



Your child in caring and  
professional hands

**Shenandoah Square**  
13750 West State Rd 84  
Davie, FL 33325  
Fax: (954) 452-2074  
Phone: (954) 452-2924

Dear Parents,

Welcome to the 3-year-old Class.

We are excited to have you and your child join us in our classroom. In this class we focus on developing language, social-emotional skills, motor skills and cognitive skill. We follow the Florida Early Learning and developmental Standards. Please go to this site to have all the details: <http://www.elcduval.org/wp-content/uploads/providerbulletin/112912%20Birth-5%20Standards.pdf>

Sunny Seeds Preschool uses the Creative Curriculum. This is a child centered curriculum that works by themes and that offers an ample variety of strategies and interesting activities that stimulate the critic thinking and the construction of new knowledge. All activities are aligned with the Florida standards and focus in:

**Language:** Teachers use their language to verbalize all the time, describe and narrate. They teach reading skills through the reading of story books, the alphabet, letter sounds and recognition of their names. They work on the phonological awareness and all the abilities they will need in Pre-kindergarten .

**Social Emotional:** As part of our Positive Behavior Support Program (PBS), we teach children about feelings and emotions. Teachers explain the expected behavior for each activity and positive reinforced those expected behaviors. They read books about them, provide mirrors for them to see themselves and talk about how they feel. Teachers talk about how to treat each other, how to ask for a toy. They teach them the rules of the classroom through songs, books and visuals. They talk about how to solve conflicts before they happen. They make children environment predictable and self-explained. Everything has its own place and every place is labeled. In that way, they allow children to be independent and at the same time, to take responsibility for the material each one uses.

Children will enjoy participating in group activities. We expect them to respond well to consistent routines, such as quiet time or naptime following lunch and to anticipate what comes next during the day (for example, knows that naptime follows lunch)

**Motor and sensorial:** Every day teachers plan activities to use their motor skills to trace, cut, knead, color, etc. They plan activities for them to recognize right from left, to climb, to run, to skip obstacles and so on. They make circuits at the playground or inside the classroom and we participate in the “Creative Movement Class”, to increase proficiency in gross motor skills, strength and balance, such as jumping in place, standing on one foot, running, kicking and navigating around obstacles. They also participate in activities that improve hand-eye coordination when playing with building blocks, simple puzzles, stringing beads. They will begin to improve pencil control by using fingers rather than the whole fist to grasp pencils, crayons and markers.

**Cognitive:** Children learn about the world around them exploring. Teachers plan activities that enrich those interactions like matching like objects, mainly identical objects, or matching objects by shape and color. Teachers plan activities to help them learn about the theme we are working on. Children will have the opportunity to explore and build with objects that they can take apart and put them back together, build towers, learn about colors, shapes and the letters of their names.

They will have opportunities to explore elements of nature such sand, water, pets.

Teachers will plan activities that allow them to remember and recall short sequences of 2 to 3 steps. They will practice the sequence of numbers to count from 1 to 20.

They will learn basic shapes: circle, square and triangle, and colors. They will learn about sizes, and mathematical concepts like full, empty, some, all, few, inside, outside, around, through

They will work in science making experiments and observing how a material can change or a plant grow. They will learn terms like cold and hot, fast, and slow.

#### **Lesson Plans:**

You will find the monthly lesson plan posted on the board of the class as well as the weekly lesson plan inside the classroom.

#### **Lunches and Snacks:**

In our class children learn to open their lunch boxes and serve themselves. Please just place the lunchbox on the shelf designated for that purpose inside the classroom. Remember to label containers, lids and lunchbox.

Even though the school offers snacks, some parents bring extra snacks they know their children will love, like yogurt, special cookies or crackers, or fresh fruits of your child preference.

#### **Changes of cloth, Bathroom Routine and Nap mats:**

Every child should have at least two changes of clothes. Please label everything with permanent marker. The school is not responsible for unlabeled clothes. Every time you receive a dirty change of clothes, please remember to send back a new change of clothes.

In the 3-year-old class we have bathroom routines throughout the day. This allows your child to regularly use the potty and avoids the constant interruptions of activities to use the bathroom. 3-year-olds go inside the stall by themselves, and clean themselves. Teachers are not allowed to go inside the stall.

Every Monday parents bring the nap mat and place it in the cubie, and every Friday it should go home to be washed.

#### **Cubbies:**

We have two bins per child in the classroom: One cubie for the changes of cloth and nap mat and another one, on a shelf, close to the entrance where we keep all the child's work. Please take home all your child's work from that container every Friday and use those art works to talk with your child about what she/he has learned during the week.

#### **Daily Report - Brightwheel App.**

We post a daily report through an app called Brightwheel. You will receive an email invitation to join our school. Once you receive the invitation, you can log in using your email address and a password that you can set.

You can communicate with your teacher through the app, and you will receive information and pictures from your child's class daily.

#### **Special Classes:**

Every other Friday they will have Creative Movement Classes with Ms. Jackie.

Also we have for an additional cost Gymnastic, Playball and Karate

#### **Recommendations:**

1. Please label everything (clothes, sweaters, toys, containers, cups, nap mats). The school is not responsible for unlabeled items. Unlabeled items go to the "lost and founds" basket for a week, and then they are donated to Goodwill.
2. Please use only plastic containers.

3. Bring Nutritious food in small pieces (fruits, meat, vegetables, everything in small pieces, so they can learn to eat by themselves)
4. Please have routines at home: Use visuals (see attachment) to help them understand and follows routines, like going to bed, or morning routine before coming to school. At home, make your child use a spoon to feed themselves.
5. Communicate to the teacher any changes at home
6. Keep your child at home if he/she has had fever the night before.
7. Spend a little of time every day to sit down with your child and show the pictures of a book or play with a toy
8. Use language as much as possible
9. Talk about feelings
10. On Fridays remember to go home with the nap mat and the art work
11. Please do not allow your child to bring toys from home (Only when required) or jewelry to the school. The school is not responsible for lost items.
12. Please check daily on the child's box, for artwork, letters or activities.
13. Please check daily on the app for important information about your child.

We strive to maintain open communication with our parents and look forward to working with you so that we may provide the care and nurturing love that your child deserves.

If you have any question or concern, feel free to talk to us. This is going to be a wonderful year!





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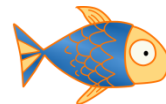


Dear Parent,

This letter is to inform you that a child in your child's classroom has severe food allergy to peanuts. It is important that there is strict avoidance to this food in order to prevent a life-threatening allergic reaction. We are asking your help to provide the student with a safe school environment.

Any exposure to peanuts may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we are asking that you please do not send any peanut containing products to school with your child to be eaten at school. If your child has eaten peanuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.

We appreciate your support of these procedures.



We also like to inform you that we have pets in our classrooms.

## **WHAT TO BRING**

## **(3 Year Old Classroom)**

What to bring when your baby starts coming to school.

- 1 Nap Mat available at Target or Wal-Mart  
This must be taking home every Friday to be washed and brought back on Mondays after being washed (labeled). The Nap Mat must fit in the cubbies. Sleeping bags are not allowed
- 2 Change of clothing (labeled)
- Lunch if she/he is not using our catering service.
- 1 X-Large Ziploc Bag (Available at school \$4)
- School shoes in a bag
- Face mask
- NO OPEN TOED SHOES OR CROCKS ARE ALLOWED (our Playground has mulch)
- Family Picture
- Birth Certificate
- Physical Form #DH3040 & Immunizations Form #DH680 (from the doctor)
- Parent's I.D.
- Please protect your child everyday with sunblock before coming to school.
- **Dress Code:**  
Top: Orange polo with Sunny Seeds' logo.  
  
