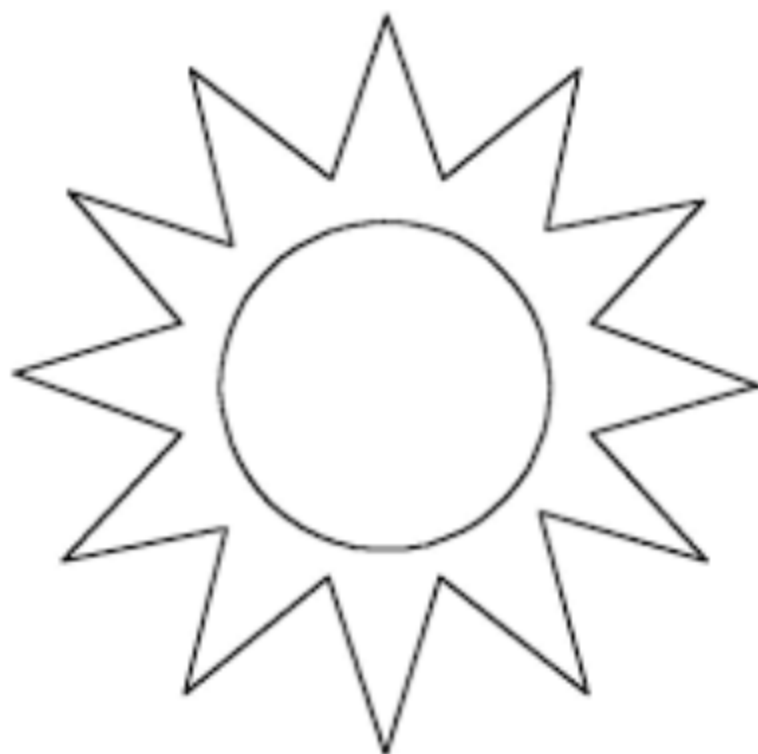


# SUNSHINE SCHOOL PARENT HANDBOOK



## **WELCOME TO SUNSHINE SCHOOL!**

WE VALUE YOU AND YOUR CHILDREN AND WISH TO MAKE THE TRANSITION INTO PRESCHOOL AS EASY AS POSSIBLE.

### **REGULAR CLASSES BEGIN ON THURSDAY, AUGUST 26th.**

THE TWO WEEKS PRIOR TO THE 26th, BEGINNING AUGUST 12th THE TEACHERS WILL BE HOLDING PRACTICE SCHOOL AND MAKING HOME VISITS.

**THE SCHOOL WILL BE OPEN FOR VISITS AUGUST 12th. THROUGH AUGUST 25th. YOUR TEACHER WILL CONTACT YOU CONCERNING YOUR PRACTICE SCHOOL DATES. (IF YOUR TELEPHONE NUMBER OR ADDRESS HAS CHANGED SINCE REGISTRATION, PLEASE CALL CANDY AT SUNSHINE SCHOOL 573-8700, EXT. 5.) SLOTS FOR KERA PRESCHOOL STUDENTS WILL BE FILLED FIRST.**

IF YOUR CHILD LIVES IN THE HARLAN INDEPENDENT SCHOOL DISTRICT AND HAS AN INDIVIDUAL EDUCATION PLAN OR IS 4 BY AUGUST 1ST AND MEETS THE FINANCIAL GUIDELINES, THE STATE OF KENTUCKY PAYS FOR YOUR CHILD. ANY OTHER IN-DISTRICT STUDENT MUST PAY TUITION; ANY OUT OF DISTRICT CHILD MUST PAY TUITION. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT SHANNON LAWSON AT 573-8700, EXTENSION 5. THE TUITION IS \$1500 FOR THE YEAR. WE WILL ASK FOR 9 PAYMENTS OF \$167.00 SEPTEMBER 1st THROUGH MAY 1st.

