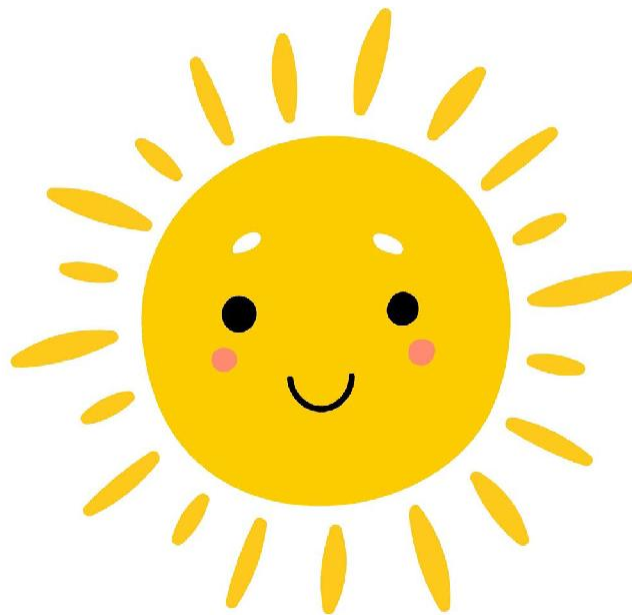


Sunshine Preschool and Childcare



Caregivers Handbook
2025-2026

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CEID & SUNSHINE PRESCHOOL

Deaf and Hard-of-Hearing Early Education Programs

The Center for Early Intervention on Deafness (CEID) offers home-based and center-based, low-ratio, play-based and child-led early learning in our Berkeley preschool and childcare program in addition to an array of specialized programs and services for children who are Deaf or Hard of Hearing and Deaf Plus.

Sunshine

In the morning, the Sunshine Preschool & Childcare program - designed as a learning center for hearing children in our community - has a separate classroom at the Center but shares a common play area, learning opportunities, peer-socialization, and communication growth strategies. In the afternoon, age-eligible students from our D/HH center-based program may join their hearing peers for afternoon care.

MISSION

The mission of Sunshine Preschool and Childcare is to provide an inclusive setting where children from 2 years to 5 years, 11 months old can build and strengthen their pre-academic, social, emotional, and language skills under the guidance of trained staff. The children will be immersed in a language-rich spoken English and sign language environment. Children who are Deaf and Hard of Hearing also will have full access to learning and social opportunities in the classroom. Hearing children will have the opportunity to learn signs and experience diversity.

PHILOSOPHY

We commit to providing a safe and educational childcare environment that fosters linguistic competence for all children, including children who are Deaf and Hard of Hearing. We believe in a child-centered approach in which play is learning and play is work. Children will naturally show us what they are interested in learning. We will encourage exploration and curiosity, making use of teachable moments.

At our Center, education staff incorporate the use of Total Communication (the use of simultaneous signed and spoken language as well as the incorporation of gestures, pictures and other visual cues) during interactions with children in the classroom and on the playground.

CURRICULUM

The Sunshine classroom is led by teachers qualified in accordance with Community Care Licensing requirements and assisted by aides, providing a 5:1 student to staff ratio for play-based learning. Our play-based curriculum considers all areas of development, including emerging literacy, language, fine and gross motor skills, academic concepts including math and science, and social-emotional development. Staff use both English and sign language in accordance with CEID's Total Communication philosophy.

AGES OF CHILDREN ELIGIBLE

Children, ages 2 years to 5 years, 11 months will learn and play in custom-designed classrooms. Sunshine students learn in a mixed-age classroom which provides opportunities for peer-to-peer learning and mentorship of older children to younger children. In some instances, children are grouped by age or developmental level so that they can access and participate in specific activities and tasks appropriate for their group. Our small group size offers individualized attention and consistent care for each child.

