



SonShine Preschool
& Kindergarten
FAMILY HANDBOOK

2017-2018

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

SonShine Preschool & Kindergarten

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Monroe, Washington 98272
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www.fbcmonroe.org/sonshine-preschool

SonShine Preschool & Kindergarten is happy to welcome you and your family to our school. We are a Christian early childhood education program and a ministry of First Baptist Church of Monroe.

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

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



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MEET THE TEACHER DAY

All students enrolled for the 2017-2018 school year are invited to join us on Thursday, September 7. Parents will stay with their child for this half-hour greeting time.

☀Sept 7, Thursday—3's & 4's Mon/Wed Class	9:30 am -10:00 am
☀Sept 7, Thursday—PreK AM Class T/W/Thurs Class (3 days a week)	9:45 am -10:15 am
☀Sept 7, Thursday—3's & 4's Tues/Th Class	10:15 am -10:45 am
☀Sept 7, Thursday—2's Mon/Wed Class	10:15 am -10:45 am
☀Sept 7, Thursday—2's Tues/Thurs Class	11:00 am - 11:30 am
☀Sept 7, Thursday—PreK PM Class M/W/Thurs Class (3 days a week)	11:00 am – 11:30 am
☀Sept 7, Thursday—Kindergarten/Kindergarten Prep Class	11:30 am - 12:00 pm

SCHOOL HOURS OF OPERATION-

CLASS BEGINS THE WEEK OF SEPTEMBER 11, 2017
LAST DAYS OF SCHOOL WILL BE MAY 30/31, 2018

DAILY SCHEDULES

2's-3's Class	Mon/Wed OR Tues/Th	9:15 am – 11:45 am
3's-4's Class	Mon/Wed OR Tues/Th	9:15 am - 11:45 am
PreK AM Class	Tues/Wed/Thurs	9:15 am – 11:45 am
PreK PM Class	Mon/Wed/Thurs	12:30 pm - 3:00 pm
Kindergarten/ Kindergarten Prep	Monday through Thursday	9:15 am – 12:45 pm
Monday Enrichment	Mondays	9:15 am - 11:45 am
Lunch Bunch	Monday through Thursday	11:45 am – 12:45 pm

EARLY DROP OFF/LATE PICK UP POLICY

Please arrange for timely drop-off and pick-up of your student. Family accounts will be charged \$25 for every 10 minutes when students are picked up late. This same policy applies for students arriving to school early.

ENROLLMENT

SonShine Preschool & Kindergarten enrollment is offered first to current families, then alumni families and then to our community without regard to race, religion, national origin, ancestry, or physical disability.* Children ages 3 to 5, who are fully potty trained, are admitted to our 3s-Kindergarten programs. Students in our 2's-3s class may still wear diapers. We do keep an active waiting list.

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

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

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

WHAT 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 miss Meet the Teacher Day):

- ◆ An extra full set of clothes to leave at the school. Place all items in a Ziploc bag with student's name written clearly on the outside.
- ◆ A Safety Kit

In a large Ziploc bag—labeled with your child's name & classroom add:

- A large trash bag
- Small flashlight with new batteries
- Socks
- Mittens
- Small package of tissues
- Note of encouragement (letter from you for your child to calm child)
- Picture of your family
- A small toy
- Non-perishable, nut free snack (granola bar, energy bar, etc.)
- Two juice packs

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. Please, no flip-flop sandals.

COMING AND GOING

To ensure the safety and care of your child while entering and leaving the school:

- Please arrange for the child's regular, prompt attendance when healthy.
- All SonShine families must use the north doors for entering and exiting school.
- To promote safety for our students and staff, doors remain locked while children are present except for 15 minutes at drop off and pick up times. If necessary, families may call the school number to gain admittance or enter through the main church office.
- An adult must bring students into the classroom each day and ensure that the teacher is aware of the arrival of the child. Adults are required to assist their student in going to the bathroom and washing their hands upon arrival.
- Those picking up children must be at least 16 years of age.
- Please call or email the school each time your child will be late or absent for any reason.
- On-time pick-ups are essential. There will be a late charge of \$25 per 10 minutes each late pick-up.

