the teachers prior to the start of school year. Parents entering the program for the first time are required to attend a parent orientation. Families who enroll mid-year or those unable to attend the parent orientation at the beginning of the year must make an appointment to meet the Director to discuss the philosophy, policies and other highlights of the program.

For our nursing parents: There is a designated location with a comfortable seating area where you can nurse and provide breast milk for their child while in care. All breast milk as well as formula will be stored and labeled accordingly.

Safe sleep

Form Attached. INFANT-SLEEP EXCEPTION HEALTH-CARE PROFESSIONAL RECOMMENDATION
Purpose: When a health-care professional determines that it is medically necessary for an infant to sleep in an alternative position (other than sleeping on the infant's back), sleep in a restrictive device (such as a bouncer seat or swing), or needs to be swaddled to sleep, use this form to ensure that a licensed child-care center, licensed child-care home, or registered child-care home that cares for the infant meets the minimum standards required by Texas Human Resources Code §42.042(e)(8). The standards for these operations require the operation to: follow the directions of an infant's health-care professional to provide specialized medical assistance to the infant; and maintain, while active, this form and any other directions from the health-care professional that the parent provides to the operation [See §746.603(a)(10) or §747.603(a)(9)]. Keep the exception form in the infant's classroom, so that a caregiver may refer to the health-care professional's instructions. Directions: this

Sunshine Academy Parent Operational Handbook
exception will not be effective until all sections and signatures are complete. Once completed the exception is acceptable for use by the child-care operation.

Calling all room parents!

Sunshine Academy encourages all parents to be involved in their child's classroom. We would like a dedicated parent to volunteer as the Room Parent. The Room Parent would assist supporting the teacher in the classroom, for field trips and during naptime staff meetings. These parents will be required to have a background check. Please let your child's teacher or the Center Director know if you would be interested in this voluntary position.

Join the parent organization

This is the group that is in the know! We encourage all parents to join our Parent Organization. These parents will help us organize and manage special events, and act as a community liaison for the school. They will have meetings and vote upon their own governing board. This Board of Parents will meet with the Director and teachers to host and plan school wide events like the Parent appreciation dinner in May. Board members also will be required to have a background check. Meetings will include topics in child education and may include guest speakers. Please let us know what topics you would like to have covered. Informed parents are good parents and we want to give you the tools you need to feel confident in parenting your child, after all, YOU are their first teacher!

Community Resources

We strive to provide parents and families with access to valuable community resources that support children's learning, development, and family well-being.

- Available Resources: Information about local community resources is available to parents, including:
 - Workforce Solutions South Texas – www.southtexasworkforce.org | Phone: (956) 794-6500
 - Child Care Services – Phone: (956) 794-1500
 - Additional community resources relevant to families and children are also available at the center.
- Parent Resources Corner: At the center, parents can access a dedicated Parent Resources Corner in the lobby, where flyers, pamphlets, and other information about community support services are available.
- Website Access: Families can also visit our website at www.sunshine-academy.us and navigate to the Parent Resources section, which features a comprehensive page dedicated to community resources.

This policy ensures that families have easy access to information and support services that can benefit both children and parents.

Surveys

Parent Survey

Sunshine Academy Parent Operational Handbook

At Sunshine Academy, we value the feedback of our families and strive to create an environment where children and parents can grow together. To help us meet the needs of our students and families, surveys will be sent out three times a year:

- At the beginning of the school year
- In January
- At the end of the school year

Surveys are sent via Google Forms for your convenience. Your comments and concerns help us continually improve our programs and services.

We encourage parents to schedule appointments with teachers or the Director if you would like to discuss feedback in more detail. Your input is essential in making Sunshine Academy "our" school.

Additionally, if you have positive feedback or experiences, we would greatly appreciate it if you could share them on our Google Review page. Thank you for helping us make our center the best place for children to learn and grow!

