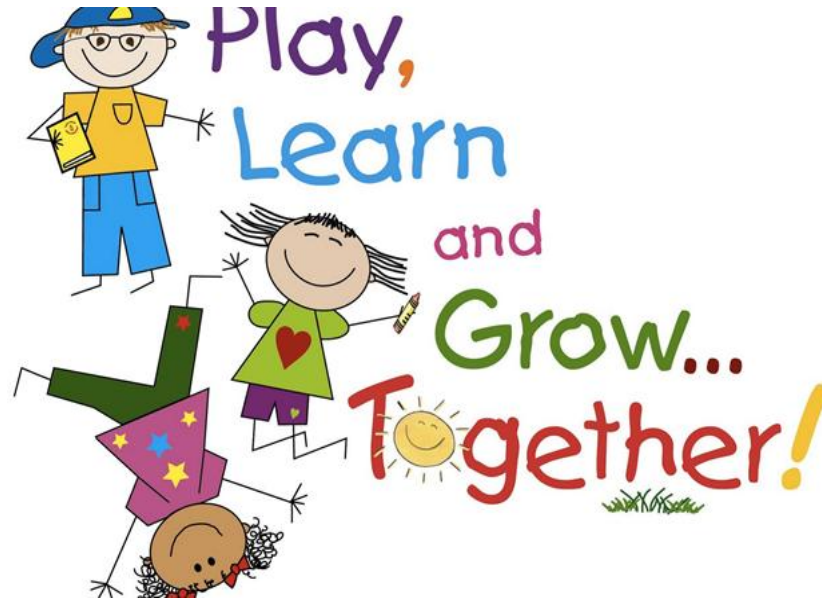


Little Sunshine Family Childcare

Parents / Guardians

Policy Handbook



Please read all the documents that are provided for you in this handbook. This handbook was designed for the Parents / Guardians of the children who will be or are enrolled in **Little Sunshine Family Childcare**. Please keep this handbook for your own personal use and for future reference. This handbook is yours to keep.

Do not return this to Little Sunshine Family Childcare.

Little Sunshine Family Childcare.

Dear Parents:

Welcome to **Little Sunshine Family Childcare!** I'm excited that you have chosen to partner with me in the care and education of your child / children.

Please refer to this handbook often, as it has been designed to give you information about all aspects of my programs. If your questions are not answered here, ask me. I'm here to assist you with any concerns you may have about my program and the care / education of your child.

There will be many opportunities throughout your time here in the program to become involved in your child's education and activities. I encourage your participation in all aspects of the program: arts and crafts, story time, parent meetings, meet and greet other parents, field trips, etc.

Throughout this handbook the word "Parent" refers to the primary caretaker in a child's life; biological parent, grandparent, foster parent or guardian.

With your help, I look forward to reaching my goal which is to prepare young children for school giving them the skills needed to continue on their educational journey after leaving my program.

At **Little Sunshine Family Childcare** our routine responds to the needs and interests of the children in care. Our routine meets EEC's (licensing Agency) regulations for sixty minutes of physical activity every day, child-initiated and Educator-initiated activities and daily outdoor play, weather permitting. Additionally, our curriculum engages children in developmentally appropriate activities by planning specific learning experiences. **Little Sunshine Family Childcare** promotes learning self-help skills that foster independence, opportunities to gain problem solving and decision making competencies and leadership skills and opportunities to learn about proper nutrition, good health and personal safety. **Little Sunshine Family Childcare** also provides an environment that promotes cultural, social and individual diversity supporting social emotional wellness in all young children giving them the opportunity to form close and secure adult and peer relationships.

In addition, progress reports must be completed periodically for all children in care. For infants and children with identified special needs, we will be completing progress reports every three months. For toddlers and preschoolers, those reports are completed every six months, and school age children will have a yearly progress report completed for them. **Little Sunshine Family Childcare** will be sharing your child's progress reports with you, as well as offering an opportunity to meet and discuss your child's progress. Feel free to ask me about curriculum and progress reports and how they are implemented in my program.

You will receive the Ages and Stages Screening Tool which I hope you will complete upon intake. This will provide me with valuable information about your child.

ADMISSION POLICY Non Discrimination Statement

At **Little Sunshine Family Childcare** enrollment is open to all children. I do not discriminate against nor give preferential treatment to any child or family because of race, religion, cultural heritage, political beliefs, age, sex, national origin, disability, marital status or sexual orientation.

