



## **FAMILY HANDBOOK**

### **ADDENDUM FOR THE STATE OF COLORADO**

#### **Addendum to Discipline and Behavior Management, Page 16**

Procedure on guidance, positive instruction, supporting positive behavior, discipline and consequences:

1. For children who need intervention support based on challenging behaviors, a Behavior Management Protocol is used in combination with support from the Education Department. Steps within the protocol include teacher documentation of behaviors, documentation of parent communication regarding behaviors, classroom observations by both management and parents, and parent/teacher/administration conference. Throughout this process, positive guidance strategies, room arrangement, daily routine and other factors may be modified to help each child succeed. In addition, teachers are asked to take additional training on how to use positive guidance with challenging behaviors.
2. The Sunshine House provides a list of community resources families can access when mental health, developmental concerns or other hardships present the need.
3. The Sunshine House has an interactive process for evaluating children with special needs. This process includes families to gather information and make accommodations.
4. The Sunshine House transitions children into the next aged classroom following state licensing requirements. Families are encouraged to participate in transition planning. We will communicate with you in advance of a planned transition.

#### **Addendum to Operating Policies; Inclement or Hazardous Weather, Page 19**

In the event of inclement and excessively hot weather, children will remain indoors. Alternate indoor field trip plans will be provided on the parent permission sheet, or field trips may need to be cancelled.

#### **Addendum to Health and Safety; Immunizations, Illness and Health, Page 24**

When the Director suspects a child participating may have a communicable illness or feels the general condition of the child needs to be evaluated by a medical professional, it is within the Director's discretion to require written permission from a medical professional to return to the center.

The Sunshine House works with a third party nurse consultant who advises each center on the proper storage of EPI pens and inhalers. Both are accessible at all times while out of the reach of children and while on field trips. Proper documentation is required, including permission to administer medication, health plan and parent permissions.

#### **Addendum to Transportation Policy; Transportation Procedures and Field Trips, Page 34**

The Sunshine House agrees to obtain written authorization from parents before allowing children younger than 5 to take walks around the premises and adjoining neighborhood.