    The Sunny Days Schoolhouse

Licensed Child-Care Home

**3409 Maggie Road Melissa, TX 75454**

**Phone: (214) 280-2226      E-mail: sunnydayshooray22@gmail.com**

**Hours of Operation:  Monday – Friday 7:30am-5:30pm**

[**www.thesunnydaysschoolhouse.com**](http://www.thesunnydaysschoolhouse.com)

**CURRICULUM**

\*Preschool and Pre-K Curriculum for ages 18 months - 5 years old

\*Individual/group lessons and activities with age-appropriate materials

\*Year-Round Curriculum

\*Curriculum includes: Literacy Skills/Writing/Math/Science/Social Studies/Games/Art & Creativity/Music & Movement/Dramatic Play/Cooking Activities/Life Skills/Social & Emotional Skills/ Listening & Communication/Cognitive Skills/ Fine & Gross Motor Development

**TUITION RATES** (Applies to all ages)

**Full-Time Tuition** (4 or more days a week): $210 per week ($42 daily)

**Part-Time Tuition Options:**(Limited availability)

       --3 days a week: $180 per week ($60 daily)

                                               --2 days a week: $145 per week ($72.50 daily)

**TUITION PAYMENT POLICY**

**\*** I accept Zelle (preferred), Cash, or Check.

**\*** Weekly tuition is due **no later than Friday evening prior to the following week’s care.**

**\*** Monthly tuition is due **no later than the** **1st of every month.**

**\*** Monthly tuition equals the number of contracted school days for your child that month.

**\*** Tuition prices are non-negotiable and subject to change with a 30-day notice.

**\*** Tuition will not be prorated for any absences, extended leave, or holiday closures.

**PLEASE NOTE**: If you need to take your child out of school for an extended period (i.e. summer break/extended vacations/maternity leave, etc), a **minimum** **two-week notice** is required.

**\*\*Full tuition will be due in order to maintain your child’s spot while they are away, otherwise their spot will be forfeited to a new family.**

\* A $15 late fee per day (including weekends) will be added to tuition if not received on time.

\* Consistent late payment will result in termination of care, with all late fees and back tuition

due immediately or legal action will take place at your expense.

\* There will be a $35 NSF fee for all returned checks, as well as a $15 late fee per day (including weekends) tuition is delinquent.   **Initial:  \_\_\_\_\_\_**

**ADMISSIONS AND ENROLLMENT**

The following forms/payments must be completed & submitted **at time** **of Admissions**:

1. *Enrollment Form*
2. *Discipline* *and* *Guidance* *Policy*
3. *Family Handbook (Operational Policies)*
4. *Emergency Medical Authorization* Form
5. Paid *Admissions Holding Fee*: Two full weeks of tuition (per child)

A delay in turning these items in an appropriate amount of time could result in forfeiting a spot to the next family in line.

The following are required to be submitted **prior** to your child’s first day of school:

1. A current copy of your child’s immunization records
2. A Health Statement from your child’s Primary Care Physician
3. A current copy of your child’s vision/hearing test (applies to 4 years and older)

**Initial: \_\_\_\_\_\_\_\_**

**ADMISSIONS FEE**

All new families who are enrolling their child are required to pay an *Admissions Fee*. This fee isnon-refundableand will hold a vacant spot for up to 30 days. This fee will go towards the first 2 weeks of care when starting on the contracted date.

Holding a vacant spot beyond 30 days will require weekly tuition to be paid in full until the child starts. Payments of this kind will not go towards future care. Failure to pay will result in forfeiting an available spot to a paying family. Should this take place, the initial admissions fee will remain non-refundable.

If a family is waiting for a currently filled spot to become available, the paid Admissions fee will hold their child’s place and go towards the first two weeks of care when starting on the contracted date.

**Initial: \_\_\_\_\_\_\_**

**TWO WEEK TRIAL PERIOD**

\*The first two weeks of care are considered a trial period. During this two-week trial, if for any reason you or I feel *The Sunny Days Schoolhouse* is not a good fit for your family, childcare may be terminated without notice. During this time, your full *Admissions Fee* will remain non-refundable. **Initial: \_\_\_\_\_\_\_**

**SUPPLIES NEEDED:** Please provide the following items to be kept at school...

1. A change of weather/school appropriate clothes, underwear, and socks

        2. Diapers/Pull-ups/Creams (as needed)

        3. Reusable/Spill Proof/Dishwasher Safe water bottle

**IMMUNIZATION RECORDS**

Immunization records must be updated regularly and kept on file.   Please submit a copy to the school as vaccines are updated. Children 4 years and older must have their vision and hearing reports on file. **Initial:  \_\_\_\_\_\_**

**DAILY ATTIRE/SOILED CLOTHING POLICY**

Please send your child to school in weather appropriate clothing and footwear that will allow them to participate freely and safely in physical activities. Closed-toed shoes are best. Please do not send your child in flip flops. They are not great for outdoor play and running.

