



**Sunshine Academy**  
[www.sunshineacademy.com](http://www.sunshineacademy.com)

**Parent Advisory Board Meeting Minutes**  
**March 18, 19, 20, 2018**  
**4:30-6:00pm**

1. Kindergarten Transitions and After School Options:
  - Sunshine Academy does not provide care for school age children. When registering for Kindergarten parents also need to sign up after school care. Spaces in the Brookline after school programs are limited and may not cover five days a week. Please see the Director for a current list of local after school options. Please note that Sunshine Academy is not affiliated with any of these programs and cannot attest to their quality.
  
2. 2019-2020 School Calendar Planning (See Attached):
  - We are in the process of setting our holiday closure dates for 2019 and 2020 for our revised Parent Handbook that will be released this summer. Based on the days of the week that particular federal holidays fall, there will be 15 school closure days in 2019, but only 12 in 2020. Meeting attendees agreed with the closures and had little feedback regarding the calendar recommendations.
  
3. Upcoming Policy Changes for New Parent Handbook (See Attached List):
  - Drop Off and Pick Up Authorizations: 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.
  
  - Health and Illness Policy: We will no longer be accepting doctor's notes for children to return to school within 24 hours of being sent home. We will require children to remain out of school for one full school day after being sent home. Doctor's notes will still be required in the event of contagious illnesses (ie: Pink Eye, Hand-Foot-and-Mouth, Strep Throat, etc.). The reason for the change is to protect the children in the school from illness and to ensure children have enough time to rest and recover before returning to school, especially when still contagious. Parents will need to consider if their child is fully able to participate in the day before dropping off their potentially sick child, otherwise they risk their child being sent home and needing to remain home from school the next day as well.

- Snow Policy: Clarifications of the policy will be made due to the fact that a Brookline Town-wide parking ban may force the school to close due to parking lot space restrictions for teachers and parents.
- Paperwork Renewal Deadlines: The current policy informs families that paperwork must be updated annually. The policy will now include a note that hard deadlines will be given to parents to return paperwork to the director otherwise their child's enrollment will be suspended.

#### 4. Brookline Food Pantry Fundraiser:

- Every year the school holds a fundraiser for the Brookline Food Pantry. This year's fundraiser is from March 26<sup>th</sup> through April 6<sup>th</sup>. Sunshine Academy will match 100% of the donations made by families and teachers. This year we are also collecting toiletries for the pantry as well.

#### 5. Upcoming School Events:

- Science Fairs: First week in April from 5:00-6:00. Every classroom will have a variety of activities set up to showcase how science is taught at the early childhood level. The activities are set up for parents to do with their child. We hope that all parents will attend and try some of the activities at home as well.
- Spring Music Shows: June 19, 20, 21 (check website for your schools' exact date), Infant/Toddler Workshop 4:45-5:15 and Preschool/Pre-K Performance 5:30-6:00pm

#### 6. Parent Additions (Washington Square specific):

- Front Gate Lock: The front gate is currently being reconstructed to include a stronger magnet lock. The current lock does not work effectively during the cold weather.
- Beacon Street Cross Walk: We contacted the Brookline Transportation Department to get on the schedule for their next hearing to discuss placing a flashing light at the pedestrian crosswalk on Beacon Street at Winthrop Road, just past the school parking lot.

#### 7. Next Parent Advisory Board Meetings (all parents are welcome):

- Tuesday June 12<sup>th</sup> 4:30-6:00pm (Washington Square)
- Wednesday June 13<sup>th</sup> 4:30 – 6:00pm (164 Harvard – Sunshine South)
- Thursday June 14<sup>th</sup> 4:30 – 6:00pm (302 Harvard – Sunshine North)

## Calendar

Sunshine Academy is closed on the following days:

### 2019

New Year's Day Observed	Tuesday, January 1
Martin Luther King Jr. Day	Monday, January 21
Presidents Day	Monday, February 18
Memorial Day	Monday, May 27
Independence Day Break	Thursday, July 4
Independence Day Break	Friday, July 5
Professional Training Day*	Friday, August 30
Labor Day	Monday, September 2
Columbus Day	Monday, October 14
[Veterans Day	Friday, November 11]
Thanksgiving	Thursday, November 28
Day After Thanksgiving	Friday, November 29
Christmas Vacation	Wednesday, December 25-27

### 2020

New Years Day	Wednesday, January 1
Martin Luther King Jr. Day	Monday, January 20
Presidents Day	Monday, February 17
Memorial Day	Monday, May 25
Independence Day	Friday, July 3
Professional Training Day*	Friday, September 4
Labor Day	Monday, September 7
Columbus Day	Monday, October 12
Veterans Day	Wednesday, November 11
Thanksgiving	Thursday, November 26
Day After Thanksgiving	Friday, November 27
Christmas Day	Friday, December 25

\*The professional training day is for teacher training and recertification.

