

You Are My Sunshine

Jennifer Stuart, Owner/Director
366 Hansen Cir, Folsom, CA 95630
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www.youaremysunshinepreschool.com
(916) 705-9175



WELCOME!

We are so glad you will be joining us for the 2018-2019 school year!

Dear Child(ren) & Family,

This upcoming school year is going to be great! You are in store for many treats!

As we are licensed by the state of California to hold classes for children, all kids aged 10 and below attending regular classes need to complete the attached paperwork as required by the state. Thanks so much in your help with this!

Please fill out everything completely and return the forms and August tuition on or before June 2nd, 2018 to hold your spot for this coming fall. If you need more time, please contact us asap to discuss. We understand that immunizations are often updated over summer break. If this is true for you, simply turn in what you have now and be sure to hand in the updated info before classes begin.

If your child(ren) attended classes with us previously, all returning children do NOT need to fill out the state forms again - but please do hand in any updated immunizations your child may receive to be sure they are up to date for the state.

All required forms and tuition for August are due on or before June 2nd to hold your child's spot - unless we have discussed other arrangements.

For all children attending our preschool classes, we are excited to hold our annual back to school parent-child story times on Wednesday, August 15th as follows:

- 2 Day Wonder Garden Class 9:30-10:15
- 3 Day Discovery Forest Class 10:45-11:30

These are a fun chance to meet other children and parents in your child's class before preschool begins!

For our enrichment classes, we do not have official story days, but parents typically make great connections at drop-off & pick-up times!

Checklist for new children attending our classes:

- Complete ALL parts of the Identification & Emergency Information Card
- Complete the Consent for Emergency Medical Treatment Form
- Include a *copy* of your child's yellow immunization card or a doctor's printout
- Sign the Notification of Parent's Rights form (we only need the bottom)
- Sign the Additional Children in care form (this is for when Ms. Jennifer's school aged children are in the home during preschool classes)
- Fill out the About Your Child form to help us get to know your kid

**Returning students do NOT need to complete these forms - just hand in any updated immunizations if your child has received any.

For ALL Children:

- August tuition is due by June 2nd to reserve your child's spot (unless we have discussed other arrangements). You may pay by check, cash, or on our website via credit card.
- Tuition notes: our class tuitions are based upon what is needed to provide quality teachers, supplies, materials, upkeep etc, for a wonderful school year. We are not able to offer prorated amounts for sick or vacation days at this time, but are happy to supply you with what we will be teaching while your child is gone, as desired. If your child does need to dis-enroll, etc, during the school year, we request notice by the 15th of the month before to allow us time to fill the spot. Thanks for your help & understanding!

If you need to add any classes, please see the application on the next page:

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Application for 2018-2019 School Year

Child's Full Name: _____

Date of Birth: _____ Street Address: _____

City: _____ Zip: _____

Parent/Guardian Name: _____

Employer: _____ Position: _____

Best Daytime Number(s): _____

Email: _____ Want Emails: Y/N

Parent/Guardian Name: _____

Employer: _____ Position: _____

Best Daytime Number(s): _____

Email: _____ Want Emails: Y/N

Class Details: 3 Day AM for mature 3's to 5yr (8:45-11:35 M,W,Th, \$390/mo)

**Please see next page for more ->

To reserve your child's spot, you need to fill out this application and submit an annual **non-refundable** application/materials fee along with it. These funds are used for repair/maintenance/purchase of new materials to maintain a quality school environment. New students are to pay \$190 and returning students are to pay \$160 once per year. Tuition for August is due by June 2nd (or upon enrollment if later) to reserve your child's spot. Subsequent tuition is due by the 2nd of each month. 30 days notice is required to leave the program during the school year, or you are responsible for tuition the following month.

You may pay for the full year's preschool tuition up front to receive a processing discount of \$200 if paid up front in full.

