



585 Main Street Dennis, MA 02638

sunnypeas@gmail.com

(508) 385-2948

Sunshine and Rainbows is an exciting pre-school program that offers nurturing and warmth for young children. We are a licensed school by the Massachusetts Department of Early Education and Care.

We also offer:

Learning Centers

Arts & Crafts

Science

Constructive Free Play

Story time

Manipulatives

Listening Skills

Field Trips

Creative Dramatics

Cooking

Music

Language Arts

Self Help Skills

Number Readiness

Nutritional Snacks

Outdoor Play Area

We encourage a method of learning through experiencing, looking, touching, make-believe, splashing, imagination and laughing all in an atmosphere of love in which to grow.

Owner and Director: Caitie DePuy

Monthly Payment Schedule

Infant Prices 3 months - 15 months

(based on 10 payments due the first of each month Sept-June)

2 days	3 days	4 days	5 days
540	800	1060	1320

Toddler Prices 15 months - 2.9 yrs

(based on 10 payments due the first of each month Sept-June)

2 days	3 days	4 days	5 days
460	660	900	1120

Preschool

Days	8 hours 8-4	7 hours 9-4	5 hours 8-1	4 hours 9-1
2	500	470	350	285
3	750	660	490	400
4	1000	940	700	570
5	1250	1130	840	685

Junior Kindergarten

Days	8 hours 8-4	7 hours 9-4	5 hours 8-1	4 hours 9-1
5	1,250	1125	800	650
4	1,015	905	650	525

Tuition prices are subject to change at the discretion of the Director.

Alternative day program can be discussed and decided upon with the Director.

9-1 Preschool & Junior Kindergarten Program

This is the part of the day that I call the “meats and guts” of the program. Most of our curriculum is done at this time. We will be focusing on language arts, math and science, number readiness, fine and gross motor skills, music, dramatic play, arts and crafts and most important, social/emotional development. This time will also include our centers, meet and greet, circle time, constructive free play, outdoor play, snack and lunch. If we have a field trip scheduled, this is the time that it will take place.

8-9 “Early Riser”

For this early drop off option, your child will engage in social and interactive constructive free play until the rest of their classmates arrive. This is also a wonderful opportunity to have some one on one time with their teachers to work on specific projects or tasks, such as writing their name, working on their numbers, and adding to their portfolio.

1-3 “Discovering Me”

Since this class is a lot smaller, this is a very productive time for your child to get some “me” attention. It’s a great opportunity for the child to spend some valuable time with their teachers and also getting the benefit of working or playing independently. It is also a time for your child to unwind and get a little quiet time from the busy-ness of his/her day.

3-4 “Stay and Play”

Our last hour will involve constructive independent or paired play; some examples of this are reading books, building blocks, coloring, etc.

Ages 2 years, 9 months to 6 years

Infant/Toddler Program (3 months to 2.9 years) -Thank you for considering Sunshine & Rainbows for your child’s early learning experience. S&R is open to all children from 3 months of age to preschool age regardless of race, religion, cultural heritage or ability. We are devoted to providing the social, emotional, physical and cognitive growth of your child in a warm and caring atmosphere. Your child will have the opportunity to explore their environment, have the freedom to make choices, and to learn by “doing”. Our goal as teachers is to not only guide them, but to celebrate their every effort. Our open rooms are filled with things to stir curiosity and imagination: props for dramatic play, blocks for building, manipulatives for pre-reading and counting concepts, and art materials for creative work, room for climbing and tumbling, natural objects for science experiences, opportunities for music and cooking and a wonderful play yard

for running, climbing, and building. An infant's world is one of constant exploration with new adventures around every corner. We will provide a stimulating first learning experience with interactive tummy time, fine motor skill games and an array of sensory exploration. However, we do not restrict learning to the four walls of the school. We use our playground and the nearby environment to expand our learning center such as taking nature walks. We offer daily opportunity for your child to explore color, texture and the fun of creating with a crayon, chalk, paint and clay.

Our hopes for your child...

- To enjoy being a little kid and to have fun!
- To feel comfortable and safe in a setting away from home
- To learn to trust adults other than their parents
- To make friends through developing social skills
- To develop a positive self concept
- To develop a sense of belonging
- To use language to communicate effectively with both peers and adults
- To develop curiosity, confidence, creativity and imagination
- To think critically, reason and solve problems
- To develop large and small motor skills
- To respect social and cultural diversity

Although our school is for the children, we certainly don't forget the parents. Our open classroom welcomes parents at any time- to share experiences or skills or just to visit.

