



SONshine Preschool Privacy Policy
Effective Date: January 1, 2024

1. Introduction

SONshine Preschool ("we," "our," or "us") is committed to protecting the privacy of our students, parents, staff, and website visitors. This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal information.

2. Information We Collect

We may collect the following types of information:

- **Personal Information:** Names, addresses, phone numbers, email addresses, emergency contacts, and child-related details (such as birthdates and medical information) provided by parents or guardians.
- **Enrollment and Billing Information:** Payment details, tuition records, and financial aid applications.
- **Health and Safety Information:** Medical records, allergies, and emergency medical authorizations.
- **Website Usage Information:** IP addresses, cookies, and analytics data when visiting our website.

3. How We Use Your Information

The collected information is used for:

- Providing educational and childcare services.
- Communicating with parents/guardians about their child's progress, emergencies, or policy updates.
- Processing tuition payments and maintaining financial records.
- Complying with health and safety regulations.
- Improving our website and services.

4. Information Sharing and Disclosure

We do not sell, trade, or rent personal information to third parties. However, we may share information in the following situations:

- With medical professionals in case of emergencies.
- With government authorities as required by law or regulations.



- With authorized service providers assisting with administrative or technological functions under strict confidentiality agreements.

No mobile information will be shared with third parties or affiliates for marketing or promotional purposes. All other categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

5. Data Security

We implement appropriate security measures to protect personal information from unauthorized access, alteration, disclosure, or destruction. These measures include encryption, password protection, and limited access to sensitive data.

6. Your Rights and Choices

Parents and guardians have the right to:

- Access and update their child's information.
- Request the deletion of personal data, subject to legal and operational requirements.
- Opt out of non-essential communications.

7. Cookies and Website Tracking

Our website may use cookies to enhance user experience and collect analytics data. Users can manage cookie settings through their browser preferences.

8. Changes to This Privacy Policy

We reserve the right to update this policy periodically. Any changes will be posted on our website with the updated effective date.

9. Contact Information

If you have any questions or concerns about this Privacy Policy, please contact us:

SONshine Preschool

Email: info@sonshinepreschool.org

Phone: 641-673-9472