Bottom: kakis, jeans, sweat pants, shorts or skirts.

What to Bring, Peanuts 3y July 2019



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### HEALTH POLICY

All children in attendance at Sunny Seeds Preschool are required to participate fully in the program, i.e indoor and outdoor time. If your child is too sick for full participation, it is advised that he/she should be at home recouping.

If your child(ren) will not be attending the center due to illness, please take a moment to contact us and let us know. This allows us to keep a watchful eye for other children who may exhibit "like" symptoms. It allows us to promote a healthy environment by posting notices for the benefit of all families. Please try to keep your child's nails trimmed.

An informal health inspection as each child arrives will be part of the daily routine of the center.

For the well being of your child as well as the health of the other children in the center, it is **mandatory that any child that has become ill be picked up immediately.**

If your child becomes ill while at the center, such as temperature of 101(F), measures will be taken to make the child as comfortable as possible while you get to the school to pick her/him up. The parent/guardian will be contacted and informed of the child's condition. If they are unavailable, then emergency/alternate contact will be called.

A child with one of the following illnesses must be seen by a doctor and will not be allowed back in school without a written notice from the doctor indicating that the child is able to return to school.

- |  |                                      |
|--|--------------------------------------|
| ✓ Fever of 101 degrees or higher the past 12 hours | ✓ Measles                            |
| ✓ Undiagnosed rash                                 | ✓ Mumps                              |
| ✓ Diarrhea   | ✓ Roseola                            |
| ✓ Vomiting   | ✓ Wheezing or respiratory illness    |
| ✓ Lice   | ✓ Sore throat                        |
| ✓ Hand, foot and mouth                             | ✓ Strep throat                       |
| ✓ Pink eye (Conjunctivitis)                        | ✓ Sinus infection (Green runny nose) |
| ✓ Chicken pox                                      | ✓ Pinworms                           |
|  | ✓ Ring Worm                          |

Any child will be allowed in the school until:

- ❖ 24 Hours after start of antibiotic.
- ❖ 24 Hours after no fever without medication

Medication will be given only with a prescription in this schedule (12:00 & 4:00 pm).  
Inhalation therapy will be administered at 12:00 pm

Parent's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_



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## POLÍTICA DE SALUD

Todos los niños que asisten a Sunny Seeds Preeschool deben estar en capacidad de participar plenamente en todas las actividades del programa, es decir, las actividades dentro de la escuela y en el parque exterior. Si su hij@ está enfermo como para la plena participación, se aconseja que él /ella permanezca en casa hasta recuperarse.

Si su hij@ está enfermo y no asistirá el centro, por favor déjenos saber cuál es la enfermedad a fin de tomar las medidas necesarias para prever que la enfermedad no le dé a otros niños y mantener un ambiente lo más sano posible. Le recomendamos, si es posible, mantener cortas las uñas de su hij@.

Diariamente y como parte de nuestra rutina, nuestro personal realizará una inspección sanitaria informal, a fin de evitar la propagación de enfermedades.

En caso de que su hij@ se encuentre enfermo con alguno de los síntomas o enfermedades abajo descritas es obligatorio que el niño sea recogido inmediatamente de la escuela.

Si un niño se enferma en el centro, con síntomas tales como temperatura de 101 (F), se tomarán las medidas necesarias para hacer que el niño esté lo más cómoda posible hasta la llegada de sus padres. Los padres serán contactados e informados de la condición del niño inmediatamente. Si los padres no están disponibles, se llamará al contacto alternativo de emergencia.

El niño que presente alguna de las siguientes enfermedades debe ser visto por un médico y no se le permitirá regresar a la escuela hasta presentar una notificación por escrito del médico que indique que el niño es capaz de regresar a la escuela y no tiene nada contagioso.

- |  |  |
|--|--|
| ✓ Fiebre de 101 grados o más alta durante las últimas 12 horas | ✓ Respiración sibilante o enfermedad respiratoria  |
| ✓ Sarampión  | ✓ Pediculosis o Piojos                             |
| ✓ Erupción no diagnosticada                                    | ✓ Infección de garganta estreptocócica             |
| ✓ Paperas  | ✓ Varicela   |
| ✓ Diarrea  | ✓ Enfermedad mano, boca, pie                       |
| ✓ Roséola  | ✓ Conjuntivitis                                    |
| ✓ Vómitos  | ✓ Escabiosis o sarna                               |
| ✓ Parasitosis  | ✓ Infección tipo sinusitis (secreción nasal verde) |

Para que su hij@ sea readmitido en el centro debe tener:

- ❖ 24 horas después de la primera toma de antibiótico.
- ❖ 24 horas después sin fiebre sin tomar medicamentos

Solo podemos administrar medicamentos con récipe médico.

Los medicamentos serán administrados a las 12:00 y 4:00 pm. Las inhalaciones serán realizadas solo a las 12:00 pm

Nombre de los padres \_\_\_\_\_

Fecha \_\_\_\_\_

Firma de los padres \_\_\_\_\_



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### Discipline Policy

How we discipline at Sunny Seeds Preschool?

At Sunny Seeds Preschool we run a school wide Positive Behavior Support Program. Our teachers are trained in the PBS Program and this gives us a solid base for the whole school.

Under the Positive Behavior Support Program we approach positively the discipline. We offer to our children structure, clear rules and positive reinforcement through different channels, visual, verbal and role modeling.

Each classroom has a visual routine that explains the sequence of the different activities children will do during the day, so they can know what is happening at the moment and what to expect and what will happen next until the end of the day.

It is our duty to teach our children to use words to solve situations, to ask for help when needed, to use gentle hands and listening ears, to share and to respect other's feelings as well. In order to reach our goal you will see the rules of the school, of the classroom and of the playground posted all around the school. At the beginning of the year teachers introduce children to the class and teaches them how to use the materials, how to relate to each other, the routine and what is expected from them in each period and activity. Each material and shelf is labeled in order to help children to put things away after using them and to keep the classroom tidy.

The rules which we set with regards to discipline are based on the principle that one's freedom ends where the other person's freedom begins. We have a busy lesson plan that keeps children engaged in activities throughout the day, and interested in what they are doing.

Those children who have difficulties following the rules are induced to go over the rules and to think about what has happened. The teacher helps the child that misbehaved to become aware of the causes and consequences of his/her behavior. The child's reflection on their own behavior is crucial in his/her development of strategies of cognitive and emotional self-regulation.

Sometimes children need time to think about what they did or need time to be by them in a safe place. Each classroom provides a "Safe Place" arranged with relaxing materials like pillows, books, stress balls, soft blankets and stuffed animals that allow them to have time to pull themselves together.

The school runs a program for Parents as well. We offer parenting classes in order to work as a team on the same page and to inform to the parents the bases of our approach. In this way parents can apply at home the strategies that will reinforce what we are working on at the school and ease the atmosphere at home.

If there is an issue concerning your child that should be addressed, we will communicate with you to discuss the situation in order to get a better understanding and to design strategies that could help the child in the school and at home.

Parent's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_



## ¿Cómo manejamos la disciplina en Sunny Seeds Preschool?

En Sunny Seeds Preeschool partimos del principio de que la escuela debe ofrecer la estructura necesaria que permita a los niños saber qué se espera de ellos, cuál es la secuencia de actividades durante el día, cuál es el lugar de cada cosa dentro del aula y cómo deben usarse los materiales. Cuando estos aspectos están claramente expuestos a través de diversos canales (visual, auditivo y a través del modelaje de roles) las conductas disruptivas tienden a disminuir significativamente.

En Sunny Seeds Preschool aplicamos el Programa llamado "PBS PROGRAM" (Positive Behavior Support Program) lo que se traduce como Programa de Apoyo al Comportamiento Positivo. Nuestros profesores están capacitados en este Programa lo cual nos da una base sólida para toda la escuela.

