



# Sunshine Corners

A Non-profit Child Care Center  
Caring for and Educating Children Since 1988

## PARENT HANDBOOK



Revised September 2015

\*Dedicated to the children, parents, staff and friends who have helped Sunshine Corners to grow through their love and care.



## Table of Contents

Board of Directors, Nondiscrimination Policy	2
Licensing, Type of Care Offered	3
Registration and Enrollment	4
Security Deposit, Tuition Policy	5
Tuition Rates, Tuition Subsidy	6
Year End Totals, Returned Checks, Extended Leave Policy	7
Scheduling	8
Holidays, Meals	9-10
Schedule Changes, Late Pick-up Charges	10
Withdrawal, Transition and Transfer of Records, Social Security Numbers, Referral Credit	11
Arrival and Departure, Release of Children	12
Behavior Policy, Sick Policy	13-14
Medication Administration Policy	14-15
Health Appraisals	15
Diaper Program, Daily Needs 17	16-
Nutritional Needs 18	17-
General Daily Schedule	18
Toy Guidelines, Camp Summer Sunshine 19-20	
Weather	20
Emergency Procedures	21

Parent Email list, Child Observations and Child Service Reports, Resources and Stakeholder	22
Donations, Parent Committee	23
Community Outreach	24



Page 1

## Introduction

**Sunshine Corners Inc.** ...A non-profit corporation providing quality child care since September 1988, for the community and surrounding areas. An experienced staff provides for the needs of children in their care. The Board of Directors is responsible to establish policy for Sunshine Corners Inc.

**Mission Statement...**To fulfill the need for child care in our geographic area, while providing a quality program for the children as a service to their parents and the community.

**Philosophy...**The importance of play cannot be overestimated in the development of young children. Learning basic skills will be accomplished through both structured activity and play experience in a nurturing environment. Sunshine Corners will provide each child with attention and security to learn life and educational skills, and to develop a healthy self-concept.



**A Keystone STARS Center...**Keystone Stars is a state-wide program that receives public funds. The STARS quality rating systems is designed for participating centers to improve the quality of care for children beyond the already existing regulations set by PA Department of Human Services. Each STAR designation has its own research-based performance standards. The standards make a difference in the quality of care your child receives. The three areas of child care that are measured are the staff that we employ, the environment your child is in everyday, and the way we run our business. Sunshine Corners is currently a STAR TWO Facility.



Page 2

# Board of Directors 2015-2016

Steve Heinly	President
Open Position	Vice President
Amanda Allison	Treasurer
Kathy Focht	Secretary
Nancy Crouser	Member
Ann Stevens	Member
Open Position	Member

## Nondiscrimination Policy

Admissions, the provisions of services, room assignments, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.

These methods include but are not limited to equipment redesign, the provisions of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any parent/guardian/client who feels they have been discriminated against may file a complaint of discrimination to the agencies as posted on the parent bulletin board located in the front lobby.



Page 3

## Licensing

Sunshine Corners is licensed by the Department of Human Services (DHS) in the state of Pennsylvania to provide childcare for infant through school-age children.

Licensing requires compliance with DHS regulations as set forth in DHS Chapter 3270 of the Pennsylvania Code.

An annual day-long inspection by a representative of DHS insures Sunshine Corners is compliant in all areas as required by law. DHS may at any time perform an unannounced site visit.

*Sunshine Corners' current certificate of compliance and inspection summary are available to parents through postings on the parent bulletin board located in the front lobby.*

## Type of Care Offered

Sunshine Corners offers year round, full and part time care for children from age two months through pre-kindergarten year.

Infants listen to music, have books read to them, interact

with staff and playmates all the while maintaining their daily schedules. Children from the time they are toddlers up to and including preschool age are offered structured activities and varied play experiences as well as nurturing care.

A summer camp program is available for children who have completed kindergarten through sixth grade. During the school year, holiday camp and snow day care programs for school-age children are available on a first-call first serve basis when the camper has prior camp registration.