Non Discrimination Statement – Children with Special Needs

Little Sunshine Family Childcare accepts applications for every child with a disability and determines whether the program can appropriately meet the needs of the child. Since no program can meet the needs of all children and families, my acceptance policy is conditional on my assessment of the appropriateness of my program to fulfill the child's needs. With the parent input we will work to identify the specific accommodations, if any, required to meet the child including but not limited to a change or modification in the child's participation in regular activities.

Once these possible accommodations are identified **Little Sunshine Family Childcare** will determine if the requirements to accept the child with special needs into the program are reasonable or would cause an undue burden to the program.

Confidentiality of Records

Family records are open to the child care provider, authorized employees of EEC The Department of Early Education and Care (mass license agency) parents and legal guardians. Under no circumstances shall confidentiality be broken. Parents should feel comfortable sharing information about their child.

Enrollment

As part of the enrollment you will be asked to provide basic information about your child, emergency medical and contact information, permission slips, and photo release form. **Care is provided Monday – Friday 6:30am – 4:30pm.** Children may be dropped off no later than 9:30am. You may stay with your child for one or more hours on the first day until he or she seems comfortable with the provider. The separation of a parent and child at the beginning of the day can be very emotional for the child as well as the parent. We strongly urge all parents to develop a drop-off ritual, such as coming in at drop-off time, taking a minute to change your child and say a proper good-bye. This adds to your child's sense of security and makes his or her transition to daycare easier. We strongly discourage a quick drop-off at the front door. Sometimes children suddenly start experiencing separation anxiety at drop-off time. This can make saying good-bye very painful for the parent. If your child is having this particular difficulty you may find you want to stay longer before saying good-bye.

Children are to be signed in and out of Care at drop-off and pick-up. If you wish to have someone else pickup your child other than those listed to do so, please notify us in writing beforehand. Persons not authorized to pick up a child will be asked to leave. If he or she refuses, we may be compelled to call for police assistance.

Little Sunshine Family Childcare regarding custody or visitation.

[X] I am not currently utilizing an assistant.

[] The assistant (s) / volunteer (s) I am currently using in my program are:

Supervision

Supervision is critical to keeping children safe, I and any assistants in my program will appropriately supervise children in order to ensure their health and safety at all times. I will use good judgment and consider several factors in determining the appropriate level of supervision for the children including

age, developmental needs, behavioral characteristics, the nature of activities and the space we are using, as well as the number of caregivers present at any given time. If you have any questions or concerns about how I supervise the children in my program, feel free to ask me.

Safe Sleep

Supervision of children is equally important during the times that the child is sleeping at the program, particularly when that child is an infant. EEC has very specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless a child's physician orders otherwise (such an order must be given to me in writing). I check on children every 15 minutes during naptime. If your child is less than six months old, I will directly supervise them during naptime for the first six weeks they are in care. For more information regarding Safe Sleep, please feel free to review the 'Family Child Care Policies' section of www.eec.state.ma.us.

Guidance and Discipline

At **Little Sunshine Family Childcare** we create an atmosphere of acceptance for and to enhance the self esteem of each child. The goal is to guide and teach children prosocial behaviors. We believe that children learn best when helped to process information rather than simply being told what not to do. When children act inappropriately we redirect them to positive actions they can take. Our goal is to help them understand how to better handle the situation next time it arises. By asking questions regarding their behavior we are able to understand what they were trying to accomplish, and then guide them to create other options for meeting their goal.

We will be consistent and fair as we respond to inappropriate behaviors and will continually display our love for each individual child. Staff will at all times be respectful of the children and will show them love while responding to negative behaviors. We will keep each one safe as they either exhibit or witness inappropriate actions.

We will never subject children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment. We will never use corporal punishment, including spanking. We will not deprive children of meals or snacks; force feed children; or discipline a child for soiling, wetting or not using the toilet. This includes forcing a child to remain in clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting. When discipline is needed, we never use any type of physical punishment. We use positive guidance, redirection, limit setting, or quiet time away from the group activity when needed. Children can rejoin the activity / function when they are ready to.

Nap time or Quiet Time

We are aware that some children require more rest than others, with this in mind your child will be encouraged to take a daily nap, but never forced. A child who does not wish to nap will engage in quiet activity on his/her cots until nap time is over. This will allow the child to unwind and catch up on some rest. Children who get proper rest will interact better with their peers. Parents are asked to provide a blanket or "nap pal" for which their child to use during nap time on their cots.