**WE ARE LOOKING FORWARD TO SERVING YOU.**

**SUNSHINE SCHOOL 304 SURGENER STREET**

**WE ARE LOCATED NEXT TO THE CAWOOD LEDFORD  
BOYS AND GIRLS CLUB BUILDING IN FAIRVIEW.**

# **1. OPERATING POLICIES AND PROCEDURES**

SUNSHINE SCHOOL IS MADE UP OF TWO COMPONENTS:

**KERA PRESCHOOL** (HARLAN INDEPENDENT DISTRICT) (PAID FOR BY STATE OF KY.)

- A. KERA AT RISK
- B. KERA DISABILITY

**TUITION PRESCHOOL** (PAID FOR BY OUT OF DISTRICT AND NON QUALIFYING IN DISTRICT)

FEE: \$1,500 PER YEAR TUITION MUST BE PAID IN FULL IN ORDER FOR YOUR CHILD TO PARTICIPATE IN THE GRADUATION PROGRAM.

**A. FEES:**

IN-DISTRICT KERA PRESCHOOL STUDENTS ARE PAID FOR BY THE STATE OF KENTUCKY.

TUITION STUDENTS PAY TUITION OF \$1,500 PER YEAR); PAYMENT IS DUE ON THE FIRST OF EACH MONTH (SEPTEMBER THROUGH MAY).

**B. ENROLLMENT:**

ALL CHILDREN ARE WELCOME AT SUNSHINE SCHOOL; *IF THERE IS EVER A PROBLEM OF OVER-ENROLLMENT, PRECEDENCE WILL BE GIVEN TO THE KERA CHILDREN IN THE HARLAN INDEPENDENT SCHOOL DISTRICT ACCORDING TO KERA PRESCHOOL RULES.*

**C. SCHOOL BUS:**

SCHOOL BUSES ARE PROVIDED BOTH A.M. AND P.M. CLASSES. MS. CANDY AND HER ASSISTANT, OUR TRAINED BUS MONITORS, RIDE WITH THE PRESCHOOL CHILDREN. ADULT TO CHILD RATIOS ARE KEPT.

**D. FOOD:**

FOOD IS FREE AT SUNSHINE SCHOOL.  
BREAKFAST IS SERVED IN A.M. CLASS  
LUNCH IS SERVED IN P.M. CLASS

**E. SCHEDULES:**

CLASS SCHEDULE:  
A.M. 8:00-11:00  
P.M. 11:30-2:30

**F. SCHOOL CALENDAR:**

BEGINNING DAY, THURSDAY, AUGUST, 26TH

SUNSHINE SCHOOL IS A PART OF HARLAN INDEPENDENT SCHOOLS AND RUNS BY THEIR CALENDAR, EXCEPT FOR BEGINNING DAY OF REGULAR CLASSES. AUGUST MAY SUNSHINE.

SCHOOL STUDENTS COME FOR HALF-DAY SESSIONS, MONDAYS -- THURSDAYS. FRIDAY IS A MANDATED TEACHER PLAN DAY.

**NO CLASSES ON FRIDAYS.**

**G. ILLNESS POLICY:**

**1. FEVER:**

MOST PEDIATRICIANS RECOMMEND THAT CHILDREN DO NOT ATTEND SCHOOL WITHIN 24 HOURS OF BEING TREATED FOR A FEVER, TO PROTECT THE OTHER CHILDREN.

A CHILD WHO BECOMES ILL AT SCHOOL IS ISOLATED FROM OTHER CHILDREN WHILE WAITING FOR PARENT(S).

**2. CONTAGIOUS DISEASE:**

IF WE ARE AWARE THAT A CHILD HAS A CONTAGIOUS ILLNESS OR DISEASE, WE WILL CONTACT YOU BY LETTER.

IF YOUR CHILD HAS BEEN EXPOSED TO COVID-19 OR HAS SYMPTOMS PLEASE FOLLOW CDC AND KDE GUIDELINES FOR RETURN TO SCHOOL.

**3. INJURY:**

IF A CHILD HAS A SIGNIFICANT FALL OR RECEIVES AN INJURY AT SCHOOL, WE WILL CALL YOU. (IT IS SO IMPORTANT THAT WE ALWAYS HAVE YOUR CURRENT TELEPHONE NUMBER.) IF IT IS AN EMERGENCY, AND WE CAN'T REACH YOU, WE WILL TAKE THE CHILD TO THE EMERGENCY ROOM (SIGNED MEDICAL RELEASE IS REQUIRED).

**4. IMMUNIZATION CERTIFICATE:**

A CURRENT IMMUNIZATION CERTIFICATE IS REQUIRED. A MEDICAL EXAMINATION IS REQUIRED. AN EYE EXAMINATION IS REQUIRED.