Page 4

## Registration and Enrollment

The initial registration fee is \$75 per child, not to exceed \$125 per family. This fee is due and payable at the time of initial registration. An annual registration fee of \$50 is due each year in September. Annual registrations paid after September 30<sup>th</sup> will be assessed a \$10 late fee. If the initial registration is paid between June and September of a given year, the annual registration is not due until September of the following year. Registration fees are non-refundable.

Camp Summer Sunshine's renewal registration is due prior to camp season. First time registrations are \$75 per child, not to exceed \$125 per family and renewing registrations are \$50 per child. Registrations will be accepted on a first-come, first serve basis preceding the summer camp season. A paid camp registration secures your child's space in the camp program.

In order to enroll your child(ren) in Sunshine Corners, you will participate in an intake meeting. This meeting will be an opportunity for us to collect pertinent contact, medical and financial information from you. We will get to know you and your child. We encourage families to visit the classroom with your child prior to starting Sunshine Corners.

In an effort to offer the best service to the children in our care, Sunshine Corners requests that we receive copies of Individualized Education Plans (IEP) or Individualized Family Service Plans (IFSP). If your child currently has an IEP or IFSP, please arrange to have a copy given to us upon enrollment.

Sunshine Corners willingly works with Early Intervention and IU13 to provide assistance for children who may have developmental delays. If you have questions or need further information, please see a Director for assistance.



Page 5

# Security Deposit

The year-round day care program at Sunshine Corners requires a security deposit due at the time of initial registration to secure a child care space. The security deposit is equivalent to two weeks of child care tuition.

The security deposit will be held until Sunshine Corners is given a two week written notice of withdrawal. When your account is current at the time of your child's withdrawal, the security deposit will be refunded in full. Any outstanding tuition balances or unreturned security card fees will be deducted from the security deposit and the remaining security deposit balance will be refunded. No interest will be accumulated on the security deposit. An agreement will be signed at the time of a child's initial registration regarding the security deposit.

## Tuition Policy

Tuition is due on a Friday for the next week of care. Tuition payments may be made by check or cash. Receipts are printed and distributed as requested. Sunshine Corners reserves the right to discontinue care for your child when tuition is in arrears for more than one week. Families experiencing temporary financial difficulties should contact the office.

Sunshine Corners charges a \$25 per week late fee assessed to overdue accounts. Payments not received according to policy will be invoiced for the amount owed for the current week's care plus the \$25 late fee. In order to avoid additional late fees, payment is due Friday for the amount of the invoice and the following week's tuition.

Sunshine Corners welcomes families to use their financial institution's bill-paying program to pay their weekly tuition. We request that payments are set-up in order to arrive according to our policy.



Page 6

<b>INFANT</b>	<b>Birth to twelve months</b>				
Hours Used	10-20	21-25	26-32	33-39	40-55
Rate Per Hour	\$8.15	\$6.86	\$5.95	\$5.80	\$5.13
<b>YOUNG TODDLER</b>	<b>Thirteen months to twenty-four months</b>				
Hours Used	10-20	21-25	26-32	33-39	40-55
Rate Per Hour	\$8.15	\$6.86	\$5.95	\$5.80	\$5.13
<b>TODDLER</b>	<b>Twenty-five months to thirty-six months</b>				
Hours Used	10-20	21-25	26-32	33-39	40-55
Rate Per Hour	\$7.95	\$6.38	\$5.63	\$5.44	\$4.88

PRESCHOOL	Thirty-seven months to Kindergarten year				
Hours Used	10-20	21-25	26-32	33-39	40-55
Rate Per Hour	\$6.58	\$5.94	\$5.25	\$5.15	\$4.65

CAMP SUMMER SUNSHINE Kindergarten thru sixth grade

Hours Used	10-20	21-25	26-32	33-39	40-55
Rate Per Hour	\$6.14	\$5.69	\$5.03	\$4.82	\$4.49

## Tuition Rates

Rates listed below are hourly based on age and hours scheduled.

## Tuition Subsidy

The Child Care Information Service (CCIS) in Lancaster provides subsidized child care for eligible families. Sunshine Corners has a contract agreement with this agency. Parents are responsible to pay for copay and tuition or other fees not covered by CCIS. Please call CCIS at (717)393-4004 or inquire in the office for more information about this program.



