

## PARENT RESPONSIBILITIES

In order to assure that parents clearly understand the procedures and policies of Little Sunshine Learning Center, we ask all parents to read the policies and information enclosed in the application booklet. Please read the listed parent responsibilities carefully and initial each one.

\_\_\_\_\_ 1. I understand that I must walk into the building with my child each day and make certain the teacher knows he/she is there. I am responsible for the supervision of siblings and other children accompanying me into the school. I understand that all authorized persons must be on our Emergency Contact List and be over 18 years of age and will be required to show ID when picking up my child. My child MUST be signed in and out each day – FULL signature is required. The sign in sheet is a legal document required by the California Department of Social Services. If absent signatures incurred more than three times in a month, Little Sunshine reserves the right to dismiss my child. The person picking up my child is responsible for receiving information about my child.

\_\_\_\_\_ 2. I give my consent for my child to go on walking field trips throughout the time my child is enrolled in Little Sunshine Learning Center. These trips will be supervised and a list of participating students will be posted at the center. Driving field trips will require individual permission slips for each trip in order for your child to attend them. Other requirements will be posted per field trip.

\_\_\_\_\_ 3. I will keep children home with the following: fever, diarrhea, or vomiting in the previous 24-hour period. Children who are contagious and/or are too sick to participate in the full program need to be kept home. I agree to have my child picked up immediately in the event that they become sick during the day. The teacher on duty to accept my child has the right to turn away any child he/she determines to be too ill to attend school. In some cases, I may be required to provide a doctor's release for my child to return to school following a possible contagious illness or suspicious rash. A doctor's note will be required if my child is out for more than 3 days ill.

\_\_\_\_\_ 4. I will provide a complete change of clothing and one small blanket (pre-school only) at all times, with my child's name on each item, unless otherwise requested by Little Sunshine staff.

\_\_\_\_\_ 5. I need to inform Little Sunshine staff of changes in addresses, phone numbers, employment, emergency information or any other changes in family situations immediately in writing. Parents may not be removed from authorization to pick up and drop off students without a court order or restraining order per California State laws.

\_\_\_\_\_ 6. I am expected to pick up my child by the end of the selected program schedule. There will be an overtime charge of \$1.00 per minute until pick up.

\_\_\_\_\_ 7. I understand that NO medication can be administered to my child without written consent on the “Request to Administer Medication” form. I may sign an authorization to administer medication in case of a high fever if I wish. My child may only receive the recommended dosage for his/her age unless a written note from a doctor accompanies the medication. Prescription medications MUST be prescribed for the child who is to receive the medications. Sibling medications may **not** be shared (prescription).

\_\_\_\_\_ 8. I understand that I must notify the Director in WRITING 30 days in ADVANCE before my preschooler is to be withdrawn. I am required to pay for that month regardless of when the child leaves Little Sunshine and all my accounts with Little Sunshine WILL BE brought up to date before leaving.

\_\_\_\_\_ 9. I understand that I would be required to withdraw my child from Little Sunshine upon the Director’s request, if it is determined that my child is not doing well at Little Sunshine and/or Little Sunshine is unable to adequately provide for the needs of my child. I may be required to keep my child out of Little Sunshine until accounts are brought up to date in the event my account becomes two weeks past due. I understand that even if I choose not to return my child to Little Sunshine Learning Center, that I am still responsible for tuition, past due fees, collection fees, and any court fees required to collect my debt.

\_\_\_\_\_ 10. I understand that the school, students, and teachers cannot be held financially responsible for toys, movies, and other items brought from home. One share toy may be brought to school only on FRIDAY. Guns and toy guns of any kind or weapons of any kind are never acceptable, and MUST be kept at home. Sleepy time cuddlers are allowed at Little Sunshine for naptime, however, they may be put in cubbies if they are being used inappropriately.

\_\_\_\_\_ 11. I understand that I am to send my child in appropriate clothing that he/she can play in. There are no open toed shoes, or cowboy boots allowed for safety reasons.

\_\_\_\_\_ 12. I agree to have my child at school and ready to participate on time. If my child will not be attending, I am responsible for notifying his/her teacher. Make up work requires 8 hours notice to prepare. Excessive absences may affect my child’s grades. If I must come to school late, my child and I will enter QUIETLY so as not to disturb my child’s class or other classes and teachers. This is not the time for a teacher’s conference.

\_\_\_\_\_ 13. I agree to bring to school during the first week of enrollment an Emergency Pack containing a set of change of clothes, bottled water, dried food that will not expire within 12 month period, a family photo, a favorite toy and a note to your child.

I agree to abide by these rules and regulations.

Date: \_\_\_\_\_ Signature of Parent or Guardian: \_\_\_\_\_

