**Important Policies and Procedures for Little Sunshine House Summer of 2022**

A complete Parent Handbook can be found online at [www.littlesunshinehouse.com](http://www.littlesunshinehouse.com/)

**along with our COVID-19 Policy**

We are continuing to monitor the rapidly evolving public health situation around COVID-19. The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our community, we are taking the following precautionary measures:

**ALL STAFF, FAMILIES, CHILDREN MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING TO THE CENTER.**

We are asking families to take their child’s temperature at home in the morning before they come to LSH. Report via Brightwheel messages your child’s temp 10 min before drop off. Children with a temp of 100.4 or above will need to be excluded from care. The temperature max has been set by the CDC. We are asking parents to take the first reading so that the staff knows that we are accepting a healthy child into our care.

Policies

* LSH is asking all families to keep their child home if anyone in their home becomes ill with COVID like symptoms (listed on our website www.littlesunshinehouse.com). Once all family members in the home have been cleared of COVID the child may resume care.
* If a child contracts COVID the family has a responsibility to contact and inform LSH. If necessary LSH will contact the Health Department and any families of children who may have come in contact with the ill child.
* Families will fill out and return via email the COVID ACTION PLAN to littlesunshinehousecdc@gmail.com

We ask that parents wear a mask and observe a distance of 6 feet from the educator’s other parents and children while checking in and out. Depending on the age of your child the educator will assist as is appropriate. ALL children who can walk NEED to be standing/walking rather than held by a parent.

**Parents/guardians understand the health-related risk associated with group care. Little Sunshine House is not to be held financially responsible for health-related illnesses or health related outcomes due to COVID-19 or other viruses. It is the responsibility of the parent/guardian to check with their health provider in regards to their children/s health.**

**Food and Nutrition**Families will pack a healthy lunch and snacks. Please pack snack in a separate container/bag with your child’s name on it and keep it separate from your child’s lunch. LSH is NUT FREE: We appreciate families using other options such as Seed Butter (sunflower) – Hummus – protein bars with seeds verses nuts, fresh fruit etc.

**Communication Systems** Open communications is vital to your child’s successful experience. Communication between teachers and parents will happen at drop off and pick up, through Brightwheel, and in person or zoom meetings. Please reach out to us with any questions or concerns. Now more then ever open communication is essential in our community.

**Hours of operation**:  The Infant program opens at 7:00 am while our toddler through preschool programs open at 7:30. Our half day option will be available from 8:30-12:30.

**Tuition:** There is no reduction of tuition payment due to school closures due to natural disaster such as earthquake, fire, or pandemic including COVID19. If LSH is shut down due to a natural disaster and or by the CDC, the Health Dept., the State or other government agency tuition already collected is not guaranteed to be available for a refund or credit. Tuition is LSH’s only source of funds to cover operating costs including: wages, rent, insurance.

Payment of tuition assures that your child’s place in our program is maintained. Please see more details in the complete Parent Handbook.

**Return bottom portion signed and dated.**

We have read the Little Sunshine House Policies and Procedures we agree to keep current with Brightwheel and visit the website for more information about COVID 19. We agree to follow these policies and procedures.

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Parent/Guardian Signature & Date

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Print Name