A TYPICAL DAY AT

“Sunshine Academy” Example – General

7:30am – 9:00am Arrival activities (Table Toys, Art, Library, Music), Transition clean-up, toileting potty training, circle time.

Arrive at our center, text us info@sunshine-academy.us or by ProCare. Let us know you are here. A teacher will open the door for your child. Parents are not allowed into our facilities.

PK and Kindergarten students make sure to get here by 8:45am.

9:00am - 11:30am Curriculum: yoga or Zumba class, Character Education, outdoors, science class, gardening class, travel adventure class, piano or music lessons, cooking and nutrition class.

11:20am - 12:00pm Lunch

12:15pm - 1:30pm Toileting / hand washing/ transition/ prepare for nap, hygiene, nap (preparation time / cleaning / sanitizing).

Visits are not allowed at this time. If you need to pick up your children at this time let us know in advance.

1:30am – 2:30pm Snack / transitioning / toileting/hand washing/clean-up, music, circle time.

2:30pm – 3:00pm Finger play, songs, outdoor play.
Transition clean-up / indoor center time.
Toileting, (prepare for departure).

2:00pm – 3:00pm First PM dismissal. Avoid late fees.

3:00pm – 5:30pm Enrichment program: art, cooking, gardening, science & technology and individual piano lessons.

5:00pm – 5:30pm Late PM dismissal. Avoid late fees by being on time.

Example: Monday, December 2nd

7:30 -8:30	Centers, breakfast (from home)
8:30 – 8:40	Transition
8:40 – 9:00	Welcome to your classroom
9:00-9:15	Greeting Circle
9:20-9:30	Read Aloud-guided reading
9:30-9:45	Creativity Station:journal of the week
9:45-10:00	Writer's Corner: Sight Word "the"
10:00-10:20	Math Center: Draw and count number 14
10:20-10:40	Handwriting Practice:Tracing letter "Gg"
10:40-11:00	Patio – free play
11:00-11:05	Hygiene
11:05-11:25	Zumba
11:25-11:45	Lunch
11:45-12:10	Closing Circle and Review
12:30-1:30	Nap Time
1:30-1:40	Pick up beds and store away blankets.
1:40-2:00	Review Numbers 1-10 and practice the sight word "the".
2:00-2:20	Snack
2:20-2:40	Center Stations (independ learning)
2:40-3:00	Closing Circle and Free Play
3:00-3:20	Activities of the day in Spanis letter (Semester the enrichment program changes everyday: cooking, science, gardening, leanguaje)
3:20-3:40	Activities of the day in Spanish Number
3:40-4:00	Activities of the day Review shapes and colors
4:00-4:15	Snack
4:15-4:30	Read Aloud Story Time
4:30-4:50	Patio
4:50-5:00	Hygiene