En el marco del Programa de Apoyo al Comportamiento Positivo nos acercamos positivamente a la disciplina, damos estructura, reglas claras a través de diferentes canales, enseñamos estrategias para la resolución de conflictos, ofrecemos materiales diversos que faciliten el trabajo con las emociones y la expresión de las mismas.

Cada aula tiene una rutina visual que explica la secuencia de las diferentes actividades que se suceden a diario, así como las normas representadas gráficamente a través de visuales, de forma tal que los niños conozcan la secuencia de eventos del día, así como lo que se espera de ellos. Los maestros hacen uso de materiales específicos para la enseñanza de destrezas sociales para la resolución de conflictos y para la expresión de emociones.

Las reglas de la escuela se basan en el principio de que la libertad de uno termina donde comienza la libertad de la otra persona y son explicadas a los niños y reforzadas continuamente a través de diferentes medios y estrategias.

Aquellos niños que presentasen alguna dificultad para seguir las reglas se les muestran los visuales con el comportamiento esperado y se le da tiempo para pensar acerca de lo que ha sucedido y sus consecuencias. La reflexión del niño sobre su propio comportamiento es crucial para el desarrollo de la autorregulación.

Cuando el niño tiene un comportamiento disruptivo o está fuera de control, la maestra se toma un tiempo con él/ella para ayudarlo a identificar lo que le pasa y a ponerle nombre a la emoción que está sintiendo; lo ayuda a calmarse y espera hasta que esté listo para reincorporarse en la actividad. En esas ocasiones hacemos uso de materiales relajantes, como cojines, libros, pelotas antiestrés, mantas suaves y animales de peluche que les permiten a los niños relajarse, pensar y calmarse hasta que estén condiciones de reintegrarse a la actividad en la cual estaban participando.

Sunny Seeds Preschool también ofrece charlas para los padres. En este programa los padres tienen la oportunidad de plantear sus inquietudes y recibir formación sobre las bases de nuestro enfoque, sobre las características del comportamiento de los niños de las diferentes edades, así como el desarrollo de estrategias para el manejo de situaciones difíciles en casa.

Si observamos alguna situación particular en el comportamiento de su hij@ que deba ser abordada, nos comunicaremos con usted para discutir la situación con el fin de obtener una mejor comprensión de la situación y para diseñar estrategias que puedan ayudar al niño tanto en la escuela como en la casa. Si el comportamiento persiste pese a la aplicación de nuestras estrategias y recursos que hayamos convenido y la conducta del niño ya representa un peligro para el niño mismo o para sus compañeros; se harán los arreglos necesarios para que su hijo continúe su educación en otro centro educativo.

Yo, el abajo firmante, declaro haber recibido, leído y discutido la Política de Disciplina de Sunny Seeds Preschool.

Nombre de la Maestra: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma de la Maestra: \_\_\_\_\_



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## Parent's Copy

### Infant Safe Sleep Policy

In accordance to the Broward County Child Care Ordinance Chapter 7, when napping or sleeping any infant should be positioned on their back and on a firm surface to reduce the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant deaths (SUIDS) in children less than one year of age.

At Sunny Seeds we will practice the following Infant Safe Sleep Policy:

1. Infants, less than one (1) year age, will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements and the reasons to do so. Caregivers will put the infant to sleep as specified in the written instructions. The American Academy of Pediatrics recommends that infants are placed on their back to sleep.
2. Sleeping infants shall have a supervised nap/sleep period.
3. The room temperature will be regulated between 69 to 73 degrees.
4. Teacher will take steps to avoid infants from overheating by regulating the room temperature, avoiding over-dressing or over-wrapping the infant.
5. The lighting in the room must allow the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier (if used)
6. All caregivers will receive training on infant safe sleep based on AAP safe sleep recommendations.
7. Infants' heads and face will not be covered during sleep. Infants' cribs will not have blankets or bedding hanging on the sides of the crib.
8. No blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation or strangulation will be used in cribs.
9. Toys and stuffed animals will be removed from the crib when the infant is sleeping.
10. Pacifiers will be allowed in infants' cribs while they sleep. The pacifier cannot have cords or attaching mechanisms.
11. Only an individually-assigned safety-approved crib with a firm mattress and tight-fitting sheet will be used for infant napping or sleeping.
12. Only one infant may occupy a crib at one time.
13. Sitting devices such as car safety seats, strollers, swings, infant carriers, infant slings, and other sitting devices will not be used for sleep/nap time. Infants who fall asleep anywhere other than a crib must be placed in the crib for the remainder of their sleep or nap time.
14. To promote healthy development, infants who are awake will be given supervised "tummy time" for exercise and for play
15. Parents will be provided with Safe Sleep Brochures to get information about the SIDS and SUIDS

I, the undersigned parent or guardian do hereby state that I have read, discussed and received a copy of Infant Safe Sleep Policy from Sunny Seeds Preschool's Director.

Parent's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_





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### Política de sueño para bebés

De acuerdo con el Capítulo 7 de la Ordenanza de Cuidado Infantil del Condado de Broward, cualquier bebé debe colocarse boca arriba y sobre una superficie firme cuando duerma, para reducir el riesgo de síndrome de muerte súbita del bebé (SIDS) y muerte súbita inesperada (SUIDS) en niños menores de un año de edad.

En Sunny Seeds Preschool practicaremos la siguiente Política de Sueño Seguro para bebés:

1. Los niños, menores de un (1) año de edad, siempre serán colocados boca arriba para dormir. En los casos en que un bebé requiera posiciones alternativas para dormir o arreglos especiales para dormir se requerirá de una nota médica que describa la condición. El médico pediatra certificado deberá hacer una nota especificando las razones médicas por la cual el bebé deba acostarse en otra posición diferente a boca arriba, e indicar muy específicamente las posiciones alternativas en la que debe dormir el bebé y por cuanto tiempo. Ese documento debe guardarse en el archivo del niño en original, firmado por el pediatra, con un sello del certificado y número de teléfono para su verificación. La Academia Estadounidense de Pediatría recomienda que los bebés sean colocados de espaldas para dormir.
2. Los bebés que duermen deben tener un período supervisado de siesta / sueño.
3. La temperatura ambiente se regulará entre 69 y 73 grados.
4. El maestro tomará medidas para evitar el sobrecalentamiento de los bebés al regular la temperatura ambiental, evitar el exceso de ropas o envolver al bebé.
5. La iluminación en la habitación debe permitir al cuidador / maestro ver la cara de cada bebé, ver el color de la piel del bebé y controlar la respiración del bebé y la colocación del chupete (si se usa)
6. Todos los cuidadores recibirán capacitación sobre el sueño seguro para bebés basado en las recomendaciones de AAP (American Association of Pediatrician) para el sueño.
7. Las cabezas y la cara de los bebés no estarán cubiertas durante el sueño. Las cunas de los bebés no tendrán mantas o ropa de cama colgando a los lados de la cuna.
8. No se usarán frazadas, sábanas sueltas, edredones, almohadas, protectores de cuna o cualquier objeto que pueda aumentar el riesgo de atrapamiento, asfixia o estrangulación.
9. Los juguetes y animales de peluche se quitarán de la cuna cuando el bebé esté durmiendo.
10. Los chupones estarán permitidos en las cunas de los bebés mientras duermen. El chupete no puede tener cuerdas ni mecanismos de unión.
11. Nuestras cunas cumplen con la normativa requerida en la ordenanza y son provistas de un colchón firme. Cada cuna será asignada individualmente. Las sábanas deben ser ajustadas al colchón y se usarán solo para dormir.
12. Solo un bebé puede ocupar una cuna a la vez.
13. Los dispositivos para sentarse, como asientos de seguridad para automóviles, carriolas, columpios, portabebés, eslingas para bebés y otros dispositivos para sentarse no se usarán para dormir o para dormir la siesta. Los bebés que se duermen en cualquier lugar que no sea la cuna, deben ser colocados boca arriba en su cuna por el resto de su sueño o la hora de la siesta
14. Para promover el desarrollo saludable, a los bebés que están despiertos se les administrará un "tiempo boca abajo" supervisado para el ejercicio y el juego.
15. Los padres recibirán folletos informativos sobre la manera segura de acostar a dormir a los bebés.