 If your child has a potty accident or an illness related accident while in my home, their soiled items will be placed in a Ziplock bag and sent home to be washed.  **Initial:  \_\_\_\_\_\_**

**NAP/REST TIME**

The children will nap or rest quietly between the hours of 12:30p – 2:30p. I will provide the cot and all necessary bedding for each child.  I **will not** intentionally keep a child awake. If they fall asleep during this time, I **will not** purposely wake them unless it is the end of nap time.

I do not accept drop offs during nap/rest time as this is very disruptive to the other children.  Please refrain from picking up your child during nap time. **Initial:  \_\_\_\_\_\_**

**POTTY TRAINING**

When your child shows readiness for toilet training, a plan will be discussed between both parties. Pull-ups will be required. Once your child has stayed consistently dry for a period of 2 weeks in conjunction with using the toilet, they may transition to underwear full time at school.   **Initial:  \_\_\_\_\_\_**

**SCHEDULED HOLIDAY CLOSURES** (Paid)

The following days will be PAID closures. \*\*All holidays falling on a Saturday or Sunday will be observed on a weekday either preceding or following. You will receive a list of observed holiday dates at the beginning of each year.

New Year’s Eve&New Year’s Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Observed: December 24th - 26th

\*Tuition rates will not be prorated for holiday closures.

\*Full tuition will still be due in order to continue care.

\*Please have back up care planned, as the school will be closed during these listed holidays.

**Initial: \_\_\_\_\_\_\_\_**

**PROVIDER VACATION TIME** (Unpaid)

I will take off 10-12 unpaidschool dayseach year for personal vacation. Vacation days may consist of individual days or partial/full weeks. A list of planned vacation days will be given to you before the new year begins. These dates are subject to change.

My personal vacation time off will most likely occur, but is not limited to the following times of year...

1) Melissa ISD’s Spring Break Week (TBD)

2) One week in the Summer (TBD)

\*\*If we are traveling during these breaks, it may be possible that an extra day or two may be needed for travel depending on our destination. You will be notified well in advance.

Please have back up care planned, as the school will be closed during these scheduled vacation times.    **Initial: \_\_\_\_\_\_\_\_\_**

**PROVIDER SICK TIME OFF/PERSONNAL DAYS WITH SCHOOL CLOSURE** (Unpaid)

 You will be notified as soon as possible if the school will be closed due to illness or if a personal day needs to be taken for any reason.

\*Tuition will not be charged for any days associated with this type of closure.

\*Tuition will be prorated for the closed day(s) on your following tuition payment.

\*Please be prepared with alternative care in case I need to close unexpectedly or take a personal day off for any reason. **Initial: \_\_\_\_\_\_\_**

**SUBSTITUTE CAREGIVER (**Paid)

\*My husband, Anthony, is my current substitute for doctor appointments.

\* Tuition rate will stay the same and payment will still be due whether or not you decide to bring your child to school while a substitute is in charge.

\*All substitutes will have a complete background check, be trained on the Minimum Standards for Child-Care Homes in Texas, and will be current in Pediatric CPR/First Aid training.

**Initial: \_\_\_\_\_\_\_**

**LATE PICK UP**

Every child must be picked up no later than close of each school day.  There will be an additional charge of $5 after the first 5 minutes past closing, then an additional $1 per minute thereafter.  Please respect my school hours.  If you know you are going to be late, please arrange for someone else to pick up your child by closing time.  If this becomes problematic, I have the right to terminate care without notice. **Initial: \_\_\_\_\_\_**

**MEALS & SNACKS**

I provide two snacks and lunch for each child daily. All meals will comply with meal patterns established by the Child and Adult Care Food Program (CACFP) administered by the USDA.

\*Water will be provided throughout the day

\*Fat Free cow’s milk will be served with lunch for children 2 and older.

\* Vitamin D cow’s milk will be served to children under 2.

