

SonShine  Preschool  
& Kindergarten

**PARENT HANDBOOK**

**School Year  
2010-2011**

*"All Of Your Children Will Be Taught Of The Lord;  
And Great Is The Peace Of Your Children."  
Isaiah 54:13*

# SonShine Preschool & Kindergarten

23515 Old Owen Road  
Monroe, Washington 98272  
(360) 794-7953  
[www.sonshineschool.org](http://www.sonshineschool.org)

The SonShine Preschool & Kindergarten is happy to welcome you and your family to our school. We are a Christian early childhood education program located at the Life Campus of Monroe.

The school's staff is made up of an enthusiastic group of education professionals. We are devoted to offering enriching developmentally appropriate experiences for all children, regardless of color, race, and religion, in a secure and loving environment.

Please take the time to read this handbook thoroughly and to understand the school's procedures and policies. Enrolling is done in agreement with the contents of this parent handbook.



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## Meet the Teacher Day

All students enrolled for Fall 2010 are invited to join us on Thursday, September 9<sup>th</sup>. Parents will stay with their child for this half-hour greeting time. Please bring your supply list items on this day. See schedule below.

☀Sept 9, Thursday—3's & 4's Mon/Wed Class	9:30 am -10:00 am
☀Sept 9, Thursday—3' & 4's Tues/Thurs Class	10:30 am -11:00 am
☀Sept 9, Thursday—4's & 5's Pre-K 4's M/W/Thurs Class (3 days a week)	10:00 am - 10:30 am
☀Sept 9, Thursday—4's & 5's Pre-K 4's Mon - Thurs Class (4 days a week)	11:00 am - 11:30 am
☀Sept 9, Thursday—Kindergarten Class	11:45 am - 12:15 pm

## School Hours of Operation

### DAILY SCHEDULES

3's & 4's Class	Monday/Wednesday	9:15 am – 11:45 am
3's & 4's Class	Tuesday/Thursday	9:15 am – 11:45 am
4's & 5's Pre-K Class	Mon/Wed/Thurs	9:15 am – 11:45 am
4's & 5's Pre-k Class	Monday through Thursday	9:15 am – 11:45 am
Kindergarten	Monday through Thursday	9:15 am – <b>12:45</b> pm

**IF YOU DROP YOUR CHILD OFF EARLY A BABYSITTING FEE OF AN ADDITIONAL \$25 PER EVERY 10 MINUTES WILL BE CHARGED TO YOU. (THE SAME FEE WILL APPLY IF YOU PICK YOUR CHILD UP LATE.)**

## Enrollment

The SonShine Preschool & Kindergarten enrolls children ages 3 to 5 (and fully potty trained). Admission is offered first to current families, then to others without regard to race, national origin, ancestry, or physical handicap.\* We keep an active waiting list.

The following items are required for enrollment and must be returned before the child can attend:

1. Interview in person or over telephone with Director of Program Supervisor to discuss your needs, the program, schedules, and policies.
2. Registration Fee
3. Registration Form
4. Parent Contract
5. Help Us Get to Know Your Child Form
6. Emergency Information Card
7. Certificate of Immunization Card

\*Children who are physically challenged or have emotional or behavioral issues shall be admitted to the extent that we are equipped, trained, and staffed to provide appropriate or reasonable accommodations.

## Things to Bring

Please bring the following items to the school on Meet the Teacher Day (or on your child's first day of school if you missed Meet the Teacher Day):

- ◆ An extra full set of clothes to leave at the school. Place all items in a Ziploc bag with their name written clearly on the outside.
- ◆ Class supplies as requested by teacher, you do not need to label these items.

## Clothing

Childhood is a time to explore and discover with all of the senses. In doing so, children will engage in numerous messy, gooey, and active projects daily. We will also play outside as often as the weather permits. Children should dress comfortably with shoes to run in and clothes that can get dirty. It is also helpful to dress your child in clothes that are easy to button, fasten, and zip independently. Flip-flop sandals are discouraged.

## Coming and Going

To ensure the safety and care of your child while entering and leaving the center, please abide by the following:

- Please arrange for the child's regular, prompt attendance.
- An adult must bring the child into the classroom each day and ensure that the teacher is aware of the arrival of the child.
- Those picking up children must be at least 16 years of age.
- Children must always be in their car seat or buckled properly while in the church parking lot. Children are not allowed to sit in your lap and drive through the church parking lot at anytime.
- Call the preschool each time your child will be late or absent for any reason.
- Children must be picked up promptly at dismissal time. There will be a late charge of \$25 per 10 minutes each time a child is picked up late.
- **IMPORTANT:** We must be notified if anyone other than a parent or primary guardian is to pick up your child. We will ask for identification and the child will NOT be released if the person is not on your list of those authorized to pick up or if we were not informed.

## SEPARATION AND ADJUSTMENT

As children grow, they develop the need for more independence, new challenges, and interactions. When children begin preschool, however, they often become torn between this need for independence and the security of their family, familiar surroundings, and daily routines. Adjusting to these new experiences and to being away from home is an ongoing process.