Yo, el padre y/o representante abajo firmante, declaro que he leído, discutido y recibido una copia de la Política de Sueño Seguro para bebés de parte de Sunny Seeds Preschool.

Nombre de los padres \_\_\_\_\_ Fecha \_\_\_\_\_

Firma de los padres \_\_\_\_\_





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Parent's Copy

### Release Policy

1. In accordance to the Department of Children and Family regulations, a child in our care will routinely only be released to the enrolled parent/ legal guardian or alternate authorized persons listed on the child's Registration Form and Emergency Card. Parents are responsible for keeping this information up-dated.
2. Picture identification will be required to any person is not known to Sunny Seeds staff.
3. Children will not be released to anyone under the age of 18.
4. Each parent have her/his own code to access to the school. Parents have the responsibility of protecting his/her own code. **You should never give your password to anyone.** Therefore, the use of your code is your defense against unauthorized access. For the safety of your child, please don't give access to the school to anybody.
5. Parents will record the time of arrival and departure on a daily attendance sheet at the Front Desk.
6. Parents must notify to the Front Desk whenever a child will be picked up by a person other than them.
7. If an authorized person other than the parent is coming to pick a child up, will be required to show a picture I.D and wait to be checked in our records. If the name of that person is written down on the Emergency Card, we will check the picture I.D, make her/him sign the attendance sheet and walk him/her to your child's class.
8. If the person is not in the list, authorization in written to the Front Desk is required. That person should bring a picture I.D and will be required to sign a paper with copy of the I.D, the name of the child, the date and the time.
9. We will not release a child to an unauthorized person
10. If the person who came to pick a child up is under alcohol or drugs effects and driving a vehicle, and the staff consider the child will not be safe, the staff will not release a child. Driving while under the influence of drugs or alcohol is against the law and staff are obligated to ensure the safety and well-being of the children and adult. If the presumed impaired person chooses to get into the care, with or without the child, staff will immediately notify the police.
11. When a custody or court order exists, it is the parents' responsibility to ensure it is given to the center and the staff are then responsible for keeping the order in the child's file. Details and instructions contained in the order will be followed at all times. Parents must report any changes to the center. All files are to be kept confidential.
12. For those parents who inform us they will be late to pick his child up, a \$1.00 fee will be charged for every minute. After 5 late pick-ups, a \$5/min fee will be charged. If late pick up is a repeated problem, the Director will meet with the enrolled parent/ guardian to try to address the problem. If un-resolvable, the two weeks' notice will be given, and termination of services required.
13. Please remember that we do impose a late pick-up fee after 6:30 pm. If you are unavoidable detained, please call the school office. If a child has not been picked up by closing time, it is the responsibility of the center's Director or Assistant Director to attempt to contact the Parents/Guardians and every authorized pickup person listed on the forms. In the event a child is not picked up by an authorized person within one (!) hour, the facility shall immediately notify Broward County Sheriff's Office and the Local Police Department so that the child can be picked up and the incident documented.
14. Staff member are not permitted to remove any child from the facility and continue to provide care in their homes or at any other location.

I, the undersigned parent or guardian do hereby state that I have read, discussed and received a copy of the Release Policy from Sunny Seeds Preschool's Director.

Parent's Name \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_



Your child in caring and professional hands

Shenandoah Square  
13750 West State Rd 84  
Davie, FL 33325  
Fax: (954) 452-2074  
Phone: (954) 452-2924

### Política para la Entrega de los niños

1. De acuerdo con las regulaciones del Departamento de Niños y Familia, un niño bajo nuestro cuidado rutinariamente solo será entregado al padre/representante o a las personas autorizadas alternativas enumeradas en el Formulario de inscripción y en la Tarjeta de emergencia del niño. Los padres son responsables de mantener esta información actualizada.
  2. Se requerirá una identificación con foto para cualquier persona que el personal de Sunny Seeds no conozca.
  3. Los niños no serán entregados a ninguna persona menor de 18 años.
  4. Cada padre tiene su propio código para acceder a la escuela. Los padres tienen la responsabilidad de proteger su propio código. Por lo tanto, el uso de su código es su defensa contra el acceso no autorizado. Por la seguridad de su hijo, no le dé acceso a la escuela a nadie.
  5. Los padres registrarán la hora de llegada y salida en una hoja de asistencia diaria en la recepción.
  6. Los padres deben notificar a la recepción, cada vez que un niño vaya a ser recogido por una persona que no sea ellos mismos.
  7. Si una persona autorizada que no sea la madre o el padre, viene a recoger a un niño, se le pedirá que muestre una identificación con foto. La persona debe esperar a que se verifique su identidad en nuestros registros. Si el nombre de esa persona está anotado en la Tarjeta de Emergencia, revisaremos el I.D, le haremos firmar la hoja de asistencia y lo llevaremos a la clase de su hijo.
  8. Si la persona no está en la lista, se requiere **autorización por escrito** a la recepción. Esa persona debe traer un I.D con foto y deberá firmar un documento con copia del I.D, el nombre del niño, la fecha y la hora.
  9. No entregaremos el niño a una persona no autorizada
  10. Si la persona que vino a recoger a un niño está bajo los efectos de alcohol o drogas y maneja un vehículo, y el personal considera que el niño no estará seguro, el personal no entregará al niño. Manejar bajo la influencia de drogas o alcohol es ilegal y el personal está obligado a garantizar la seguridad y el bienestar de los niños y adultos. Si la persona supuestamente discapacitada, decide ingresar a la institución, con o sin el niño, el personal lo notificará inmediatamente a la policía.
  11. Cuando existe una orden de custodia u orden judicial, es responsabilidad de los padres asegurarse de que se entregue al centro y el personal sea responsable de mantener la orden en el archivo del niño. Los detalles e instrucciones contenidos en la orden serán seguidos en todo momento. Los padres deben informar cualquier cambio al centro. Todos los archivos se mantendrán confidenciales.
  12. Si un niño no es recogido antes de las 6:30 p.m. y la persona autorizada para recogerlo o la familia inscrita no ha llamado, el centro intentará contactar a la familia y luego a alguien de la lista alternativa para ese niño. Después de 30 minutos, si todos los esfuerzos son infructuosos, el miembro del personal a cargo llamará a la policía.
  13. Para aquellos padres que nos informan que llegarán tarde para recoger a su hijo, se cobrará una tarifa de \$ 1.00 por cada minuto después de la hora de salida. Si el retraso es un problema recurrente, el Director se reunirá con el padre/representante para tratar de resolver el problema. Se harán todos los esfuerzos para abordar el problema con éxito. Si no se puede resolver, se dará el aviso de dos semanas y se requerirá la terminación de los servicios.
- Yo, el padre/representante abajo firmante, declaro que he leído, discutido y recibido una copia de la Política de Liberación del Director de Sunny Seeds Preschool.

Nombre del Padre/Madre \_\_\_\_\_

Fecha \_\_\_\_\_

Firma del Padre/Madre \_\_\_\_\_



Your child in caring and  
professional hands

Parent's Copy

Shenandoah Square  
13750 West State Rd 84  
Davie, FL 33325  
Fax: (954) 452-2074

Phone: (954) 452-2924

## OUR MISSION

Our main goal is to get maximum child's potential through a balanced and careful attention to the socio-emotional, cognitive, physical, motor and language aspects.

