



## **Sunshine Academy**

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### **Parent Advisory Board Meeting Minutes Thursday December 6, 2017 4:30PM - 6:30PM**

1. What is the Parent Advisory Board?
  - Function of the board is to review school policies and provide feedback to school administration. In the past, the PAB helped shape our photo sharing policy, snow closure policy, and the school closure calendar. PAB can help organize events, such as clothing swaps, charity drives, assist with planning the Halloween Carnival. Each school has their own PAB, but information is shared between all three schools. PAB does not have authority over human resources issues (ie: teaching hiring and firing). Any questions regarding teaching staff should be brought to Emily (Director). Parents can be involved in the school by attending PAB meetings and sharing information with other families, or parents can volunteer in their child's classroom.
2. Teacher Benefits:
  - Sunshine Academy strives to employ and maintain highly qualified teaching staff. We want Sunshine Academy to be a desirable place to work and therefore offer strong benefits to teachers. (See attached handout)
3. Family Directory and Community Building:
  - In the past years we have printed copies of our family directory and passed them out to all of the families. The purpose of the family directory is to provide parent contact information within classrooms to support community building. This year we have decided to provide the information electronically when requested by parents. Due to classroom transitions, the family directory changes quickly and it is easier to send the information to parents when they need it. It is important to remember that many of the families enrolled at Sunshine are new to Brookline and may not have friend or family support in the area. Please take time to get to know the families in your classroom and set up play dates for the children when possible. This helps to continue the tradition of strong family bonds within Sunshine Academy.
4. Winter Clothing Reminders and Afternoon Outdoor Time:

- During winter, classrooms will be going outside almost immediately after nap time, in order to be back inside by 4:30 (when it gets dark). Please speak with your classroom teachers about pick up time, if your schedule requires you to pick up before 4:30pm. Additionally, please bring your child to school with clothing appropriate for outdoor play. We go outside twice a day, even in the winter. We encourage children to put on their own jackets, using the tag-to-toe flip method. We also encourage the children to put their gloves inside their hat and then stuff the hat into the sleeve of their coat for storing their winter gear. We do our best to make sure we do not lose any winter gear, but we need parents to label all articles of clothing with their child's name or initials.

#### 5. Drop Off and Pick Up Reminders:

- Stroller Storage:
  - Please be careful when stacking strollers and car seats. For safety reasons it is also important to make sure that the strollers are not left blocking the doorway or buggies.
- Key Cards and Exit Buttons:
  - Each family is assigned 2 key cards. Please remember to bring your key cards when you pick up, as there may not be someone in the office to let you in. If you do not recognize someone who is trying to get into the school without a key card, please ask them to wait outside until a teacher or the director lets them into the school. Please help us keep the children safe by enforcing the rule that, "Only teachers and parents open doors". Children should never be allowed to push the green button, and if this is part of your routine for leaving, please find an alternative routine for your child.

#### 6. Nap Time, Bedtime and Parent Resources:

- Many parents have requested adjustments to the length of nap time due to concerns over late bedtimes for their children. Sunshine Academy, as per EEC regulations, is required to provide a developmentally appropriate amount of time for children to rest or sleep during the day. The preschool classrooms finish lunch around 12:40 and begin their transition to nap time, with the classroom settled with lights off around 1:15. The lights are turned back on at 3pm. Children are not required to sleep and are not forced to sleep either. The classrooms follow very specific routines leading up to naptime to help the children transition more easily to quiet rest time. We will not wake children up, per parent request, but we can strategically position their nap mat in a well lit or busier area of the classroom. We will not place a hard time limit on naps in any classroom as the needs of the children vary. Please speak directly with your child's classroom teachers if you have concerns about nap time and bedtime for your child. The preschool daily sheets have recently been altered to include the start and end times for naps, at the request of the preschool parents. Please speak with Emily if you would like any resources related to sleep and bedtime routines.

#### 7. Attendance Notification for Summer Plans:

- Please notify Emily as soon as possible if you are planning to travel for the summer or enroll your child in summer camp. This information is very helpful for

planning classroom transitions and notifying families on the waiting list of openings for the summer and September.

8. Follow Ups:

- Solar Panels and Efficiency Projects:
  - The school's roof is covered with 110 solar panels that meet almost 100% of the school's energy consumption. We recently changed all of the light fixtures in the school to lower consumption LED bulbs (10 watts per bulb versus 30 watts per bulb). Additionally, the HVAC system is in the process of being upgraded to a variable speed fan and smart thermostats to better control the amount of energy used. We will have an update on all efficiency projects at the March meeting.

9. Upcoming Events:

- We will close at 6pm on Wednesday January 10<sup>th</sup> for a teacher training event.
- Winter Music Show:
  - Infant/Toddler Workshop: 4:45-5:15
  - Preschool/Pre-K Performance: 5:15-5:30

10. Next Meeting:

- Wednesday March 21, 2018 4:30-6:00pm