



**Sunny Days**  
PRESCHOOL

# **Sunny Days Preschool**

## **Parent Handbook**

### **SY 2024 - 2025**

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## Welcome to Sunny Days Preschool

Welcome to Sunny Days Preschool and thank you for trusting us to provide a caring and supportive preschool program for your child. Teaching a child is a privilege which involves a working partnership with staff, family and community, and we are delighted to have your family join our program.

Sunny Days was established in 2005 as part of the Pacific Autism Center for Education's (PACE) Early Intervention Program as an inclusive preschool. The program serves children on the Autism Spectrum, as well as neuro-typical children and those needing a little extra support. The program offers Speech Therapy and Occupational Therapy as optional and supplemental support for families (as availability allows). Our comprehensive Children's Services also provides ABA Therapy (Applied Behavior Analysis) facilitated by our Faces Behavior Department.

At Sunny Days, we believe in teaching the whole child; embracing the specific needs of each individual. We strive to provide thoughtful, enjoyable, and enriching activities for young students. Every experience has the potential to be a teachable moment for our students. In our program your child will have many opportunities to develop the skills to **relate, communicate, and self-regulate** in a supportive and encouraging environment. Our program encourages children to be independent, to have fun, learn, and grow.

Please use this handbook as a guide for the duration of your child's preschool experience with PACE. We invite you to stay engaged in this learning process and educational journey with your child. If you have any questions, please contact us at 408.625.6198.

Welcome, and thank you for joining Sunny Days!



Karen Kennan  
Assistant Executive Director, PACE

## Philosophy

At Sunny Days Preschool, we believe kids thrive in a caring, inclusive, and developmentally appropriate environment. Our program is designed to provide a personalized education experience that meets each child's unique needs. Every child at Sunny Days has a custom education plan tailored to their current and future developmental goals.

In our supportive learning environment, children work on building communication skills, developing self-regulation, and learning how to relate to others. Through engaging play experiences, kids actively participate in their learning journey. At Sunny Days, every moment is an opportunity for growth, and we encourage our kids to be kids! Our goal is to offer enriching experiences that foster independence, self-confidence, and strong social skills.

We respect the individuality and worth of every child and are dedicated to helping them reach their full potential. Our mission is to help children develop confidence in their own identity and respect for others.

Sunny Days is a non-public school (NPS) certified by the California Department of Education and licensed by Community Care Licensing (CCL). We welcome children ages two to six years old, including those on the autism spectrum, neuro-typical children, and those needing extra support, all in a nurturing, responsive, and inclusive environment.

## Inclusion

While we offer **professional expertise in the area of developmental disabilities**, Sunny Days is an inclusive preschool program. This means we welcome children who are on the autism spectrum, those with other developmental disabilities or delays and neuro-typical children. Inclusive classrooms offer children the opportunity to work and play with age-appropriate peers as well as children with developmental challenges. Children with disabilities excel in some areas, affording all children the opportunity to be models in some realm. As children work in groups with their peers, they discover their similarities and develop a better understanding of their differences. There are several benefits to an inclusion model for all students.

Benefits of Inclusion for a child who has special needs:

- A child and their family often feel more connected to their community
- The child develops the ability to make friends and deepen these relationships
- Students watch and learn from their peers ("positive peer pressure")
- Studies show an increase in academic achievement
- Students practice their social skills in a natural environment
- Students develop positive self-esteem
- Students thrive with higher expectations for their performance in school
- Inclusion focuses on a child's strengths, rather than weaknesses

Benefits of Inclusion for a child who does not have special needs:

- Students learn to be advocates for themselves and their friends with special needs
- There is a decrease in student bullying
- Students are exposed to an environment that values equality
- Children are prepared to be part of a diverse community and world
- Students increase their problem solving skills
- Students learn to be role models and leaders
- Students develop empathy, compassion and respect for others

## Staff

The staff of Sunny Days Preschool is comprised of teachers and aides who have education and experience in the field of Early Childhood Education. Our preschool teachers are certified in early childhood education or early childhood special education through the California Department of Education. Sunny Days' staff consists of Associate, Undergraduate, and Master's level personnel. Each staff member undergoes an extensive background check; following intensive initial training, they must demonstrate various competencies prior to working with children in the program. Additional staff members may include: Speech/Language Pathologists, Occupational Therapists and Behavior Therapists.

## Supplemental Therapy

Sunny Days offers supplemental therapy for students/families. The following is a list of available therapies through PACE based on therapist availability. There is an additional fee for these services. Please contact the office for pricing information.

- Speech Therapy (Currently not available)
- Occupational Therapy
- Applied Behavioral Analysis (ABA) Therapy
- 1:1 Instructional Aide Support in the Classroom
- Parent Training

## Methodology and Implementation

Sunny Days Preschool is a play-based program that utilizes multiple teaching methodologies with a particular focus on those techniques that build affection, affect, engagement and a child's emotional reciprocity. These include: Floortime, Son-rise, Denver Model, TEACCH, Pivotal Response Training, Applied Behavior Analysis and others.

Our program utilizes the **Unique Learning System**, a one-of-kind solution designed specifically to help students with special learning needs master the California state standards. Students from pre-K through transition have the advantage of consistent, high-quality instruction, a motivating interactive learning environment, engaging symbol support, and a path to independence.