## OUR PHILOSOPHY

At Sunny Seeds Preschool we believe children learn best in a safe, nurturing and stimulating atmosphere where children can interact with the environment, materials, other children and adults to construct knowledge. Teachers make timely interventions to enrich those interactions and organize the classrooms to offer a variety of possibilities where to explore and build knowledge based on hands on activities and up to date materials.

At Sunny Seeds Preschool we work alongside parents to develop the optimum potential of the whole child. A respectful and cooperative relationship between parents and teachers opens up possibilities to broaden child's progress.

Our curriculum is based on the principle that children learn best through direct, hands-on experiences with people objects and events.

We create an atmosphere of freedom and respect, rich in interesting, varied and challenging experiences and activities. This allows children to make decisions and carry out their own projects in groups or individually.

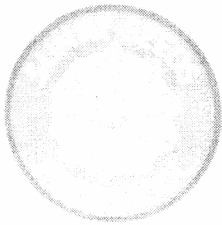
## OUR CURRICULUM

At Sunny Seeds Preschool we use the Creative Curriculum. This a curriculum based on research and years of classroom experiences. They are aligned with the Standards set by the State of Florida for children from 0 to 5 years old.

They work through thematic projects considering children interests. We organize lesson plans with a variety of experiences that enable children to develop the necessary skills to achieve the standards expected for each one of the developmental stages.

As well as we focus in their development we have a set of contents (topics) to work on that will enrich their knowledge about the world, and prepare them for the next class.





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### Termination of Enrollment Policy

1. Parents/Guardians that wish to discontinue childcare services, must give written notice of two weeks in advance. Parents/Guardians are responsible for tuition payments throughout the remaining two weeks

2. Your child will be considered withdrawn without notice if the parent fails to notify Sunny Seeds of absences in excess of one week. No refunds will be given if the child is withdrawn because of absences.

3. Sunny Seeds may terminate the enrollment of a child at any time if the Parent or Guardian is:

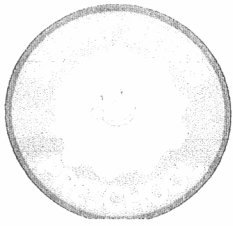
- Disrespectful to staff, Director, other Parent/Guardian or children
- Fails to make appropriate tuition payments in a timely manner (After two weeks of missing payment your child will be consider withdrawn)
- Intoxication or being under the influence while on the school grounds

4. Sunny Seeds may terminate the enrollment at any time if in disregard of the application of all the strategies described in our Discipline Policy, a child shows behaviors that are harmful to his/her self, to others or to the institution. Examples of these behaviors may be excessive biting or excessive challenging behavior that can put in risk the safety of the child or others. As explained in the Discipline Policy we assess our students, communicate with the parents and work as a team with the families, but when all the resources have been applied with no positive results, arrangements will have to be made for the child to receive childcare elsewhere.

I, the undersigned parent or guardian do hereby state that I have read, discussed and received a copy of the Termination Policy from Sunny Seeds Preschool's Director.

Parent's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_



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### Política de Ruptura del Contrato

1. Los padres y/o representantes que deseen suspender nuestros servicios, deben dar aviso por escrito con dos semanas de anticipación. Los padres y/o representantes son responsables de los pagos de matrícula durante las esas dos semanas.

2. La ausencia del niño sin notificación por más de una semana será considerada como un retiro. No se otorgarán reembolsos.

3. Sunny Seeds puede terminar la inscripción de un niño en cualquier momento si el padre y/o representante es:

- Irrespetuoso con el personal, Director, otro padre y/o representante o niños
- No realiza los pagos de matrícula adecuados de manera oportuna (después de dos semanas de falta de pago, su hijo será considerado retirado)
- Intoxicación o estar bajo la influencia mientras se está dentro del recinto escolar

4. Sunny Seeds puede terminar la inscripción de un niño en cualquier momento si, sin tener en cuenta la aplicación de todas las estrategias descritas en nuestra Política de Disciplina, un niño muestra conductas que son dañinas para sí mismo, para otros o para la institución. Ejemplos de estos comportamientos pueden ser comportamiento desafiante excesivo que puede poner en riesgo la seguridad del niño u otras personas, o conductas que causen daños a sí mismo u otros niños como mordeduras excesivas, intentos continuos por escapar del recinto escolar, golpes a sí mismo o a sus compañeros. Como se explica en la Política de Disciplina evaluamos a nuestros estudiantes, nos comunicamos con los padres y trabajamos en equipo con las familias; pero cuando todos los recursos se han aplicado sin resultados positivos, se deberán hacer los arreglos necesarios para que el niño reciba cuidado en otro lugar.

Yo, el padre o tutor abajo firmante, declaro que he leído, discutido y recibido una copia de la Política de Ruptura del contrato por parte del Director de Sunny Seeds Preschool.

Nombre de los padres \_\_\_\_\_ Fecha \_\_\_\_\_

Firma de los padres \_\_\_\_\_



Your child in caring and professional hands



Dear Parent,

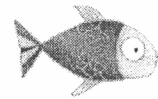
This letter is to inform you that a child in your child's classroom has a severe food allergy to peanuts. It is important that there is strict avoidance to this food in order to prevent a life-threatening allergic reaction. We are asking your help to provide the student with a safe school environment.

Any exposure to peanuts may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we are asking that you please do not send any peanut containing products to school with your child to be eaten at school. If your child has eaten peanuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.

We appreciate your support of these procedures.

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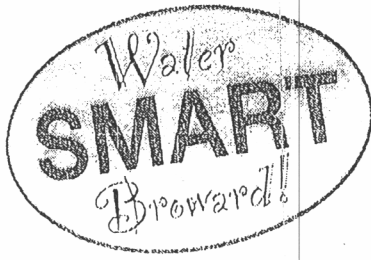
We would also like to inform you that we have pets in our classrooms.







# Drowning is the #1 Cause of Death Among Children Ages 1 to 4



## Facts You Need to Know About Drowning

- The main cause of drowning *can* be directly traced to an action or inaction by a parent or adult. Good people can make small mistakes that have tragic consequences.
- Most parents of a drowning victim say, "I can't believe this happened to my child." They never realized how quickly a drowning incident could become their reality.
- Most children pulled from the water during a drowning incident are wearing regular clothes - not a swim suit,

## Simple Steps Save Lives

### Supervision

- Supervising your children means eyes on them, and giving your full attention.
- Do not rely on responsible behavior from an older child or other adults.

### Extra Layers of Protection if Supervision *Fails*

- Install door alarms to alert the household should a child possibly leave the home unsupervised.
- Use an "isolation" fence to separate pool area from the house and rest of the backyard.
- Use self-closing gates that self-latch.
- Clear the area around the fence for objects children could use to climb over.
- Learn to swim: parents and child.

### Be Aware of All Water Hazards

- These include bathtubs, garden ponds, swimming pools, buckets/containers of water, canals, lakes, and beaches.

### Know How to Respond to an Emergency

- Learn CPR.
- Remove the child from the water immediately.
- Call 9-1-1, begin CPR.

### Talk To Your Child

- "Don't go near a pool or other water without an adult."
- "If you see someone in trouble in the water, don't jump in to help! Run, get an adult."
- "If you fall into a pool, turn in the water, find the wall, and climb out or yell for help." Practice this technique in the pool.

Take Action Now and Think, "I know this could happen to my child, and I will do whatever it takes to prevent it."

- Enroll your child (and yourself) in swim lessons.
- Learn CPR with rescue breaths.