GOALS

- To promote development of cognitive, motor, language, and social-emotional skills in all children
- To support learning and exploration in a safe environment under the direction of caring and qualified teachers
- To provide opportunities for children to learn sign language and interact with children of all abilities

PROGRAM METHODS

The program provides both structured and non-structured activities for children to explore on their own, while adults remain nearby to facilitate dialogue, slip in explanations, and introduce vocabulary that allow children to express themselves more easily. Deaf, Hard of Hearing and hearing peers will also be valuable role models for each other. Social interaction plays an important role in language acquisition. Through socialization with peers, adults, and caregivers, children can increase the complexity of their communication and social skills.

We can ensure that children are given opportunities to interact with other students and adults using both signed and spoken language. These principles of language development and diversity are strongly intertwined in our curriculum.

Language Use:

In all activities, staff and students are encouraged to sign and use spoken language. Staff members are trained and experienced in understanding and communicating with children in multiple modalities and on the appropriate level for the given age group.

If a child enrolled in Sunshine Preschool is learning language for the first time, or English for the first time, our staff are sensitive to making communication as meaningful as possible. Hearing children who do not know sign language will learn to sign along with their Deaf peers.

Using multiple forms of communication enhances a child's ability to learn and develop their language skills and communicate their needs more effectively. The more languages one knows, the more opportunities the person has access to achieve educational, social, and personal goals.

Inclusion:

An important aspect of programming at Sunshine is our school model of inclusion. Sunshine students have the unique opportunity to interact and learn alongside children who are Deaf, Hard of Hearing and Deaf+ in our CEID Toddler or Preschool Classrooms. The majority of our schoolwide activities (field trips, holiday celebrations, etc) include children and staff from all three classrooms. Sunshine welcomes CEID's D/HH students into the classroom for mainstreaming opportunities.

NON-DISCRIMINATION STATEMENT

CEID does not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of students, volunteers, and vendors, and provision of services. We are

committed to providing an inclusive and welcoming environment for all students, staff, clients, volunteers, subcontractors, and vendors.

ADMISSION POLICY

To be eligible for admission, children must be between the ages of 2 to 5 years old. Admission is based on availability of space and determination by the staff that a child is ready to benefit from the environment and that the program can meet the child's needs.

Prospective families are asked to take a tour of the program before completing a waiting list form. Children who are Deaf, Hard of Hearing, or hearing with a Deaf family member are given priority for enrollment as are siblings of children currently or previously enrolled in any of CEID's programs and children of CEID staff members.

Before the first day of enrollment, families must visit the program on two other occasions with their child, allowing a smoother transition to the classroom. This time also allows the staff and caregivers to see their child's reaction to the environment and to encourage comfort with the staff and the space.

Enrollment Paperwork

Community Care Licensing (CCL) requires that caregivers submit a current medical form, including a health evaluation and immunization record signed by your child's pediatrician indicating that your child is in good health and up to date with doctor recommended vaccinations. We encourage all eligible students to receive the COVID-19 vaccination.

In accordance with Community Care Licensing guidelines and CEID policies, families must also complete and submit signed copies of the following forms at least one week before the child's first day:

- Admissions Agreement or Re-Admissions Agreement
- CEID's Caregivers Handbook Acknowledgement
- Walking Field Trip Form
- Consent to Release Information & Photograph/Video Consent Parent
- Fundraising Participation Form
- Sunscreen Consent Form

Notification of Caregivers Rights (LIC 995)
Personal Rights (LIC 613A)
Identification and Emergency Information (LIC 700)
Consent for Emergency Medical Treatment (LIC 627)
Child's Preadmission Health History-Caregivers Report (LIC 702)
Physician's Report (LIC 701)
Immunizations Records

Tuition for the month your child enters our program will be due on the first day of school. Fees will be pro-rated from the starting date.

If your child is a toddler, a plan will be developed that will include potty learning. We welcome input when your child is ready to begin.

Once your child begins the program, please plan to spend some extra time with them during the first days of transition.

