

Mission/Philosophy Statement

Mission Statement:

At Sunny Days Child Care, our mission is to foster a vibrant and harmonious community by proudly embracing diversity among families and their children. We are dedicated to creating an inclusive and secure environment that nurtures the holistic development of each child. Through daily interactions, we strive to introduce children to the rich tapestry of cultures that define our community.

Philosophy:

Sunny Days Child Care operates on the belief that every child is a unique individual with the inherent ability to learn and grow. We are committed to providing a foundation of developmentally appropriate experiences that empower children to excel in a safe and nurturing environment. Our philosophy is rooted in the understanding that diversity is a strength, and we welcome children aged birth through 5, irrespective of race, gender, religion, or disability.

Core Values:

- 1. Inclusivity:** We embrace and celebrate the diversity of our families, recognizing the richness it adds to our community. Our commitment to inclusivity ensures that every child feels valued and respected.
- 2. Safety and Nurturing:** We prioritize the safety and well-being of each child entrusted to our care. Our nurturing environment is designed to promote emotional, social, and cognitive development, laying the foundation for a bright future.
- 3. Cultural Appreciation:** We actively introduce children to the beauty of various cultures, fostering an environment of understanding and appreciation. Through engaging activities, we aim to broaden their perspectives and instill a sense of unity in our diverse world.
- 4. Individualized Learning:** Recognizing the uniqueness of each child, we provide developmentally appropriate experiences tailored to their abilities and interests. Our goal is to inspire a love for learning and enable each child to reach their full potential.
- 5. Equality and Openness:** We believe in equal opportunities for all children, regardless of background. Our doors are open to families from different walks of life, and we promote an environment where everyone feels included and respected.

Sunny Days Child Care is dedicated to fostering a community where children thrive in an atmosphere of inclusivity, safety, and cultural appreciation. Through our commitment to individualized learning and equality, we aim to empower every child to embark on a journey of lifelong discovery and success.

Hours of Operation:

Sunny Days Child Care is open Monday through Friday beginning at 7:00 AM and closing at 6:00 PM.

Discipline Policy:

Each child will be given respect and will be taught the importance of respecting others. Children are given opportunities to make choices throughout the day as to what toys they want to explore and who they want to play with. In doing so, we are helping children to self-regulate their behavior and develop problem solving skills. When problems arise, the provider guides the children through the process, so the problem is solved for all involved. Young children can become frustrated when they cannot solve a problem. Through modeling and guidance children learn the skills they need to solve problems and how to avoid frustration. The provider will use open ended questions to help the child think through the process of solving the problem and coming to a satisfactory solution. Each child and family are made aware of our classroom rules. They are also posted in the classroom and reviewed periodically to help the children better understand them. Children are also given opportunities to create rules, if need be, for example the children have created a game during play and they help set the rules for that game. Children are redirected to other activities if needed when conflicts arise. For example, Susy and Johnny both want the same toy and Johnny had the toy first, I would redirect Susy to another toy or activity. If a child needs to be disciplined further the provider will use the "Time to Think" approach. The child is removed from the group and given time to think about making better choices. The provider will speak with the child and help them through this process. Parents are informed if the behavior continues and together, we work on a solution.

Child Abuse:

As a mandated reporter, the provider is obligated to report any cases of child abuse and/or neglect.

Toilet Training Policy:

The provider will assist each child with their potty-training needs in a loving and respectable approach. The goal along with the parents is to help the child to become independent in this area. During this time, please send in extra changes of clothing and undergarments.

Fire Safety:

Sunny Days Child Care conducts fire safety drills once a month as required by licensing.

Health and Safety Guidelines:

All health forms and emergency cards are to be completed and returned prior to starting. All children must have their up-to-date immunizations before attending.

Emergency cards are to be updated whenever you receive a new phone contact or address.

Children are required to wear closed toe shoes (like tennis shoes) while playing outdoors, no exceptions.

Parents are responsible for providing proper clothing for their children to wear outdoors in all kinds of weather.

Parents are responsible for bringing in a change of clothing each day. Children will need hats, coats, gloves or mittens, snow pants and boots during the winter as we go outside to play in the snow.

Parents of infants are required to bring formula and baby food daily.