Parents Handbook Contents

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Purpose

The purpose of Sunshine & Rainbows Early Learning Center is to provide for the social, emotional, physical and cognitive growth of young children in an atmosphere of loving guidance.

Philosophy

At Sunshine and Rainbows we believe that young people are our greatest resource. A child's first encounter with a school situation should be positive and a happy experience. At Sunshine and Rainbows children are allowed the freedom to make choices, to experiment, discover and experience learning by "doing". Through a variety of media, they are given the opportunity to explore their environment in an atmosphere where the individual and his personal contributions are highly cherished. Our task is to guide children on their journey of becoming highly sensitive to and aware of the world around them. We shall give them freedom, we will let them try...let them fall...let them succeed... and most of all, encourage them and celebrate them!!!

Goals

Our goal is to make everyday a unique and interesting challenge. To expose children to new play and learning situations and give them the opportunity to explore, problem solve, accept small responsibilities, form friendships, express creatively, follow directions, and step daily to their new direction.

Our program consists of opportunity for periods of teacher-guided activities with ample free choice and free play with provisions for the emergent classroom. Learning centers and small and large group directed instruction offers experiences in art, music, dramatic and imaginative play, science, readiness skills, language arts, math, multicultural experiences, open-ended ideas, diversity, and creative movement using small and large muscle skills.

Statement of Non-Discrimination

Sunshine and Rainbows Early Learning Center accepts differences in race, culture, sex, disabilities, religion, toileting ability, political beliefs, marital status and ability are all supported and valued. Also accepted are differences in national or ethnic origin and sexual orientation. We try to embrace diversity in our staff, our children, families and our curriculum. Our staff is always welcome to ideas, contributions, and suggestions from our families. Parents are always encouraged and welcomed to come to our school to observe, to assist, and to share time with us... no appointment needed.

Staff

Director

Caitlin DePuy

Lead Teachers

Elizabeth Arnold

Abbey Short

Jennifer Ayer

Teachers

Chanelle Zimmerman

Gerri Chiccoine

Marlen Rondina

Erin Welchman

Lynn Maranda

Assistant teachers

Christie Linhares

Emily Reeves

Substitute teachers

Rylie Flynn

Barbara Concordia

Speech Pathologist

Nancy Timoney

Special Needs Director

Kelley Mooney

Early Childhood Specialist

Kelley Mooney

Intake Procedure

1. Parent calls school. Any information needed or questions answered will be over the phone.
2. Parents then make an appointment with the Director to come and visit the school with their child. Observation, questions and answers are taken care of at this time. Registration forms are then filled out and returned to school.
3. The director will seek information about each child's and families interest and needs. She will also inquire about other services that the child receives.
4. The families will discuss with the director about the child's developmental history.

Registration

In order for your child to join our school by law, he or she must have the following files and materials:

- a) A completed application/registration form signed and dated annually.
- b) A health form completed by your physician that has evidence of a complete physical, age appropriate immunizations and evidence of results of lead tests performed.
- c) Registration fee of \$125.00 payable to Sunshine & Rainbows.

Tuitions and Payments

Tuition fees are based on a yearly basis (10 months)... if your desire is to pay monthly, the first payment is due on September 1. Each month after that, tuition should be brought to school and placed in the tuition box. We follow the DY school calendar when it comes to holidays/snow days.

Holidays and vacation days are required in monthly tuition costs; summer months are excluded. School sessions begin in September and end in June. Again you have three options of payment:

Option 1- You may pay full tuition in one lump sum

Option 2- You may pay twice a year. Payment dates are September 1st and February 1st.

Option 3- You may pay in 10 monthly installments. Payment dates are the first of every month

Due to back-up and unpaid tuition payments in the past, we need to implement a strict tuition policy. Your tuition must be paid on the first of each month. Tuitions that are late will be charged a late fee of \$5.00 a day for each day that it is late. Registration fees are non-refundable.

Tuition Policy: If a child were absent for an extended period of time (an example of this would be vacation) the school would presume that the parents likewise would have an obligation to continue to make tuition payments. Siblings will receive a 10% discount off tuition.

Late Policy: In order for Sunshine & Rainbows to function smoothly, we need you to pick your child up promptly as scheduled or you will be charged a late fee. If you would like to discuss your child's day or discuss something with a teacher, please come in earlier so you can do so. If you are late it is \$1.00 for each minute you are late. All late fees will be added to your tuition payment.