HOURS OF OPERATION

Sunshine Preschool and Childcare is open 8:00am-5:00pm Monday through Friday, except for school holidays and professional development days. A program calendar is published each year indicating the days the center is closed.

We offer flexible scheduling options for families including 2, 3, 4 and 5 days/week schedules. At least 2 full-days or 3 half-days are required.

Daily Schedules

Full-day: 8:00am-5:00pm

Half-day: 8:00am-12:45pm

FEES

Our 2025-2026 Tuition Rates per month will be as follows:

<u>Number of days a week</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>
Full-day (<i>participating in Morning and Afternoon Program</i>)	\$2050	\$1,800	\$1,375	\$1000
Half-day (<i>present only in the Morning</i>)	\$1,400	\$1125	\$975	N/A

Tuition fees are due on the first childcare day of each month. Payment can be made via check, Bill Pay, cash, or credit card. Families electing to pay by credit card will also be responsible for the transaction fee. Caregivers may mail checks or deliver them directly to the CEID Office. Please make out your checks payable to CEID/ Sunshine Preschool. If you would like to set up auto-pay, please connect with our Operations Director.

Tuition will not vary to adjust for absences.

Waiting List/Registration Fee (non-refundable): A one-time \$150 non-refundable registration fee will be assessed upon your child's admission to our program. Should you like to place your child on our waiting list, a \$75 fee is required. Once your child is accepted into the program, your Waiting List fee can be applied toward the Registration fee. These fees support the cost of supplies and administrative expenses related to enrollment and registration.

All tuition rates will be evaluated each year. Caregivers will receive a 30-day notice prior to any tuition or fee increases. Tuition is carefully monitored and will be competitive with the prevailing childcare rates in the area.

LATE FEES

Tuition is due on the 1st childcare day of the month. If payment is not received by the 5th childcare day of the month, a \$25 late fee will be assessed. A pattern of past due payments may result in your child's dismissal from our center.

FUNDRAISING SUPPORT

CEID is committed to providing high-quality, inclusive services for children and families across all our programs — from early intervention and preschool to speech and language therapy to audiology, family support, and more. Program fees and tuition only cover a portion of what it takes to offer these exceptional services. That's why we turn to the strength of our CEID community each year.

We ask that *all* CEID families support our work in a way that feels right to them — whether that’s through a tax-deductible donation, helping to raise funds, or spreading the word.

Our suggested annual donation is a minimum of \$500 per family, though any amount is meaningful. You can contribute directly and/or help secure support from others through CEID’s “Give and Get” model.

Opportunities for participation include:

- **Make a tax-deductible donation.**
- **Participate in CEID Fundraising Events:** Join us for our annual Walk-A-Thon and peer-to-peer fundraising event or our Golf Tournament! These fun, community-building events are a great way to raise support while connecting with other families and friends of CEID. We’ll keep you informed.
- **Employer Matching Gifts:** Many companies will match their employees’ donations to nonprofits — sometimes even doubling the amount. Ask your HR department if your workplace participates.
- **Business Sponsorships:** Invite local businesses, medical providers, or service professionals you know to support CEID. They may be happy to contribute on your family’s behalf.
- **Family & Friends:** Share CEID’s mission and the impact it has had on your child with those closest to you — they might be inspired to give. Invite them for a tour!
- **Service Clubs & Organizations:** If you’re a member of a community or professional group, consider requesting a donation or inviting them to learn more about CEID.

Thank you for being part of the CEID community. Your generosity — in any form — helps keep our programs strong, inclusive, and accessible to all who need them.

Question or suggestions? Contact the CEID Development Office: 510-848-4800 ext. 330 or development@ceid.org

CEID is a 501c3 non-profit organization. CEID’s Federal Tax ID Number is 94-2914703

DROP-OFF AND PICK-UP

Drop-off: Sunshine Preschool opens at 8:00am. Children will not be accepted before this time. Our staff arrives at 7:30am to check messages, prepare the classroom and plan activities and projects.

