



sunshine

LEARNING & ENRICHMENT CENTER

PARENT HANDBOOK

2025 – 2026

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## 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 voluntary, 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>

## 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
- 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

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### **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.

### **Procedures for release of children**

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.

### **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.

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.

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- 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.

### **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,

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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 in case of an emergency medical concern.

### **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. 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 email and our webpage. 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.

*ProCare* for parents is an app we use for direct daily communication with parents. *Remind* app helps us to send quick reminders to parents and we suggest you add our social media pages (Facebook and Instagram) so you can be kept informed. If you can always visit our web page [www.sunshine-academy.us](http://www.sunshine-academy.us) to check on our latest news.

### **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.

Our teachers will manage individual classrooms by:



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- ❖ 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.

**Guidance behavior for withdrawal**

**A two-week trial period will be given if a child who continues to misbehave.** If at any time during the two weeks the arrangement has not proven workable, then the parent or provider will have the right to terminate, with a 24-hour notice.

**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.

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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.

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.

## Sunshine Academy Parent Operational Handbook

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**

We at Sunshine provide nutritional meals, which include lunch and 2 PM snacks. Lunch from 11:20am -11:40 a.m. Snacks from 2:00pm - 5:00pm. Outside foods will be allowed into the center if the student has a restricted diet, or for religious purposes, all which the Director/Asst. Director must approve. All meals served are nutritionally balanced according to TDPFS &CACFP guidelines. Children are encouraged to taste a variety of foods but are never forced to eat.

We offer filter water during the day to drink to children. If you would like your child to have milk during the day, **you are more than welcome to send it from home** in a labeled, spill-proof container. Our team will ensure that it is properly stored and offered at mealtime.

Remember we do offer and optional MEAL per month/ semester but if you are not enrolled or you fill you need to send something different feel free to send it from home.

### **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**

## Sunshine Academy Parent Operational Handbook

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.
- **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](http://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

Sunshine Academy Parent Operational Handbook  
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 sprit t-shirt with leggings, tutu, jeans or shorts.

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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***

- (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](http://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*
  - (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.



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- 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.

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](http://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.

### **Fees**

On the first day of enrollment, parents are required to pay at least one month in advance. Parents will pay monthly from 1<sup>st</sup> – 10<sup>th</sup> day of the month. In all instances, fees must be paid in advance to Sunshine Academy for each day a child is enrolled. A receipt will be issued immediately upon paying any and all fees.



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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.

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

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

Semester Meal plan \$450

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

### **Late fees**

Late fees for parents who arrive after 3:00pm or 5:30pm (depending on your program) are as follows:

- At, 3:01pm or 5:30pm (depending on your program) a \$10-fee will be charged and a \$1-fee for each minute thereafter per child and must be paid upon parent arrival.
- If you have the 3:00pm program and arrive after 3:05 your child will automatically be enrolled for the enrichment program of the day and a \$35-charge due upon arrival. *We strongly suggest you consider the full-day program if you need to be after 3:00pm more than one day a month.*
- If you cannot be here by 3:05pm, your child will automatically be enrolled for the enrichment program of the day and a \$35 charge due upon arrival.
- All children will be held through 6:00pm, at which time the Laredo Police Department will be notified and the child will be reported as abandoned.
- An abandoned child will be transported by police to an area shelter. All efforts will be made to contact an authorized adult.
- As for late payment fees you will receive a notice informing you of past due account. There will be a \$25 fee added per day the account is past due.
- Proper arrangements must be made with the director if you fall into this category.

**All adults** picking up a child must be authorized, and must present proper identification, and must be on our Sunshine Academy Emergency contact log. No exceptions.

**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 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.

**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](mailto: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**

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

## Sunshine Academy Parent Operational Handbook

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.

### **Conferences**

We always want to provide our parents with undivided attention when we talk to them about their child, so we suggest setting up a scheduled time to allow an in-depth conference. Please talk with the Director or inform the teacher requesting a time to meet. This courtesy enables us to arrange for appropriate staffing during our discussion and allows for us to have focused attention.

It is important to inform the Director and teacher of any significant changes in your child's life. Events such as a move, the loss of a family member, or change in the family structure can significantly affect your child. We can work together to help ease the stress of any life event and work together as a team to help create security and support.

We will have 2 meetings schedule thru the year one in December and another in May. If you need to have a meeting sooner please do not hesitate to request it.

### **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*

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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**

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

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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 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**

Information about Community resources is available to the parent/family such as the Workforce Solutions South Texas information <http://www.southtexasworkforce.org> and contact phone number (956) 794-6500, Child Care Services information and contact phone number (956) 794-1500, and another resource from the community will be available at the center.

### **Surveys**

Surveys will be sent out three times a year: one at the beginning of the year, again in January, and at the end of the school year. We want to make sure that we are meeting the needs of the children and their families. We appreciate your comments and concerns. Please feel free to make an appointment to talk to teachers or Director so we can make this "our" school. It is our desire to create an environment where children and their families can 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](mailto: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 2<sup>nd</sup>**

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
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	Dibujar 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 I 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 fina	Actividad de motricidad fina	Actividad de motricidad fina	Actividad de motricidad fina	Actividad de motricidad fina
3:40 – 4:00	Patio	Patio	Patio	Patio	Patio
4:00 – 4:20	Snack	Snack	Snack	Snack	Snack
4:20 – 5:00 (dos bloques)	Arte	Manualidades	Música	Lenguaje	Matemáticas



## Sunshine Academy Parent Operational Handbook

5:00 – 5:30	Centros - despedida	Centros - despedida	Centros - despedida	Centros - despedida	Centros - despedida
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### **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.**

#### **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.

**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](http://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](http://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](http://www.sunshine-academy.us)  
[info@sunshine-academy.us](mailto:info@sunshine-academy.us)

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](mailto:info@sunshine-academy.us). **Call Ms. Galindo 956.740.0522**

## Sunshine Academy Parent Operational Handbook

- 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 1<sup>st</sup> 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. \_\_\_\_\_

\_\_\_\_\_  
**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**