Page 7

## Year End Totals

The prior year's tuition expenditure for your family will be available for tax purposes by January 31<sup>st</sup>. Parents are responsible to keep a record when separate costs are needed for siblings.

## Returned Checks

Tuition checks that are returned by our financial institution for any reason will be assessed an additional check charge of \$25 per check. A delinquent account jeopardizes your child's care space with Sunshine Corners.

## Extended Leave Policy

Each family is given 6 weeks of extended leave per calendar year. All six weeks of extended leave will be charged at 50% of a family's contracted tuition fee. Any leave beyond six (6) weeks per year will be charged at full tuition in order to hold a care space for your child.

As before, during your child's leave you may reserve hours equivalent to your extended leave fee (50%) based on the same days as your current schedule (i.e. if you use Monday and Wednesday on your regular schedule your extended leave time must be requested for those same days and within those same



scheduled hours).

To receive a discounted leave fee, a reservation form must be submitted two full business weeks in advance of the requested date or tuition is charged in full. Extended leave time is discounted only for full weeks.



Page 8

## Scheduling

Sunshine Corners' policy requires a contracted, set schedule for your child with a minimum of 10 hours per week. If the necessity arises for additional hours not previously scheduled for your child, Sunshine Corners will accommodate additional hours on a space available basis. Payment for the additional hours will be made at your contracted hourly rate.

Children arriving mid-lunch or mid-nap do not have the opportunity to adjust to arriving for the day or to engage friends in play. We request that children not be scheduled to arrive later than 11:00 a.m. to be given the opportunity to become acquainted with teachers, friends and toys prior to lying down for a nap, and therefore more at ease with their environment.

When you contract your schedule with Sunshine Corners we anticipate your punctual drop off and pick up. If you are dropping off early or picking up late you are affecting the quality of the program at Sunshine Corners. Both quality staffing and low ratios are traits parents can expect from Sunshine Corners. Late pickups affect our staffing and ratios in a negative manner.

Following five (5) occurrences of early drop off or late pickup you may be asked to permanently change your schedule to reflect your pickup/drop off time. We appreciate your accuracy in signing your child in and out each day. Staff is also responsible for signing your child in and out to maintain a record of accountability as required by the PA Department of Human Services, our licensing agency.



Page 9

## Holidays

Sunshine Corners will be closed for the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Holidays falling



on a Saturday will be observed on the Friday preceding the holiday, those falling on a Sunday will be observed on the following Monday. Families will be charged their regular weekly tuition fees for those weeks that include a holiday.

## Meals

Sunshine Corners participates in Pennsylvania's Child Care and Adult Food Program. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C.



Page 10

### Meals (cont.)

20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact USDA by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.

Enrollment and income eligibility forms must be completed at enrollment and updated annually. Sunshine Corners provides age-appropriate meals for all children unless parents/guardians of a child under the age of 18 months choose to have their nutritional needs met by their family due to their individual

requirements. Tuition includes all food for all children, including infant formula and baby food.

The school-age Camp Summer Sunshine children are responsible to bring a daily lunch. Sunshine Corners provides two snacks daily for campers.

The kitchen at Sunshine Corners adheres to regulations as determined by PA Department of Agriculture. Due to allergies, Sunshine Corners is a nut-free center. This means we do not allow peanut or other nut-based based products to be served or brought into Sunshine Corners. If nut based foods are brought for your child, we will contact you to request a substitute food for your child. We appreciate your cooperation in this matter.



Page 11

Meals (cont.)

We welcome treats for birthdays and special occasions. These treats will be served by the staff during an appropriate time the day they are brought. Please avoid products containing peanuts or other nuts.

## Schedule change

Reservation forms are available in the office to request a schedule change or extended leave. Notice is required two weeks in advance to change your child's schedule and in order to be eligible for the extended leave discount. You may change your child's schedule once in a calendar year without any charges. An administrative fee of \$20 per change will be charged for each additional change thereafter.

## Late Pickup Charge

Sunshine Corners is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. In the event that a child is picked up after our 6:00 p.m. closing time, an additional fee of \$25 per ten minutes will be charged.