**5. A DENTAL EXAMINATION**

IS REQUIRED FOR 5 AND 6-YEAR OLDS.

**6. MEDICINES:**

MEDICATION IS GIVEN ONLY WHEN A WRITTEN ORDER IS SUBMITTED BY A DOCTOR. MEDICINES MUST BE IN THE ORIGINAL CONTAINER WITH THE CHILD'S NAME ON IT. A RECORD IS KEPT WHEN MEDICINES ARE GIVEN AT SCHOOL.

#### **H. TEACHER CONFERENCES:**

TEACHER CONFERENCES ARE SCHEDULED AT LEAST ONCE PER YEAR. TEACHER CONFERENCES MAY BE REQUESTED BY PARENT/GUARDIAN AT ANY TIME.

#### **I. PARENT INVOLVEMENT:**

1. PARENTS ARE WELCOME AT SUNSHINE SCHOOL; YOU ARE INVITED TO TAKE PART WITH YOUR CHILD DURING PRACTICE SCHOOL SESSIONS.
2. PARENTS ARE ENCOURAGED TO VOLUNTEER AT THE SCHOOL.
3. PARENTS MAY COME TO EAT WITH THEIR CHILDREN.
4. PARENTS ARE ENCOURAGED TO COME READ A STORY, SHARE AN ART PROJECT, OR BRING AN INTERESTING OBJECT TO SHARE IN THE CLASSROOM.
5. PARENTS ARE INVITED ON FIELD TRIPS.
6. PARENTS ARE ENCOURAGED TO SHARE WITH US SO THAT WE CAN BEST SUPPORT CHILDREN'S DEVELOPMENT AND LEARNING OR TO HANDLE PROBLEMS OR DIFFICULTIES.
7. PARENTS ARE INVOLVED IN VISITS AND INFORMATION CONCERNING TRANSITION INTO AND OUT OF THE PRESCHOOL PROGRAMS.
8. THERE IS A YEARLY EVALUATION BY PARENTS OF THE SUNSHINE SCHOOL PROGRAM.
9. TEACHERS LISTEN TO PARENTS AND SEEK TO UNDERSTAND THEIR GOALS AND PREFERENCES FOR THEIR CHILDREN.

#### **J. CURRICULUM:**

1. SUNSHINE SCHOOL USES THE STRATEGIES GOLD MATERIALS AND MODEL THAT EMPLOYS DEVELOPMENTALLY APPROPRIATE PRACTICE IN METHOD, MATERIALS, AND ASSESSMENT.
2. TEACHERS SOLICIT AND INCORPORATE PARENTS KNOWLEDGE ABOUT THEIR CHILDREN IN ON-GOING ASSESSMENT AND PLANNING.

#### **K. STAFFING:**

1. K-3 CLASSES ARE STAFFED WITH AT LEAST 2 ADULTS (ONE ADULT FOR EVERY 10 CHILDREN IS MINIMUM STAFFING) UP TO 20 CHILDREN
2. K-4 CLASSES ARE STAFFED WITH AT LEAST 2 ADULTS (ONE ADULT FOR EACH 10 CHILDREN IS MINIMUM STAFFING) UP TO 20 CHILDREN
3. ALL STAFF MEMBERS ARE TRAINED IN DEVELOPMENTALLY APPROPRIATE PRACTICE.
4. ADDITIONAL STAFF IS PROVIDED TO MAINTAIN STAFF-CHILD RATIOS.
5. HIRING PRACTICES INCLUDE CAREFUL CHECKING OF HEALTH REQUIREMENTS AND CRIMINAL CHECK.

6. ALL STAFF, INCLUDING THE PROGRAM ADMINISTRATOR ARE EVALUATED ANNUALLY.

**L.DISCIPLINE POLICY:**

SUNSHINE SCHOOL EMPLOYS ASSERTIVE DISCIPLINE AND CONSCIOUS AND BELIEVES IN REWARDING GOOD BEHAVIOR AS WELL AS USING POSITIVE CLEAR-CUT STRATEGIES FOR CORRECTION WHEN UNACCEPTABLE BEHAVIOR OCCURS. WE BELIEVE THAT CHILDREN FUNCTION BEST IN AN ENVIRONMENT THAT ENHANCES EACH CHILD'S SELF-ESTEEM.