Sunshine Academy Parent Operational Handbook

5:00-5:15	Blocks
-----------	--------



Salón K2

fecha: del 26 al 30 de septiembre

Maestra Aracely Gonzalez

HORA	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES
7:30-8:30	Desayuno y centros	Desayuno y centros	Desayuno y centros	Desayuno y centros	Desayuno y centros
8:30- 8:40	Transición	Transición	Transición	Transición	Transición
8:40-9:00	Bienvenida	Bienvenida	Bienvenida	Bienvenida	Bienvenida
9:00-9:20	Canción con inicial	Canción con inicial	Canción con inicial	Canción con inicial	Canción con inicial
9:20-9:40	Delinear y pegar en el núm. 10	Dibuja triángulos	Colorear triángulos	Contar del 1 al 10	Numero 10: pintar
9:40-10:00	Cuaderno de trazo	Cuaderno de trazo	Cuaderno de trazo	Cuaderno de trazo	Cuaderno de trazo
10:00-10:20	zumba	zumba	zumba	zumba	zumba
10:20-10:40	Ayudantes de la comunidad	Dibujo de trazo	Hacer una ambulancia	Dibujo de trazo	Dibujo héroes de la cd
10:40-11:00	Delinear letra i minúscula	música	Imágenes letra l mayúscula	música	Trazar letra i minúscula y mayúscula
11:00-11:20	patio	patio	patio	patio	patio
11:20-11:30	Lavar manos	Lavar manos	Lavar manos	Lavar manos	Lavar manos
11:30-12:00	comida	comida	comida	comida	comida
12:00-1:30	siesta	siesta	siesta	siesta	siesta
1:30-1:45	Wc – cada hora	Wc – cada hora	Wc – cada hora	Wc – cada hora	Wc – cada hora
1:45-2:15	Cuaderno de trazo	Cuaderno de trazo	Cuaderno de trazo	Cuaderno de trazo	Cuaderno de trazo
2:15-2:30	snack	snack	snack	snack	snack
2:45-3:00	Tapete negro	bloques	rompecabezas	bloques	Tapete negro
3:00 – 3:20	Bloques de construcción	Figuras para armar	Ejercicios de estiramiento	Historia – letras	Historia - números
3:20 – 3:40	Actividad de motricidad fino	Actividad de motricidad fino	Actividad de motricidad fino	Actividad de motricidad fino	Actividad de motricidad fino
3:40 – 4:00	Patio	Patio	Patio	Patio	Patio
4:00 – 4:20	Snack	Snack	Snack	Snack	Snack

Sunshine Academy Parent Operational Handbook

4:20 – 5:00 (dos bloques)	Arte	Manualidades	Música	Lenguaje	Matemáticas
5:00 – 5:30	Centros - despedida	Centros - despedida	Centros - despedida	Centros - despedida	Centros - despedida

Outdoor Play Policy

At Sunshine Academy, we understand the significant benefits of outdoor play for young children's growth and development. In accordance with the Texas Minimum Standards for Child-Care Centers (Title 26, Chapter 746, Subchapter F, §746.2207), we provide children with outdoor playtime at least twice daily, weather permitting. Outdoor activities are crucial for:

- Physical Development: Building strength, balance, and coordination through movement
- Cognitive Growth: Encouraging exploration, sensory experiences, and creative play
- Emotional Well-being: Helping children release energy and improve their mood
- Social Skills: Fostering teamwork, communication, and problem-solving during group play

We take children's health and safety seriously, which is why we monitor weather conditions daily to ensure safe play. If it is too hot, cold, or rainy, and outdoor play is not possible, we will substitute outdoor play with indoor physical activity.

Indoor Physical Activities:

On days when outdoor play is not feasible, children will still engage in fun and active physical activities indoors, such as:

- Dance Parties to music
- Obstacle Courses using safe, soft materials
- Yoga or Stretching Exercises to promote flexibility
- Interactive Games like "Simon Says" or "Freeze Dance"
- Ball Toss or soft ball games
- Jumping Jacks and other body movement games

These indoor activities are designed to ensure children stay active and continue developing their motor skills in a safe, fun environment.

The procedures for parents Copy of Minimum Standards

How to contact Licensing office, PRS child abuse hotline, and PRS website.

Screen Time Policy

Sunshine Academy Parent Operational Handbook

At Sunshine Academy, we value hands-on, play-based learning and use technology only as a supplemental tool in alignment with Texas licensing standards.

1. No Screen Use for Children Under Two: Children younger than two years old will not be exposed to screen time.
2. Limited Daily Use: Children ages two and older may use screens for a maximum of one hour per day.
3. Educational & Age-Appropriate: Screen activities are used only to support educational goals, are age-appropriate, free of violence and advertising, and are turned off when not in use.
4. Not During Meals or Rest: Screens will not be used during meals, snacks, nap, or rest times.
5. School-age children in the afterschool program may use screens only for schoolwork or homework purposes, and all screen use is supervised by staff.

At Sunshine Academy, our focus remains on active play, creativity, social interaction, and exploration. Screen time is carefully managed to ensure it enhances—not replaces—the rich learning experiences we provide every day.