Children on the Autism Spectrum often have sensory processing difficulties requiring varying degrees of physical input such as assisted jumping, bouncing, gentle hugging, and gentle squeezes on hands, arms and legs. Children will always be asked before any physical input is provided unless the child is in danger (i.e. restrained from running into the street, etc.).

## Program Description, Hours of Operation, Calendar and Holidays

Sunny Days Preschool offers a morning (9AM-12PM) and extended day (9AM-2:15PM) classes, two, three, and five days a week. The morning session is available for our youngest children and the extended session is available for our older group. Families may select a five-day/week option, MWF three-day option or a TTH two-day option. There must be a commitment of at least 2 days per week.

Once assessed as ready, children may begin attendance at Sunny Days at the age of 24 months and can continue until the age of six. Children will be organized in age appropriate groups.

At Sunny Days, we maintain highly supervised staff-to-student ratios of a minimum of one adult for every three children. Parents may request a 1:1 aide for an additional fee. Our classroom will accept a maximum of 12 students on any given day.

## Sample Morning Schedule (9AM-12:00PM)\*

TIME	ACTIVITY	EXPLANATION
<b>PRESCHOOL MORNING SCHEDULE (Half Day)</b>		
9:00-9:15 AM	Arrival/Child's Choice	Greet children as they arrive. Children choose a learning center or activity.
9:15-9:45 AM	Individual and Group Sensory Activities and Centers	These activities promote body awareness, balance, and knowing where one's body is in space. Center activities relate to the theme of the week/month.
9:45-10:00 AM	Individual Work	Children work on their individual learning goals. Teacher/Aides observe and collect data.
10:00-10:15 AM	Hello Circle	Welcome children; talk about the calendar; the weather, and the day. Sing and share with our friends.
10:15-10:30 AM	Wash Hands, Bathroom, and Morning Snack Time	Children practice hygiene and enjoy a healthy snack. (All food is gluten and casein free.)
10:30-10:45 AM	Direct Instruction	Teacher lead instruction fosters an understanding of specific concepts and themes to promote school readiness.
10:45 -11:15 AM	Movement and Playground	Gross motor skills are important to enable children to perform everyday functions, such as walking, running, and skipping, as well as playground and sports skills. They are crucial for everyday self-care skills like dressing.
11:15-11:30 AM	Art	Art activities foster intellectual development and stimulate both sides of the brain, increasing the capacity of memory, attention, and concentration.
11:30-12:00 PM	Bathroom, Clean up, and Closing Morning Circle	Children are given the opportunity to use the bathroom. We tidy up the room before we leave and conclude our morning with a brief circle.

\*: Schedule subject to change

Note: A **music specialist** leads music once or twice a week for half an hour in the morning classroom.

## Sample Extended Day Schedule (9AM – 2:15 PM)

TIME	ACTIVITY	EXPLANATION
<b>PRESCHOOL EXTENDED SCHEDULE (9AM TO 2:15PM)</b>		
9:00-9:30 AM	Arrival/Child's Choice	Greet children as they arrive. Children choose a learning center or activity.
9:30-9:45 AM	Hello Circle	Welcome children; talk about the calendar; the weather, and the day. Sing and share with our friends.
9:45-10:10 AM	Music	Music is facilitated by a Music Therapist. We sing and share with our friends.
10:10-10:30 AM	Outside time/Sensory Gym	These activities promote body awareness, balance, and knowing where one's body is in space
10:30-10:45 AM	Bathroom time	Children practice hygiene.
10:45-11:00 AM	Math Curriculum	Teacher-led instruction fosters an understanding of specific concepts and themes to promote school readiness.
11:00-11:30 AM	Movement and Playground	Gross motor skills are important to enable children to perform everyday functions, such as walking, running, and skipping, as well as playground and sports skills. They are crucial for everyday self-care skills like dressing.
11:30-11:45 AM	Curriculum Work: Language Arts and Literacy	Teacher-led instruction fosters an understanding of specific concepts and themes to promote school readiness.
11:45-12:45 AM	Lunch and Quiet Time	Children enjoy lunch together and have the opportunity to practice eating skills. Quiet time provides a chance to nap or rest and do quiet independent activities.
12:45-1:00 PM	Bathroom time	Children practice hygiene
1:00-1:30 PM	Art	Art activities foster intellectual development and stimulate both sides of the brain, increasing the capacity of memory, attention, and concentration.
1:30-2:00 PM	Snack and Outside Play	Gross motor skills are important to enable children to perform everyday functions, such as walking, running, and skipping, as well as playground and sports skills. They are crucial for everyday self-care skills like dressing. Children enjoy a healthy snack. (All food is gluten and casein-free.)
2:00-2:15 PM	Goodbye Circle	We tidy up the room before we leave and conclude our morning with a brief circle.

\*: Schedule subject to change.

Note: A **music specialist** leads music once or twice a week for half an hour in the classroom.