### **DURING THIS ADJUSTMENT PERIOD, YOUR CHILD MAY:**

- Cry easily
- Cling to you
- Not want to come to preschool

- Not communicate what he or she did at preschool
- Choose to observe the activities of other and the new environment at first instead of actively participating and interacting
- Complain that he/she has no friends

**YOU CAN HELP! SUPPORTING AND FOSTERING YOUR CHILD'S DEVELOPING INDEPENDENCE IS ESSENTIAL. HERE ARE SOME STRATEGIES THAT MAY AID IN EASING POSSIBLE SEPARATION ANXIETY:**

- Find out about the fun activities that we have planned and what the schedule is for the day. Discuss this with your child so he/she will know what to look forward to.
- Plan a special activity that you and your child can and will do together when he or she returns from preschool. This will help provide the needed security that you will always be there at the end of the school day.
- Always show interest and excitement in your child's experiences at the preschool. This helps your child understand that you support these new adventures and are proud of his/her emerging independence.
- Become an active part of the classroom and your child's education. Children should know that they are not alone in this new experience.
- Communicate with your child's teachers as often as possible.

## **Discipline Policies**

Developing a sense of what is kind, caring, and socially acceptable behavior is an integral part of the daily learning process. We help children through this process by using positive, constructive discipline throughout the day.

### **OUR GOALS ARE TO:**

- Provide a gentle, consistent discipline, which helps children feel secure and loved.
- Help children develop self-discipline and self-control that is appropriate for their age, developmental level, and specific needs.
- Help children use words to solve problems and express feelings.
- Prevent possible behavior problems through modeling and role playing conflict resolution.
- Re-direct children to more appropriate activities and behavior.
- Work cooperatively with parents, sharing common goals and continued communication.

**The SonShine Preschool & Kindergarten is a safe place for all children. Under no circumstances will any staff person or volunteer use physical punishment (spanking, slapping, etc.) as a form of discipline, behavior management, or for any other reason. We ask that parents/guardians respect this policy while on the premises.**

In some cases a child may need to be physically picked up and removed from the classroom for the protection of all children. This will be done only after:

- A verbal warning.
- A time-out.
- Or at anytime when the child is in danger of physically harming himself/herself or others.

## Parent Involvement

We welcome, encourage, and create opportunities for you to be an active part of your child's experiences at SonShine Preschool & Kindergarten. To communicate important information and activities with you, we send home newsletters, calendars, post information on our website [www.sonshineschool.org](http://www.sonshineschool.org) and mail special notes.

### **THERE WILL BE OPPORTUNITIES FOR YOU TO PARTICIPATE IN THE CLASSROOMS IN THE FOLLOWING WAYS:**

- You may visit the preschool at any time, announced or unannounced.
- Volunteering for special activities and/or parties.
- Making classroom materials for the classroom (cutting, coloring, etc).
- Supervising on field trips.
- Reading stories with the children.
- Providing materials or food for classroom activities.
- Joining us for snack and recess.
- Sharing a hobby or talent with us.
- Any other ways you would like to help or be a part of the classroom is celebrated and greatly appreciated. Please ask the director for a volunteer form.

We ask that during the first month of school you do not participate in the classroom. This time is needed for the children to get to know their teachers. Parent volunteer training will be done during the month of September (including background checks) if you wish to volunteer more than one time.

## Snacks

Snacks are provided halfway through our morning. These are not intended to replace a meal.

## Lunch Bunch

We will be offering lunch/play time after school this year for all classes dismissing at 11:45 am on Wednesday or Thursday. The sign up sheet is located in the school's office. You MUST sign up for lunch in advance (no later than 9:30 am day of the lunch). Lunch bunch group size is limited to 10 children per one teacher. You must also provide a sack lunch for your child. Cost is \$5.00 per day and is payable that day unless other arrangements are made with the school's director. Pick-up time will be at 12:45 pm. During this hour your child will learn about table manners and nice table conversation. After lunch they will have time to play in the gym or outside on the playground.

## Tuition Policies

Tuition for the SonShine Preschool & Kindergarten is an **ANNUAL FEE** which is divided into **10 equal payments** for your convenience.

## SCHOOL YEAR 2010-2011 PAYMENT PLAN

	<b>TUITION Due Date*</b>	<b>3's &amp; 4's Classes 2 days/week</b>	<b>Pre-K Class 3 days/week</b>	<b>Pre-K Class 4 days/week</b>	<b>Kindergarten</b>
Payment 1	August 1	\$120	\$150	\$200	\$235
Payment 2	September 1	\$120	\$150	\$200	\$235
Payment 3	October 1	\$120	\$150	\$200	\$235
Payment 4	November 3	\$120	\$150	\$200	\$235
Payment 5	December 1	\$120	\$150	\$200	\$235
Payment 6	January 1	\$120	\$150	\$200	\$235
Payment 7	February 2	\$120	\$150	\$200	\$235
Payment 8	March 2	\$120	\$150	\$200	\$235
Payment 9	April 1	\$120	\$150	\$200	\$235
Payment 10	May 1	\$120	\$150	\$200	\$235
	<b>Total Yearly Tuition</b>	<b>\$1,200</b>	<b>\$1,500</b>	<b>\$2,000</b>	<b>\$2,350</b>

**\*A late charge of \$25 will be added to your account if paid after the due date.  
Second child discount is 10% off second child's tuition.**

**There are no credits for sick or vacation time.**

## Holidays

The SonShine Preschool & Kindergarten's holidays are the same as the Monroe School District. You can go to [www.monroe.wednet.edu](http://www.monroe.wednet.edu) for more information on their calendar.