Student/Teacher Ratio

It is very important to us that we maintain a low student/teacher ratio. The benefits of this are endless: more one-on-one attention, we are able to meet the needs of each individual child, we have the capabilities to accommodate any unexpected situation or if a child is having a difficult time, one of us will always be able to take him/her under our wing, the teacher and student are able to build a stronger bond and are able to feel a security in a home away from home. It is for this reason we currently have a 1 to 3 ratio for our infant room, a 2 to 9 ration for our toddler room, a 1 to 6/7 ratio for our preschool and Pre-K classes. This will almost always ensure a close community felt environment where your child will play a major role.

School Policies

Every month Sunshine & Rainbows publishes a school newsletter to keep you updated and totally abreast of our program. PLEASE READ as it contains valuable information of our calendar and everyday happenings. Each infant and toddler will receive a daily written report of their day. Monthly calendars and curriculum are handed out to each classroom at the beginning of the month. Feel free to offer feedback, suggestions and contributions. If you have a special talent, please feel comfortable to bring yourself to our children!

Our policy on dropping children off at the start of school is for you to walk into our room and read to the children our "Good Day" board. The children love to know about their anticipated day. Also, feel free to communicate with the staff about any significant happenings that may be affecting your child for that day. You can be assured that it will remain confidential and every effort will be made to make your child and yourself comfortable, and at ease. We do not pretend to know everything but we have had much experience and training and want to support you in the many different aspects of your child's first experience in school.

Conferences

For infant/toddler age children you will receive a daily written report of your child's day. You will also be offered a parent teacher conference every 3 months (infant) or twice a school year (toddler), which includes a written progress report. For preschool and pre-k age children you will receive a written evaluation and parent/teacher conference of your child's progress twice throughout the school year. At any time and for any reason, you may request a conference.

Behavior Management Plan

At Sunshine & Rainbows Early Learning Center we are dedicated to the growing process. We tune ourselves into the children's shifting behaviors and emotional state. We believe in positive drives and wishes for each and every child. We try to help the child bring his positive self into dominance and to guide them into being their own person. It is not our intention as educators to spare the child the inevitable conflicts of growing up, so we make each child accountable for their actions. Sometimes it is the young child's natural drives to explore beyond the boundaries and to release aggressive impulses and to seek his own strength by resisting adult authority. At this time, we make ourselves responsive to the child's emotional needs and find out the "how and why" of the reasons why the child is reacting as they are, whether it be social, emotional, or family oriented. After combating these inner conflicts with each child and allowing them to look at themselves for a moment with helpful problem solving techniques, self-realization and good self-image of what has taken place is developed. In instances, where it is appropriate and feasible, children shall participate in the rule making process. An example of this would be two children figuring out a solution to sharing a toy that both of them want to play with. A child's input on sharing toys is always enlightening to a teacher and their problem solving techniques is sometimes very creative. Collectively, the teacher's believe that all moments in a child's life are "teachable" moments.

If we can make it possible for children to live through their defeats, frustrations and pain; and direct them so that their activities are constructive and creative, then we have certainly done our job.

The following procedures, as set by the Department of Early Education and Care, shall be upheld with regard to discipline:

- a) Corporal punishment shall not be used, including spanking.
- b) No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- c) No child shall be denied food as a form of punishment. Force-feeding is not allowed.
- d) No child shall be punished for soiling, wetting or not using the toilet.

Parent Involvement

Parents are encouraged to visit the school while their child is attending. We have an open door policy at Sunshine & Rainbows so parents are free to visit at any time of the day, during school hours. Parent volunteers are needed to help chaperone field trips during the year. Please let us know if you can help out in any way. We believe that communication between teachers and parents is imperative for positive growth in your child. If you have any thoughts, concerns or feedback, we welcome your input.

Birthday Policy

We would love to celebrate your child's birthday at Sunshine & Rainbows. Parents may provide the snack for that day. If necessary, please make sure that the snack you are providing is peanut free/nut free. Please alert your child's teacher ahead of time about the fun snack and when you wish to celebrate.

Bathroom Procedure

Infants will be changed every 2 hours and when needed otherwise. If you request diaper cream on your child it is necessary for it to be written in your child's file. The changing table is properly cleaned both before and after changing.

Toddlers will be changed every 3 hours and when needed otherwise. If you are practicing potty training at home we will be respectful to use the same techniques at school. Please keep constant communication with your child's teacher on the progress you are making at home.