## Calendar 2024-2025



### Sunny Days Calendar 2024-25

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July (18)							August (22)							September (16)						
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
October (23)							November (18)							December (15)						
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
			1	2	3	4						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
January (19)							February (19)							March (21)						
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
April (17)							May (21)							June (19)						
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
			1	2	3	4					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

#### Holiday (11 days)

7/4/24 Independence Day  
9/2/24 Labor Day  
11/11/24 Veterans Day  
11/28/24 Thanksgiving  
11/29/24 Thanksgiving  
12/25/24 Christmas  
1/1/25 New Years' Day  
1/20/25 Martin Luther King  
2/17/25 Presidents' Day  
5/26/25 Memorial Day  
6/19/25 Juneteenth

#### Closure (22 days)

7/1-7/5 Summer Break  
9/2-9/6 Fall Break  
12/23-1/3 Winter Break  
4/7-4/11 Spring Break

#### Minimum Days (9 days)

Staff training 12:30-2:30 pm  
All classes end at 12:00pm

#### Bell Schedule

Full Day: 9:00am to 2:15pm  
Half Day: 9:00am to 12pm

07/8/24 – First Day Extended Session  
8/30/24 – Last Day Extended Session  
09/9/24 – First Day Regular Session  
06/27/25 – Last Day Regular Session

188 Regular Session Days  
40 Extended Session Days  
228 Total Academic Days

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## Admission Policy

Enrollment for Sunny Days preschool occurs on an ongoing basis throughout the school year as needed for students and their families. Placement will be based on availability. A child may be put on a waitlist if a space is not yet available in the program.

Before a child is allowed to begin school, the Assistant Executive Director or Program Director interviews the parents to discuss their child's individual needs and provides a tour of the program. Parents who are interested in enrollment will be given the opportunity to bring their child to meet the teacher. This allows the child to see a new environment and the staff to assess the child for placement. Prior to starting the program, enrollment packets must be completed, including medical forms and payment for registration and the first month's tuition. If a family has not completed the enrollment process, the child will not be allowed to begin school. (See additional required enrollment materials.)

It is beneficial for staff members to have copies of any progress reports or relevant medical letters on file, in order to develop a better understanding of each student. These documents will be kept in the child's folder, which remains confidential at all times.

If you withdraw your child from the program, you must give at least 30 days' notice. **Refunds for withdrawing** with less than 30 days' notice will **not** be given. When withdrawing from the program, please provide written documentation to the office.

Each child who enrolls at Sunny Days will be observed for the initial 30 days to determine the appropriateness of the placement. During this time, Sunny Days may advise that a child must be provided with a 1:1 instructional support aide to ensure that s/he will have a successful experience in the classroom. If an aide is recommended, families must adhere to the policy in order to continue at Sunny Days. Families may also initially request this assistance prior to enrolling.

The CA Community Care Licensing Department has inspection authority to enter and inspect a facility without advance notice, and has the authority to interview children or staff, and to inspect and audit child or Child Care Center records, without prior consent.

Please read all forms and understand the policies of Sunny Days Preschool prior to beginning school.

## Tuition and Payments

Tuition is based on the number of days attending and divided over a 12 month period taking into account all holidays and closures. Invoices are sent out at the first week of every month for the current month. Families may utilize the PACE website payment site with a credit card or pay by cash, or check. Payments by credit card can be automatically deducted with letter documentation.

Parents may request additional hours for a student which will be provided based upon availability.

An active credit card (guaranteeing payment) will be kept on file for each student, regardless of payment method.

Delinquent payments will be deducted from the credit card that is on file if not paid within 60 days. A \$25 late fee will also be applied for each month of late payment. Sunny Days reserves the right to refuse services to anyone who makes habitual late payments, lack of payment, constant absences, or other exceptional circumstances.

Medical insurance may be able to cover expenses for certain therapy services. Insurance companies do not cover preschool fees; however, they may cover behavior therapy for preschool students. Staff will work with the families to coordinate service with the families when applicable. The family is ultimately responsible to cover payments for their child.

**30 days' notice** will be given before any rate change. These rates may be modified annually, although we reserve the right to make additional changes as necessary.

## PACE Sunny Days Preschool and Faces Behavioral Services

### Monthly Private Fee Schedule 2024-2025

Preschool Program	2024-2025 Half Day Class	2024-2025 (NEW) Extended Day Class
5 Days/Week	\$1800	\$2850
3 Days/Week (MWF)	\$1100	\$1767
2 Days/Week (TTH)	\$775	\$1254
<b>Faces ABA Services</b>	<b>Rate 2024-2025</b>	ABA services can be combined with a ½ day or full day preschool schedule. Under the supervision of a BCBA, a Behavior Therapist will work with a child to mitigate behavior challenges and model appropriate functional skills within the classroom environment.
Assessment with BCBA	\$165/hour	
BCBA Supervision and Caregiver Collaboration	\$165/hour	
Mid-level Supervision	\$112/hour	
Behavior Therapist	\$85/hour	
<b>ADDITIONAL SERVICES</b> (By arrangement only if available)	<b>Rate 2024-2025</b>	
Speech/Language Therapy*	\$211/hour	These services are private pay. Families are welcome to submit their invoices to insurance for reimbursement.
Occupational Therapy*	\$211/hour	
1:1 Instructional Aide (Preschool, by arrangement only.)*	\$31/hour	A non-ABA, classroom aide is assigned to work exclusively with a child.

One-time registration fee of \$100 is required for all incoming preschool students.  
 Fees are based on an annual calendar and take into account all closures and holidays.  
 Additional preschool hours may be purchased @\$31/hour if space is available.  
 \*Availability based on therapists' schedule and waitlist.