Tuition may be paid by cash, check to You Are My Sunshine, online bill payment, or credit card (with a small fee) on our website.

I am so glad you can join our Sunshine family!

Parent/Guardian Signature: _____ Date: _____

**IDENTIFICATION AND EMERGENCY INFORMATION
CHILD CARE CENTERS/FAMILY CHILD CARE HOMES**

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST		BUSINESS TELEPHONE ()
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST		BUSINESS TELEPHONE ()
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL

OTHER

EXPLAIN _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE

DATE

TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION

DATE LEFT

**CONSENT FOR EMERGENCY MEDICAL TREATMENT-
Child Care Centers Or Family Child Care Homes**

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

Jennifer Stuart

FACILITY NAME

TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____, THIS CARE MAY BE GIVEN UNDER

NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:_____
DATE_____
PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE_____
HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

FAMILY CHILD CARE HOME NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the family child care home without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the family child care home, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the family child care home without discrimination or retaliation against you or your child.
5. Be notified and receive, from the licensee, a written notice that lists the name of any person not allowed in the family child care home while children are present. *(NOTE: This notice is only required when the Department has, in writing, excluded someone from the family child care home on or after January 1, 2001).*
6. Request in writing that a parent not be allowed to visit your child or take your child from the family child care home, provided you have shown a certified copy of a court order.
7. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name:

CDSS, CCLD

Licensing Office Address:

2525 Natomas Park Dr. #250 (95833) SAC, CA

Licensing Office Telephone #:

(916) 263-5721

8. Be informed by the licensee, upon request, of the name and type of association to the family child care home for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
9. Receive, from the licensee, the Caregiver Background Check Process form.
10. Be informed, by the licensee, that the facility has or does not have liability insurance (or a bond) that covers injury to clients due to the negligence of the licensee or employees of the facility.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE FAMILY CHILD CARE HOME TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

UC 995A (8/08)

(Detach Here - Give Upper Portion to Parents!)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "FAMILY CHILD CARE HOME NOTIFICATION OF PARENTS' RIGHTS", the CAREGIVER BACKGROUND CHECK PROCESS and the FAMILY CHILD CARE CONSUMER AWARENESS INFORMATION form from the licensee. Jennifer Stuart
Name of Family Child Care Home

Signature (Parent/Authorized Representative) _____

Date _____

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to the parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

UC 995A (8/08)

**PARENT NOTIFICATION
ADDITIONAL CHILDREN IN CARE**

As required by Health and Safety Code Sections 1597.44(c) and 1597.465(c), you are hereby notified that: *(Check one)*

- I am licensed as a Small Family Child Care Home and may provide care for more than six and up to eight children when one child is enrolled in and attending kindergarten (including transitional kindergarten) or elementary school, and another child is at least six years old, and no more than two infants are in care.
- I am licensed as a Large Family Child Care Home, and with an assistant provider, may provide care for more than 12 and up to 14 children when one child is enrolled in and attending kindergarten (including transitional kindergarten) or elementary school, and another child is at least six years old, and no more than three infants are in care.

366 Hansen Cir, Folsom, CA 95630
(PRINT FACILITY ADDRESS)

(CUT ALONG DOTTED LINE)

**RECEIPT OF PARENT NOTIFICATION (Facility Copy)
Additional Children in Care**

I, _____, acknowledge receipt of the notification that this Small Family Child Care Home may be providing care for more than six and up to eight children, or that this Large Family Child Care Home may be providing care for more than 12 and up to 14 children in accordance with Health and Safety Code Sections 1597.44 and 1597.465.

(PARENT/AUTHORIZED REPRESENTATIVE SIGNATURE)

(DATE)

(CHILD'S NAME)

**Maintain the completed and signed bottom half of this form in the child's record
and provide the completed top half of this form to the child's parent or authorized representative.**

About Your Child



- ❖ Child's full name: _____
- ❖ What name would you like your child to learn to write at school (it can be their full first name or a shortened version – we just want to get it right!):

- ❖ Which hand does your child show a preference for so far? _____
- ❖ Favorite book: _____
- ❖ Favorite song: _____
- ❖ Favorite movie/show: _____
- ❖ Any foods he/she cannot eat or really dislikes? Any special dietary needs?