## Withdrawal

Sunshine Corners requires a two week written notice prior to withdrawal. A fee equivalent to two weeks of child care tuition will be charged in the event timely notice is not received. The security deposit is non-refundable when notice of withdrawal is not received two weeks in advance.



## **Transition and Transfer of Records**

Children enrolled at Sunshine Corners move to the next classroom based on developmental needs and availability. As children prepare to transition, parents will receive a letter outlining the dates for the transition and move as well as all pertinent information about the new classroom.

When children are withdrawn from Sunshine Corners parents may request for health information and other records to be transferred. Requests must be made to the office one week in advance of the withdrawal and copies will be made and given to the parent prior to the child's last day.

## **Social Security Numbers**

Social Security numbers are collected on Fee Agreement Contracts. The sole purpose of requesting social security numbers is for the collection of outstanding debts to Sunshine Corners. All information is confidential.

## **Referral Credit**

A current Sunshine Corners family who refers a new family will receive a credit of \$25.00 to their account. The new family's child must attend Sunshine Corners for sixty (60) days before the credit is granted. The \$25.00 credit will be granted one per each new family enrolled, not each new child.



## **Arrival and Departure**

*You are required by DHS to sign your child in and out daily on the attendance log sheets. These sheets are attached to a clipboard located in your child's class. Please accompany your*

*children to their class upon arrival and please stay with them upon departure. Do not leave your child unattended at any time!*

Children must be in attendance when a group leaves the premises; they may not join any group in transit. Provisions for your children will be made with another group until their class returns from an outing. Children may not be dropped off or picked up from any field trip site.

Strasburg Borough has requested that parents park their cars on the building side of the front driveway when dropping children off or on the parking area to the east side of the building (by play yard) when dropping off and picking up children. Parking on both sides of the driveway does not provide a safe situation for the children. For safety and insurance purposes, **DO NOT** allow your car to remain running during arrival and departure. (It is against PA law to leave an unattended car running.)

## Release of Children

*Children **WILL NOT** be released to anyone other than those designated on your Emergency Contact form. To have a non-designated person pick up your child, an additional form is required. **\*\*Photo ID, is required of everyone picking up a child. No identification, no release!\*\****

A parent of a child shall be permitted free access to a child unless a court of competent jurisdiction has limited the parental right of access to the child and a *copy of the order is on file at the facility.*



Page 14

## Behavior Policy

Sunshine Corners encourages and expects appropriate behavior from the children in our care. When the behavior exhibited is not acceptable we explain to the child what is expected of them and give them another opportunity to comply.

If the unacceptable behavior persists, the children are redirected or given time apart from their group to think about their actions.

This time is generally one minute for each birth year. Parents are notified of persistent behavior problems or a behavior that causes safety or health concerns. We need to be sure that both home and Sunshine Corners are in agreement about the manner in which a behavior problem is being handled. We discourage aggressive behavior and ask that all weapon-type toys remain at home. Sunshine Corners reserves the right to dismiss a child for inappropriate behaviors.

## Sick Policy

Fever: With a temperature of 100 degrees or above, parents will

Fever: With a temperature of 100 degrees or above, parents will be notified to pick up their child. Please keep your child home until he/she is free of fever and fever reducing medications for twenty-four hours. If a child visits the doctor and the fever is attributed to teething or a non-contagious illness, a dated note from the physician stating the child may return to care must accompany the child in order to return the next day.

Vomiting: After one bout of vomiting parents will be notified to pick up their child. Parents should keep their child home for the remainder of the day. The child may return the next day of care if vomiting has ceased. Vomiting allows viruses and bacteria to become air borne and spread rapidly. "Spitting up" after eating is common among infants and is not considered vomiting.



Page 15

### Sick Policy (con't.)

Diarrhea: After the second incident of uncontained diarrhea, parents will be called to gain insight into the possible cause of the diarrhea. After the third incident or in the event a child does not have adequate change of clothing/diapers, parents will be called to pick up their child. *Note:* when children are in diapers, there must be an additional layer of clothing between the diaper and any play surface to prevent contamination.