Parent Resources

Expectations

- Communicate any relevant issues with child's teacher
- Respect classroom schedule and needs of all the children in the class
- Develop consistency between school and home
- Be your child's first teacher
- Attend Parent/Teacher conferences

- Adhere to all policies
- Ask questions
- Be involved

Parents are an integral part of a child's education – the quality of care is related in part to the degree of parental involvement.

Parents can expect their child's teacher to:

- Be knowledgeable about child development
- Be open to parent feedback
- Treat each child as a uniquely important individual
- Follow through with special instructions
- Take all measures to ensure the safety of every child
- Create and implement developmentally appropriate curriculum
- Communicate weekly/biweekly the classroom curriculum
- Assess child's development –refer if necessary
- Provide opportunity to conference about child's development
- Create a positive environment for all children in the daycare
- Follow guidelines set forth by the NAEYC Code of Ethical Conduct

As an Infant/Toddler Educator, I am dedicated to creating and maintaining the highest quality of care that encourages your child to develop his/her fullest potential in all areas of development. We look forward to working with you to achieve this goal.

Role of the Parent

As a family child care provider, I work in partnership with parents to foster a child's development and recognize that home and school are connected. A positive and respectful relationship between parents and teachers will give children a secure foundation. We can accomplish this by working together as a team in your child's education.

Parents Rights

You have the right to visit the program announced or unannounced at any time while your child is present.

You have the right to meet with the Child Care Provider and Assistant if any

You have the right to receive written information regarding your child such as progress reports, evaluations, etc.

You have the right to receive written information on any of the program policies and to receive information in the language spoken.

You have the right to make suggestions or have input in your child's care.

You have the right to be informed on any injuries, communicable disease, pets in the program, etc.

Parent Complaints / Issues

Any complaints or issues should be brought to the immediate attention of the Family Child Care Provider. Parents also call the Department of Early Education and Care (EEC) if they feel that their complaints / concerns are not being addressed in an appropriate manner. The address and telephone number to EEC's Regional Office is:

1540 Hancock Street
Quincy, MA 02169
Telephone Number: 617-472-2881

You can also call EEC for the compliance history of the Family Child Care Program.

Lead Poisoning Prevention

All Family Child Care Educators are required by EEC to provide parents with information regarding the risks of Lead Poisoning. The following are some facts that all parents should know about lead and lead poisoning:

- Lead poisoning is caused by swallowing or breathing lead. Lead is poison when it gets into the body.
- Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away. Lead in the body can:
 - Hurt the brain, kidneys, and nervous system
 - Slow down growth and development
 - Make it hard to learn
 - Damage hearing and speech
 - Cause behavior problems
- Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.
- When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.
- Lead dust lands on the floor. Lead gets into children's bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years are most at risk.
- Important: Home repairs and renovations also create lead dust.
- Most children who have lead poisoning do not look or act sick. A lead test is the only way to know if your child has lead poisoning. Ask your doctor to test your child for lead. Some children may have:
 - Upset stomach
 - Trouble eating or sleeping
 - Headache
 - Trouble paying attention

As mentioned earlier, if your child is over nine (9) months of age, you will need to provide documentation to me that your child has been screened for lead poisoning. Most children will be screened annually until either age three (3) or four (4), depending on where the child lives.

I am required to disclose to you if I am aware of any known sources of lead in my home. Information regarding known sources of lead in my home is as follows:

UNKNOWN

For more information on lead poisoning, you can visit <http://www.mass.gov/dph/clppp> or call the Childhood Lead Poisoning Prevention Program at (800) 532-9571.

Administration of Medicine

New EEC regulations require that all licensed Family Child Care implement a plan to administer medication as ordered by your child's health care practitioner; have at least one educator with training in medication administration present at all times when children are in care, and ensure that all educator (even those not giving medications) receive training in recognizing common side effects of medications. **Little Sunshine Family Childcare** will follow the 5 Rights of Medicine Administration:

1. The right medication is given by checking the label
2. The right child has received the right medicine by checking the name on the prescription as well as the name of the child
3. The right dosage is given by using the correct measuring instrument
4. The right time
5. The right route (orally, topically, inhaled, eye drops etc.)