\*If you bring your child’s own lunch or snacks, tuition will remain the same.

\*You must sign a waiver agreeing to take responsibility for their daily nutritional needs if you bring their own snacks and/or lunch.

\*For more information on the nutritional value of foods for children, please visit [www.fns.usda.gov/tn/myplate](http://www.fns.usda.gov/tn/myplate).

\*Special diets will require written approval from your child’s physician or a licensed dietician.

\*We are NOTa peanut/nut free household.  **Initial: \_\_\_\_\_\_\_**

**DAILY PHYSICAL ACTIVITY**

Outdoor play is offered twice daily (weather permitting). Moderate to vigorous active play is encouraged to promote both small and large motor activity, and will total at minimum 1.5 hours per day. If we are unable to play outdoors, alternative activities will take place indoors to fulfill their daily physical activity needs. **Initial: \_\_\_\_\_\_\_**

**SCREEN TIME**

We do occasionally watch short educational videos or view children’s books to enhance an area of learning.

\* Licensing prohibits more than 1 hour of electronics each school day. **Initial:  \_\_\_\_\_\_**

**SICK POLICY**

 I follow the communicable disease exclusions required for schools as defined by the Texas Department of State Health Services.  Your child will be sent home/unable to attend school if they have displayed one or more of the following....

* An illness that prevents your child from participating comfortably in child-care activities including outdoor play.
* An illness which results in a greater need for care than I can provide without compromising the health, safety, and supervision of the other children in my care.
* Your child has one or more of the following symptoms....

        \**Fever of 100.4°F or greater*--**Child will not be able to return to school unless they**

**are fever free, without the aid of medication, for a period of 24 hours**.  Do not send

           your child to school having given medication to reduce their fever.  They will be

           sent home immediately and termination could occur.

        \* *Vomiting*-- must be symptom free for 24 hours before returning

              \**Uncontrolled Diarrhea* -- 2 or more episodes in 24 hours; must be symptom free for

                                                              24 hours before returning

              \**Rash with fever*-- must be symptom free without use of medications for 24 hours

                                                 before returning

              \* *Mouth sores with drooling --*must be symptom free for 24 hours before returning

              \**Lethargy-- this could signal a*child may be severely ill

*\* Head Lice/Nits*--child can return after proper treatment at home

*\* Pink Eye/Conjunctivitis*--child can return to school with doctor approval

If your child were to become sick during the school day, they will be isolated from the other children and will need to be picked up immediately.  If they are not picked up within 1 hour of the call, or I cannot get ahold of you, your emergency contact numbers will be called.

\*\*\*\*\*Please **DO NOT** send your child to school sick or disregard the sick policy rules for return.  You will be turned away immediately.  Knowingly sending a sick child to school is putting others, including myself at risk for becoming ill.

Tuition will not be prorated for missing/leaving school early because of an illness. **Initial:  \_\_\_\_\_\_**

**STATE OF EMERGANCY/PANDEMIC POLICY**

In the event of a state of emergency/global pandemic, our school will follow the orders in which the State of Texas deems appropriate for Licensed In-Home Childcare dwellings.

1) If your child will miss school due to pandemic illness/quarantine, and our school is still open for care, you will still be responsible for full tuition payment.

2) If the school closes temporarily for a pandemic emergency, you will not be responsible for tuition payment for the duration of the closure.  **Initial:  \_\_\_\_\_\_**

**MEDICATION ADMINISTRATION**

A written consent form must be filled out in order to administer any medications at school.  All medications must be in original packaging and labeled with your child’s first and last name and the initial start date.  All prescriptions and any over the counter medications will only be given as stated on original container, or as amended in writing by an approved physician.

I cannot…

* Administer any medication to any other child other than whom it is intended.
* Administer any medications which have exceeded their manufactured expiration date.
* Administer pain/fever reducing medications.  **Initial: \_\_\_\_\_\_\_**

**RELEASE OF A CHILD IN MY CARE**

I will only release a child to a parent or a person designated by the parent.  A valid photo ID will be necessary to verify the identity of any person whom I have never met before, who will be picking up a child in my care. If I do not have written or verbal consent for another person other than your child’s designated parent/guardian to pick up, I cannot release them from my care until I received verbal confirmation from you. **Initial: \_\_\_\_\_\_**

**MINOR INCIDENTS/EMERGANCY MEDICAL CARE**

In the event of a minor incident/injury, basic first aid will be administered and parent will be notified upon pickup.