## Calendars

Monthly calendars will be distributed to you, which will provide information about class themes, snack days, birthdays, field trips, etc.

A yearly calendar will be sent home in September outlining holidays and breaks for the year.

Our school follows the Monroe School District's calendar for holidays and breaks. We do not take off school improvement days.

## Closing due to the Weather

The SonShine Preschool & Kindergarten will follow the Monroe School District policy for inclement weather. If the Monroe School District is closed for a full day, our school will be closed for a full day. If Monroe is running one-hour late, our school will be closed for the day.

We will schedule a makeup day in the future. Check our voicemail at 360-794-7953 for school closures, the message will be updated by 8 am.

## **Termination of Care**

The SonShine Preschool & Kindergarten reserves the right to cancel care for the following reason:

- If a child has serious or specific needs, which go beyond what we, are trained and staffed to offer as a preschool facility and reasonable accommodations have been made.
- If a child's behavior is consistently inappropriate, the overall morale of the classroom is affected, and interventions have not diminished the problem to an acceptable level.
- If tuition has not been paid for one month with no effort made to work out the following a payment plan with the director.
- If the child is picked up late on an ongoing basis.
- If terms of the parent contract, parent handbook, and/or preschool policies are not upheld.

## **Child Abuse and Neglect Reporting Procedures**

WAC 388-150-420 states, "When any licensed or certified child care provider or their employees has reasonable cause to believe that a child...has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency as provided in RCW 26.44.040." It is the legal and moral obligation of the SonShine Preschool & Kindergarten staff to report suspected child abuse or neglect to the Child Protective Services (CPS) or the local law enforcement agency immediately. RCW further specified that the child care providers are immune from any civil or criminal liabilities if a case is reported in good faith. CPS does have the right to interview the child in the preschool center and look at any files at the preschool. Please refer questions to the Child Protective Services or ask the Director at SonShine Preschool & Kindergarten for more information regarding this law and what constitutes child abuse and neglect.

## **Fields Trips**

The SonShine Preschool & Kindergarten will hold in-house field trips for the 2010-2011 school year. We will plan visits from local professionals such as firemen, policemen, etc. The school is also planning other off-site field trips that will be announced. Parents are required to attend all off-site field trips and provide their own transportation.

## **Transportation**

Your child must be transported to and from school by you or a person you have authorized, 16 years or older.

## Health Policies

### **PLEASE NOTIFY THE STAFF IF YOUR CHILD:**

- Contracts or is exposed to a communicable disease
- Has any specific medical condition or allergies
- Requires medication
- Has received a new immunization

**WHEN CHILDREN ARE SICK** – On advice of health experts, we will not allow children with any of the following symptoms to be or remain in our care:

- Fever of 100 degrees or higher
- Vomiting (on 2 or more occasions with 24 hours)
- Diarrhea (3 or more watery stools within 24 hours)
- Draining rash or sore
- Eye discharge or pinkeye
- Lice or scabies (children may be readmitted after treatment and if there are no nits)

**WHEN CHILDREN NEED MEDICINE** – The SonShine Preschool & Kindergarten will not dispense any medications. Children may not bring any medicine to school. All medicines must be given prior to coming to school/or after going home.

**IF THERE IS AN EMERGENCY** – In the event of a life-threatening emergency to a child in our care, we will take the following actions:

- The situation will be assessed to determine if assistance is needed.
- One staff member will stay with the child, and if necessary, provide first aid or CPR according to the recommendations of the American Red Cross or American Academy of Pediatrics until help arrives.
- The child's teacher or designated staff will contact the Emergency Medical System (911) if necessary.
- Child's parent/guardian will be contacted at the first available moment and apprised of the situation. Parent's immediate attention is required.
- An injury/illness report is completed by the teacher for all emergencies and injuries. Copies will be given to the parent and remain on file at the center.

## Toys from Home

If your child has a security stuffed animal or blanket, they are welcome to bring it, otherwise please do not bring toys to school. We cannot be responsible if they are lost or damaged.

## Religious Beliefs

The SonShine Preschool & Kindergarten is a Christian program. Children may attend chapel and our teachers will speak about Christian values, beliefs, and teachings.

## In Closing

Please feel free to ask questions, express your thoughts, and offer input at any time. Together we can make your child's early childhood experiences as secure, enjoyable, and beneficial as they can and should be!

IN CHRIST'S LOVE, THE SONSHINE  PRESCHOOL & KINDERGARTEN STAFF