Any medication (prescription and non-prescription) including topical ointments cannot be given to children without written parent authorization. Prescription medication must have the written order of a physician indicating the child's name, dosage, number of times per day, and the number of days to be administered. **Parents must give their child the first dosage of all prescription medications.** For any non-prescription medication (including topical) authorization is required once per week. Parents/Guardians must complete the authorization form. ***Children who have been diagnosed with a chronic disease or illness (such as a food allergy) and need emergency medication cannot be in care without their emergency medication.***

Oral Health

I will be reinforcing good oral health practices with your child each day. If your child is in care for more than 4 hours per day, or he/she will be receiving at least one meal while in care, I am required to assist your child with tooth brushing at the program.

☐ I would appreciate it if you would provide me with a toothbrush and toothpaste for your child, which I will store in a safe and sanitary manner at the program.

☒ I will be providing tooth brushing materials at the program.

Sick Children / Exclusion Policy

All children who will attend Little Sunshine Family Childcare will need to provide their immunization records. Children who are immunized are protected against preventable childhood diseases like whooping cough, polio, measles, mumps, rubella, etc. If a medical reason prevents your child from being immunized a note from the primary ***care physician*** will be needed.

Young children, especially those under the age of three, are very susceptible to communicable and acute illness and infection. A Communicable Illness is an illness that can be transmitted or spread from one person to another (bacteria, viruses, or parasite) These illnesses are usually located in discharge from the respiratory (nose, throat, or lungs). They can also be found in blood, urine, and discharge from the eyes better known as conjunctivitis or pink eye. A communicable illness is also considered as coughs, colds, sneezes, tuberculosis, and chickenpox.

The control of communicable illness among the children is a prime concern of **Little Sunshine Family Childcare**. Policies and guidelines related to outbreaks of communicable illness in the center have been developed by management. In order to protect the entire group of children as well as staff members, Little Sunshine Family Childcare is asking all parents to assist us by keeping their child/children home if they have experienced any of the following symptoms within the past 24 hours:

- A fever over 100f or 99f under the armpit
- Signs of a newly developing cold or severe cough
- Diarrhea, vomiting, or upset stomach
- Unusual or unexplained loss of appetite, fatigue or headaches
- Any discharge from the eyes, nose, ears, or from open sores

A child who becomes ill with any of the above symptoms will be returned home by making the proper home call(s). We at Little Sunshine Family Childcare appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend child care any day, please feel free to call before bringing your child.

Emergency Care

Provider and backup assistant are trained in basic first aid and CPR. In the event of an emergency, first aid is given and the child is transported to the nearest medical facility or if possible the facility designated by the parent. Parents are notified immediately for an injury that requires emergency care beyond minor first aid. Parents are notified in writing of any first aid administered within at least 24 hours of the incident. An accident form will be provided for all minor injuries. If at any time there are health questions or concerns please contact the family child care provider.

Parents must notify Little Sunshine Family Childcare immediately of any changes in telephone numbers (home or work); emergency contact people and their telephone numbers, pediatrician names and numbers.

Toys

Parents are asked to help their child understand that it is not wise to bring to the program home toys or other items that he or she might not wish to share with the group. Please do not send a special snack, treat, or unfinished meal with your child, as it poses difficulties when the other children want to have some. **A special snack for everyone, particularly to celebrate a special event such as a birthday or holiday is welcome and encouraged.**

Potty Training

If your child is in the process of potty training we request that the pulls ups have detachable sides. Pull ups with sides that easily open enable the teacher to change your child's pull up quickly; giving her more time to spend with all the children. This also means that your child's teacher does not need to remove socks, shoes, pants or shorts (as well as tights and leggings) to change your child.

We also ask that you have a supply of pull ups and wipes, labeled with your child's name, stored here at Little Sunshine Family Childcare. Thank you for your cooperation in this matter. We want to do all we can to make potty training a positive experience. We will send a notice home when your child's supply of pull ups or wipes needs to be replenished.

Clothing

Children should be dressed in clothing that they can manage themselves. Belts, complicated suspender buckles and extra layers of clothing can make it difficult for a young child to use the toilet independently and can lead to more accidents. Clothing should be comfortable to play in, both indoors and out. Children climb, crawl, paint and dig in the sand at school so be sure to utilize sturdy, washable clothing that can get dirty. Dresses can be difficult to play in, but they can be made more appropriate by wearing shorts or leggings underneath. Sneakers are the most appropriate footwear for running and playing.