## Parent Involvement

At Sunny Days, we believe it is important for the entire family to be active participants in their student's educational experience at school. Families may be invited to participate in the following activities:

- Class Parties and Celebrations
- Annual PACE Events and Various Volunteer Projects
- Training and Lectures

It is especially important that parents remain active in their child's education by communicating with the staff. Families should inform staff of any significant changes that are occurring at home, in therapies,

with general health, etc. Giving outside reports to staff helps them to better understand students. It is especially helpful and appreciated when a new student is starting school.

PACE also offers Caregiver Collaboration through our Faces Behavioral Services. This consists of one or more family members working with staff to gain new skills and practice them in an observable setting.

## Drop Off/Pick Up

Preschool begins promptly at 9:00 am. Please drop your child off to school on time at the gate, as it is important for them to be present for all activities. Your child will be escorted to the classroom by the staff. Arriving late to school can often mean missing out on various activities. It can be difficult for some students to adjust to an activity if they arrive after it begins. A late arrival can also disturb other students who are already present and engaged in activities. **If you are going to be late or absent, please call the office at (408) 625.6198 by 8:00 am.**

**Please make sure to sign your child in and out every day at the gate.** Licensing requires a full signature and failure to do so may result in a fine, which the family will be responsible for paying.

When dropping off or picking up your child, please do not use cell phones. It is important to provide attention to your child at this time and it can be a source of distraction for others.

The preschool half day class ends at noon. The extended day class ends at 2:15 PM. Please promptly pick up your child on time at the gate. Parents will be charged for frequent late pick-ups. (Please see **Late Pick-Up Policy**) You may want to briefly check in with your child's teacher at pick up time. More extensive meetings must be scheduled for another time. Every student is required to have a list of approved persons allowed to pick up from school. Please add any new people to your list in the office and alert the staff. If someone attempts to pick up your child who is not on the list, they will not be allowed to leave with your child.

**Sunny Days Preschool does not provide transportation to and from home or for field trips.**

## Food at School

Parent are requested to send a healthy snack with their child every day. Sunny Days Preschool is a **peanut-free school** and any food provided by Sunny Days will be gluten and casein free (GFCF). Extra snacks will be kept on campus for those children who arrive without a snack. Snacks should be healthy and nutritious. State guidelines are followed when serving snack, in order to be in accordance with proper serving sizes and food preparation. Water is served with snacks. Snacks provided by the school could include the following:

- Pretzels
- Veggie Chips
- Corn Chips
- Popcorn (no butter)
- Craisins
- Raisins
- Other dried food
- Fresh Fruit or Fruit Cups
- Sesame or Sunflower Butter

Lunch is not an included activity for children who depart at noon. Children in the extended day class or those staying for ABA therapy will enjoy a supervised lunch (brought from home) with their friends. During lunchtime we work on self-help (feeding) skills and social skills. There is access to a refrigerator and microwave for special snacks. Students are not allowed to share food from home with one another for health reasons. **Please do not send nuts, soda or candy to school.**

As part of the curriculum, staff may lead students in “cooking” projects. Students will help prepare a snack and are encouraged to try new foods, although are never forced to eat anything that they do not wish to try. Cooking projects do not involve actual cooking, baking, or the use of raw baking products (e.g. eggs).

**If your child has a food allergy, please alert the staff prior to starting school.**

## **Celebrations at School**

Sunny Days chooses to celebrate various holidays and occasions at school, often in the manner of planned parties or activities. Religious holidays are not celebrated, in order to be respectful to various cultures and beliefs. Major religious holidays can often be celebrated in a more ambiguous manner, such as a holiday party in December. Students are allowed to celebrate their birthdays at school if families wish to do so. If you would like to celebrate your child's birthday, please coordinate with your child's teacher. Speak to the staff about possible treat ideas as we adhere to the GFCF diet. Possible non-edible treats can include: puzzles, small books, stickers, etc. If you are choosing to celebrate your child's birthday outside of school, please be aware of the feelings of others. If you plan to invite the whole class, you may leave invitations in cubbies. If not, please drop the invitations off in the office, mail, or give to other families directly and discreetly.

## **Toys and Dress at School**

Toys from home are allowed at school as long as a child is willing to share the toy with others and the family is aware that it may possibly get lost or damaged. Please do not send electronic items to school with your child. Toys that are violent in nature are prohibited from being brought to school.

Children should come to school comfortably dressed in play clothes. Please dress children in clothing that can get dirty or stained, as we often do activities that are messy. A sweatshirt or jacket is required in cold months. We encourage closed toes shoes with rubber soles for safe outdoor play and participation in gross motor play. Please make sure to dress your child appropriately for the weather.

All students are required to have at least one change of clothes at school. This includes underwear and socks. Please put them in a zip-lock bag marked with your child's name. If your child wears diapers, please send a labeled package of diapers and a package of wipes. We will let you know when these items need to be replenished.

## **Communication**

Communication is key for a successful education experience at Sunny Days. The staff welcomes and values the opportunity to meet with and talk to parents, however, it can be difficult to have a lengthy conversation during school time or during pick up and drop off times. Please work with your child's teacher to determine an effective form of communication that works well for both parties. Such forms can include emails, notes, phone calls, quarterly meetings, etc. As a standard rule of thumb, the classroom teacher will send home a brief daily update with your child or as an e-mail later in the day.

Communication about your child's progress can be discussed during a planned meeting with the teacher or specialist.