SonShine must be notified if anyone other than a parent, primary guardian or regular daycare provider is to pick up your child, even if he/she is on your authorized pick up list. We will ask for identification and the child will not be released if we were not informed by email, phone or written pick up authorization.

SEPARATION AND ADJUSTMENT

As children grow, they develop the need for more independence, new challenges, and interactions. When children begin preschool, however, they often are 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 class
- Not communicate what he or she did at school
- Choose to observe the activities of others 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. Read the teacher's newsletters and ask about specific books, songs, letters, numbers, and crafts that they are doing.
- 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 school. 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 regularly and notify them of any changes in your child's life.

DISCIPLINE POLICY

Each SonShine staff member desires to instruct students in their character development. It is an honor to partner with families in encouraging children. We will hold children to a higher standard, because they are capable. We will extend abundant grace and joyfully share resources with families to help children reach their greatest potential.

SonShine students:

1. Obey cheerfully
2. Are kind
3. Show respect to themselves and others
4. Are an important part of our classroom team

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 through continuous communication.

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 when:

- A verbal re-direction & explanation behavioral expectations are shared.
- A brief in-class time out to help child self-soothe is offered.
- Anytime the child is in danger of physically harming himself/herself or others.

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.

FAMILY INVOLVEMENT

We welcome, encourage, and create opportunities for families to be an active part of your child's experiences at SonShine Preschool & Kindergarten.

To communicate important information and activities with you, we email newsletters and calendars. We also post them on our bulletin boards, and on our website:

www.fbcmonroe.org/sonshine-preschool. As a part of our SonShine community, "like" us on Facebook. <https://www.facebook.com/Sonshine-Preschool-204240652946919/> and invite other parents to join in our online community.

There will be opportunities for you to participate in the classrooms in the following ways:

- Volunteering for special activities and/or parties.
- Assisting regularly in the classroom
- Making classroom materials for the classroom (cutting, coloring, sewing, etc.).
- Supervising or preparing for in-house field trips.
- Reading or listening to 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 are 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.

SNACKS

Snacks are provided halfway through our time together. These are not intended to replace a meal. Please provide healthy and nutritious snacks when it is your turn to bring them. **Due to allergies we do ask that all snacks be nut free.** A great website for information is <http://www.choosemyplate.gov/> which has been recently updated to help children and adults with meals and nutritional information.

LUNCH BUNCH

We offer an optional lunch/play time from 11:45 am until 12:45 pm. In September, a sign-up sheet will be located at the Welcome Center. Families provide a sack (nut free) lunch for their child. Cost is \$5.00 per day. During this hour your child will practice table manners and nice table conversation. After lunch they will have time to play inside or outside on the playground. Pick-up time is 12:45 pm.

Beginning in October, families participating in Lunch Bunch must purchase a pre-paid punch card to track account balances. Punch cards must be purchased 10 lunch bunch days at a time (\$50) along with monthly tuition or in person at the Welcome Center. It is each family's responsibility to track lunch bunch card balances. Students will not be allowed to stay for lunch bunch if a punch card is depleted.

TUITION POLICY

Tuition for SonShine Preschool & Kindergarten is an **ANNUAL FEE**, divided into **10 equal payments**. **Payment # 1 & #2 are due by June 1 for August and September tuition.** For your convenience, we accept these first two payments as post-dated checks along with your completed enrollment forms by (also due 6/1). You may alternatively opt to pay the entire year at one time. SonShine accepts cash, checks and electronic checks from your bank. Any changes in this payment schedule must be approved by the director, in writing. Tuition is due on or before the first of each month, regardless of when class days fall. A black drop-box is secured next to the main FBC office door to accept after hours payments.