- ❖ Favorite toys, games, activities? Does he/she do any sports or fun classes?

- ❖ Is your child toilet trained? _____ What words do you use for toilet, etc?

- ❖ Does your child have any special fears?

- ❖ When your child is upset what helps to comfort him/her?

- ❖ Any special family situations? _____
- ❖ Who lives at home with your child? (parents, siblings, grandparents, etc) Please give names and ages of other children. _____

- ❖ Anticipated adjustment/ separation problems?

- ❖ Any disorders / developmental issues we should know about?

- ❖ Please describe any previous childcare or preschool experiences:

- ❖ Future school plans: _____
- ❖ Other comments? _____

FAMILY CHILD CARE CONSUMER AWARENESS INFORMATION

Family Child Care (FCC) is provided by the home of a licensed provider for up to eight children with one adult or up to 14 children with one adult and one assistant. FCC homes provide a home like setting. Making sure that the licensed FCC homes are providing safe care is the job of the licensing agency, the parents and the provider.

HEALTH and SAFETY CHECKLIST

You should check for basic health and safety practices in the home. Your FCC Provider, by state law and regulation, must do the following:

- Get a license from the local licensing agency.
- Provide care to no more than eight children (with no more than two children under age 2) or 14 children with an assistant (with no more than 3 children under age 2).
- Make sure the home has heat in cold weather and is cool in hot weather.
- Keep detergents and cleaning products out of children's reach.
- Make sure swimming pools are fenced or have a pool cover.
- Baby gates must block stairs in facilities when children less than five years old are in care.
- Store guns, other weapons, and poisons in locked areas.
- Have an emergency plan in case of fire or earthquake.
- Keep an emergency information card on every child in care.
- Keep a fire extinguisher and working smoke alarm in the FCC home.
- Provide a smoke free environment.
- Not use baby walkers, bouncers or similar items.

WHAT SHOULD THE FAMILY CHILD CARE HOME PROVIDE?

You should get answers to these questions before placing your child in the home:

- Is the home clean and safe?
- Are there enough toys and games?
- How will my child be disciplined? (**Spanking, hitting, slapping, shaking and so forth are not permitted in licensed homes.**)
- What meals will my child be given?
- How will the food I bring be stored and prepared?
- Is there enough room (*indoor and outdoor*) for my child to play?
- What activities are planned for my child?
- How will my child be cared for when he or she gets sick?
- How many other children will be in care?
- What ages are the other children?
- What are the sleeping/napping/rest arrangements?
- How will I find out if my child is hurt or injured while in care?

DISCUSS THE FOLLOWING WITH THE PROVIDER:

- **Setting times** for arrival and pickup.
- **Bringing items** from home (*food, toys, change of diapers, change of clothes, toothbrush, infant furniture, and so forth*).
- **Providing instructions** for giving medicines or special food.
- **Providing telephone numbers** for home, work, spouse's work, doctor and neighbor.
- **Providing a list of names** and telephone numbers of people who may pick up your child.

GOOD CHILD CARE INCLUDES THESE THINGS:

- **A provider** who provides warm and loving care and guidance for your child, and who works with you and your family to make sure your child grows and learns in the best way possible.
- **A home** that keeps your child safe, secure, and healthy.
- **Activities** that help your child grow mentally, physically, socially and emotionally.
- **Your involvement** in your child's care.

WHAT ARE PARENTS' RESPONSIBILITIES?

The California Department of Social Services licenses homes to provide child care, and wants you to understand the licensing laws and the ways in which you can check the quality of care your child receives.

WHAT SHOULD PARENTS DO?