## **Reports and Goals**

Students at Sunny Days each have individualized goals developed for them based on input from staff, family, and other therapists. These goals will be worked on during school and data will be taken for them. Parents have access to the goals at all times. Teachers will discuss goals with parents and families and encourage parents to work on them with their child at home. Families may request more

detailed reports to explain progress in school. These are typically done on a quarterly basis. Please speak to your child's teacher about any specific needs for progress reports.

## Conferences and Meetings

Sunny Days recommends that a child's education team meets from time to time in order to discuss goals, progress, and a child's overall program. This can include (in addition to the family): teacher, instructional aides, ABA therapists, Speech Pathologists, and Occupational Therapists. Sunny Days does have space for such meetings (or they can be done remotely), which can be coordinated with your child's teacher. Meetings typically occur on a semi-annual basis.

## Visitors

For safety reasons, any non-school personnel, including parents, must check in with the front office upon arrival at school. If you have a scheduled appointment with a staff member or are volunteering or visiting in the classroom, you are required to sign in and get a nametag or visitor's badge. If you have something to deliver to your child during the school day, please leave it with the school receptionist who will make sure that the child gets whatever is needed in a timely manner. This policy is meant to keep disruptions to children's learning to a minimum as well as for safety. (Please note: if you are ill or have been exposed to illness, please wear a mask when on campus.)

## Unusual Circumstances

If there are any unusual circumstances at home, such as illness, or death, parents' vacations or changes in childcare arrangements, please notify teachers so that they can help your child adjust more easily to the situation.

## Health and Safety

Sunny Days strives to be a safe learning environment for students. Make sure your child is in good health when coming to school. If your child is ill, please keep him/her at home and allow him/her to recover. If a child comes to school sick or gets ill while at school, he/she will be sent home. (Please review the "Too Sick to Attend" guidelines.) All medical and emergency information must be completed and turned into the office prior to a child starting school. If any changes occur, please alert the office immediately. Please do not smoke outside or near the school buildings. If you see any suspicious behavior in the surrounding neighborhood, please alert the office.

## Injuries

If a child has a minor mishap or injury at school, s/he will be cared for by the staff. 911 will be called for any serious injury that requires outside and immediate care. Parents will be called to report any injury of a serious nature. All injuries at school are treated by staff wearing gloves and who have been instructed in proper first aid. Injuries will be documented with an injury report which will be sent home.

## State Licensing Requirements and Immunizations

According to state law, ***we cannot allow your child to attend school unless we receive evidence that certain immunizations have been administered\****. A Physician's Report must be completed by your child's doctor and include proof of the following vaccinations:

AGE WHEN ADMITTED	TOTAL NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION <sup>2,3</sup>			
2 through 3 months	1 Polio	1 DTaP	1 Hep B	1 Hib
4 through 5 months	2 Polio	2 DTaP	2 Hep B	2 Hib
6 through 14 months	2 Polio	3 DTaP	2 Hep B	2 Hib
15 through 17 months	3 Polio	3 DTaP	2 Hep B	1 Varicella
	On or after the 1st birthday:			1 Hib <sup>4</sup> 1 MMR
18 months through 5 years	3 Polio	4 DTaP	3 Hep B	1 Varicella
	On or after the 1st birthday:			1 Hib <sup>4</sup> 1 MMR

(\*California School Immunization Law, Health and Safety Code Sections 120325-120375)

State law requires that you do **one** of the following:

1. Submit a **proof of immunization**: Bring the **Physician's Report** form to your pediatrician to get any needed immunizations. The form must be filled out completely and signed by the physician. Please return to preschool along with all required documents from your enrollment packet before your child's first day of school.
2. Submit a permanent medical exemption in accordance with 17 CCR section 6051 letter signed by your doctor by your child's first day of school if any immunizations were not given to your child because of medical reasons.
3. Note: As of Jan. 1, 2016, personal belief exemptions are no longer accepted in the State of California.

## Enrollment Packet Checklist

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Acknowledgment of Receipt*</li> <li><input type="checkbox"/> CA Santa Clara County TB Assessment for School Entry*</li> <li><input type="checkbox"/> California School Immunization Records Pre-K:<br/><b>School Copy*</b></li> <li><input type="checkbox"/> Child Inventory*</li> <li><input type="checkbox"/> Child Physician's Report [LIC 701]*</li> <li><input type="checkbox"/> Child Pre-Admission Health History - Parents Report [LIC 702]*</li> <li><input type="checkbox"/> Child Ethnicity Statement*</li> <li><input type="checkbox"/> Consent for Emergency Medical Treatment [LIC627]*</li> <li><input type="checkbox"/> Credit Card Authorization Form and Payment*</li> <li><input type="checkbox"/> Effects of Lead Exposure: <b>Parent/Guardian Copy</b></li> <li><input type="checkbox"/> Emergency Preparedness (Sunny Days Disaster Form &amp; Extra Supplies)*</li> <li><input type="checkbox"/> Emergency Identification and Emergency Information [LIC 700]*</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Health and Wellness Guidelines: <b>Parent/Guardian Copy</b></li> <li><input type="checkbox"/> Notification of Parents' Rights [LIC 995]*</li> <li><input type="checkbox"/> Parent Consent for Administration of Medications and Medication Chat [LIC 9221] *</li> <li><input type="checkbox"/> Personal Rights [LIC 613A]*</li> <li><input type="checkbox"/> Preschool Calendar: <b>Parent/Guardian Copy</b></li> <li><input type="checkbox"/> Sunny Days Admission (Enrollment) Agreement*</li> <li><input type="checkbox"/> Sunny Days Harassment and Nondiscrimination Policies</li> <li><input type="checkbox"/> Sunny Days Late Pick Up Policy*</li> <li><input type="checkbox"/> Sunny Days Nut-Awareness Policy:<br/><b>Parent/Guardian Copy</b></li> <li><input type="checkbox"/> Special Education Rights of Parents and Children (only for IEP students)</li> <li><input type="checkbox"/> Student Photo Emailed</li> <li><input type="checkbox"/> Sunny Days Photo and Video Consent*</li> <li><input type="checkbox"/> \$100 One Time Registration Fee*</li> </ul> |
|--|--|