To learn about available coupons for swim lessons, location of swim classes and CPR training, visit: [Water Smart Broward](#)







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**Phone: (954) 452-2924**

Parent's Copy

### New Student/Parent Orientation:

Welcome to Sunny Seeds Preschool!

Thank you for trusting us your child. We really appreciate it and we will honor your decision.

Some points we want you to know:

**Adaptation Process:** If it is in your possibilities, we will recommend you to start your child in a part time (From 8:30 am to 11:30 am) schedule in order for him/her to get use to the new environment, the teachers and the routine. Being here for a few hours the very first week, will give him the opportunity of hanging out in the classroom, to interact with adults and children for a short period of time and to feel the eagerness of coming back next day. It is a way to ease the adaptation process. He/She may need you to stay with him/her a few hours during the first day. Some children may need a transition object like a piece of cloth with mommy's smell, or a picture of the parents to hold during the first days. If the child use a pacifier, please bring it to the school, he/she will need it.

**Door Code:** When you start coming to Sunny Seeds, you will need to put the code of the door in order to get in. This code is only for the parents. If you are going to send someone to pick your child up besides you, please do not give them the code. Ask them to ring the bell and to bring a photo ID to be identify.

**Sign in and out:** Every day, as you drop your child off, you must sign him/her in at the front desk. If by any chance your child's name is not on the list, please let us know.

**Dropping off:** For safety reasons children must be escorted into the building, **signed in and out** at the front desk and turned over to a teacher. Sunny Seeds is not responsible for any child(ren) until the child has entered a supervised area and parent / guardian has gained the attention of a staff member. Please remember to allow yourself enough time to take care of your child(ren)'s needs and to make their transition as pleasant as possible. This will make a big difference in both, you and your child(ren)'s day.

**Picking your child up:** Please follow the same procedure as in the mornings: Sign your child out, walk to her/his class, gain the teacher's attention and make sure your child says bye to her/his teacher. The teacher has to keep record of any child leaving and she may have something to tell you.

Also, when picking your child up, please explain to him which will be the routine at home. Let him/her know in advance if you will allow him/her to play at our front playground. Children

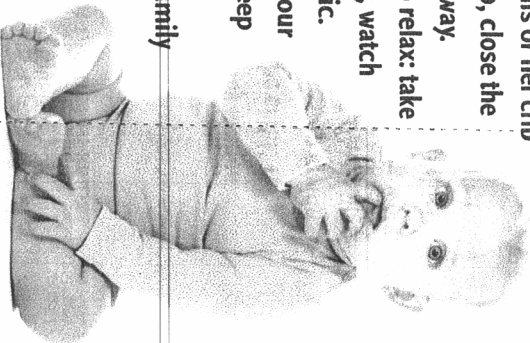


## To calm a crying baby:

- Check to see if your baby is hungry, is too hot or too cold, or needs a diaper change.
- Check to see if your baby is sick or has a fever.
- Feed your baby slowly and burp often.
- Rock your baby.
- Give your baby a pacifier or let your baby breastfeed.
- Play soft music, sing or hum to your baby.
- Take your baby for a ride in a car or stroller.

## If nothing seems to work:

- Put the baby in his or her crib with the sides up, close the door, and walk away.
- Do something to relax: take a bath or shower, watch TV, listen to music.
- Sit down, close your eyes, and take deep breaths.
- Call a friend or family member to talk.
- Have someone come over to give you a break.



No baby has ever died from crying — it is better to let babies cry than to risk hurting them!

## To Report Child Abuse or Maltreatment in New York State Call:

New York State  
Child Abuse and Maltreatment  
Reporting Center  
(800) 342-3720

Child Abuse Support and Resource Centers:  
Prevent Child Abuse  
New York Parent Helpline  
(800) 244-5373

(Trained specialist available  
9 a.m. to 10 p.m., voicemail  
available after hours)

National Center on  
Shaken Baby Syndrome  
(801) 447-9360

Share the information in this brochure with anyone who cares for your baby. Let them know that it is okay to ask for help, and that they should call you if they get frustrated.



Follow us on: [health.ny.gov](http://health.ny.gov)  
[facebook.com/nysdoh](https://facebook.com/nysdoh)  
[twitter.com/HealthNYGov](https://twitter.com/HealthNYGov)  
[youtube.com/nysdoh](https://youtube.com/nysdoh)



never  
ever  
shake  
a baby

# Shaken Baby Syndrome

## What is

### Shaken Baby Syndrome (SBS)?

When anyone shakes a baby or young child, the brain and body are seriously injured. Some children die from this type of abuse.

## Why does SBS happen?

Most people who shake a baby in their care are not trying to hurt the child. They may become frustrated by nonstop crying, difficulty feeding a baby, or problems toilet training. Outside stresses like money, work, or personal relationships can add to this frustration. Adults may get so upset that they lose control and shake the baby.

It is important to understand that crying is normal! Crying is how babies communicate. They may be too hot or cold, want attention, be tired or hungry, or need a diaper change. If your baby is crying, check all of these things first.

## What happens

### when a child is shaken?

When a baby or young child is violently shaken, the head rolls back and forth, causing his or her brain to hit the skull. This causes swelling and bleeding of the brain — even the eyes can bleed.

It only takes a few seconds of shaking to cause permanent damage to a child.

Shaking can result in:

- Permanent brain damage
- Blindness
- Seizures
- Cerebral palsy
- Paralysis
- Developmental disability
- Death (1 in 4 die)

## How can I prevent these injuries?

- Never, ever shake a child.
- Make sure that everyone who cares for your child knows not to shake him or her.
- Learn what to do when your baby cries.

## Signs and Symptoms

### of Shaken Baby Syndrome

- Extreme irritability
- Baby is very stiff or like a rag doll
- Lettargy
- Seizures
- Not eating or poor appetite
- Dilated pupils
- Feeding problems
- Difficulty breathing
- Vomiting
- Blood spots in eyes

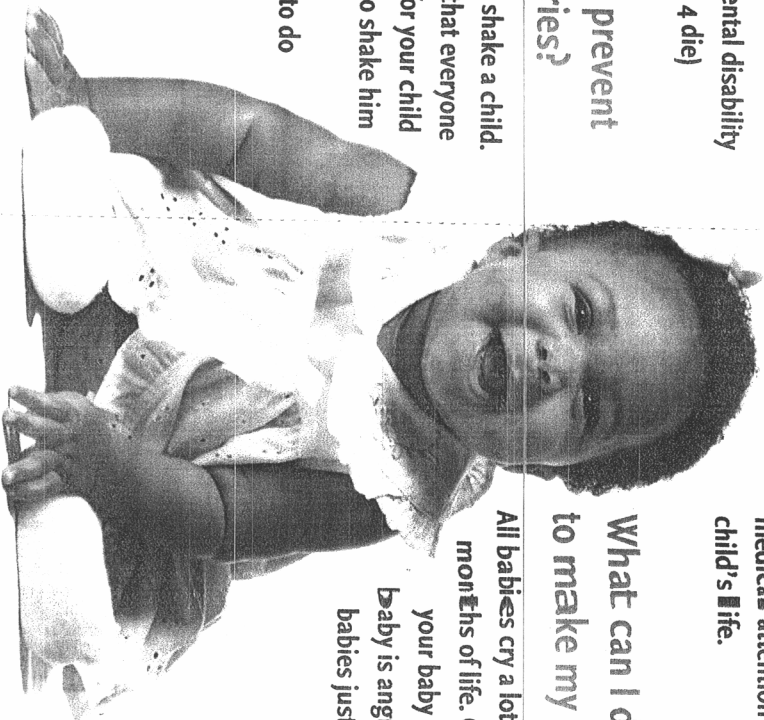
If you think your child has been shaken, call 911 or bring your baby to the nearest emergency room immediately. Getting medical attention right away could save your child's life.