For safety purposes, a teacher will escort each preschool child to the bathroom. They will be given the privacy that they sometimes need and if they need assistance we shall be happy to help them. It's important that you teach children how to clean themselves. We shall teach them the flushing, washing hands, etc. Toilet training is encouraged but not necessary and it is not considered an undue burden for teachers. Wearing gloves by teachers and hand washing by both teachers and children are a required step in the bathroom procedure.

Clothing

We recommend that you bring an extra set of clothes that can be placed in your child's cubby. You never know when one might have an accident, get dirty in a mud puddle or splash themselves at the water table. Please put your child's clothes in a clear, plastic Ziploc bag that is labeled with his/her name on it. Our main objective is to make them feel comfortable at all times.

Switching Classes

If your child misses a day for any reason, we do not allow taking an alternative class. Our class size and teacher ratios are important for a successful program, so we would appreciate your cooperation.

Our school policy is that we do not switch preschoolers to a different class mid-year. On exception, a doctor's evaluation and child study (which includes observations made by staff, assessments and documented discussions) must be made prior.

Holidays, Vacations and Snow days

Our holiday and vacation schedule is the same as the Dennis-Yarmouth School District: "No School Bulletins" are also the same as reported on our local radio stations and may be additionally called if safety conditions warrants it. We are closed if the Dennis-Yarmouth school district is closed. Our start and end dates is at the discretion of the director. Both preschool and infant/toddler program DO NOT make up snow days. If a child is absent for an extended period of time, the school would presume that the parents likewise would have an obligation to continue to make tuition payments.

Emergency Contingent Plan

Illness- If a child is ill, or shows signs of getting sick, we ask all parents to keep them home. If a child is absent, we ask the parents to contact the school on the day of the absence. We ask all parents to report any contagious symptoms to the teachers so we may alert all of the other children's parents. If a child becomes ill at school, parents will be called or the names of persons that they have provided for us on the release forms if we cannot reach the parents themselves. We will make every effort to keep them warm and comfortable until their arrival.

If an accident or illness arises at school that requires immediate medical attention, the Dennis Fire Department and Rescue Squad will be called and Ms Caitie will accompany them. Parents will be notified immediately.

Loss of Power/Heat/Water- If there is a loss of power during school hours, there will be flashlights readily available for safety. All children will be kept in the same room as the teachers and all parents will be notified to pick up their child immediately. In case of freezing weather, all children will be put in their jackets, hats and mittens while waiting for their parents. We will not conduct school without power for the safety of all the children and staff. In case of water loss, again all parents will be notified to pick up their child.

Unsuspecting Visitor- Doors remain locked throughout the day and all visitors must be met and spoken to by the Director before entering the school. In case of an unsuspecting visitor all children would be first priority to the teachers. They will be kept together under the teachers care. The police/911 would be called if applicable/able. Teachers will remain calm and will keep the situation under control as much as possible.

*All other emergencies will be directed to Ms. Caitie and handled effectively and efficiently.

Health and Emergency Procedures

If your child is ill, or shows signs of getting sick, PLEASE keep them home. If this is your child's first experience in a social setting, be prepared for a season of sniffles, colds, and sometimes occasionally more serious infections. The first year of being exposed to so many children and so many germs is unavoidable. This time of building up immunities will happen whenever the first year of group contact occurs, whether now or in kindergarten. So be patient, your child's immune system will learn to do its job. **If your child is not acting themselves or cannot partake in school's activities/schedule, we ask that they remain at home until they are 100%.**

Please do not bring your child to school if he has a fever, conjunctivitis, severe cold (any discharge from nose that is not clear in color), and diarrhea or is vomiting. Since we play outdoors your child should not come to school if he is not well enough to be outside. Your child should be free of diarrhea, vomiting and fever for at least 24 hours without medication before returning to school.

If an accident or illness arises at school that requires immediate medical attention, the Dennis Fire Department and Rescue Squad will be called and Ms. Caitie will accompany them. Parents will be notified immediately. All teachers are certified in first aid and CPR. If a minor injury happens, an injury report will be filled out, given to parent at pick and placed in the child's file and logged.

Medication

Our policy on administering prescription and non-prescription medication is that it can and will only happen with written consent by the parent and physician. It has to indicate that the medication is for the specified child, when it needs to be administered and what the dosage is. All prescription medication will only be administered with a written consent from a physician, which includes the label on the medication, and also information of the specified child and dosage, how many times a day and number of days the medication is to be administered. Medication will not be administered contrary to the directions on the original container unless authorized by a written order of the child's physician. All medication will be labeled in its original container, with the child's name, the name of the drug and the directions for its administration and storage. All medication will be stored away from reach of children.