## Medication Administration policy

Medication is administered to children as a courtesy for families at Sunshine Corners. Medication will not be administered on an "as needed" basis. We will administer prescription medication only when the prescription is current and an accurate dosage spoon/syringe is provided by the parents. Medications not currently in use are to be taken home until needed. An exception to this is when a child has a chronic condition. Please do not leave any medication in a child's diaper bag or backpack.

Over-the-counter medication will be administered only with a dated, doctor's written permission. Cough-cold remedies, lip balm, cough drops, gum soothers, are considered over-the-counter medications.

Sunscreen and diaper ointment may be used with a dated, note of permission from parents.

A doctor's note of permission must include the following information: date, the doctor's full name and practice, the child's full name, the specific dosage and frequency of dosage.



## Medication Administration policy (con't.)

Medication, which is to be signed in daily, is kept in the office along with the medication log. There are specific places where the medication is stored. Please ask if you have any questions. Designated staff will administer medications, signing the log sheet when medication is given.

## Health Appraisals

The Department of Public Welfare (DHS) requires a current health appraisal for each child in care. We are required to have a current age appropriate health appraisal on file within one month of a child's enrollment. Additional health appraisals are required on a regular basis according to the following schedule set by the Department of Public Welfare. Infant through age 2 require health appraisals every six months. Once a child is 2 years of age until school age, health appraisals are due annually. Sunshine Corners will provide a health form prior to your child's renewal date. If you have a scheduled appointment and have not received a form, please ask for one in the office. Please pay close attention to be sure the form is completed entirely, including the entire immunization history and addresses for the family and doctor.

Lack of a current health appraisal in your child's file places Sunshine Corners in non-compliance with DHS regulations.

Therefore when a current health appraisal is not on file, your child may be excluded from care until a current health appraisal is received.



## Cuties Diaper Program

All diapers and wipes are provided for your child while in our care and included in the cost of tuition. The brand of diaper is Cuties and the Cuties wipes are sensitive and unscented. This program allows your child's diaper size to change as he/she grows and guarantees that staff have diapers at all time.

## Daily Needs

My Backpack - Parents of infants/toddlers are responsible to provide an ointment and two sets of seasonal clothes. Older children need a minimum of one extra set of clothes. Children experiencing toilet learning also need extra socks and shoes.

Sunshine Corners is not equipped to provide these items for families. In the event that your child's bag is not stocked, you will



be contacted at work. According to regulations, empty plastic bags, medications, cosmetics or anything marked keep out of the reach of children are not permitted to be stored in your child's backpack.

Outside Play – Fresh air and sunshine are important for a child's health and well being. It is important that your child be dressed appropriately for outside play. A jacket suitable for the weather and hat or mittens when needed should be provided. Please label all outerwear. Children need to wear shoes that will permit them to run and play without injury. Clogs and flip-flop type shoes are not appropriate outside play wear. If your child wears this type of shoe to school, *please* send another pair of shoes. Staff members may decide to limit active play for children who do not have appropriate footwear.

Naptime – Sunshine Corners will supply your child with a mat and sheet cover upon entry. Parents should provide a blanket. DHS regulations state that bed coverings must be taken home and



Page 18

Naptime (con't)

washed at the end of each week and returned on the first day of the next care week. Sunshine Corners staff sanitizes nap mats and cribs/mattresses once each week.

Nutritional Needs – Sunshine Corners will provide morning snack, lunch and an afternoon snack. Parents of children under 18 months may opt to provide meals for their child. For parents providing meals, food should be ready to eat except for heating. Please be sure foods are developmentally appropriate for your child. Label all food items, bottles and sippy cups with your child's initials. There are refrigerators in the infant and young toddler classrooms for perishables. These rooms also have storage baskets for each child for non-perishable food items. Perishable foods should arrive daily and be placed in your child's room refrigerator.

For parents of infants, bottles should be premeasured with water for children using our formula or already prepared with formula or breast milk for parents providing their own. When a bottle is heated, formula and expressed milk may only be held at room temperature for up to one hour. After that hour, the contents of the bottle must be disposed.

Menus are posted for your convenience on the parent bulletin board in the front lobby and also emailed to our parent



email group on a weekly basis. Substitutions may be made on the menu as the need arises. A social atmosphere is provided during meals with staff and children eating together. Tasting foods not eaten before is part of the new learning experiences available to children at Sunshine Corners. Children are expected to eat from the menu unless there is a *written doctor's note* explaining the medical reason for a special diet.