## What can I do to make my baby stop crying?

All babies cry a lot during the first few months of life. Crying does not mean that your baby is being bad or that your baby is angry with you. Sometimes, babies just need to cry.

Caring for a baby is stressful! It is normal to feel frustrated and overwhelmed sometimes. If you get upset, there are things you can do for yourself and the baby that can help you cope.

Anyone may shake a child, even a mother, father, or babysitter. Make sure to share this important information on Shaken Baby Syndrome with anybody who cares for your child.



Parents Copy

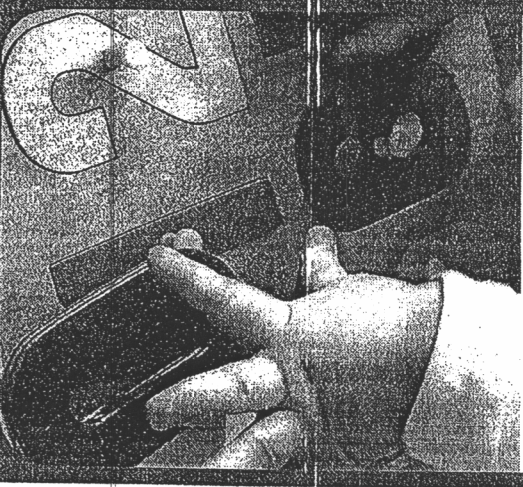
### Parents' Role

- A parent's role in quality child care is vital:
- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
  - Know the facility's policies and procedures.
  - Communicate directly with caregivers.
  - Visit and observe the facility.
  - Participate in special activities, meetings, and conferences.
  - Talk to your child about their daily experiences in child care.
  - Arrange alternate care for their child when they are sick.
  - Familiarize yourself with the child care standards used to license the child care facility.



### More information and free resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: \_\_\_\_\_

License Issued on \_\_\_/\_\_\_/\_\_\_

License Expires on \_\_\_/\_\_\_/\_\_\_

For more information regarding the compliance history of this child care provider, please visit:

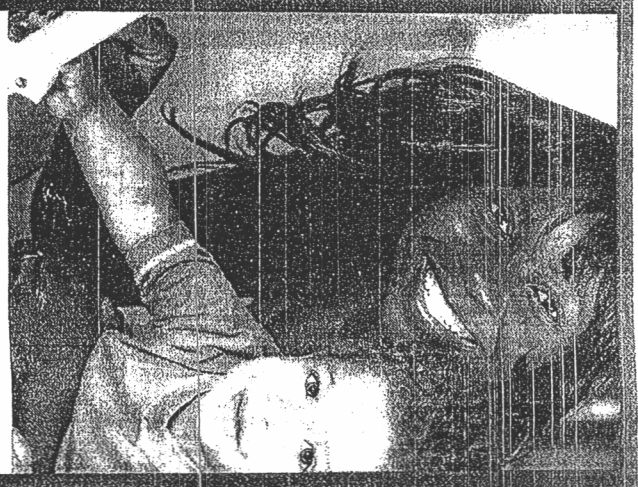
[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)



OFFICE OF CHILD CARE REGULATORY AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014  
 This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.312(5), F.S.



### Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)





Parent's Copy

Your child in caring and professional hands

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# Parent's Handbook

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**Shenandoah Square**  
13750 West State Rd 84  
Davie, FL 33325  
Fax: (954) 452-2074

**Phone: (954) 452-2924**





Welcome to Sunny Seeds Preschool! It is important that you read the following manual that outlines our policies and procedures. Please be sure to clarify any questions that you may have with the Director.

1. **OUR MISSION**

Our main goal is to get maximum child's potential through a balanced and careful attention to the socio-emotional, cognitive, physical, motor and language aspects.

2. **OUR PHILOSOPHY**

At Sunny Seeds Preschool we believe children learn best in a safe, nurturing and stimulating atmosphere where children can interact with the environment, materials, other children and adults to construct knowledge. Teachers make timely interventions to enrich those interactions and organize the classrooms to offer a variety of possibilities where to explore and build knowledge based on hands on activities and up to date materials. At Sunny Seeds Preschool we work alongside parents to develop the optimum potential of the whole child. A respectful and cooperative relationship between parents and teachers opens up possibilities to broaden child's progress.

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This a curriculum based on research and years of classroom experiences. They are based on the Standards set by the State of Florida.

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As well as we focus in their development, we have a set of contents (topics) to work on that will enrich their

knowledge about the world and prepare them for the next class.

4. **CENTER POLICY**

At Sunny Seeds we maintain an open-door policy. We encourage parents to visit anytime and welcome any suggestions, which will help us to provide the highest quality childcare service possible.

5. **HOURS OF OPERATION**

For your convenience our center will be open Monday – Friday: 6:30 a.m. to 6:30 p.m.

6. **LATE PICK UP FEE**

A late fee of \$1 per minute will be charged for each child picked up after 6:30 p.m. After 5 late pick-up, \$5/min will be charged.

Our school year is from August to August with some curriculum changes during the summer months; this is because we are running all year long.

The center is open twelve months of the year, with the exception of the following holidays:

- ☺ Labor Day ..... September
- ☺ Thanksgiving ..... November
- ☺ Day after Thanksgiving..... November
- ☺ Christmas Eve /We close at 3pm ..... December 24th
- ☺ Christmas Day..... December 25th
- ☺ New Year's Eve/We Close at 3pm ..... December 31st
- ☺ New Year's Day..... January 1st
- ☺ Good Friday..... March/April
- ☺ Memorial Day..... February
- ☺ Fourth of July ..... July 4th

7. **ARRIVAL AND DEPARTURE TIMES**

For safety reasons children must be escorted into the building, signed in and out at the front desk and turned over to a teacher.

Sunny Seeds is not responsible for any child(ren) until the child has entered a supervised area and parent / guardian has gained the attention of a staff member.

Please remember to allow yourself enough time to take care of your child(ren)'s needs and to make their transition as pleasant as possible. This will make a big difference in both, you and your child(ren)'s day.



**Departure:**

Only a person designated by the parent / guardian will be able to pick up a child. Once the pick-up person has entered the center, the child becomes their responsibility. No one employed by Sunny Seeds is allowed take a child out of the center unless they are on your list of authorized persons and off duty.

Please note: Any person picking up your child must be a minimum of 18 years of age, and be able to provide the staff with photo ID.

If an emergency arises, and someone else is picking your child(ren) up, please notify us in written. We will not allow your child to go home with someone else unless you have previously informed us.

Children will not be released to any person who appears to be under the influence of drugs or alcohol. It is the responsibility of the staff on duty to make this decision, and an alternate pick-up person will be called. People on the pick-up list not previously known to childcare staff, will be asked to present a photo ID.

Please remember that we do impose a late pick-up fee after 6:30 pm. If you are unavoidable detained, please call the school office.

A fee of \$1.00/minute will be charged after 6:30 pm. After 5 late pick-up, \$5/min will be charged.

If a child has not been picked up by closing time, it is the responsibility of the center's Director or Assistant Director to attempt to contact the Parents/Guardians and every authorized pickup person listed on the forms. In the event a child is not picked up by an authorized person within one (1) hour, the facility shall immediately notify Broward County Sheriff's Office and Child Licensing Enforcement so that the child can be picked up and the incident documented.

Staff member are not permitted to remove any child from the facility and continue to provide care in their homes or at any other location.

8.

**IMMUNIZATION AND PHYSICAL.**

It is parent's responsibility to have the Physical (Form DH3040) and Immunization forms (DH680) up to date in the school. We are not allowed to accept children with expired Physical and/or Immunization forms.