All teachers have been trained in the 5 rights of administration of medication.

Field Trips and Transportation Plan

Our field trips are an extremely important part of our curriculum. We select trips that are age appropriate and ones that will be educationally instilling for your children. Please feel free to join us and there may even be times that you may bring your younger child along with you. The utmost precautions are taken on these adventurous trips. All children who are not traveling with their parent will drive with a teacher. All teachers have their driver's license, have safe and secured vehicles, are insured and have their insurance on file. All teacher drivers have completed "the look before you lock training." All teachers carry cell phones and a first aid kit with them in case of an emergency. If your child is not going to be in school on the day of a scheduled trip, please contact us in the morning to let us know. All of the children's emergency information travels with us on our trips and to the playground. Prior to the field trip, all children are informed of proper conduct in the car as well as appropriate field trip behavior. Another adult will accompany the driver to assist with children's needs. If an emergency arises, the teacher will pull the car over to a safe location and contact Ms. Caitie and any other necessary aid if needed.

Releasing Children

Please know that we will not release a child to anyone that you have not given us permission to on your child's release section of his/her application. If you would like to add to the release form throughout the year you are free to do so but previous to allowing that person to pick your child up. Also, if the parent is having someone else other than themselves, please notify a teacher in the morning. A photo id is required for anyone new at pick up.

Parking

Please park in the spaces beyond the school by the barn. It's a very busy parking lot during drop off and pick-up so please take care and remember that children are much safer when holding a helping hand.

Fire Drills

The children are introduced to fire safety immediately upon entering school. Many routine fire drills are done and documented in school. Deputy Chief Kent also comes monthly to our school and monitors drills through the Dennis Fire Department. Our building is equipped with smoke and carbon monoxide alarm system, fire extinguishers and emergency auxiliary lightening. We leave out the front door or back door of the school and head to our meeting place, our tree named "Tucker". Our alternate route is out the back door, through the playground and toward the barn. Children are timed during practice runs and assisted by all the teachers. Attendance lists must be accessible and taken along during an evacuation. Ms. Caitie will assist any child with any disabilities.

Social Service Referral Plan

If a teacher suspects a social, educational, emotional, or medical problem or any signs of concern with any child attending Sunshine & Rainbows Early Learning Center we shall act upon it collectively as a staff and with expediency. The following steps will be taken:

1. Teachers will arrange an observation schedule to document any behaviors and concerns in the ongoing preschool/daycare group.
2. This will be scheduled quickly to avoid any delay of service.
3. Once the written record of behaviors is obtained teachers will plan a conference with the parents to discuss concerns. The written record and any additional info will be shared with the parents at this time. Parents, with teacher's support, or director with written parental consent, will contact the appropriate agency for consultation or observation of the child.
4. Center Liaison: The Director is the center liaison for ancillary staff needed for children's special needs to be met including but not limited to: Speech pathologist, occupational therapist, physical therapist, Director of Special Needs for D-Y District, Director of Early Childhood, school psychologists, medical or dental referrals.
5. Written notice to the administrator of the DPH Early Intervention program will be made if we are serving a child with a disability who is younger than two years, nine months old.
6. Most concerns will be referred to the special needs coordinator for early childhood for a prescreening evaluation. Following this evaluation another meeting is arranged with the parents to review the following options:
 - a. No immediate follow up needed
 - b. Plan a program within the preschool setting
 - c. Plan a more extensive evaluation leading to an individualized education plan
 - d. Referral to another agency or group for more intensive work
7. All names and phone numbers can be obtained for you through Ms Caitie
8. A Mid Cape Family Resource Directory that includes Parent and Family Support, Child and Family Counseling Services, Parenting Classes, Crisis Intervention, Teen Services, Fuel Utility Services, financial services, Legal Services, Transportation, Food, clothing, housing, Health, Disability Services

9. Recreation and Family Outings, Public Schools, Employment and Job Training, Childcare Centers, Family Daycare Providers, Preschools, Headstart and Playgroups as well as Bilingual Services is provided for each parent in our school.

Suspected Child Abuse and/or Neglect

As a childcare provider, this school is mandated to file a report of any suspected child abuse or neglect. The report is to be phoned into the Department of Social Services at 508-394-1325. Within 48 hours of this telephone report, a written report shall be completed. If the child is in immediate danger, the local police will be summoned to school.