Pick-up: Morning program children must be picked-up by 12:45pm. After this time, we are

preparing the other children for rest/nap time and late pick-ups are disruptive for all of the children. Children attending in the afternoon must be picked up by 5:00pm.

We begin preparation for closing at 4:45pm and close promptly at 5:00pm. We ask that caregivers respect this schedule and pick up their children on time. We respect our teachers' commitment to working full days and ask for your partnership and consideration in helping them end their days on time.

Late Pick-up: Caregivers who are late picking up their child(ren) will be charged a late fee of \$1 per minute. Excessive lateness (3 late pick-ups) will be cause for a Caregivers' conference or potential termination of childcare services. A warning and fee notice will be given for each late pick-up.

VACATION TIME

Vacation/Absences: No adjustments to monthly tuition will be made for absences due to illness or any other reason. Please inform your child's childcare team in advance of your child's planned absences for any reason. Regardless of a child's attendance, caregivers are responsible for paying the tuition and fees each month to retain the child's placement.

If this vacation policy poses a financial hardship to any family, please contact our Operations Director.

WITHDRAWALS/REFUNDS

In the event that you wish to withdraw your child from school, you need to give one month's written notice in advance or pay one month's tuition. Notice of withdrawal must be in writing and directed to the Program Director and Sunshine Lead Teacher.

FIELD TRIPS

Occasionally we may take field trips to parks, museums, or other local attractions. Caregivers will be notified about the trip in advance with the times of departure and arrival back to the program. We will need your permission for your child to participate. Field trips require more supervision than is required in the regular classroom. To that end, we will ask Caregivers and/or volunteers for help with supervision. Staff will drive children or public transportation will be used. Caregivers may drive their own child but cannot drive other children unless the Caregiver

is present and in the same vehicle. Drivers need a valid driver's license, a safe driving record, proof of insurance, a safe vehicle with working seat belts, and age-appropriate car seats. Without enough volunteers to keep the children safe, the field trip may be cancelled. We will let you know in advance if there is anything you need to supply for the field trip such as money, a change of clothing, or a special item.

FAMILY LIBRARY

We have a variety of resources for Caregivers to check out in our CEID library. Please take advantage of the resources we have to offer! You may check out items for up to 2 weeks. Come to the front office for more information.

What's available to check out:

- Children's Books (English and Spanish) on a variety of topics
- Movies (documentaries, sign language, family fun, and more)
- Reference Books: child development, sign language, Deaf culture, education, etc.
- Cochlear Implant Surgery Preparation Kits
- Subscriptions to local attractions (including Spirited Play Labs)

FOOD PROVISIONS AND POLICY

Sunshine Preschool will provide a well-balanced variety of snack foods for the children, served once in the morning and once in the afternoon after naptime.

Full-day and half-day students eat lunch on campus. Caregivers are responsible for providing lunch and a water bottle for their child. Each child should bring a lunch from home containing nutritious food. We ask caregivers to be mindful of the sugar content of foods in their students' lunches.

If your child has a food allergy, it is important that you let us know so we can inform other caregivers not to send these foods in their child's lunch and we can prepare alternate snack foods.

CEID and the Sunshine Preschool will promote healthy eating by providing a well-balanced and nutritious diet for all children. We encourage our students' overall well-being by creating healthy eating practices and a positive approach towards food in partnership with caregivers. We recognize the various dietary needs of children and strive to meet individual and cultural needs. We constantly monitor and review our healthy eating policy, making changes if necessary.

During meal times, Sunshine Staff will encourage healthy eating practices by observing the following:

- Providing a variety of snack foods during the morning and afternoon snack periods
- Encouraging caregivers to pack nutritious and diverse lunch foods.
- Encouraging fresh fruits, yogurt, vegetables, grains, and cheese.