Please be sure to read and complete the action items on the above checklist. A one-time non-refundable registration fee of \$100 is to be included with your paperwork. (\*must be completed, signed, and turned in prior to the first day of school.)

## Contagious Diseases

Contagious diseases must be reported to the school by the parent as soon as the illness has been diagnosed. We are required by law to notify the parents of other children in the school. We reserve the



right to ask that children who have had a communicable disease bring a release statement from their doctor before returning to school. When a potentially contagious illness occurs, notes will be emailed to parents of children who may have been exposed. Contagious diseases that can be seen in preschool are common colds and viruses, strep throat, Conjunctivitis (pink eye), Impetigo, Head Lice, Hand Foot and Mouth Disease, Fifth Disease, Ringworm.

If your child will be absent from school, whether for an illness or another reason, please notify us using e-mail or leave a voice mail with the office at (408)625.6198.

For the health and well-being of your child and of others at school; if you have any doubts about your child's state of health in the morning of a school day, please keep your child home. Please keep your child home for the following reasons:

- Fatigue or lethargic behavior
- Fever of 100° or greater
- Sore throat, nausea, vomiting, or diarrhea
- Red, "crusty", itchy eyes
- A runny nose if there is colored nasal mucus
- A positive COVID-19 test or suspicion of COVID-19

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school. Children returning to school after an illness should be well enough to participate in all activities.

- Mood, appetite, behavior and activity are again normal
- **No fever for 24 hours or more**
- Antibiotics (if prescribed) have been used for at least 24 hrs. (48 hrs. for strep)
- Vomiting, diarrhea absent for 24 hours
- Frequent coughing, excessive nasal discharge is resolved
- Pain (earache, cramps, headache, etc.) resolved
- A negative COVID-19 test

If a child comes to school showing signs of illness, teachers will ask parents to take the child home. On occasion, children become ill during the school morning. In this case, teachers will call parents to come and pick up the child. We appreciate your cooperation in trying to keep all children and staff healthy.

## Medication

California State Licensing dictates policies for the administration of prescribed medications to children. If it is necessary for your child to receive medication during school, the medicine must be in the original container (with your child's name, dosage, and expiration date on the label), accompanied by a doctor's note. We will not dispense medication on an "as needed" basis. A "Permission to Administer Medication" form (available from the office) must be given to the teacher. Please give all medications directly to the classroom teacher.

## Inhaled Medication

Before a staff member administers inhaled medication to a child, parents must fill out a Nebulizer Care Consent/Verification form in the Preschool Office and personally instruct the teacher on how to administer the inhaled medication. We must also have written instructions from the child's physician that include specific indications for administering, potential side effects and expected response, dose age, actions to be taken in the event of side effects or incomplete treatment response, instructions for storage, and telephone number and address of the child's physician.

## Allergies and Medical Alert Situations

Please be sure to inform your child's teacher if your child has any allergies or medical concerns. Teachers may post a list in the classroom so that all staff is aware. To provide a safe environment for a child with a life-threatening allergy, the child's family must follow these procedures:

**Sunny Days Preschool** | 897 Broadleaf Lane, San Jose, California 95128 | Tel: 408.625.6198 |  
[www.pacificautism.org](http://www.pacificautism.org)



- The parent must give the teacher a list of foods the child CAN eat.
- Parents need to send in foods for special occasions that can be kept on reserve for when there is an unusual snack or celebration.
- A note must go home to all families notifying them about the life-threatening allergy.
- A medication form for an **Epi-Pen** must be kept on file in the office. **Epi-Pens** will be kept in the classroom, or front office, labeled with a first aid sign.

## Incidental Medical Service Plan

In addition to the information on inhaled medication and allergies noted above, PACE staff will receive training and will follow all physician-directed instructions for these issues as needed: Glucose testing, and seizure medication. Parents/caregivers must provide a written note from the child's physician authorizing all medications. With this note, parents must include a letter of permission that details their child's requirements for the medication or test, who is to be trained to administer the medication or procedure, at what time(s), and what is to happen should an incident occur (e.g., call 9-1-1). This permission letter will act as your child's plan, will remain on file, and shall include the following items:

- Storage requirements, including equipment and supplies.
- Training requirements, including how to administer medication/service; use and maintenance of required equipment/supplies; what to do in emergencies; who can provide the training to staff.
- What type of safety precautions are needed, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.
- Your plan for best methods of transporting medication, equipment, and supplies with your child(ren) to ensure incidental medical services are not interrupted.