The Director will report any instance of abuse or neglect to the Department of Early Education and Care as well to assure that all precautions are taken in the situation properly. The staff will be sure the following information is of hand: name, address, present whereabouts, birth date or age, sex of the reported child, names of the child's parents or guardians, as well as their addresses and phone numbers, principal language spoken in the household, full nature and extent of the child's injuries, abuse or neglect, assessment if further risk is imminent, when we first became aware of injuries or abuse, and whether action was taken to treat, shelter, or assist the child.

When a staff member is suspected of abuse at the center, the Director will file a 51A form. Pending the results of abuse at the center, the staff person will be suspended without pay. Should the accusation be false, all pay will be reimbursed and the staff person rehired. The center will cooperate with any Department of Education and Care and DSS investigation. Department of Education and Care and Department of Social Services will be notified immediately upon suspicion. The alleged staff member would remain out of the classroom until DSS investigation is complete or until the Department of Early Education and Care tells us otherwise.

All information in this handbook on the subject of Child Abuse and/or Neglect is at the request of The Department of Education and Care.

Termination and Suspension Policy

Every attempt is made to communicate with parents about issues that may arise with themselves or their child. Any special needs perceived would be reported to parents and a plan for service will be designed with the parent and the teachers at the center. Every effort will be made to serve all children at Sunshine & Rainbows. Termination can occur under the following circumstances:

1. Neglect to respect school policies;
2. Neglect to pay tuition;

3. After meeting with parents regarding a parent, and/or child's behavior, an equitable program for meeting the needs of the school, parent and/or child cannot be agreed upon by the parents and directors.

We will provide written documentation to the parents of the specific reasons for the proposed suspension and/or termination of the child and the circumstances under which the child may return, if any.

Nutrition/Lunch/Snacks

Healthy, active children usually need a snack between meals in addition to regular meals. Good snacks provide nutrients needed for normal growth, but don't spoil the appetite. All children are expected to bring a snack (or 2 if staying for rest) and a lunch with an ice pack. We encourage healthy foods! Examples of yummy snacks are fresh fruit, vegetables, cheese and crackers, trail mix, dry cereal, applesauce, graham crackers, oatmeal cookies, pretzels, raisins, dried cranberries, etc. We encourage the children to make a healthy choice first (sandwich, yogurt, etc) and then move on to their treats/snacks thereafter although everything that you put in your child's lunch box is fair game.

Parent Information, Rights and Responsibilities

Parent input is always welcome. Visits from our parents are also always welcome. You do not need to schedule visits either. Come have lunch with us sometime, we would love it and so would your little one! Sunshine and Rainbows encourages any assistance on field trips, volunteers in the classroom and the sharing of talents. We also embrace constructive criticism and are always open to ideas with which to improve our program. The best forum for this discussion is in Ms. Caitie office.

Confidentiality & Distribution of Records

All the children's records are kept within the confines of our center and staff is not permitted to distribute to anyone without written consent of the parents. The file is available at any time to the child's parents. If a parent agrees to release a file we will take the following information: name, signature, position of person releasing the info, the purpose for the release and the signature of the person to whom the info is released. A log will be kept and would be available to the parents and Director. The children's records will be kept updated and held at the center for 5 years. Any fees that would be charged for duplication of the records to parents would be kept at a minimal cost.

Access to Records

All parents will have access to their child's records. The center must provide access within two business days, unless they have your permission to take longer. You must be allowed to view your child's entire record, even if it is located in more than one location. The center must have procedures regarding access, duplication, and dissemination of children's records. They must maintain a written log, which identifies anyone who has had access or has received any information out of the record. This log is available only to you and the people responsible for maintaining the center's records.

Amending the Child's Records

All parents shall have the right to request adding or deleting from their child's records. Upon providing a conference to discuss the material in question, Ms Caitie will provide in writing a decision rendered and adjust according to the findings.

Transfer of Records

As long as the child is no longer a student in the center a copy of the records may be given to the parents or whomever else the parent suggests upon written consent.

Research and Observation

Sunshine & Rainbows Early Learning Center shall not conduct any of the above involving children without written consent of the parents. If there were to be an observation of the class, as there are many done during the course of the year, the parents would be notified in writing by the center in a newsletter.

Department of Early Education and Care

You are welcomed to contact the department of early education and care with any questions about the school's history.

Department of Early Education and Care

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Taunton, MA 02780

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