At least one complete change of clothing should be brought to school in case of spills or accidents. Include underwear, pants, tops and socks folded in a large zip lock bag with your child's name on it. Please be sure to put your child's name on his or her clothing as well. The plastic bag will be used for soiled or wet clothes that need to go home. Please return clean clothing the next day (in a new zip lock) so that your child is prepared for any other spills or accidents.

Little Sunshine Family Childcare does not assume responsibility for loss or damage to any personal possessions children may bring or wear into the DayCare.

Emergency Plan

Plan for Meeting Potential Emergencies, EEC regulations require that I have a plan for meeting potential emergencies that may occur either during child care hours or at any time if they may affect the operation of the program. In the event of an evacuation emergency. I will contact the local authorities to determine whether or not to evacuate the program, or to remain sheltered at the program. The escape routes from each floor of the licensed child care space are as follows.

Depending on the emergency, we will use either the front or rear door to exit the program.

In the event that a child goes missing from the program, I will do the following:

Call 911, the parent, the family child care system, and report the incident to EEC.

Should the program need to be evacuated in the case of a fire, natural disaster, loss of power, heat or hot water, or any other emergency situation, we will meet at an alternate location. The designated meeting place(s) outside of the program for emergencies are:

Boston Fire Department, 945 Canterbury St, Roslindale MA, 02131 If the program needs to be evacuated; I will notify all parents, as well as the appropriate authorities (fire, police, etc.) My method of doing that is as follows (cell phone, neighbor's phone, payphones, etc.):

cell Phone call, group text.

I will ensure that no child has been left at the program after an evacuation by:

Doing a headcount once we are clear of the program and at our pre-planned meeting place.

Fire Safety

The following procedures are followed to ensure that everyone is prepared for a fire emergency:

- Telephone numbers of fire and police are posted by the telephone
- Fire and smoke alarms are tested on a routine basis
- In case of a fire emergency we will evacuate the premises with the children immediately.
- Diagrams and escape routes are posted.
- Children and staff practice fire drills monthly and have a designated meeting place to go.
- We have a smoke free environment.

If for any reason we have to evacuate the child care facility, parents will be called and asked to pick up their child immediately from our emergency evacuation site. **Boston Fire Department, 945 Canterbury St, Roslindale MA, 02131.** In case of a general emergency and evacuation Little Sunshine Family Childcare will follow the instructions of emergency officials and contact parents with pick up instructions. **Parents should not try to come to the family day care home if such an event occurs.**

Missing Child

In the event of a missing child from the daycare, the daycare staff will remain calm and follow these procedures: (1) gather the remaining children and stay together, (2) program staff will stay calm and **Willianna Del Villar** will call 911 to report the missing child and give them a complete description of the child, (3) **Willianna Del Villar** will then notify the parent/guardian and inform them of the steps that are being taken to locate their child (4) **Willianna Del Villar** will notify the family Child Care system provider of the situation (4) **Willianna Del Villar** will call EEC and notify her licensor of the situation informing her of the steps that are being taken to locate the child

Field Trips

Before a child can attend a special field trip parental permission must be received. On enrollment we will have you sign a general permission slip and this will indicate where on a routine basis we will be taking the children, i.e. Neighborhood Park, grocery store, walks in the neighborhood.

First aid supplies and emergency forms are taken with the provider when leaving the program for field trips.

If transportation is necessary for special excursions, you will be notified as to the mode of transportation (van or public transportation) and your written permission will be necessary before your child can attend the outing.

Healthy Snack Nutrition and Physical Activity Policy

Little Sunshine Family Childcare has implemented a healthy snack / food policy. We always offer a fruit or other healthy snack (such as whole wheat Ritz Crackers, whole wheat Goldfish, whole wheat Cheez-its, vegetable chips, or baked wheat thins). **Parents should only send snacks to celebrate a birthday or other special events that include items (such as a fruit salad, bite size sandwiches, cheese cubes or vegetables and dip) which are considered a healthy snack.** Examples of healthy snacks include fruit bars, granola bars, celery, carrots, strawberries, grapes for children 3+, apples, and 100% fruit, dried fruit snacks.

In an effort to provide the best possible nutrition and physical activity environment for the children in our Family Child Care Home, we have adopted the following policies:

Fruits and Vegetable:

- Children are offered fruit at each meal.
- A vegetable is offered at least 2 times a day.

Meats, Fats and Grains:

- We offer high fiber, whole grain foods at least 2x a day.
- We offer lean meats at least once a day.