Page 19

Nutritional Needs (con't)

SC is not able to fulfill special dietary requirements. All special diet requirements must be provided by parents.

Due to allergies, Sunshine Corners is a peanut-free center.

This means we do not allow peanuts or peanut based products to be served or brought into Sunshine Corners. We appreciate your cooperation in this matter and if peanut based foods are brought for your child, we will contact you to request a substitute food for your child.

## General Daily Schedule

7:00	Open/Greeting
7:00-8:00	Child's Choice Play
8:00-8:30	Diaper Change/Bathroom Time
8:30-9:00	Morning Snack
10:00	Diaper Change/Bathroom
9:00-11:00	Play/Learning Experiences
	During this time of the morning the teachers in the classrooms plan various learning experiences for the children as well as outdoor play, weather permitting.
	Tuesday/Toddler Music w/the Piano
	Tuesday/Library: PreK, Preschool
	Wednesday/Preschool Music w/the Piano
	Wednesday/Library: Tweenies, Twixies
	11:15-11:45 Tiny Tots - PreK lunch
12:30	Quiet Time/Diaper/Bathroom
12:30-2:45	Naptime Tiny Tots-Twixies
1:00-3:00	Naptime Tweenies-PreK
2:45-3:30	Wakeup/Diaper Change/Bathroom
3:00-3:30	Afternoon Snack
3:30-4:45	Organized Indoor Play or Outdoor Play
4:45-5:00	Diaper Change/Bathroom
5:00-6:00	Child's Choice Play/Close



## Toy Guidelines

Toys from home are welcome and encourage sharing among the children. A toy must be small enough to fit inside a child's cubbie box but large enough so it will not present a choking hazard. Toys also need to be age appropriate.

Toys with weapons attached or toys that are weapons do not promote the kind of play Sunshine Corners is trying to foster. Please keep these at home!

Limit the number and size of toys your child brings daily to help minimize loss. Please label toy with your child's name to prevent mix-up of ownership. The ultimate responsibility of a toy brought from home rest with its owner.

## Camp Summer Sunshine

Sunshine Corners provides a summer program for school-age children. Camp Summer Sunshine is available to children who have completed their kindergarten year until completion of elementary school. Information regarding this program is mailed to families in the spring prior to the summer camp season.

The program begins the first day of summer vacation in the Lampeter-Strasburg School District. When campers attend a different school district with a different end of school year date, please notify the Sunshine Corners office. Camp Summer Sunshine will accommodate those schedules as we are able.

Camp ends the Friday prior to the first day of school in the Lampeter-Strasburg School District.

Part-time as well as full time schedules are accommodated. Camp is limited to full summer enrollments



### **Camp Summer Sunshine (con't.)**

*minus vacation (extended leave) time. CSS allows a maximum of two weeks extended leave charged at 50% of a camper's tuition fee. Due to the short term of the summer, two weeks are the full extent of leave time. As per policy, parents are required to contract for a set schedule. Sunshine Corners is not able to accommodate schedules that fluctuate on a weekly basis.*

Care for campers is available Monday through Friday from 6:30 a.m. to 6:00 pm. Our camp program is filled with active

games, hands-on activities, clubs, in-house field trips, swimming, a mini-bowling camp, as well as visits to the Strasburg Library and the Lancaster County Art Association.

Morning and afternoon snacks are provided and are posted on the parent bulletin board. Campers must provide their own bagged lunch each day.

A holiday camp is available coinciding with the school break during the Christmas and New Year's holiday. Registration information for holiday camp is mailed in the fall of each year and enrollment is available on a first come, first serve basis.

## Weather

In the event of inclement weather, a closing or delay is announced on the following stations and websites: WGAL-TV 8 and CBS TV 21, which subsequently list changes on their websites at [www.wgalchannel.com](http://www.wgalchannel.com) and [www.cbs21.com](http://www.cbs21.com) When the weather deteriorates during the workday, Sunshine Corners will remain open until the last child is picked up.