## Parent Handbook Proposed Changes, March 2018

Page 4: Programs: With the exception of infants who cannot enroll younger than eight weeks of age, children may transition into a classroom ~~up to two months~~ earlier or later than the ages listed below depending upon our assessment of their ability to manage the challenges of the classroom.

Page 5: School Calendar for 2019 and 2020

Page 8: Required Documentation: We ask for your cooperation in keeping your child's file up to date by submitting new information whenever you receive it and by responding promptly to requests for updates. We cannot allow a child without required documentation to attend the school. Enrollment will be suspended until required forms are returned to us.

Page 12: Authorized Pick Up Lists: The drop-off/pick-up authorization form is to enable you to provide us with names, contact information and photographs for anyone you want to be able to drop-off or pick-up your child from the school. Anyone on the authorized list must be at least 18 years old and be able to supply documentation of identity. Under no circumstances will a child be released to anyone not on the list, anyone showing obvious signs of being under the influence of drugs or alcohol, or anyone with a known history of child abuse or neglect. *We also do not allow former Sunshine Academy employees to be listed on anyone's authorized pick-up list to avoid potential conflict of interest and disruption of the classroom.* We reserve the right to remove an authorized pick up person who violates our policies and procedures. We will call the child's emergency contacts should an unauthorized or ineligible person arrive for pick-up.

Page 16: Meals and Snacks: Children who require special diets for medical or religious reasons *must coordinate with the director about their child's needs. In most cases, the need may be met by ordering vegetarian or allergen-free meals from our caterer.... Outside food not approved in advance by the director is prohibited from the school and must be thrown in the trash.*

Page 22: Serving Children with Special Needs: If you are applying for admission to Sunshine Academy and your child is already receiving services from Early Intervention or the Public Schools or has an already identified disability for which accommodations may be necessary, you are required to contact the director during the enrollment process to discuss any such accommodations. *Any requests for accommodation must be in writing.* The director will review the accommodations needed and decide whether Sunshine Academy can meet your child's needs. The director will inform you in writing within 30 days of receipt of the information as to Sunshine Academy's decision regarding enrollment and the reasons for the decision.

Page 23: Interventions, Referral Services, Individual Service Providers: Working together, the director, parents, teachers and any outside assessors discuss appropriate next steps for your child. If additional services are necessary, *you are required to solicit director approval, in writing, as to when and how the school can or should be involved. If a child receives services at the school, we require copies of all documents related to the child's condition and the services being provided.* If assessments show that additional services are unnecessary, or that the child is ineligible to receive services at the time, the school reviews the child's progress every three (3) months to follow-up on any concerns.

Page 26: Family Directory: ~~Each year we compose and distribute classroom family directories, with contact information for each family in each classroom.~~ *The Director maintains a list of family*

*contact information, the “family directory,” to be made available upon request to other families in the same classroom. The purpose of the directory is to facilitate your efforts to plan events or play dates for your child with his or her classmates. You may opt out of the directory, if you wish, by contacting the director. Directories are never to be shared with anyone outside of the Sunshine Academy community.*

Page 28: Screens in the Classroom: Use of screens for any purpose in the classroom is strictly prohibited. We do not show movies or videos in the classroom to the children at any time on any device including smart phones. Curriculum preparation that necessitates the use of computers can be done on the desktop computers in the office, hallway or curriculum lab.

Page 30 Illness Policy: *We no longer accept doctor notes as a way to bring a child back to the school within 24-hours. Any child sent home cannot return to the school for a full school day to enable parents and the child’s pediatrician to assess the symptoms. Teachers will continue to send a child home if the symptoms persist and/or spread to other children. Add examples....*

Page 35: Emergency Weather Closures (Snow Day Policy): Sunshine Academy closes for snow days or other weather-related emergencies only when a State of Emergency is declared by the MA Emergency Management Agency. In such circumstances, the owners will notify all families, teachers and staff members via email.

In cases of an MBTA shut down or Brookline parking ban, the director may declare a delayed opening or early closing due to the inability to staff classrooms appropriately. We ask in such circumstances, if you are able to keep your child at home to do so. If you bring your child to school, please understand that not all classrooms may be open and that your child may have different teachers than his or her regular classroom team.