



**SUNSHINE CHILD PROGRAMS**  
**AFTER SCHOOL CARE PARENT HANDBOOK**  
**“Enriching the lives of Florida’s youth, one child at a time”**

Dear Parents / Guardians,

**Thank you for choosing Sunshine Child Programs!**  
**Sunshine would like to WELCOME you and your children to our programs!**

**The Mission of Sunshine Child Programs is to provide the schools and families we serve with high quality child care programs that are developmentally appropriate for children in a safe, nurturing and enriching environment.**

It is the goal of Sunshine Child Programs to provide a safe and enjoyable experience for your child. We will offer a wide range of recreational experiences, teach the necessary skills to participate and do our utmost to make each day exciting and rewarding while providing a hazard free environment to play in. We offer an atmosphere where children can socialize with their friends, make new friends and feel safe. We need your assistance and cooperation for a truly successful program.

Sunshine is a not-for-profit child care provider that has been providing superior school-age child care programs in Broward County since 1992 and Miami Dade County from 2012 - 2022. All of our programs are licensed and insured and operate under the policies and directives of the Division of Children and Family Services and the Broward County School Board. Our administrative executive team consists of highly degreed educational professionals who continuously supervise and work to develop our many programs and our staff.

Sunshine is the highest rated After Care Programs in Broward County. Our outstanding programs are recognized for meeting and/or exceeding the quality standards set forth by The Children and Family Services Department, The Broward County School Board, ELC of Broward and The Broward County Children’s Services Council. Our After Care programs have earned prestigious awards and recognition.

Sunshine offers safe and secure, academically rich, recreational programs that promote academic and social development through fun, stimulating, enriching activities for the children on our care. These activities are professionally developed by certified educators and are designed to meet the needs of the children in our diverse communities. We offer an atmosphere where children can socialize with their friends, make new friends and feel safe. We provide a daily snack or the school supper program, homework assistance, recreational and educational games.

In addition to After School Care, we have current contracts with the City of Hollywood and the Town of Davie for After School Care, Teacher Planning Days, Winter, Spring and Summer Camps.

This parent handbook outlines Sunshine’s policies and procedures. If you have any questions or concerns, we have an open door policy and you may call us anytime!

### **Hours of Operation:**

Sunshine operates our After School Programs from the time of school dismissal until 6:00 p.m. Camp Hours may vary but are typically from 7:00 a.m. – 6:00 p.m. at select locations.

### **After Care Structure:**

In most cases, children are placed into groups according to the grade level they are in where they spend 80 % of their time while in After Care. The other 20 % of the time will be spent in mixed group activities.

Structured activities such as Arts and Crafts, Organized Sports, Reading, Writing, Banking, Drama, Yoga and Science will take place during After Care hours Monday through Friday. Children will be encouraged to participate in all activities.

### **Registration:**

Any child who attends the school is eligible to enroll in After Care. Registration must be completed online if you are new to the program or returning.

**Registration must complete and signed before your child may begin in our programs. Any time your personal information changes, Sunshine must be notified.**

**Registration is available online at [www.sunshinefl.com](http://www.sunshinefl.com)**

Sunshine does not discriminate on the basis of race, color, sex, religion or national origin.

### **Fees / Payment Schedules:**

- A copy of a current payment schedule will be given to you at the time of registration and is posted on the website above.
- Payments are based on an 18 day pay schedule.
- Payments are due at least 5 days prior to the start of a new period. (School Board policy 3411)
- Payment periods DO NOT include days the children are off from school such as Teacher Planning Days, Winter, Spring and Summer Break and holidays.
- Payment periods DO include all Early Release Days.
- If payments are not made on time, your child may be dismissed from our program. If this occurs, you may be required to re – enroll with additional fees.
- All payments are to be made online at [www.sunshinefl.com](http://www.sunshinefl.com)
- All payments must be made for the entire period. Sunshine does not have a daily or weekly fee.
- There are no refunds or credits.