The parent is responsible for bringing in all foods if your child has any food allergies clearly marked with your child's name. A slip from the doctor is also required and clear instructions on what to do if your child is exposed to a food item that he or she is allergic to. Parents will be notified immediately if their child has an allergic reaction to any foods. If need be 911 will also be called.

Hand washing occurs before each meal, after messy play, blowing nose and after outdoor play as well as throughout the day to help stop the spread of germs.

Should we need to close for an emergency, parents will be notified right away. Should we need to evacuate, parents will be notified. We will evacuate to the following location: Faith United Methodist Church at 5315 Harford Rd. Phone #: 410-426-8177

Meals:

Sunny Days Child Care provides 2 meals each day, breakfast and lunch as well as 2 snacks one in the morning and one in the afternoon. We follow healthy food guidelines and participate in the Maryland Child and Adult Care Food Program. If your child has specific dietary restrictions, please inform me, or feel free to provide their snacks and meals.

Screen Time Policy

Because we care about the health well-being of the children in our care, we follow the American Academy of Pediatrics' Recommendations on Screen Time:

- Children under 2 should have NO screen time
- Children age 2 and over should watch less than 30 minutes per week at child care, and less than 2 hours per day total.

Sunny Days Child Care understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore, we will restrict screen time as follows:

- Allowing a maximum of 30 minutes total per week of educational and age-appropriate screen time (television, video, and DVD).
 - Allowing no more than 15 minutes of educational computer per day.
 - No screen time during meals and snacks.
- Zero screen time (TV, video, and computer) for children under the age of two.

Initial Interview:

The provider will meet with parents prior to starting to review all forms needed for the program, to allow the family to tour the child care space, and to answer parent questions

ENROLLMENT/REGISTRATION

Please fill out one application per child. A non-refundable application fee of \$30 per child/\$50 per family, a non refundable \$100 registration fee and a non-refundable deposit equal to one week of tuition will be due and must accompany each application. If you are re-enrolling, the application fee is waived. The deposit will be applied to the first tuition payment. Payment by cash, money order, or credit card is required at the time of registration.

NEW ENROLLMENT

RE-ENROLLMENT

STUDENT INFORMATION

Child's Full Name

Date of Birth

Child's Nickname

Religion/Culture

Gender and/or Pronouns

Medical Condition(s)

Allergies and/or Dietary Restrictions

Medications

Does your child have any previous ECE experience? YES NO

How was the experience? *(describe as best as you can)*

Has your child been observed by any of the following?

Early Intervention Child Find Birth-3 Services Other: _____

Please explain reason for observation:

Does your child require any special accommodations? Yes No
If you would like to, please attach your child's IFSP/IEP to this enrollment form.

Does your child currently receive any of the following services?

Speech Therapy Occupational Therapy Physical Therapy ABA Services

Pediatrician

Telephone #

Pediatrician's Address

PARENT/GUARDIAN INFORMATION

Parent/Guardian #1 Full Name (person child resides with if dual homes) Relationship to Child

Email Address

Phone #

Home Address (street, apt/suite, city, state, zip code)

Parent/Guardian #2 Full Name

Relationship to Child

Email Address

Phone #

Home Address (street, apt/suite, city, state, zip code)

Language(s) spoken in the home: _____

List other members in the household/immediate family:

Name: _____ Relationship to Child: _____

Name: _____ Relationship to Child: _____

Name: _____ Relationship to Child: _____

Name: _____ Relationship to Child: _____

Name: _____ Relationship to Child: _____

Name: _____ Relationship to Child: _____

FAMILY DYNAMIC

Parent's Marital Status

Married

Separated

Divorced

Partnered

Single

If single, divorced, or separated, who has legal custody?

Parent/Guardian #1

Parent/Guardian #2

Shared Custody

Not Established

REGISTRATION/TUITION RATES

Type of Care	Days per Week	Age Range	Tuition
Full Time Infant Care	4-5 days	0-2 years	\$350/weekly
Full Time Toddler Care	4-5 days	2+	\$300 (Toilet Trained) \$330 (Not Toilet Trained)/weekly
Part Time Infant Care	3 days	0-2 years	\$250/weekly
Part Time Toddler Care	3 days	2+	\$200/weekly
Drop In Care	N/A	0-12 years	\$100/daily
Before AND After Care	4-5 days	5+	\$130/weekly
Before OR After Care	N/A	5+	\$35/daily

*Please circle and initial which type of care you will need for your child.