A copy of Minimum Standards

A copy of the minimum standards for child care and our most recent licensing, inspections and reports are available for review and are posted in the front entrance of the Center. You can also access this online.

<https://www.hhs.texas.gov/providers/child-care-regulation/minimum-standards>

Child care licensing

If you need to contact child care licensing, the local child care licensing office is located at:

1500 N Arkansas Ave
Laredo, TX
(956) 728-7383, (956) 316-8275
<http://www.dfps.state.tx.us>

Child Abuse Hotline information

State law requires suspected abuse or neglect be reported. Parents are encouraged to discuss child abuse and neglect with the center director's or the child's teacher. The phone number for the Child Abuse Hotline is 1-800- 252-5400. Anyone suspecting child abuse or neglect is expected to report this under Texas Law.

Website: www.txabusehotline.org

Gang Free Zone

Parents please be aware that according to Texas Penal Code, any area within 1,000 feet of a Learning Center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Emergency preparation plan

Sunshine Academy has an emergency preparation plan in case of a tornado, flood or hurricane, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapons, explosion, or chemical spills. We will evacuate to our nearest school gym located at Alexander High School. Children will walk to the staff and will move them to a designated safe area until we transport them to an alternate shelter. An emergency evacuation and relocation diagram are posted in each classroom. As the caregiver evacuates to the designated area, he/she will be responsible to have the sign-in sheet, attendance sheet, emergency contact information for each child, and a list of emergency numbers in their possession. We will use cellular phones, or two-way radios to communicate and alert for help. We will have an emergency kit prepared with the necessities to feed, care and keep the children comfortable until help arrives. Further evacuation information will be posted on the Parents Board. All children under the age of 18 months will be transported and evacuated in an emergency crib.

Gang free zone

Pursuant to the Texas Penal Code, Sunshine Academy is a GANG-FREE ZONE. Criminal offenses related to organized crime, which occur within 1,000 feet of the child care center, are subject to harsher penalties. Any offense or suspected organized crime activity is reported to the Laredo Police Department. This information related from DFPS will be posted and parents will be verbally informed at the time of child's enrollment and also at the time of orientation.

Preventing and responding to abuse and neglect of children include:

(A) Sunshine Academy will provide 1- 2 hours of training to all the employees every year on child abuse and neglect.

(B) Communication with parents always gives knowledge of child's circumstances at home and helps to recognize any kind of abuse or neglect. Parents should communicate with their child on daily basis about the circumstances in the center and how their day went at the center. Through regular communication with the child a caregiver and a parent can recognize any symptoms of abuse or neglect.

(C) Parents are welcome to participate in the training with employees. Information on this will be posted a week before and any questions please contact the director. Also, both parents and caregivers should check on the child upon arrival and before the child is leaving the center for rest of the day for any symptoms.

(D) Sunshine Academy will be providing employees and parents with information from community organizations about child abuse and neglect.

(E) If you witness any child abuse or neglect, please report at www.txabusehotline.org online or contact at 1-800-252-5400.

Procedures for conduction health checks

Sunshine Academy will be providing health checks to the children every morning upon arrival and also before child's pick up. This will be done in front of the parent to make sure their child is doing well. Parents will be oriented more on this upon admission. We also follow a check list.

Vaccine preventable disease for employees

Sunshine Academy will require each of their employees to receive the following vaccines to keep the children safe:

- Influenza shot once a year.
- 2 varicella shots for those employees who have not had the illness.
- Hepatitis A shot for the Cook.

For any employee exempt from these vaccines will have an exemption form on file for the following:

- (A) Medical conditions identified as contraindications or precautions by the Centers for Disease Control and Prevention (CDC); or
- (B) Reasons of conscience, including a religious belief.

Sunshine Academy Parent Operational Handbook

All of our employees will be required to wear protective gloves and wash their hands frequently to prevent the spread of communicable diseases. If the employee is exempt, he/she will be required to wear protective medical equipment, including gloves and masks, based on the level of risk the employee presents to children by the employee's routine and direct exposure to children.