To make mealtimes and cooking activities an interactive and healthy experience, Sunshine Preschool staff will

- Sit with students and encourage conversation between adults and other children
- Encourage children to make varied, healthy choices during snack and lunch time, and feed themselves independently
- Provide opportunities to discuss nutrition and healthy eating
- Encourage social opportunities between peers

If your child has a special dietary or cultural restriction, please inform the staff immediately. All dietary restrictions will be respected and followed. Caregivers will need to provide details of foods eaten or not eaten by their children.

BIRTHDAYS

At Sunshine we celebrate a child's birthday on a day close to or on their special day. Children often love to share a favorite food or make a special treat to share. In advance of the celebration, Caregivers may also give photos for each preceding years' birthday to show how the

children have changed over time. We share these pictures during circle time and have class rituals that go along with this celebration.

If you prefer for your child to abstain from their own or anyone else's birthday celebration (or any other holiday observations), please let your child's teacher know.

NAPPING

Each child will be given a mat with a sheet on which to take a nap after lunchtime. Please send your child to school with a light blanket and/or stuffed animal to keep at school. We will send the blanket home on Fridays for washing.

Naptime starts at approximately 1:15pm and continues until approximately 3pm. We will provide a comfortable, supervised environment for children to rest. Should they wake up before the nap period is over, a teacher will provide quiet activities for them to do separate from the other children who are still asleep.

POTTY LEARNING

Potty learning is a collaboration between school and home, and we appreciate knowing what you are doing at home so that we can provide consistent guidance at school. Please provide diapers and diaper creams if needed for your child if they are not completely toilet trained. For children who are learning, we provide potty seats for the toilet and a small potty chair. We understand that all children have occasional accidents. Make sure to send an extra set of clothing, including underwear and socks, in case your child needs to change. We will send the soiled clothes home with your child for you to launder. Please replace the extra set of clothes as soon as possible.

ILLNESS POLICY

A child exhibiting symptoms of communicable illness should stay at home. Children who come to school while sick can cause other children and staff in the center to contract illnesses, and children who are not feeling well will not fully benefit from our program. If you are unsure about your child's health, please keep them at home and contact the child's doctor.

If a child becomes ill while at school, their caregivers will be notified immediately. CEID will contact caregivers as soon as we are able to request that an authorized adult bring the child home. If feasible and warranted, we will isolate your child until they can be picked up.

In the case of an urgent medical emergency, 911 will be called and caregivers will be notified immediately.

As we continue to be observant and diligent about COVID-19 or any other communicable diseases, we ask that Caregivers be mindful of their child's health prior to sending them to school.

Please notify CEID or your child's teacher as soon as possible if:

- Your child tests positive for COVID
- Your child has an illness that can be contagious (i.e. Hand Foot Mouth, Pink Eye, Pinworms)

CEID will comply with all requests for information from the City of Berkeley Public Health Officer Unit regarding communicable disease outbreaks and reporting. CEID will continue to follow all current guidance from the CDC and Berkeley Public Health regarding best courses of action and policies to implement. CEID will notify Caregivers of any changes and updates to guidelines as needed and adjusted.

If your child has any of the following symptoms, please keep them at home, or make appropriate alternative childcare arrangements. It will be necessary to pick your student up from school as soon as possible if they show any of the following symptoms at school. A sick child is best comforted at home with a Caregivers or caregiver. If we cannot reach you, we will call your emergency contacts.

- Fever: temperature of 100 degrees Fahrenheit or higher. Child must not return to school until 24 hours have passed without a fever and without using fever reducing medications in that 24 hour period.
- Vomiting: child should not return to school for 24 hours following the last episode of vomiting.
- Lice, scabies: Children may not return to school until they have been treated and no live lice are present. Children with scabies can return to school after treatment with a Doctor's Clearance letter.