In the event of a medical emergency: 911 will be called; CPR or First Aid will be administered if needed until emergency medical care arrives; and once the emergency team takes control, the parent/guardian will then be contacted.  **Initial:  \_\_\_\_\_**

**BEHAVIOR GUIDENCE/DISCIPLINE POLICY**

All students will be encouraged to learn self-control and self-confidence when interacting with one another. I will encourage, model, and praise good behavior by using positive reinforcement and setting clear expectations.  I will also address and redirect unacceptable behavior.  Under no circumstances will verbal or physical abuse be used, nor shall it be tolerated from a student.  Harsh words and isolation will not be used in my classroom.  

**Initial:  \_\_\_\_\_**

**OPEN DOOR POLICY**

A parent/guardian may visit their child at our school any time they wish without prior approval.  Although you are welcome to visit at any time, please be mindful of our schedule when dropping in for a visit as this may disrupt learning activities, as well as nap/rest time for all the children. **Initial:  \_\_\_\_\_\_**

**EMERGENCY PREPAREDNESS**

An emergency preparedness plan is in place to help determine the steps to be taken in the event of an emergency such as a fire, tornado, evacuation, or shelter/lock-down. We will participate in monthly drills to help prepare for such emergencies. **Initial: \_\_\_\_\_\_\_**

**INCLEMENT WEATHER**

In the event of inclement weather such as a snow or ice storm, I will remain open for normal business hours.  Payment is expected whether you attend that day or not.  **Initial: \_\_\_\_\_\_**

**TRANSPORTATION**

Due to licensing restrictions, I am unable to provide transportation for your child, for any reason, or at any time.  **Initial:  \_\_\_\_\_**

**HOUSEHOLD PETS**

There are pets living in this home.  They will be kept in a separate room away from the children, only to come out for bathroom breaks. All pets will be current on vaccinations, and free of any communicable disease.  **Initial:  \_\_\_\_\_\_**

**WITHDRAWL OF SERVICE**

When withdrawing a student from care, a minimum 2 weeks' written notice is required. You will be required to pay the full 2 weeks of tuition whether you decide to attend or not.  If you choose to withdrawal your child without appropriate notice, or they are unable to attend their final 2 weeks, the full2 weeks of tuition will still be due.   If appropriate payment and any late fees accessed are not received, legal action will take place. **Initial:  \_\_\_\_\_\_**

**TERMINATION OF CARE**

I will terminate care should I feel our school is not the best fit for your child/family, or if payment delinquency or late pick-up becomes problematic.  If immediate termination of care occurs, all unpaid tuition and/or fees will be due immediately.  If appropriate payment is not received in a timely manner, legal action will take place. **Initial:  \_\_\_\_\_**

**NON - DISCRIMINATION POLICY**

The Sunny Days Schoolhouse does not discriminate based on race, religion, gender, disability, cultural heritage, political beliefs, marital status, national origin or sexual orientation.

**CONFIDENTIALITY**

All personal information obtained for each family will be kept confidential to ensure privacy for all.

**TAX INFORMATION:**

A year-end summary of all childcare fees paid will be supplied to you in January upon request.  You may also request a copy of fees paid at any point during the year if needed.  EIN # is available upon request for your personal tax filing.

**LICENSING INORMATION:**

The Sunny Days Schoolhouse is a licensed child care home.  I follow all licensing regulations and standards in order to provide the best environment and care for your child.  My home is subject to unannounced inspections by the state and city health, fire, and licensing officials.

* You have the right to review a copy of our most recent Licensing Inspection Report upon request.
* You have the right to contact our local Licensing office with any questions.  See below for contact information.
* You can find a copy of the Minimum Standards for Child-Care Homes on the Texas Health and Human Services website at  [www.hhs.texas.gov](http://www.hhs.texas.gov/)
* If abuse of any kind is disclosed, witnessed, or suspected please contact the

Texas Abuse and Neglect Hotline at 1-800-252-5400.

Child-Care Licensing Contact Information

550 E. 15th St.

Suite 120   
Plano, TX 75074   
469-229-6900 Ext. 6901

License number:  1747343

**By signing below, you are agreeing that you have read and understand all operational policies at *The Sunny Days Schoolhouse*. This signed agreement will be kept in your child’s file. A photo copy will be sent via email for your personal records.**

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_