There will be a written or electronic record of each employee's compliance with or exemption from our policy, and each employee must have a copy on file before they are brought in to work.

Sunshine Academy
2715 E del Mar Blvd; Ste E 1
Laredo TX 78041
T 956.701.3041

Sunshine Academy
9902 Crystal Ct; Ste 103-105
Laredo TX 78045
Cell 956.740.0522

www.sunshine-academy.us
info@sunshine-academy.us

Parent Information Updates

It is important that Sunshine Academy has up-to-date information for every child. Parents are asked to submit any changes to their enrollment form, including:

- Updated phone numbers
- New allergies or medical information
- Changes to authorized pick-up persons

Please use the Parent Update Form located in the lobby. Once completed, submit the form to the Center Director or your child's teacher as soon as possible. Keeping this information current helps us ensure the safety and well-being of your child.

Parent Engagement and Growth Policy

At Sunshine Academy, we value parents as partners in their child's education and development. We believe that when families and educators work together, children thrive. To support this partnership, we provide the following opportunities throughout the year:

- **Parent-Teacher Conferences:** Parents are invited to attend scheduled conferences to better understand their child's growth and development. These meetings allow teachers and families to discuss progress, set goals, and work together to support the child's success.
- **Specialist Conferences:** We offer opportunities for parents to meet with child development specialists. These sessions provide valuable insights and strategies that enrich our collective knowledge and benefit each child's learning journey.
- **Progress Reports:** Teachers observe and document each child's individual growth. Families receive written reports, along with one-on-one discussions, to review observations and plan together for continued development.

Sunshine Academy Parent Operational Handbook

- Workshops and Classes: Parents are invited to attend enrichment opportunities such as CPR classes for adults, infants, and toddlers, ensuring families feel empowered with important life-saving skills.
- Parent Resources: Our center provides a variety of resources for families. In the lobby of our school, parents may find flyers and pamphlets with information on CHIP, Medicaid/Medicare, breastfeeding, ECI (Early Childhood Intervention), developmental milestones, and more. In addition, families can visit our website at www.sunshine-academy.us, where a dedicated Parent Resources page offers helpful links and materials.

Through these efforts, Sunshine Academy strives to provide families with meaningful opportunities to learn, grow, and stay connected to their child's educational experience.

Parent resources: Important Milestones: Your Child by Five Years

6months old Milestones

What most babies do by this age:

Social and Emotional

- Knows familiar faces and begins to know if someone is a stranger.
 - Likes to play with others, especially parents.
 - Responds to other people's emotions and often seems happy
- video icon
- Likes to look at self in a mirror.

Language/Communication

- Responds to sounds by making sounds.
- Strings vowels together when babbling ("ah," "eh," "oh") and likes taking turns with parent while making sounds
- Responds to own name
- Makes sounds to show joy and displeasure
- Begins to say consonant sounds (jabbering with "m," "b")

Cognitive (learning, thinking, problem-solving)

- Looks around at things nearby
- Brings things to mouth
- Shows curiosity about things and tries to get things that are out of reach
- Begins to pass things from one hand to the other

Movement/Physical Development

- Rolls over in both directions (front to back, back to front)
- Begins to sit without support
- When standing, supports weight on legs and might bounce
- Rocks back and forth, sometimes crawling backward before moving forward

1 year old Milestones

What most children do by this age:

Social and Emotional

- Is shy or nervous with strangers
- Cries when mom or dad leaves
- Has favorite things and people
- Shows fear in some situations
- Hands you a book when he wants to hear a story
- Repeats sounds or actions to get attention
- Puts out arm or leg to help with dressing
- Plays games such as “peek-a-boo” and “pat-a-cake”