PARENTS OF CHILDREN DISPLAYING INAPPROPRIATE BEHAVIOR WILL BE INVOLVED IN DETERMINING INTERVENTION STRATEGIES; CHILDREN UNABLE TO ADAPT WITHIN A REASONABLE TIME MAY BE DISMISSED FROM THE PROGRAM.

- WE EXPECT THE CHILDREN TO FOLLOW THE CLASSROOM RULES, WHICH ARE DEVELOPMENTALLY APPROPRIATE.
- WE DO NOT ALLOW A CHILD TO HURT HIMSELF OR ANOTHER CHILD OR ADULT AT SCHOOL.
- WE DO NOT ALLOW CURSING, VULGAR OR ABUSIVE LANGUAGE.
- WE DO NOT ALLOW A CHILD TO WILLFULLY DESTROY PROPERTY.
- WE DO NOT ALLOW ACTIONS THAT ARE DANGEROUS TO THE CHILD OR OTHERS.
- WE EXPECT THE STAFF TO BE TREATED WITH RESPECT.
  - **REWARDS** (STICKERS, CERTIFICATES, PRIVILEGES, PRIZES, NOTES TO PARENTS, ETC.) ARE GIVEN WHEN THE CLASS RULES AND SCHOOL RULES ARE FOLLOWED.
  - **CONSEQUENCES, IN ORDER:**
    - WARNING
    - COOL DOWN TIME - REMOVED FROM AREA AND GIVEN SPACE TO CALM DOWN.
    - TAKEN TO PRINCIPAL
    - PARENT CALLED

ASSERTIVE DISCIPLINE WRITTEN BY LEE AND MARLENE CANTER, EXPLAINS A COMPETENCY-BASED APPROACH TO DISCIPLINE; THIS APPROACH ADVOCATES THAT TEACHERS MUST UTILIZE A SYSTEMATIC APPROACH TO DISCIPLINE WHICH

ENABLES THEM TO SET FIRM CONSISTENT LIMITS FOR THE STUDENTS WHILE AT THE SAME TIME REMAINING COGNIZANT OF THE REALITY OF THE STUDENT'S NEED FOR WARMTH AND POSITIVE SUPPORT.

## **2. PLANNING AHEAD FOR PRESCHOOL**

- A. TALK TO YOUR CHILD ABOUT PRESCHOOL AND WHAT HE OR SHE CAN EXPECT.
- B. MAKE A VISIT BEFORE SCHOOL STARTS. TAKE PART IN PRACTICE SCHOOL.
- C. ENCOURAGE YOUR CHILD TO DRESS HIMSELF/HERSELF.
- D. TEACH YOUR CHILD TO USE WORDS, NOT FORCE, WHEN HE IS ANGRY OR FRUSTRATED.
- E. HAVE YOUR CHILD PICK UP HER TOYS WHEN SHE IS FINISHED PLAYING WITH THEM.
- F. TALK ABOUT SHARING WITH OTHERS AND WHY IT'S IMPORTANT.
- G. ENCOURAGE YOUR CHILD TO USE THE POTTY BY HIMSELF, TO FLUSH AND TO WASH HIS HANDS BY HIMSELF.
- H. ADJUST YOUR CHILD'S SLEEPING AND EATING SCHEDULE TO THE SCHOOL YEAR SCHEDULE.
- I. REMIND YOUR CHILD THAT HIS TEACHERS ARE HIS FRIENDS AND THAT IF HE IS EVER SAD, SCARED OR NEEDS HELP, HE CAN TALK TO HIS TEACHERS.
- J. MAKING THE SEPARATION FROM MOM AND DAD IS A BIG STEP. YOUR CHILD MAY BE MORE SECURE IF THERE ARE NOT A LOT OF OTHER CHANGES HAPPENING AT THE SAME TIME.
- K. EXPLAIN TO YOUR CHILD THAT HER TEACHERS WILL TAKE CARE OF HER WHILE SHE'S AT SCHOOL; TALK ABOUT WHO WILL PICK HER UP WHEN SCHOOL IS OVER. WE WILL HELP YOU EXPLAIN THAT IT IS IMPORTANT FOR HER TO COME WHEN CALLED AT PICK-UP TIME SO THAT TRAFFIC WON'T BE HELD UP.