### **Late Fees:**

After 6:00 p.m., the charge is \$1.00 for every minute late until your child is picked up. This is strictly enforced and will be payable online when the child is picked up.

### **Attendance Procedures:**

Attendance is taken daily of all children attending the After Care program. Parents / Guardians are responsible for notifying the program staff if their child will be absent from the After School Program. Each after care has their own phone number for your convenience. You may call this number anytime from 1:15 p.m. – 6:00 p.m., Monday through Friday. You may also call our Corporate Office at 954-236-8850.

If any child does not report to After Care and is not on the school absentee list or early sign out log, the parent / or anyone listed on your emergency contact sheet will receive a phone call to verify your child's absence. This helps ensure the safety of your child attending our program.

### **Sign In and Out:**

It is required that you come into the facility to sign your child out daily. At pick up, please show ID daily. If for some reason you should be later than usual picking up your child, please give us a call so that your child does not panic that you forgot him / her. If you have someone other than the usual person picking up your child, you must call us in advance and let us know the person's name. The person must present a photo ID before we will release your child. Also, you **MUST** notify us if someone is **NOT** allowed to pick up your child. We cannot legally bar a parent from picking up a child. We would need a copy of a court order on file.

**All of this is for your child's safety and protection!**

### **After School Clubs / Extra Curricular Activities:**

All children attending school clubs during after school hours must report to Sunshine After Care first and check in with their counselor prior to attending the club. The parent/guardian must also provide the after school program staff with written permission for their child to attend any club or tutoring program after school. Children who attend the after school program are not permitted to stay late or help any teacher in their classroom, without a parent/guardian's written permission. (Release of Liability form) The teacher's name must appear on the parent's Permitted to remove list. To ensure the children's safety, the teacher or school staff member must come to the after school program to sign the child out and then bring them back to the program and sign them back in.

### **Health/Safety/Medications:**

Every site is equipped with a first aid kit. All staff members at each site that are CPR/First Aid Certified. The Site Manager will notify parents if there is evidence of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid. A copy of the accident report will be sent home to the parent/guardian with the child, and a copy will be kept on file.

In case of emergency, illness, or injury to a child, the parent or guardian will be notified immediately. If the parents/guardian cannot be reached immediately, the emergency numbers on the Registration Form will be called.

In the event of an emergency warranting medical attention or considered life threatening, the Site Manager will call 911. Parents/guardians and/or emergency contacts will be contacted as well.

If your child must take a prescription medication of any kind, you must notify the Site Manager and complete a Medical Authorization Form. Over the counter medication will not be dispensed without a doctor's written authorization. All medication should be given to the Site Director to ensure proper usage. Children are not permitted to have medication in their possession to take on their own medication. Medication will never be given to a child by a staff member without the proper written authorization. No medication will be dispensed unless it is in its original container. All medications will be dispensed in accordance with School Board and Broward County Child Care & Licensing policies and procedures. Sunshine has the right to decline a medication request.

### **After School Care staff:**

Sunshine strives to maintain a staff to child ratio of one staff member for every 20 children in Elementary School Kindergarten – 5<sup>th</sup> grade, every 10 students in PK or HS and every 25 students in Middle School. This ratio is required by The School Board of Broward County.

All staff members must meet or exceed educational and company requirements for the position that they hold. All child care personnel function under the direct supervision of an Area Manager, School Site Coordinator and/or Site Manager, who are all experienced child care professionals who works on site to supervise the daily activities and safe operations of the program.

Child care staff may include both School Board of Broward County and non-school board employees. Each staff member must be fingerprinted and background screened and meets the medical

requirements set forth by law. All staff also receives a mandatory 4 ½ hour orientation prior to beginning their position that focuses on methods and guidelines for working with children. They are then placed at a program to work with an experienced staff trainer for a period of 3 to 5 days. In addition, all staff are required to take the 45-hour Child Care Training course mandated by law, be certified in Pediatric CPR and First Aid and take 12 hours of in-service training yearly.