Language/Communication

- Responds to simple spoken requests
- Uses simple gestures, like shaking head “no” or waving “bye-bye”
- Makes sounds with changes in tone (sounds more like speech)
- Says “mama” and “dada” and exclamations like “uh-oh!”
- Tries to say words you say

Cognitive (learning, thinking, problem-solving)

- Explores things in different ways, like shaking, banging, throwing
- Finds hidden things easily
- Looks at the right picture or thing when it's named
- Copies gestures
- Starts to use things correctly; for example, drinks from a cup, brushes hair
- Bangs two things together
- Puts things in a container, takes things out of a container
- Let's things go without help
- Pokes with index (pointer) finger
- Follows simple directions like “pick up the toy”

Movement/Physical Development

- Gets to a sitting position without help
- Pulls up to stand, walks holding on to furniture (“cruising”)
- May take a few steps without holding on
- May stand alone

2 years old

Social and Emotional

- Copies others, especially adults and older children
- Gets excited when with other children
- Shows more and more independence
- Shows defiant behavior (doing what he has been told not to)
- Plays mainly beside other children, but is beginning to include other children, such as in chase games

Language/Communication

- Points to things or pictures when they are named
- Knows names of familiar people and body parts
- Says sentences with 2 to 4 words
- Follows simple instructions
- Repeats words overheard in conversation
- Points to things in a book

Cognitive (learning, thinking, problem-solving)

- Finds things even when hidden under two or three covers
- Begins to sort shapes and colors
- Completes sentences and rhymes in familiar books
- Plays simple make-believe games
- Builds towers of 4 or more blocks
- Might use one hand more than the other
- Follows two-step instructions such as "Pick up your shoes and put them in the closet."
- Names items in a picture book such as a cat, bird, or dog

Movement/Physical Development

- Stands on tiptoe
- Kicks a ball
- Begins to run
- Climbs onto and down from furniture without help
- Walks up and down stairs holding on
- Throws ball overhand
- Makes or copies straight lines and circles

3 years old

What most children do by this age:

Social and Emotional

- Copies adults and friends
- Shows affection for friends without prompting
- Takes turns in games
- Shows concern for crying friend
- Understands the idea of “mine” and “his” or “hers”
- Shows a wide range of emotions
- Separates easily from mom and dad
- May get upset with major changes in routine
- Dresses and undresses self

Language/Communication

- Follows instructions with 2 or 3 steps
- Can name most familiar things
- Understands words like “in,” “on,” and “under”
- Says first name, age, and gender
- Names a friend
- Says words like “I,” “me,” “we,” and “you” and some plurals (cars, dogs, cats)
- Talks well enough for strangers to understand most of the time
- Carries on a conversation using 2 to 3 sentences

Cognitive (learning, thinking, problem-solving)

- Can work toys with buttons, levers, and moving parts
- Plays make-believe with dolls, animals, and people
- Does puzzles with 3 or 4 pieces
- Understands what “two” means
- Copies a circle with pencil or crayon
- Turns book pages one at a time
- Builds towers of more than 6 blocks
- Screws and unscrews jar lids or turns door handle

Movement/Physical Development

- Climbs well
- Runs easily
- Pedals a tricycle (3-wheel bike)
- Walks up and down stairs, one foot on each step

4 years old

What most children do by this age:

Social and Emotional

- Enjoys doing new things
- Plays “Mom” and “Dad”
- Is more and more creative with make-believe play
- Would rather play with other children than by himself
- Cooperates with other children
- Often can’t tell what’s real and what’s make-believe
- Talks about what she likes and what she is interested in

Language/Communication

- Knows some basic rules of grammar, such as correctly using “he” and “she”
- Sings a song or says a poem from memory such as the “Itsy Bitsy Spider” or the “Wheels on the Bus”
- Tells stories
- Can say first and last name

Cognitive (learning, thinking, problem-solving)