## **3. ADJUSTMENT TIME**

- IT WILL TAKE YOUR CHILD AT LEAST TWO WEEKS TO PHYSICALLY ADJUST TO PRESCHOOL; THE CHILDREN USE LOTS OF ENERGY AND WILL NEED LOTS OF EXTRA REST AT FIRST; THEY WILL ADJUST TO THE NEW ROUTINE.
- MONDAY MORNINGS ARE JUST LIKE FIRST DAY FOR SOME STUDENTS, BUT TIME WILL TAKE CARE OF THAT.
- SOME CHILDREN DON'T EAT MUCH OR USE THE BATHROOM AT SCHOOL; JUST LET US KNOW HOW WE CAN HELP YOU WITH THESE ISSUES. HAVING YOUR CHILD BEGIN SCHOOL IS DIFFICULT FOR MANY

PARENTS; LET US HELP YOU. PLEASE ASK QUESTIONS AND LET US KNOW YOUR CONCERNS.

- SOME PARENTS FEEL MORE COMFORTABLE "STICKING AROUND" FOR AWHILE; THIS IS FINE, BUT WE ASK YOU TO STAY IN ANOTHER ROOM SO THAT YOUR CHILD CAN BE FREE TO ENTER IN THE ACTIVITIES IN HIS/HER CLASSROOM.
- PLEASE KEEP THE TEACHERS INFORMED NOW AND ALL THROUGHOUT THE YEAR ABOUT ANY CONCERN(S) THAT YOU HAVE.

#### **4. WHAT TO BRING/WHAT TO WEAR**

- ALL THE THINGS THAT YOUR CHILD NEEDS FOR SCHOOL (CRAYONS, MARKERS, PAPER, ETC.) ARE SUPPLIED. HOWEVER, TEACHERS MAY HAVE A "WISH LIST", IF YOU WOULD LIKE TO DONATE SOME ITEMS.
- CLOTHING SHOULD BE COMFORTABLE AND EASY FOR THE CHILD TO PULL UP AND DOWN WHEN GOING TO THE BATHROOM. CONSIDER THE CLOTHING THAT YOU PUT ON YOUR CHILD. FOR EXAMPLE, IF IT'S NEW ARE YOU WILLING TO RISK IT GETTING DIRTY OR PAINT-STAINED?
- PUT NAMES ON ALL CLOTHING, JACKETS AND LUNCH BOXES, SO THEY CAN BE EASILY IDENTIFIED.
- SEND AN EXTRA SET OF CLOTHES TO LEAVE AT SCHOOL IN CASE OF A SPILL OR ACCIDENT. (PLEASE PUT THESE IN A LARGE BAGGIE WITH YOUR CHILD'S NAME ON IT).
- SHOES THAT ARE SLICK ON THE BOTTOM (DRESS SHOES OR COWBOY BOOTS) CAN CAUSE ACCIDENTS ON THE PLAYGROUND.
- SANDALS/FLIP-FLOPS CAN BE UNCOMFORTABLE WHEN GROUND COVER GETS IN THEM.
- PLEASE REMOVE ANY DRAWSTRINGS OR TIES FROM YOUR CHILD'S CLOTHING (ESPECIALLY AT THE NECK).
- CHILDREN SHOULD NOT BRING TOYS FROM HOME. (IF IT IS A SECURITY ITEM, OR IF THEY WANT TO BRING IT FOR "SHOW AND TELL", THAT IS OK).

#### **5.THE FIRST DAY**

- SEPARATING FROM YOUR CHILD IS EASIER WHEN YOU ALLOW THE TEACHER TO GET THEM AT THE DOOR, RATHER THAN WALKING THEM INTO THE BUILDING. UNTIL YOU ARE COMFORTABLE WITH



THAT, SINCE THE LINE-UP OF CARS IS A MOVING LINE, PLEASE PARK IF YOU PLAN TO COME INTO THE BUILDING.

