



SUNSHINE CENTER
CHILD CARE & PRESCHOOL

MISSION

Sunshine Center Child Care's mission is to help prepare your child for formal education in a traditional classroom setting. In order to prepare them for formal education we will:

- provide them with a safe environment away from home making them comfortable and relieves anxiety from separation from parents
- make them feel confident in their abilities boosting self-esteem through activities that stimulate their interest
- teach them how to problem solve effectively with their peers using best practice guidance techniques and methods

PHILOSOPHY

Sunshine Center childcare and preschool provides children instruction through play in 5 key areas: sensory development, fine and gross motor activities, music and dance, art and finally social/emotional advancement instruction in order to help develop their cognitive abilities. Each day our center will contain 5 areas of activities that will stimulate each area of development which is based on emergent curriculum, or your child's interest. Personal portfolios containing written observation complete with pictures of your child's progress will chart their growth from start to finish in our program. Conferences with our staff regarding your child's progress can be requested but will otherwise be provided semi-annually.

Non-Discrimination Policy

The Sunshine Center WILL NOT discriminate any perspective student based on race, sexual orientation, religious views, disability or any other protected class.

Thank you for your interest in the

SUNSHINE CENTER CHILDCARE & PRESCHOOL



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Application for Enrollment

(Please Print Below)

Child's Name _____ Application Date _____

Birthdate _____ Does your child have any allergies? Yes No

Please list allergies here _____

Parent or Guardian Information

Parent/Guardian Name _____ (relationship) _____

Street Address _____

City _____ State _____ Zip _____

Cell Phone _____ Work Phone _____

Email Address _____

Employer _____

Parent/Guardian Name _____ (relationship) _____

Street Address _____

City _____ State _____ Zip _____

Cell Phone _____ Work Phone _____

Email Address _____

Employer _____

Emergency Contact Information

Person other than parent or guardian that is authorized to pick up the child

Name _____ Phone _____ (relationship) _____

Name _____ Phone _____ (relationship) _____

Medical/Dental Contact Information

Insurance Provider and Policy Information _____

Primary Physician Name _____ (phone) _____

Dental Provider _____ (phone) _____



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Parent or Guardian Authorization

My child may be taken on neighborhood field trips and walking excursions.
(initial)_____

My child may be photographed for documentation and website purposes. (initial)_____

My child may be given non-prescription first aid as necessary including but not limited to: sunscreen, antibacterial first aid cream, children's pain reliever. (initial)_____

In an Emergency Sunshine Center staff has my permission to call an ambulance, or take my child to any available physician or hospital at my expense to obtain medical treatment. In most emergencies, 911 is called and the child is transported to the nearest hospital and treated by the on-call physician. The parent or guardian of the child will be notified as soon as possible. (initial)_____

Fee Schedule received. (initial)_____

Vacation/Sick Policy received (initial)_____

Photo/Video Policy received (initial)_____

Holiday Closure Schedule (initial)_____

By signing this agreement you are aware of all of the rules and stipulations listed on the application, fee schedule, vacation/sick and photo/video policy for the Sunshine Center Childcare and Preschool.

Parent/Guardian printed name _____

Parent/Guardian Signature _____ Date _____



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Fee Schedule

APPLICATION FEE: There is no fee in order to apply for enrollment at the Sunshine Center Childcare and Preschool; however, applying does not guarantee a reserved slot for your child. You must put down a deposit.

DEPOSIT: In order to secure a space for your child(ren) a deposit must be placed toward their slot. **All deposits are equal to one (1) weeks rate at the current full-time week rate, even if you are only applying for part time care. Deposits are refunded ONLY when written notice is received ONE MONTH prior to departure.**

TUITION: Your fee for tuition is based upon the coverage you need. Full time, part time and drop in rates must be paid prior to coverage. When you register your child you must pay your deposit plus your full tuition for your first unit of coverage; i.e., deposit plus one (1) week of part time care. Sunshine Center will allow a deposit payment plan for full time and part time students who apply for monthly care. Drop in coverage must pay a flat fee of \$40 towards coverage; any amount of deposit not used by coverage will be refunded when your child is picked up. **Tuition is due on Wednesday prior to the next week's coverage; if tuition is not received by Monday evening the week of care your tuition is late. There is a \$25 per day late fee which is due and payable when late tuition is paid.**