- Names some colors and some numbers
- Understands the idea of counting
- Starts to understand time
- Remembers parts of a story
- Understands the idea of “same” and “different”
- Draws a person with 2 to 4 body parts
- Uses scissors
- Starts to copy some capital letters
- Plays board or card games
- Tells you what he thinks is going to happen next in a book

Movement/Physical Development

- Hops and stands on one foot up to 2 seconds
- Catches a bounced ball most of the time
- Pours, cuts with supervision, and mashes own food

5 years old

What most children do by this age:

Social and Emotional

- Wants to please friends
- Wants to be like friends
- More likely to agree with rules
- Likes to sing, dance, and act
- Is aware of gender
- Can tell what's real and what's make-believe
- Shows more independence (for example, may visit a next-door neighbor by himself [adult supervision is still needed])
- Is sometimes demanding and sometimes very cooperative

Language/Communication

- Speaks very clearly
- Tells a simple story using full sentences
- Uses future tense; for example, "Grandma will be here."
- Says name and address

Cognitive (learning, thinking, problem-solving)

- Counts 10 or more things
- Can draw a person with at least 6 body parts
- Can print some letters or numbers
- Copies a triangle and other geometric shapes
- Knows about things used every day, like money and food

Movement/Physical Development

- Stands on one foot for 10 seconds or longer
- Hops; may be able to skip
- Can do a somersault
- Uses a fork and spoon and sometimes a table knife
- Can use the toilet on her own
- Swings and climbs

Sunshine Academy Parent Operational Handbook

I acknowledge receipt of Sunshine's operational policies, including for:

- ☐ Discipline and guidance.
- ☐ Suspension and expulsion.
- ☐ Emergency plans.
- ☐ Procedures for conducting health checks.
- ☐ Safe sleep.
- ☐ Procedures for parents to discuss concerns with the Director.
- ☐ Procedures for parents to participate in operation activities.
- ☐ Procedures for release of children.
- ☐ Illness and exclusion criteria.
- ☐ Procedures for dispensing medications.
- ☐ Immunization requirements for children.
- ☐ Meals and food practices. See monthly menu for more information.
- ☐ Procedures to visit the center without securing prior approval. No visits allowed between 12:00pm – 2:00pm.
- ☐ Arrive before 9:00a.m.
- ☐ The parents use of technology on campus should be limited or avoided in order to improve communication between staff, children and families.
- ☐ Parents are very important in Sunshine. If you have any questions, comments or suggestions please send them to info@sunshine-academy.us. **Call Ms. Galindo 9902 Crystal Ct 956 4410298. 2715 E. Del Mar 956 7013041 Whats app 956.740.0522**
- ☐ Procedures for parent to contact Child Care Licensing, DFPS, Child Abuse Hotline, and DFPS website.

Receipt of Acknowledgment

**PLEASE READ, INITIAL, SIGN AND DATE THE LAST PAGE OF THIS
HANDBOOK AND RETURN IT TO THE DIRECTOR AT SUNSHINE ACADEMY**

1. I have read and understand this handbook of the policies & procedures.
I also understand that this is a legally-binding contract. _____
2. I agree to abide by all policies and procedures listed. _____
3. I understand that changes can and will be made at any time without notice. _____
4. I will report any and all changes in writing to the Director. _____
5. I agree to follow all stipulation outlined in this handbook. Failure to follow procedures
could jeopardize my child's enrollment. _____
6. I agree to pay the contracted amount during August 1st 2025 – July 2026 explained by
the Teacher and/or Director and signed by me. _____
7. I agree to the scheduled pick-up times explained by the Director and signed by me. I
know that I will have a late fee after the agreed upon hours. _____
8. I understand that this is a legal contract and can be used against me in a court of law.

9. All Sunshine Academy policies are reviewed annually and updated as needed to
ensure continued compliance with Texas minimum standards. _____

Child's Name in care

Date of Birth

Sibling's Name in care

Date of Birth

Parent's Name and Signature

Date

Sunshine Academy Personnel Signature

Date

Director's Signature

Date