- Diarrhea: child should not return to school for 24 hours following the last episode of one watery stool in a 24 hour period, especially if the child acts or looks ill.
- Chronic cough and/or runny nose: continual coughing and greenish nose discharge. Conditions may be contagious and may require treatment from a health care provider.
- Sore throat: especially if paired with fever or swollen glands in the neck.
- Rash: body rash, especially if paired with fever or itching. Child may return to school when fever resolves, rash is improving, and/or a message from a primary care provider is submitted.
- COVID-19: If your child tests positive for COVID-19, they are to remain home and isolate for 5 days following the day that they test positive (day 0). They may return to school on day 6 given there is no fever, and symptoms are improving or have resolved. They will need to wear a mask in indoor settings until day 10 has completed.
- Hand, Foot & Mouth Disease: may return to school after fever resolves, and symptoms improve (typically 3-6 days). If blisters appear, they need to be dry before returning to school.
- Ear infection: Without a fever, the child can attend school, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss. If a child's ear infection is paired with a fever, they must stay home.
- Eye infection: Eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from eye. This usually requires treatment from a health care provider prior to returning to school.
- Unusual appearance, behavior: abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

Masks are not required for our students on a regular basis. However, we encourage and appreciate the use of masks if there is any concern about the possibility that a child might have been exposed to a communicable illness.

MEDICATION POLICY

If your child requires medication (such as allergy medication like an Epi-Pen), you must send it in its original container with the doctor's instructions clearly written on the label. We have a Caregivers Consent for Administration of Medications form that you will be required to fill out, providing permission for our Sunshine Staff to administer medications. We will then administer all medications according to the doctor's written instructions. The doctor's telephone number

must be clearly written on the container. We will work together with you to administer the medication correctly and in a timely manner.

In the instance that we must administer a medication out of medical necessity, caregivers will be informed, as soon as it is safe and appropriate to do so. Please share with the team any preferences you have about how this information is shared.

SIGN IN AND OUT

Caregivers are required to list the names of adults who have permission to sign their child in or out of school. Children must be signed in and out each day by an adult authorized to drop off and pick up your child. Authorized adults must PRINT their full first and last name upon arrival and dismissal each day, per licensing regulations.

BEHAVIOR MANAGEMENT POLICY

We believe in intervening in a way that is in alignment with the child's individual social/emotional development and level of understanding. Sunshine Preschool believes in positive redirection of unwanted behaviors. We understand that all behavior is communication and will work closely with caregivers and children to ascertain the motivation for unwanted and persistent behaviors. When a child displays undesired behavior, we will do our best to explain to them the reasons why their behavior is unacceptable.

If a child is endangering themselves or others, we will remove them from the situation until they are calm and ready to join the other children again. However, we do not believe in prolonged isolation. In accordance with our educational philosophy and Community Care Licensing guidelines, CEID does not permit corporal punishment.

We will inform you of your child's behavior if it becomes an unduly distraction to the learning environment, and may hold a conference with you to discuss and design a behavior plan. If the disruptive behavior becomes a continuous challenge which endangers others, your child may be asked to leave the program, or seek professional assistance.

The following are some examples of behavior redirection strategies our staff use:

- Ignoring insignificant harmful or unwanted behavior
- Redirecting the child's attention from the disruptive behavior to an acceptable activity
- Discussing outcomes of harmful or unwanted behavior, with a teacher sitting or kneeling at the child's level
- Mediating disagreements between children to help them express their thoughts into words
- When a child needs frequent redirection, a teacher will require that child to stay under the close supervision of a teacher.
- In certain circumstances, when other techniques are not successful, a child may be given a break or time to calm down, often with a staff member.

POLICY FOR BEHAVIOR THAT CAN CAUSE INJURY TO ANOTHER CHILD

The staff strives to teach children to be socially competent and respect other children and their bodies. Occasionally a child has difficulties learning the rules and injures another child. We understand that it is typical for children to have some behaviors that may push boundaries or reflect a physical communication strategy (e.g. hitting or biting) as they are learning to navigate social relationships.