Parents are responsible for immediately updating this information via an updated letter to preschool staff when/if changes in procedure occur. Sunny Days Preschool is committed to maintaining the staffing requirements necessary to perform procedures as needed, including having the correct number of trained staff that should be available when children needing specified incidental medical services are in care. Care will be taken to ensure services are not interrupted, or when there is a disaster that requires relocation of children from the facility.

Preschool staff shall inform parents/caregivers of each occurrence of incidental medical service to their child via phone call, or an incident report. Preschool staff shall follow all reporting requirements to the Department of Social Services including serious incidents, as well as, changes in the Plan of Operation that affect children and timeframes for reporting to the Licensing Office.

## Diaper Changing and Toileting

If your child wears diapers, please make sure that there is a supply kept at school. Diaper changing will be done according to the classroom schedule, when requested, or when needed. Diapers will either be changed on the changing table or in the bathroom depending on the child. Teachers wear gloves during diaper changes. New gloves are worn with each child. Children and teachers wash hands after each diaper change. The time at which a child begins to use the toilet is very individual and teachers will assist with reminders as needed.

All children are supervised during toileting. Children and staff wash their hands with liquid soap and running water after toileting and before snacks, meals, and handling food.

There are indicators of when your child might be ready for toilet-training. They include; when s/he can sense that the bladder and bowel are full, can let you know when s/he has to go potty, understands what is expected, and cooperates with your requests. Your child's desire to wear underwear is not always an indication of readiness. You can view our **Porchlight Education Series** module on toilet training here: <http://www.porchlighteducation.org/toilet-training/>.

Please discuss toilet training with your child's teacher prior to starting so that we can support your child at school. Your child's teacher will work with you to find a suitable strategy and routine that works for home and school. Please send adequate supplies during the potty training period, which may include extra underwear, spare clothes, any possible rewards, etc. Excessive accidents may result in a child being required to wear diapers or pull-ups until accidents are minimized at school, for sanitary reasons. Each child toilet trains when ready, it is not something that we can rush or control. Toilet training procedures are followed according to a parent's request and are consistent with the child's physical and emotional abilities. Teachers will work with you and your child to insure a successful transition.

## **Emergency Procedures and Emergency Bags**

All PACE programs and facilities follow an agency Emergency Action Plan specific for each site. All preschool students must have an *emergency bag* onsite which is in addition to the bag that parents bring daily or any supplies left in your child's cubby. A list of items to include is in the Enrollment Packet.

## **Fire Drills**

Practice drills will be conducted a minimum of once monthly and recorded on a record sheet. Evacuation procedures will be posted on the wall next to exits.

## **Reporting Child Abuse**

California State Law and Licensing requirements states that child care facilities are required to report immediately to the police or Child Protective Services any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.

## **Discipline and Behavior Management**

As Early Childhood Educators, we strive to provide a consistent and developmental approach to behavior, and to redirect negative behavior so that children will know what is or is not acceptable. Our policy is to ensure a safe and secure environment for each child. We believe that children need limits so that they can feel protected, and through positive guidance they learn that certain types of behaviors are not accepted.

The steps implemented to fostering positive behavior are as follows:

- Provide an environment and schedule to meet children's needs.
- Facilitate individual and group discussions on ways to relate to other people.
- Establishing simple and understandable rules so that expectations and limitations are clearly defined.
- Encourage conflict resolution rather than physical force in conflict.
- Model desired behavior.
- Allow lots of time to practice appropriate social skills.
- Use patience and humor.
- With a teacher's guidance provide children with the opportunity to gain self-control.
- Intervention by staff when necessary to avoid serious conflicts.

If a child cannot maintain control of his or her behavior, he/she will be given time and space to calm down and begin again. A teacher will help the child understand that a behavior was not acceptable and encourage the child rejoin the group when he/she feels ready. A child will never be left alone during this calming down time; a staff person will remain near the child.

It is our goal that children not feel punished or shamed, but recognize and understand the consequences of negative behavior and ultimately learn more positive ways to deal with conflicts when they arise. If a child's behavior requires frequent redirection or time to calm down, teachers will communicate with the

child's parents and an appropriate course of action will be agreed upon. Some students may require a behavior support plan (BSP) as a method for supporting or extinguishing certain behaviors that occur during school. A BSP will be under the direction of the teacher and/or BCBA. Every child's individual needs will be considered when implementing any behavior modification methods.

No corporal or physical punishment or violation of personal rights of any type will occur at any time. This includes, but is not limited to any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light, such as hitting ("smacking", "slapping", "spanking") children, with the hand or with an implement.

## Code of Conduct for Physical Contact with Children

Sunny Days Preschool is an inclusive program for three to six year olds with a responsive, developmentally appropriate approach to child growth and learning. Students include those on the autism spectrum as well as typically developing children. One of the over-arching goals at Sunny Days preschool is to support children in their efforts to connect to others, and to help them recognize the joy that can result from emotional and physical reciprocity. Indeed, we feel that close, appropriate physical contact is important for all young children in order to help them develop into well-balanced, secure, happy individuals ready to meet the new challenges of school and beyond.