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If single, divorced, or separated, who has legal custody?

Parent/Guardian #1

Parent/Guardian #2

Shared Custody

Not Established

REGISTRATION/TUITION RATES

Full Time Care is : 4-5 Days per week

Part time Care is: 3 days per week

Infant Care : 0- 2 years old

Toddlers: 2 and older

Infant Care Tuition :

\$350.00 weekly for Full time care

Toddlers 2yrs old and older NOT FULLY POTTY TRAINED tuition: \$300.00
weekly for full time care

Toddlers 2 years old and older that are FULLY POTTY TRAINED tuition:
\$275.00 weekly for full time care

Part time Infant Tuition : \$300.00

Part time Toddler Tuition: \$250.00

***Please be sure to indicate what care you will need—either full time or part time care by circling and initialing.**

Drop In Care: \$100.00 daily

Before and After School Care: \$130.00 weekly

Before or After Care: \$35.00 daily

PARENT AGREEMENT

An enrollment fee of \$100.00 must be submitted annually, on your anniversary date. This covers materials, special events, and in-house field trips. Tuition rates are subject to increase each year; notice will be provided.

This agreement is between _____ and Sunny Days Child Care located at 3205 Gibbons Avenue Baltimore, MD 21214. Name of child: _____; My child's start date at Sunny Days Child Care is _____.

Please initial next to each policy below to communicate your understanding.

1. Tuition Payments:

- Weekly tuition is due every Friday preceding the week of care. If tuition is not received by Monday, I understand that a \$25.00 late fee will be assessed. If tuition is not received by Tuesday of the week of care, I understand that my child may not be admitted to daycare. Tuition is owed whether my child is absent due to illnesses or vacations. There are no refunds on tuition or fees. In addition, no refunds or deductions of tuition will be given if the program should close due to inclement weather, power outages/electrical issues, natural disasters, unforeseen provider emergencies, and water or building emergencies. My weekly tuition is \$_____ and begins on _____. Weekly tuition can be paid via cash, credit/debit card, or money order.

2. Withdrawal:

- A 14-day written notice is required to withdraw from the program. If 14-day notice is not given, deposit will be forfeited from applying to final week's payment.

3. Absences/Refunds:

- There are no refunds for absences or unused time. No money or fees paid to Sunny Days Child Care or Jennifer Hall is refundable.

4. Deposit Fees:

- A non-refundable deposit of (first week's tuition) \$_____ is required. The deposit will only be applied to the last week of care if and when your child either ages out of the program or is no longer participating in care at Sunny Days Child Care.

5. Registration Fee:

- An initial registration fee of \$100 is due at the time of registration.

6. Returned Payments:

- If your payment is returned from the bank, a \$50 NSF fee will be assessed. If two payments are returned, you must make all future payments with cash or money order.

7. Discounts:

- Siblings: First child will be full price, any additional children will be 10% off the lowest tuition fee.
- Full Month Prepayment Option: 5% off tuition fees if the entire month is paid by the 1st of the month. Monthly tuition is _____.

8. Late Pick Up Fees:

- Pick-ups that occur after 6:00 PM will incur a late fee charge of \$10.00 and an additional \$2 per minute for every minute following, and this fee will be due at the time of pickup in cash, via Cash, Zelle or Money Order.
- **If the late fee is not paid when you pick up your child, it will be added to your weekly tuition or you will be sent an invoice. This may not accumulate beyond a week, or your child will not be permitted into the program the following week.**
- **Three late pick-ups will result in immediate termination without notice.**

9. Daily Schedule:

My child's agreed upon daily schedule is as follows:

Drop Off Time: _____

Pick Up Time: _____

Days of the Week (circle): Monday Tuesday Wednesday Thursday Friday

** I do allow parents up to 50 hours weekly. If you have reached your 50 hour limit for the week before Friday, Please understand that you will be billed an additional \$35.00 on top of your child's regular tuition. Child Care is available Monday- Friday with the exception of closings as outlined in this handbook. Please understand that the contracted drop off and pick up times are important as I do plan our day around the collective time frame of each child.

Sick Child Policy:

No child will be allowed to attend daycare if he or she has the following symptoms:

Fever of 100 degrees or higher, diarrhea, yellow or green mucus or contagious diseases like pink eye, ringworm, chicken pox, etc. If the child has a contagious disease he or she can only return with a doctor's note. Children must be symptom free for a 24-hour period prior to returning to daycare for all other illnesses. Medications will be administered by the provider, if the parent/guardian has had the proper forms filled out by the child's pediatrician.