Our curriculum incorporates discussions of acceptable behavior, turn taking, and what to do if a child finds themselves as the recipient of another child's undesirable behavior. When a child hurts another child for attention, we let that child know that it is not a successful strategy by temporarily removing them from the activity as well as talking to them about how to make a different choice. Staff will also focus their attention on the child who was hurt, make an effort to process the child's feelings and then reengage them in play.

If an incident occurs at Sunshine Preschool where your child hurts another child, we will send you a written incident report. We will do the same for the child that was hurt.

If your child's behavior continues to be disruptive or dangerous to self or others, you will be asked to come in for a meeting where we will discuss the circumstances which led to the behavior, and we will set up a one-on-one behavioral observation to document what is causing the situation. We will also brainstorm strategies that families can use outside of school and that we will use inside of school to assist with curbing negative behaviors.

CEID reserves the right to ask caregivers to immediately come pick up their child for unsafe behavior.

Most of the time, the previous steps can eliminate negative behavior. We will work with you as a team to try to help your child adjust and function in a positive way in the classroom. If the injurious behavior becomes a pattern regardless of the attempts to change the behavior, your child will face a possible dismissal from our school.

STEPS TO DISMISSAL OF A CHILD

We will do our best to proactively resolve any issues that could lead to dismissal. If it is determined that the situation cannot be resolved and your child must be dismissed, we will give you two weeks' notice so that you can make other arrangements. The following are possible grounds for dismissal:

- Persistent failure to pay tuition by the 5th day of childcare for the month
- Chronic late pick-ups
- Severe biting, hitting, swearing, or ongoing unsafe behavior
- At the director's discretion, provided that the rules of the handbook were not being followed and conflict resolution was not successful

COMMUNITY CARE LICENSING PERSONAL RIGHTS

We believe that each child is an individual, with rights that shall be ensured. Each child will be treated with dignity in relation to staff and others; be afforded safe, healthful, and comfortable accommodations and equipment to meet their needs; be free from corporal or unusual punishment, humiliation and ridicule; have their authorized representative informed regarding complaints and given the address and telephone number of the Community Care Licensing Department's complaint unit.

Each child will be treated as such, with care, and will not be locked in any room, building or center premises by day or night. The provider may lock exterior doors for safety reasons, provided the children can exit the center. No child will be placed in a restraining device.

All licensed childcare programs are periodically evaluated for licensing compliance. During those visits the licensing official may interview children at the facility without giving notice to Caregivers/guardians.

COMMUNITY CARE LICENSING CAREGIVERSAL RIGHTS

We welcome the participation and assistance of our caregivers. Caregivers/guardians have the right to enter and inspect the center without giving prior notice to childcare providers. This right may only be exercised during normal operating hours or any time that the child is receiving care in the center.

Caregivers/guardians have the right to review licensing reports of facility visits and complaints against the facility. Only information available in the public file of the local licensing agency is to be made available to caregivers/guardians. Public information about inconclusive complaints is only to be made available at the local licensing agency.

Caregivers/guardians have the right to file a complaint against the facility with the licensing agency. The law prohibits discrimination or retaliation against any child or caregivers/guardian, should the caregivers/guardian choose to inspect the facility or file a complaint against the facility.

Caregivers/guardians have the right to request in writing that a non-custodial caregivers not be allowed to visit their child or take the child from the center, provided they have shown a certified copy of a court order.

Caregivers/guardians have the right to receive from the licensee the name, address, and telephone number of the local licensing agency.

Caregivers/guardians have the right to be informed by the licensee, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption, and the name of the person may also be obtained by contacting the local licensing office.

Caregivers/guardians have the right to receive, from the licensee, the Caregiver Background Check Process form.

POLICY CHANGES

These policies are subject to change. Alterations to policies will be presented in writing in advance of the effective date of applicable changes. If you have any questions regarding this handbook, please contact our Program Director, Operations Director or the Sunshine Lead Teacher.