- KEEP IN MIND THAT CHILDREN SOMETIMES CRY THE FIRST FEW DAYS WHEN PARENTS LEAVE. INSTEAD OF STAYING AROUND TO CONSOLE YOUR CHILD, ASSURE YOUR CHILD THAT YOU WILL BE BACK WHEN CLASS IS OVER, THEN LEAVE. (WHEN YOU ARE THERE THE CHILD FEELS TORN AND WON'T CHOOSE TO LEAVE YOUR SIDE, USUALLY. GIVE YOUR TEACHER THE CHANCE TO INVOLVE YOUR CHILD IN AN ACTIVITY. THAT USUALLY HAPPENS IN JUST A FEW MINUTES.) IF YOUR CHILD IS DISTRESSED, WE WILL CALL YOU. FEEL FREE TO CALL THE SCHOOL WHENEVER YOU FEEL CONCERNED.
- INCLUDED IS A TRAFFIC PLAN FOR DROPPING OFF YOUR CHILD AND PICKING HIM/HER UP AT CLASS ENDING. YOU WILL PULL UP, GET YOUR CHILD OUT AS QUICKLY AND SAFELY AS POSSIBLE AND A TEACHER WILL GET THEM AND TAKE THEM INSIDE. IF YOU NEED TO HAVE A CONVERSATION WITH YOUR CHILD'S TEACHER, PLEASE CALL INSTEAD OF VISITING AT THIS TIME. WE FEAR THE TRAFFIC BACKING UP IN A DANGEROUS MANNER AND WILL MOVE QUICKLY AT PICK-UP TIME. WE WANT TO COMMUNICATE WITH YOU, HOWEVER, SO PARK AND COME IN OR CALL TO MAKE A FRIDAY APPOINTMENT.

## **6. DAY TO DAY TIPS:**

- THE TEACHERS ONLY HAVE A FEW MINUTES BETWEEN MORNING AND AFTERNOON CLASSES FOR THEIR LUNCH BREAK. PLEASE HONOR THEIR NEED FOR A QUIET FEW MINUTES TO EAT.
- IF YOU ARE SENDING MONEY (FOR PICTURES, ETC.) PLEASE PUT IT IN A SEALED ENVELOPE. WRITE YOUR CHILD'S NAME, HOW MUCH MONEY IS ENCLOSED, AND WHAT THE MONEY'S FOR ON THE OUTSIDE OF YOUR ENVELOPE.
- NOTIFY SCHOOL PERSONNEL IF YOUR PHONE NUMBER OR ADDRESS CHANGES. (IN THE EVENT THAT YOUR CHILD BECOMES ILL OR IS HURT, IT IS SO IMPORTANT THAT WE BE ABLE TO REACH YOU.)
- IF THE PEOPLE ON YOUR PICK-UP LIST CHANGE, PLEASE NOTIFY SCHOOL PERSONNEL SO THAT THE LIST CAN BE UPDATED. (IT'S IMPORTANT TO WRITE A NOTE TO YOUR CHILD'S TEACHER IF THERE WILL BE A CHANGE IN THE PICK-UP ROUTINE. YOUR CHILD WILL NOT BE ALLOWED TO LEAVE WITH AN UNAUTHORIZED ADULT.)

- IF THERE ARE CHANGES GOING ON AT HOME (A NEW SIBLING, DIVORCE OR SEPARATION, DEATH OF A LOVED ONE, ETC.) TALK TO YOUR CHILD'S TEACHER SO THAT SHE CAN BE AWARE OF ANY CHANGES IN YOUR CHILD'S BEHAVIOR.
- TALK TO YOUR CHILD ABOUT WHAT HE OR SHE HAS DONE THAT DAY SONGS, GAMES, ACTIVITIES. A CALENDAR IS SENT HOME EACH MONTH THAT LISTS WHAT YOUR CHILD'S CLASSROOM IS WORKING ON AND ANY SPECIAL UPCOMING EVENTS OR HOLIDAYS. ASK SPECIFIC QUESTIONS LIKE. "WHO DID YOU PLAY WITH?" INSTEAD OF GENERAL ONES LIKE. "HOW WAS YOUR DAY?"