During their time at preschool there will be occasions when the staff will need to have close physical contact with the children in their care. Reasons for contact could include: consoling, toileting, changing clothes, playing, etc. Other reasons for physical contact are more therapeutic in nature. Children who struggle with the symptoms of autism often need to overcome the debilitating effects of a sensory processing disorder, a condition in which the brain has trouble receiving and responding to information that comes in through the senses. Some of these children respond well to the calming effects of deep pressure, the type of surface pressure that is exerted in most types of firm touching, holding, stroking, or swaddling. Other children respond well to light touch such as tickling, massage, or head rubs. In all cases, we are very aware of the importance of balancing the development of affectionate, healthy relationships with the need for clear boundaries for physical contact in order to protect everyone involved.

Following are instances that involve physical contact:

REASON FOR CONTACT	ACCEPTABLE	UNACCEPTABLE
Consoling and reassuring a child who is upset.	Cuddling child, gentle open hugs, sitting child on your knee. Occasionally when separating a child from a parent it necessary to physically transfer the child to a staff person, with the parent's consent.	"kissing it all better"
Calming child for quiet time after active play.	Gently rubbing child's back (over clothing), gentle tickles/squeezes (deep pressure) on arms/ legs. Child will always be asked if s/he wants to be touched.	Intimate or sustained contact with the child's body.
Toileting a child who requires adult support.	Lifting /supporting children on the toilet; helping them (boys) to aim into the toilet. Wiping bottoms following bowel movements. Older children will be encouraged to do this by themselves. Toilet door will always be left open but modesty will be preserved. Adults will communicate with children about what is happening and why. Adults will always wear gloves.	Touching a child's private parts. The adult may direct the child's hand to help them.

Changing the clothing of a child who may have soiled herself.	Quickly undressing/ redressing child. This may involve removing underwear and replacing with clean clothes. Cleaning soiled body parts with wet-wipes. Colleagues will always be made aware that the child and a staff member have left the room to clean up.	Intimate or sustained contact with the child's body.
Restraining a child for his own protection or the protection of others (behavior management).	Holding a child across the body from behind, using gentle pressure as necessary, until the child has calmed down. Utilizing "Safety Care" techniques for restraint/behavior management.	Unreasonable force (Anything that leaves lasting marks or bruising of the skin).
Helping with dress up clothes, adjusting clothing.	General contact with body.	Intimate or sustained contact with body.
Holding hands, for reassurance, in circle games, for role-playing, for safety reasons	Gently holding or directing hands	Unreasonable force.
Sitting child in front of adult during pre-school routines (e.g., sharing a story, reinforcing good behavior, at child's request.)	Putting arm or arms around child.	Unreasonable force, intimate contact or restraint.
Rough and Tumble Play Physical Play	Piggy back rides, tickling, catching child as part of agreed-upon game, holding child around upper body to assist on a bike, trampoline or climbing apparatus. Games may be student initiated or adult-led. All contact will be on the child's terms and with their willing participation. The adult must always be sensitive to the child's feelings and body language as they may not always communicate verbally.	Unreasonable force or intimate contact.

## Biting

Many pre-verbal children go through a period of biting. They bite for several reasons:

- They find the impulse to bite is a natural defense when cornered, having not yet mastered more refined ways of defending and protecting themselves.
- The immediate effect of the bite may be so gratifying to the biter that, for a time, the biter may be inspired to continue biting.
- Children with sensory difficulties or behavioral challenges may also engage in a biting behavior.

We recognize that biting, while it may not be acceptable, is not unusual for young children and preschoolers. Biting frequently occurs in groups of children just on the verge of fluent language. Following are our policies concerning biting:

- Teachers will carefully monitor children.
- Teachers will model appropriate gentle behavior and pre-social play, encouraging children to use words.
- When a biting incident occurs the teacher will quickly respond with appropriate language to identify that the behavior was inappropriate and not acceptable.
- The student who was bitten will be comforted, checked, and given proper first aid.
- Parents of both children involved in the incident will be notified.
- If needed, a Behavior Support Plan will be developed with a BCBA to address biting behavior.

Biting is a part of the young child's normal developmental process. We take a proactive, rather than a reactive approach. Each biting situation will be handled in the manner outlined above. We will not discuss personal information with any parent about a child other than his or her own.

## Termination of Child Care

Sunny Days may dismiss a child if, in its sole discretion, the program does not meet the needs of the child, the child becomes a danger to others, or if fees are not paid on time.

The following issues may result in termination from the program:

- Caregiver repeatedly not paying tuition on time
- Paying with insufficient funds
- Dropping children too early or not picking them up until after designated times
- Continuous friction/disagreement over care
- Excessive absences indicate to a reasonable person misuse of services
- The child is no longer age appropriate. Shortly before a student's 6<sup>th</sup> birthday, parents will meet with staff to determine a transition plan to an age-appropriate program
- A dedicated instructional aide is required, but currently not available
- Failure to comply with PACE Policies and Procedures as outlined in this handbook
- The health and safety of the child, other children and staff at the center cannot be assured
- The child's emotional and developmental needs are not being met at the school

Parents will be notified in writing and at a face-to face meeting when possible, about the reasons for termination. A copy of this letter will be kept in the child's record.

## Parents' Rights

All Child Care Facilities are required to inform parents/guardians of specific information about their rights and responsibilities at the time of admission of their child(ren) to the Preschool.

Parents/guardians of children enrolled in our program will be given a copy of the Notification of Parents' Rights and Personal Rights.

Information in this handbook is subject to change.

*Rev. 6/14/2024*