Please be advised that we do accept children with Religious Exemption from Immunization therefore, your child can come in contact with another child that may have not been immunized.

9. **NOTICE FOR WITHDRAWAL**

We require at least two weeks notice prior to withdrawal.

10. **TERMINATION OF ENROLLMENT**

Sunny Seeds may terminate the enrollment of a child at any time if the Parent or Guardian is:

- Disrespectful to staff, Director, other Parent/Guardian or children
- Fails to make appropriate tuition payments in a timely manner (After two weeks of missing payment your child will be consider withdrawn)
- Intoxication or being under the influence while on the school grounds

Sunny Seeds may terminate the enrollment at any time if in disregard of the application of all the strategies described in our Discipline Policy, a child shows behaviors that are harmful to his/her self, to others or to the institution. Examples of these behaviors may be excessive biting or excessive challenging behavior that can put in risk the safety of the child or others.

11. **WEATHER CONDITIONS:**

In the event of Tropical Storms/Hurricanes/Failure of Power: If Broward County Public Schools are closed, we will be, too. If Broward County Schools close in the middle of the day, you will be called, and the information will be posted in Brightwheel App, and expected to pick up your child immediately. Refunds or partial refunds will not be given for emergency closures. We will post any updates on Brightwheel App.

12.

**OFF SITE RELOCATION:**

In case of an extreme emergency that we need to massively leave the facility, we may be relocated to: Markham Park

16001 W State Rd 84, Sunrise, FL 33326

Or

Sunrise Fire-Rescue Department Station #83  
60 Weston Rd, Sunrise, FL 33326



13. **PETS:**  
We have pets in our classroom like fish or guinea pigs.

14. **BIRTHDAYS:**  
Children may celebrate their birthday at the center. Please make arrangements at the Front Desk two (2) weeks prior to the birthday. Please fill out the "Birthday Form" for approval of party foods, toys, guests and entertainment.

15. **MEALS:**  
Sunny Seeds Preschool provides Breakfast and PM Snack. If sending food, please take into consideration that we are a PEANUT FREE SCHOOL. Also, if sending food to share, it should be store-purchase due to allergy concern. Parents are not allowed to send foods that are associated with young children choking incidents (including but not limited to big chunks of meat, grapes, big pasta ravioli) Everything must be already cut in small pieces.

16. **MEDICATIONS:**  
Medication and over the counter medicines will be given only with a prescription in this schedule (12:00 & 4:00 pm). Parents must fill a #5 Form at the Front Desk. All medications should be left at the Front Desk. Any medication must have your child's name and a matching Pharmacy name

17. **SAFE SLEEP POLICY:**  
Infants, less than one (1) year age, will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements and the reasons to do so. Caregivers will put the infant to sleep as specified in the written instructions. The American Academy of Pediatrics recommends that infants are placed on their back to sleep.

18. **VACATION TIME:**  
Children are eligible for one or two weeks vacation per every school year (August to August). This is the only time parents are not responsible for tuition. A one-week notice

is required before vacation is taken. (Please read the financial agreement)

Please note: If statutory or civic holidays fall on a day when your child normally attends, you will be charged accordingly for that day. Regular fees will be charged for any absences – including illnesses.

Days cannot be pushed or saved for future use or applied to next week tuition

19. **PERSONAL BELONGINGS**  
Please ensure that your child wears their uniform to school. This is to avoid ruining their other clothes, which may be upsetting to some parents. Paint and spaghetti sauce stains do happen. We try to change them to clean clothes before leaving the school. The shoes they wear must be slip-proof, comfortable and good to run in. Please do not bring "Crocks", they tend to get stuck. It is advisable, for the safety of your child, not to send your child to school with any bracelets, earrings, necklaces, etc.

We are not responsible for these valuable items, or any other items that are brought into the center.

20. **OUTDOOR PLAY:**  
It is Children and Families Department of Education regulation that children partake in outdoor play (weather permitting) on a daily basis. During the summer months, precautions will be taken in regard to high temperatures, humidity, and rain. Mosquitoes are an unavoidable by-product of rain. Please understand that although we take precautions to avoid mosquito bites, some bites will occur. Please remember to put sun block and mosquito's repellent on daily.

21. **NAP TIME:**  
A rest period/ naptime is part of our daily schedule. All nappers will be provided a mattress or cot. Each mattress is sprayed daily with an antibacterial solution. Parents are asked to provide a "NAP MAT" to cover the mat or cot. All nap mats must be taken home weekly to be washed and returned on Monday. If your child needs a cuddly toy to snuggle with at naptime, feel free to send this as well.

22. **PHOTOGRAPHS AND VIDEOS:**



From time to time, we may take video or photographs of the children for the daily report in our app or to be placed in our web site or Facebook. If a parent/ guardian does not agree with this, please make sure to fill out the Photograph Release Form in your registration package.

23. **TOILET TRAINING:**

Sunny Seeds does accept children who are not yet toilet trained. Bathroom times are scheduled throughout the day to encourage training. Needless to say, we will work along with the parents to help their child accomplish this feat!

24. **FIELD TRIPS**

From time to time, field trips will be taken. All permission slips must be signed and returned before any child will be allowed to participate in the trip.

25. **STUDENTS AND VOLUNTEERS:**

On occasion, our center provides a work experience setting for high school, university or college students. In such cases, general observations may be done. Educational Institutions approve students and an interview process is done prior to their involvement in the center. At no time would the student be part of the staff/child ratio. In the case of volunteers, an interview will take place prior to any time spent with the children. At no time will volunteers be left alone with the children.

26. **PARENT AND TEACHER CONFERENCES & CHILD OBSERVATIONS**

Parents are encouraged to speak with their child's teacher. However, keep in mind that the teacher cannot stop instruction or supervision of the class to have a conversation in regard to your child. If you would like more time to speak with the teacher, we suggest you schedule a conference at a more suitable time. Parent/Teacher conferences can be arranged as many times as you feel necessary throughout the school year. A one-week notice is required in order to give the teacher time to adjust her schedule and prepare the necessary documents. To arrange a Parent/Teacher conference, please advise the director or assistant director of your request. The Teacher will then contact you with the times she is available. All teachers will schedule a conference at least twice a year to review and discuss your child's progress. Student

progress will be evaluated two times a year through the observation tools provided in the curriculum. This allows the teachers to individualize the lessons and provide quality learning times for your child. The results of the observations will be handed to the parents during the months of December and May.

27. **COMMENTS AND CONCERNS:**

Comments and concerns regarding your child's day should be brought to the attention of the Director or Owner. Please feel free to do so. Your comments are crucial to the improvement of our school.

The welfare of your child is of great concern to us and we will work toward a solution to any problem you may have.

28. **COMMUNITY ENGAGEMENT**

We work in community engagement through specific activities like: Books Repair club, Parenting classes, Thanksgiving lunch, Family picnic, Christmas Party, Mother's Day and Father's Day, Cooking Projects, Community helper guests.

29. **DAILY REPORTS**

Teachers will deliver a daily report through an app: BRIGHTWHEEL. Please proceed to download the app in your cell phone, and you will receive the report on a daily basis. With the app you will see only the information of your child. You can also modify your child's profile to your convenience.

30. **CAMERAS**

Sunny Seeds Preschool has a surveillance cameras system. It keeps record of the activities for a few weeks.

31. **SMOKING**

Smoking is prohibited in all areas of the school. Including e-cigarettes and vaping

32. **FAMILY RESOURCE AREA**

At the front desk, in the "Parent's Corner" there are some interesting readings about parenting available for you to take home. If you need extra help, please feel free to ask at the front desk and we will guide you with Broward County Public and private resources.