If the child becomes ill while in the care of the provider the parent will be notified right away, and the child must be picked up from daycare within 1 hour.

These policies are in place for the well-being of all the children in our care and to stop the spread of illness.

COVID Policy: If your child exhibits any symptoms of COVID-19, please keep them home and get them tested for COVID. These symptoms include: fever, chest pain, loss of taste or smell, changes in skin (discoloration), chills, nausea, diarrhea, vomiting, belly pain, sore throat, severe headache, extreme fatigue, cough and/or extreme nasal congestion. Please follow CDC guidelines for COVID. Your child will not be admitted to Sunny Days Child Care until they are cleared by a physician and will need a note upon return.

10. Termination:

Provider will discuss termination with family depending upon reason of termination. If SDCC has to terminate child immediately for gross misconduct, safety reasons, etc., your nonrefundable deposit, tuition & registration fees will be forfeited in applying to your final payment. The provider may terminate the contract without notice if the parent/guardian is over 1 week late with scheduled payments.

At Sunny Days Child Care, we strive to maintain a positive and inclusive atmosphere where every child can thrive. However, there are certain situations in which termination of enrollment may be necessary. These situations include, but are not limited to:

1. Persistent behavioral issues that pose a risk to the safety or well-being of other children or staff members.
2. Failure to comply with Sunny Days Child Care policies and procedures, despite repeated reminders and interventions.
3. Non-payment of tuition or failure to meet financial obligations as outlined in our enrollment agreement.
4. Lack of cooperation or communication from the child's parent(s) or guardian(s) regarding important matters related to their child's care and development.
5. Any other circumstances deemed by Jennifer Hall to be detrimental to the overall functioning of the child care facility or contrary to our mission and values.

We understand that the decision to terminate enrollment is not taken lightly and may cause inconvenience and distress for the families involved. Rest assured that such decisions are made after careful consideration and in the best interests of all children and staff members.

11. Drop Off Policy:

Morning drop-off ends at 9:30 AM. Children will not be permitted to enter daycare after 9:30 AM. Please provide a notice to Sunny Days Child Care by 9:30 AM if the child will be absent for the day. If family does not notify provider of absence, family will incur a \$25.00 inconvenience fee that will need to be paid prior to returning. Parents must sign their child in each day at arrival and sign out at pick up.

12. Child Care Scholarship:

Please be sure to keep up with your requirements for your Child Care Scholarship. Co-pays are expected each Friday prior to the next week that your child will be needing care. If your voucher expires, you are still responsible for the full amount of your child's tuition that will be due by Friday proceeding the week of care.

13. Vacation/Holidays:

The provider will take 2 weeks of **paid vacation annually** - , parents will be notified at least 30 days in advance when these vacations are to take place to arrange for alternative care. We observe all major federal holidays including: All vacation days and Holidays are **PAID- this means that you are still responsible for tuition to hold your child's space.**

* Please respect that when my child care home is closed for vacation and holidays, I am taking this time to rest and to be with my family or just catch up on some home duties. I take my job very seriously and take pride in caring for some of your most important loved ones. In order to accomplish this, I need this time off to maintain the energy level it takes to give your child the quality care that he/she deserves.🙏

- New Year's Day
 - President's Day
 - MLK Day
 - Good Friday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Indigenous People's Day
 - Veteran's Day
 - November 26th - half day - Day Care closes at
 - noon Thanksgiving Day and Black Friday
 - Christmas Eve
15. Christmas Day
- 16.

15. The following **CLOSING** dates are **PAID**. **Please make payments on your scheduled payment day(Friday) by 6pm. * Late fees will be added to if payment is not received by Monday.**

17. Pet Acknowledgement: Please understand that I do have a dog. My dog has had her rabies vaccination and will not be present in the child care space or interact with children during program hours

18. Emergency Closures:

In the event of an emergency closure, the safety and well-being of the children under our care are our top priorities. In the case of unforeseen circumstances such as natural disasters, severe weather conditions, or other emergencies, we reserve the right to temporarily close our program to ensure the safety of both children and the provider. Parents and guardians will be promptly notified through phone calls, text messages, and email, providing clear and detailed information about the closure.