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CURRENT RATES AS OF Sept. 1st, 2022

Full Time Care 4-5 days/week	<u>\$325/wk 9 hr block</u> \$270/wk 4.5 hr block
Part Time care 2-3 days/week	<u>\$270/wk 9 hr block</u>
Drop In Care *Sibling Rates	10% off tuition for Full-Time Care

PENALTY FEES:

- Late pick up: whenever a child is left in care 15 minutes past their scheduled pick up time late fees will incur. **AFTER 15 MINUTES A FEE OF \$15 WILL POST TO YOUR ACCOUNT, EACH MINUTE THEREAFTER IS SUBJECT TO A \$1 PER MINUTE LATE FEE. LATE FEE'S ARE TO BE PAID BEFORE THE NEXT DAYS ENROLLMENT.** It is at the discretion the Sunshine Center to apply or suspend late fees.
- Re-enrollment: Re-enrollment occurs when a child's enrollment has been terminated for violation of center rules. Suspension can result from: non-payment of tuition and gross negligence of center rules by parent or child. Suspension of enrollment is not limited to the above mentioned stipulations. **If the center decides to allow your child to re-enroll after a suspension a re-enrollment fee equal to one (1) week at the part time rate is required.** It is the discretion of the Sunshine Center to apply or suspend re-enrollment fees.



Vacation/Sick Policy

- Sick: By State law, your child must remain home whenever there is a temperature of more than 100°F that is maintained beyond 4 hours. Your child must then remain home until that temperature has been broken for more than 24 hours without medical treatment or fever reducers. When a fever is not present but mucus that has color is present your child must remain home until no colored mucus occurs for more than 24 hours. Sick days still count towards your weekly tuition; **NO REFUNDS WILL BE GIVEN FOR SICK DAYS.**
- Rashes: Any rashes that appear on your child's body needs to be identified as quickly as possible. If a rash appears on your child you must keep them out of care until the approval of the Director of the center is given. You must notify the center that a rash has been discovered so that other children's parents may be notified of any communicable disease or virus. All other rules apply to rashes that apply towards sick days.
- Disenrollment: At any time you can remove your child from enrollment at the Sunshine Center. In order to receive your deposit back in full you must notify the center in writing ONE MONTH PRIOR TO DEPARTURE. **Deposits are refunded ONLY when written notice is received ONE MONTH prior to departure.**



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Photo/Video Release

During our observations of your child(ren) we may take photographs of them engaged in a particular activity or reaching a milestone in order to accurately portray their advancement, video footage may also be shot by our staff to record the excitement of our students engaged in play. The Sunshine Center will only allow our staff to take still pictures or video footage of your children while in our care. We may also use photos of your children for purposes of advertisement on our website Sunshinecenterpdx.com or on one of our social media outlets including Facebook or Instagram. Any pictures taken of your children will only be used for those purposes, if you do not want your child's picture used on our website or social media outlets please let us know in writing and we will be sure not to use pictures of your child(ren) or video footage.



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Holiday Closure Schedule

Sunshine Center Childcare & Preschool will be closed on the following holidays:

- MLK Jr Day
- Presidents Day
- Memorial Day
- Juneteenth
- 4th of July
- Labor Day
- Indigenous People's Day
- Veterans Day
- Thanksgiving Day/Following Friday
- Spring Break (The Last Week of March)
- Summer Break (The Full Week prior to Labor Day)
- Christmas Break (Final 2 weeks of December through New Year's Day)

If any of these days should fall on a weekend it will be observed on the scheduled day recognized by the Federal Government as a day of observance. For full time students tuition **will not** be refunded for the day missed; for part time students **one day in the same week may be substituted if you normally have care on the day missed. NO EXCEPTIONS**

Any other closures of the Sunshine Center will be given to parents no later than 2 weeks prior to closure barring emergency situations including but not limited to: inclement weather, damage to property, injury or sickness to staff.