### **Daily Activities / Snack:**

Upon dismissal from school, all children report to the cafeteria. Children in the primary grades may be picked up at their classrooms and escorted to the cafeteria by a Sunshine staff member, depending upon school procedures. Children are grouped according to their current grade, and are provided with a healthy snack and juice or they receive the supper program. Programs may vary, but children are then dismissed for organized outdoor games, sports and playground. At Sunshine, our staff understands the importance of homework. Parents may choose whether they wish their child to do their homework while in after care. A quiet environment is created and homework supplies are also provided.

Our schedule blends educational and recreational activities between the hours of 3:00 P.M. and 5:00 P.M. that may include: foreign language, computer technology, reading, writing and math programs, science, drama, cool cooking, movies, arts and crafts, clubs and physical education programs. An activity schedule is available and posted at each program.

Free Choice is offered in many of our programs to children remaining at the program after 5:00 P.M. At that time, children are brought to the cafeteria and may choose from a wide variety of fun activities including a chat and relax area, board games, blocks, arts and crafts and/or age appropriate organized sports and games.

### **Homework Assistance:**

Quiet homework time is provided during after school at the beginning of each day for all grade levels. Students are encouraged to complete their homework during this time before their regular afternoon group activities begin. Counselors provide minimal assistance during this time. They are not certified teachers or tutors. Students who are having difficulty completing their homework assignments during our after school homework time, are expected to complete it at home under parent supervision. Sunshine does not assume responsibility for students completing all homework assignments during after school hours.

### **Student Discipline Policy:**

At Sunshine Child Programs, children are our business and our number one priority! We feel strongly that a positive, supportive and structured environment promotes good behavior. A full day of activities is planned to direct your child's energy into positive channels. We believe that children learn from us and that we are their positive role models.

One of our many goals is to help children feel good about themselves by building their self-esteem and self-confidence. Our Counselors and Site Managers have been trained in "Cooperative Discipline" and "PBIS – Positive Behavior Interventions and Support". Whenever Discipline is necessary, corrective discipline is used to change the inappropriate behavior of the child, never to hurt the child.

The following steps are taken to correct inappropriate behavior in our programs and to ensure the safety and well-being of all of our children:

- 1) Counselors will first take a child aside and quietly speak to him/her about their behavioral concern. If the inappropriate behavior warrants, the counselor will either put the child in time out (appropriate to their age), or, if necessary, have the On-Site Manager speak to the child. The child will receive a verbal warning and a behavior report requiring parent signature.
- 2) A child's second serious behavior incident will result in a phone call to the parent as well as a written behavior report copied to the Sunshine Child Programs Corporate Office.
- 3) A child's third behavior report will result in a phone call to the parent from the On-Site Manager, and possible suspension or dismissal from any Sunshine Child Program.

### **Expulsion Policy:**

- Children who are demonstrating inappropriate behavior will receive the following consequences:
  - First offense: Child will be spoken to by the counselor.
  - Second offense: Child will be placed in “time-out”, 1 minute for every year of child’s age.
  - Third offense: Child will be written up by the Site Manager. Site Manager will also speak to the parent of the child.
    - Depending on the child’s offense, he / she will be placed on a behavior plan.
- For more serious offenses such as biting, fighting, foul language or for repeated misbehavior the child will be dismissed from the program.

### **Personal Items:**

DO NOT send any personal items such as cell phones, I-pods, radios, jewelry, purses, wallets, game boys, toys, or items of sentimental value. We are not responsible for loss or damage of any personal items. Be sure to put your child’s name on any item you bring. Sunshine will have a lost and found for any items left at night. If the items have not been claimed after 2 weeks, they will be donated. Sunshine will not hold any extra money your child brings.

### **Notification of changes:**

It is extremely important that you notify the Site Manager immediately of any changes in home address, contact persons and phone numbers and dismissal changes.

### **Income Tax Information:**

Tax statements are available in your parent portal.

### **Sunshine Corporate Office:**

7900 Peters Rd, B-101  
Plantation, Fl. 33324  
954-236-8850

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Sunshine Child Program



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