



New Family Guide

For a Great First Day



Planning for Your First Day at The Sunshine House

Welcome to The Sunshine House!

Enclosed are our most frequently asked questions to help you prepare for your first day.

1. What should your child wear?



- Your child should wear comfortable, seasonally-appropriate clothes that can get dirty.
- For your child's safety, only sneakers with a skid-resistant sole are permitted. Crocs, sandals, flip-flops and boots are not permitted (no matter how adorable, children can easily slip and fall while playing).
- Please do not send your child to school with necklaces, hoop or dangling earrings due to the risk of having these items accidentally pulled or caught during play.

2. What should you bring?



- Please bring at least one complete change of seasonally-appropriate clothing, labeled with your child's name.
- Bring a family photo we can display! We want our classrooms to reflect our families.
- If your child is in the toddler, preschool or Pre-K classrooms, you may bring a small blanket for quiet time.
- Please do not bring food or send money, valuables or toys with your child.

3. Dropping your child off



- Use the front door code provided by your Center Director to enter our school.
- Once you arrive, sign-in your child using the iPad in our lobby. Your Center Director will provide you with log-in instructions.
- Accompany your child to the classroom, and ensure a teacher is aware of your arrival.

4. Get to know your child's classroom



- Place belongings in your child's classroom cubby for safekeeping. This space is also used for letters or progress reports to take home.
- Check your classroom's communication board for lesson plans, calendars and menus. Your teacher will also post classroom activities, so please check to keep informed about what your child is working on!

5. Picking up your child



- Please pick up your child from the classroom.
- Sign-out using the iPad in our lobby.
- Because we are open from early morning to late evening, our teachers have varying shifts. For this reason, you may see different teachers in your classroom in the afternoon. Additionally, when there are fewer children present, we may combine classrooms and you may pick up your child in a different classroom. You will be notified of this change by your Director or through signs on classroom doors.

6. Stay connected with our mobile app



- Get photos and videos of your child, updates on diapering, naps, meals, and activities, electronic daily reports, menus, calendars and receive weather closing alerts.
- Get updates via text, email or app notification. Ask your Center Director for details on how to get started today!

7. Food and nutrition



- We serve a healthy breakfast, lunch and afternoon snack prepared on-site daily.
- Our menus are planned by a licensed nutritionist and follow USDA recommendations. Our menu is posted in advance, so you'll always know what is being served.
- We always provide a vegetarian option.
- We adapt menus based on your child's allergies and/or food sensitivities.

8. Safety and security



- Our school is secured with electronic key-pad entry, so only authorized staff and families may enter.
- Many of our schools feature security cameras in all classrooms.
- Playgrounds are fenced and secured with gates to ensure your child can play outdoors safely.
- Our team members are certified in first aid and CPR.

9. When to keep your child at home



- For everyone's safety, please do not bring your child to school if he or she is experiencing any of the following: contagious illnesses or parasites (lice, scabies, skin sores or rash, pink eye, etc.), diarrhea, vomiting, or temperature of 100.4° F or higher.
- If your child develops these symptoms or comes to school with these symptoms, we will contact you to pick your child up.

10. Tuition and payment



- Weekly tuition is due on Monday for the upcoming week.
- A \$30 late fee will apply for payments not made by close of business on Tuesday. If payment has not been made by Friday, your child may not attend the following Monday.
- We accept Visa, MasterCard, American Express, Discover Card, money orders and online payments.

About The Sunshine House Early Learning Academy

At The Sunshine House, your child will build a solid social and educational foundation – with all the fun of childhood mixed in!

We offer programs for children 6 weeks to 12 years old. Our childcare and early education programs focus on school readiness, social, emotional and intellectual development, literacy, problem-solving and other critical life skills.

We're glad you have chosen to be a part of our family! Visit sunshinehouse.com for more information.

Our Vision

Partnering with families to create a better world.

Our Mission

Providing high-quality care and education –every child, every family, every day.



Sunshine House[™]
EARLY LEARNING ACADEMY
www.sunshinehouse.com