



Sunshine Academy
www.sunshineacademy.com

Parent Advisory Board Meeting Minutes
Tuesday June 12 - 14, 2018 4:30-6:00pm

1. Parent Handbook Changes:

- 2019-2020 School Calendar Planning
- Drop Off and Pick Up Policies: We will no longer allow former Sunshine Academy employees to be listed on Drop Off and Pick Up Authorization forms for children. Having former teachers in the school can be a distraction at a very busy time of day and we do not want to encourage teachers to accept babysitting and or nanny positions with families in lieu of employment with the school.
- Meals and Snacks: Based on changes to NAEYC's standards, infant formula and breast milk will now be disposed of one hour after being offered, versus two hours. Our catering service now offers allergen free, vegan, and gluten free options for toddlers and older children.
- Nap Time, Quiet Time, SIDS Policy: We will not keep children awake during nap time due to issues sleeping at home. Only arms free sleep sacks are allowed for infants in their cribs. Any infant that falls asleep outside their crib will be moved to their crib and placed on their back.
- Enrolling Children with Special Needs: All IEPs/IFSPs will need to be submitted to the director during the enrollment process to ensure we can meet the needs of the child. Copies of paperwork from service providers will also need to be submitted to the school. If Sunshine Academy requests a referral for your child we ask you to complete the referral in a timely manner.
- Prohibition Against Screens in the Classroom: We have never used screens in the classroom for teaching purposes as they are not developmentally appropriate, but have now added this language to the handbook.
- Illness Policy: Children must remain home for one full school day if they are sent home from school early with signs of an illness. Doctor's notes will not be accepted for children to return to school prior to being out one full school day. This policy is the same for children diagnosed with ear infections as the medication/antibiotics have not had enough time to take effect and the child is still not feeling 100%. We operate as a school and cannot serve as an infirmary for unwell children on a daily basis. Parents should evaluate their child's health in the morning to determine if they should go to school or stay home to rest and recover. This will help prevent parents from losing additional time out of work by bringing a sick child to school that must be sent home, and in turn keep the children and staff healthy.

- Emergency Weather Closures: Clarifications of the policy were made to include parking bans as a possible reason to close the school due to limited parking options for staff and parents.

2: Water Play: All classrooms will participate in water play throughout the summer. Please bring your child to school dressed in their bathing suit on your water play day. Bring a waterproof bag with your child's change of clothes, sun hat and a towel. After water play the children will change into their dry clothes and put their wet towel and bathing suit into the bag to take home at the end of the day. Please make sure your child has sturdy closed-toe shoes for water play. We recommend a rubbery shoe that can be worn for water play and as a regular shoe for the whole day. Sling back crocs are not recommended because they are bulky and make it difficult for children to run.

3. Beacon Street Crossing and Parking Lot (Washington Square School only): The Brookline Transportation Board has agreed to install a flashing crosswalk signal at the crossing of Beacon and Winthrop. This should be installed sometime this summer. There will be a push button at the crosswalk that will control a flashing light to signal cars that pedestrians will be crossing. Also, with the new NAEYC guidelines, we request that parents do not leave their cars idling in the parking lot to cut down on carbon emissions. Please remember that there is a 15 minute limit for spaces in the lot. If you choose to play with your child in the outdoor classroom at pick up, you may not park your car in the lot. Please supervise your child in the outdoor classroom to ensure safe usage of the equipment. Your child is your responsibility once they have been signed out of the classroom. Additionally, a new front gate lock has been installed since the last PAB meeting. The lock is very solid and will prevent the gate from being pushed open on its own.

4. Spring Music Shows: An email with the digital files for the Spring album was sent to all families and copies of the CD were made available at the music shows. Please see the Director if you still need a CD or the download link.

5. Upcoming School Events:

- Stepping Up Day and Art Show: All families are invited to participate in our schoolwide art show and family dinner. We have a graduation ceremony for the Pre-K families from 5-5:30. From 5:30-6:30 families can view the classroom art displays and enjoy a catered dinner provided by City Fresh Foods.
 - August 28, 2018: Sunshine South (164 Harvard) @ Church Park
 - August 29, 2018: Sunshine North (302 Harvard) @ Church Park
 - August 30, 2018: Washington Square (1658 Beacon) @ Outdoor Classroom
- Professional Development Day: Friday August 31st Sunshine Academy will be closed for families. All teachers will participate in a full day of professional development workshops.