## **7. THE GOOD "GOOD-BYE"**

REMEMBER, CHILDREN "CATCH" YOUR FEELINGS AND EMOTIONS. IF YOU DISPLAY SADNESS OR FEAR ABOUT LEAVING THEM AT SCHOOL, THEY WILL FEEL NERVOUS. PLEASE TAKE ADVANTAGE OF THE VISITING DAYS BEFORE SCHOOL ACTUALLY STARTS TO BECOME COMFORTABLE ABOUT YOUR CHILD'S SAFETY AND WELL-BEING, THEN IT WILL HELP IF YOU TALK IN FRONT OF THEM ABOUT WHAT A WONDERFUL THING THIS NEW EXPERIENCE WILL BE FOR THEM. IF YOU TRUST US, THEY MOST LIKELY WILL. PEOPLE OFTEN SAY THINGS IN FRONT OF THEIR CHILDREN THAT ADD TO THE WORRY OF NEW EXPERIENCES FOR THEM. EXPLAIN WHAT YOU WILL DO (STAY WITH THEM DURING PRACTICE SCHOOL) AND DROP THEM OFF FOR REAL SCHOOL.)

HOVERING OVER THEM OR LINGERING, EXPECTING THEM TO CRY IS THE WORST THING THAT YOU CAN DO. WE WILL DEFINITELY CALL YOU IF WE FEEL YOUR CHILD IS DISTRESSED. A FEW TEARS AT PARTING IS NORMAL FOR MANY CHILDREN; LETTING THE TEACHER GET THEM INTERESTED IN SOMETHING IN THE CLASSROOM IS THE BEST REMEDY FOR THAT. WE WILL WORK WITH YOU AND HELP YOU AND YOUR CHILD BECOME COMFORTABLE.

## **8. THE TRAFFIC PLAN**

IT IS IMPORTANT TO FOLLOW THE TRAFFIC PLAN ON THE DRAWING. THIS IS A MOVING LINE IN ORDER TO ACCOMMODATE THOSE WHO ARE ON A SCHOOL/WORK SCHEDULE. PLEASE GET YOUR CHILD OUT

AND TO THE TEACHER AS QUICKLY AND SAFELY AS POSSIBLE IN ORDER TO KEEP TRAFFIC MOVING. THERE IS DAYCARE TRAFFIC ALSO (FROM THE DAYCARE NEXT DOOR), SO WE HAVE MADE THE BEST PLAN POSSIBLE. WE APOLOGIZE FOR ANY INCONVENIENCE TO YOU. IF YOU NEED TO COME INTO THE BUILDING, PLEASE PARK IN OUR GRAVEL PARKING LOT TO KEEP THE LINE MOVING. THANK YOU.

DO NOT PARK IN THE STREET IN FRONT OF THE DAYCARE TO WALK YOUR CHILD IN. IF YOU NEED TO PARK USE THE GRAVEL PARKING LOT.

A GATE WILL BE PLACED AT SCHOOL ENTRY AT 8:00 AM TO ENSURE CHILDREN ARE SAFE THROUGHOUT THE DAY CROSSING THE PARKING LOT TO PLAY. AFTER 8:00 AM YOU MUST PARK IN THE PARKING LOT AND WALK YOUR CHILD TO THE DOOR. IF YOU NEED HANDICAP ACCESS DURING SCHOOL HOURS PLEASE CALL AHEAD.

**WE ARE HERE TO SERVE YOU. PLEASE LET US KNOW WHAT YOUR CONCERNS ARE. WE WILL LOVE AND CARE FOR YOUR CHILD, AND WE CAN BETTER DO THAT IF WE KNOW THE THINGS THAT MIGHT BE BOTHERING HIM/HER. LET'S STAY IN TOUCH. WE APPRECIATE SO MUCH YOUR ENTRUSTING YOUR CHILD TO US.**

**THE SUNSHINE SCHOOL STAFF**

## **IMPORTANT**

THE DROP OFF LINE IS A MOVING LINE IN ORDER FOR PEOPLE TO BE ABLE TO GET TO WORK OR SCHOOL ON TIME. STAFF WILL GET YOUR CHILD FROM YOU. THESE RULES ARE FOR YOUR CHILD'S SAFETY.

**DO NOT UNDER ANY CIRCUMSTANCES EVER PASS ANOTHER CAR IN THE DROP OFF LINE. THIS EXTREMELY DANGEROUS AND WILL BE ADDRESSED. PLEASE PARK IF YOU ARE IN A HURRY.**