Beverages:

- We serve only 1% or Skim Milk to children age 2 and older
- We serve whole milk to children ages 1 to age 2
- We offer 100% fruit juice in 4oz portions once a week

Menus and Variety:

- We promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.
- All meals will be served family style with staff sitting and eating with the children the same food the children are eating.

Physical Activity:

- We promote at least 90 minutes of active play time to all children each day by bringing them outside once a day.
- We ensure that children are rarely seated for periods for more than 30 minutes
- We do not withhold active play time for children who misbehave. Instead, we provide additional active play time for good behavior.
- Screen time is limited to 30 minutes per week and on Fridays only.

Breastfeeding:

- We provide a designated area for mothers to breastfeed their infants.
- We provide sufficient refrigerator and freezer space to store milk.

Food Allergies

Little Sunshine Family Childcare will make all reasonable efforts to accommodate children with food allergies. Parents are required to inform the Family Child Care Home of all food allergies and their severity. Once parents have informed the program, Little Sunshine Family Childcare will meet with the family in order to develop an Individual Health Care Plan. A parent of a child with food allergies is responsible for providing breakfast, snacks and lunch for his or her own child. These snacks will be kept in the family child care home for the child. Sharing or trading of food is prohibited for all students.

Payment Information

A payment for the first week of child care is due upon signing of a contract for care with **Little Sunshine Family Childcare**. Full tuition for care is due on Monday morning when your child is dropped off for care. Little Sunshine Family Childcare will not accept half payments.

Tuition includes breakfast, AM snack, lunch and PM snack, daily activities and some field trips. Parents will be asked to provide their children with some spending money for special field trips (no more than \$10).

Late pickup / Early drop off fee:

If you're late picking up your child/children you will be charged a late fee of \$5.00 per minute. To be paid at the time your child is picked up. Please refer to your contract for your contracted hours. If you are late picking up your child without calling, a call will be made at 4:30 and 4:40 to your backup person to arrange pickup for your child. If no one has come to pick-up your child by 5:00pm, and we have not been able to reach anyone or have not received a call from either the parent or authorized person, it will be necessary for me to contact the Department of Children and Families and a 51A will be filed.

Termination

Little Sunshine Family Childcare requests a two (2) week written termination notice if a parent decides to terminate for any reason. If the program terminates care, parents will be given a written two (2) week notice.

Attendance

Children, who are sick, miss certain days of the week, have poor attendance or family vacations are still subject to full tuition according to your payment agreement. Tuition holds your child's slot until your child is ready to come back. Absences for 3 or more consecutive days due to illness will require a doctor's note.

Paid Holidays / Vacations Day

New Years Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Day after Christmas

In Addition to the above dates **Little Sunshine Family Childcare** will be closed three (3) days for professional development and two (2) weeks paid vacation a year. During the winter months we will also be closed on any City of Boston declared snow emergency and extreme weather.

Support Services

The City of Boston has many resources for families who may be in need. Information for families on topics related to housing, food stamps, food banks, utilities, legal services, health and mental services, etc are available for families. Families can access these resources by calling 211.

Referral to support such as early intervention or CORE which is done through the Boston Public schools require parent consent.

Little Sunshine Family Childcare is open to children receiving their support services during care hours in the program. The parent and the agency providing services must coordinate and establish days and time with the program before services can begin.

Mandatory Reporter

As a licensed Day Care provider in the State of Massachusetts Little Sunshine Family Childcare must follow the rules and regulations set forth. The State of Massachusetts requires us to report suspected child abuse and neglect. If a parent or designated pick-up person of a child in our care arrives to pick-up a child and we suspect them to be "under the influence of alcohol or drugs" we must follow the guidelines outlined by the Department of Early Care and Education (EEC). We cannot stop or detain the parent or authorized person from taking the child; we will however offer to call (1) taxi, (2) or an alternate pick up person. If the parent or authorized pick up person refuses the above mentioned offers we are under the obligation to call the Police and notify the Department of Social Services (DSS) of the situation.

Parents will be notified of any changes to the policies written in the Handbook.

Confidentiality

All information, required documentation, assessments, conversations, etc, is considered confidential. Only appropriate staff will have access to the information kept on file. Periodic State inspections will dictate the review of these records. At no time will information be used in any way that would compromise the family's right to privacy.

I have been given a copy of the Parent Handbook for **Little Sunshine Family Childcare** and agree to adhere to the policies.

Signature

Date