Page 22

## Emergency Procedures

Your child's safety is of primary concern to Sunshine Corners. Fire drills are practiced on a regular basis. In the event of an actual fire emergency, Sunshine Corners' pre-planned evacuation site is the Strasburg Masonry Supply building, 118 Miller Street. Parents would be notified by phone to pick up children from this site.

Severe weather drills are also practiced with the children as well as annual participation with the Lancaster County Emergency Management Agency statewide drill. During a drill or actual severe weather alert, children go to assigned safe areas inside the building. You will find these safe areas posted in the rooms and on the foyer bulletin board as follows:

Teeny Tiny Tots: Art room #11

Tiny Tots: Art room #11

Little Sunnies: Art room #11

Toddlers on the Go: Girls' bathroom

Toddler Ones: Boys' bathroom

Twixies: Library conference room

Tweenies: Library conference room

Preschool: Library conference room

Practice includes explaining to the children what is happening and why the drill is taking place, all the while reassuring them that they are safe and loved.

As another measure to ensure your child's safety and as stated in the Department of Public Welfare child care regulations, "Weapons, firearms and ammunition are prohibited in a child day care center". We appreciate the cooperation of all persons entering Sunshine Corners to abide by this regulation.



Page 23

## Parent email list

Upon enrollment we will request an email address for each family which will be added our Sunshine Corners group email list. The menu is emailed on weekly basis as well as other pertinent information. It is not necessary to have an email address however communications may be more frequent and direct if an email address is given.

## Child Observations and Child Service Reports

Children are observed and this information is recorded by the teachers within the first 45 days of enrollment and on a regular basis thereafter. Parents will receive a copy of the 45 day observation form and have the opportunity to meet with the teachers and/or Director regarding the information received. Twice a year parents will receive a child service report which documents the progress their child has made since the previous observation/report. Parents also have the opportunity to request a parent-teacher conference at these times.

## Resources and Stakeholders

Sunshine Corners has many resources available for families.

Upon enrollment a list of public, social and community services is made available to all families. In addition to this list, many brochures and pamphlets are available in the office. Please inquire in the office if you have a specific topic for which you would like information.

**We also have a list of stakeholders, who are those groups or individuals who are significantly impacted by the children/families who are served at Sunshine Corners or those who have the potential to impact Sunshine Corners.**

**This list of Sunshine Corners' stakeholders is available in the office and will be occasionally posted in the parent news area near the office. If you feel you have a stakeholder to add to this list, please provide the Directors with this information.**



Page 24

# Donations to Sunshine Corners

As a non-profit organization, Sunshine Corners is extremely grateful for any donations it receives. Although we raise monies throughout the year with fundraisers, any additional donations we receive are used to enhance the existing educational program for our “sunshines”. A letter acknowledging donations may be requested for tax purposes.

Another way to support Sunshine Corners is through donation programs at your work place. If your company participates in a yearly workplace donation program and you would like to designate Sunshine Corners as the non-profit program to receive your donation, please make a specific request on your annual pledge form.

## Parent Committee

The Sunshine Corners Parent Committee is comprised of a group of Sunshine Corners parents and a member of the Board of Directors. The parent group organizes fundraisers each year.

Fund raisers are used to enhance the program for the children.

This group also assists in parent/family/staff activities which are scheduled throughout the year. If you are interested in joining the parent committee, please let the office staff know and we will put you in touch with the committee. We appreciate the time and dedication of the parents who take the time to support Sunshine Corners in this way.



Page 25

## Community Outreach

Sunshine Corners believes it is important for children to learn about helping others and to practice what they are learning. Learning to help others takes place daily as children interact among themselves as well as with staff.

Throughout the year children and their families also have the opportunity to participate in projects that support the wider community. Community support is encouraged by collecting canned goods during the Thanksgiving season for the Lancaster Council of Churches food bank and hopping in the spring to raise funds for the Schreiber Pediatric Rehab Center with the “We’re All Special” program. Throughout the year additional assistance is provided for the community and beyond as needs come to the attention of Sunshine Corners.

# Notes and Questions



Phone (717) 687-8663  
www.sunshinecorners.org  
EIN 23-2523295  
Incorporated as a Non-Profit June 1988