- **Ask** to see the FCC home license. Homes caring for children from more than one family must be licensed.
- **Check** the condition of the FCC home frequently. Parents have the legal right to "drop in" at any time care is being provided.
- **Know** your rights as a parent by reading and keeping the Notification of Parents' Rights form.
- **Make sure** the Parents' Rights Poster is displayed in the home.
- **Watch** how your child acts in the home.
- **Listen** to what your child tells you about the care received in the home.
- **Talk** with the provider about any problems. Inform the provider of anything in the home which could hurt your child.
- **Call or write** the licensing agency if the provider fails to fix a hazard or if you believe your child has been harmed while in the provider's care. (See "How to file a complaint")
- **Ask** to see the licensing reports on file in the home.
- **Call or visit** the licensing office and ask to look at your provider's licensing file
- **Ask** if there are any adults in the home that have a criminal background.

PARENTS OF BABIES SHOULD ENSURE THAT:

- The baby receives **good nutrition** and is fed at the proper times.
- **A stimulating environment** is provided.
- The provider gives **emotional support**, and holds the child regularly.
- The provider cares for **no more than four babies**.
- Babies are **placed on their backs** when put down to sleep or nap.

HOW TO FILE A COMPLAINT ABOUT A FAMILY CHILD CARE HOME

COMPLAINT PROCESS

1. If you think a FCC provider is breaking the licensing laws, you may file a complaint with the local licensing office. You can find the address and telephone number in the following ways:
 - the provider's license
 - your copy of the Parents' Rights Notification form
 - the telephone book under:

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING

OR

COUNTY OF _____
WELFARE OR SOCIAL SERVICES DEPARTMENT
CHILD CARE LICENSING

- The California Department of Social Services Community Care Licensing Division's website at www.cclfd.ca.gov
2. Call or write your local licensing office and explain your complaint. Your name will remain anonymous unless you give us permission to use it. You will be notified of the results when the investigation is done.
 3. If you believe your child is being physically or sexually abused, you should also report it to your local Police Department or Sheriff's Department.
 4. Contact the local licensing office about any issues or questions you may have.
 5. To learn more about the Child Care Licensing program and services, please visit our website. There you will find child care licensing updates, regulations, and information about the child care advocate program.

WHEN YOU REPORT SUSPECTED VIOLATIONS YOU NOT ONLY PROTECT YOUR CHILD BUT ALSO PERFORM A SERVICE TO YOUR COMMUNITY.

WHAT THE LICENSING AGENCY DOES

- Visits each FCC home before issuing a license to operate.
- Does criminal background checks and child abuse index checks on all adults in the home.
- Requires tuberculosis (TB) tests of providers.
- Investigates complaints.
- Makes unannounced visits to the FCC home.
- Denies applications and revokes licenses when necessary.

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cald.ca.gov/contact.htm>.



You Are My Sunshine

2018-2019
School Year Calendar

- Aug 15 ~ School Opens, Preschool Story Times
- Aug 16 ~ Preschool Classes Begin
- Aug 20 ~ All Classes Begin
- Sep 3 ~ No Regular Classes, Labor Day
- Oct 8 ~ No Regular Classes, Local District Holiday
- Nov 12 ~ No Regular Classes, Veteran's Day
- Nov 19-23 ~ No Regular Classes, Thanksgiving Break
- Dec 20 & 21 ~ Preschool Holiday Shows
- Dec 24-Jan 4 ~ No Regular Classes, Winter Break
- Jan 7 ~ Regular Classes Resume
- Jan 21 ~ No Regular Classes, Martin Luther
- Feb 18-19 ~ No Regular Classes, President's Weekend
- April 15-22 ~ No Regular Classes, Spring Break
- May 23-24 ~ Preschool Graduations, Last Days for All Classes
- May 27 ~ Summer Break Begins
- June 3 ~ Summer Camps/Classes Begin

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