	TUITION	2's & 3's	3's & 4's	Pre-K	Pre-K	Kindergarten/ Kinder Prep	Monday Enrichment
	Due Date*	2 days/week	2 days/week	3 days/week Mornings	3 days/week Afternoons	4 days/week	1 day/week (add-on)
Initial Tuition Balance		\$1,280.00	\$1,280.00	\$1,630.00	\$1,430.00	\$2,660.00	\$780
Monthly Payment		\$128.00	\$128.00	\$163.00	\$143.00	\$266.00	\$78
Remaining balance 1	1-Aug	\$1,280.00	\$1,280.00	\$1,630.00	\$1,430.00	\$2,660.00	\$780
Remaining balance 2	1-Sep	\$1,152.00	\$1,152.00	\$1,467.00	\$1,287.00	\$2,394.00	\$702
Remaining balance 3	1-Oct	\$1,024.00	\$1,024.00	\$1,304.00	\$1,144.00	\$2,128.00	\$624
Remaining balance 4	1-Nov	\$896.00	\$896.00	\$1,141.00	\$1,001.00	\$1,862.00	\$546
Remaining balance 5	1-Dec	\$768.00	\$768.00	\$978.00	\$858.00	\$1,596.00	\$468
Remaining balance 6	1-Jan	\$640.00	\$640.00	\$815.00	\$715.00	\$1,330.00	\$390
Remaining balance 7	1-Feb	\$512.00	\$512.00	\$652.00	\$572.00	\$1,064.00	\$312
Remaining balance 8	1-Mar	\$384.00	\$384.00	\$489.00	\$429.00	\$798.00	\$232
Remaining balance 9	1-Apr	\$256.00	\$256.00	\$326.00	\$286.00	\$532.00	\$156
Remaining balance 10	1-May	\$128.00	\$128.00	\$163.00	\$143.00	\$266.00	\$78
	Total Paid	\$1,280.00	\$1,280.00	\$1,630.00	\$1,430.00	\$2,660.00	\$780

TUITION POLICY (CONTINUED)

- Annual enrollment fee is \$125/child and is non-refundable.
- Families who set up automatic payments through their bank for the year's tuition will receive a \$50 credit.
- SonShine offers a 10% discount for second child currently enrolled.
- Late fee for tuition after the 1st of the month (regardless of class days) is \$25. NSF fee is \$35.
- \$40 book fee per child is due with first month's tuition on August 1 for the Kindergarten/Kinder Prep class.
- Tuition is a yearly fee at SonShine. If a student withdraws from school, 30 days written notice must be provided to the director and an exit interview will be scheduled. Students may not withdraw for the year after March 31 (Tuition is required to be paid in full after this date.)
- All tuition and fees must be paid in full by the last week of school in order to participate in end-of year activities.

There are no building fees or volunteer hours required. **There are no credits for sick or vacation time.** If a child registers after August 1st, tuition payments may be doubled the first month to catch up tuition costs. Families will be expected to coordinate a written payment plan with SonShine's Director and Office Administrator. SonShine creates a budget based on yearly tuition payments.

CALENDAR & HOLIDAYS

SonShine Preschool & Kindergarten's holidays are the same as the Monroe School District. You may go to www.monroe.wednet.edu for more information and to view their calendar.

Monthly calendars will be distributed to you, which will provide information about class themes, snack days, birthdays, field trips, etc. These will be emailed, posted on the bulletin board at SonShine and at <http://fbcmonroe.org/category/sonshine-news/>

CLOSING DUE TO THE WEATHER

SonShine Preschool & Kindergarten follows the Monroe School District policy for inclement weather. If the Monroe School District is running late or closed, our school will be closed for a full day. Check Facebook or our voicemail at 360-794-7953 for school closures, the message will be updated by 8 am.

TERMINATION OF CARE

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

- 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 a payment plan with the director.
- If the child is picked up late on an ongoing basis.
- If terms of the parent contract, Family 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

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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 specifies 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.

FIELD TRIPS

SonShine Preschool & Kindergarten will hold a combination of in-house field trips and off-campus trips. We will plan visits from local professionals such as firemen, policemen, etc. as well as our monthly multi-cultural days. Parents/guardians 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.

WELLNESS/SICK CHILD POLICY

In order to provide a healthy and safe environment for all of the children at SonShine, we ask that children with any of the following symptoms not be dropped off in any classroom. This list is recommended by the American Academy of Pediatrics.

- Any possible contagious illness with symptoms
- Fever of 100 degrees or above within the past 24 Hours
- Vomiting (on 2 or more occasions with 24 hours)
- Diarrhea (3 or more watery stools within 24 hours)
- Any symptoms of the usual childhood diseases
- Yellow or green nasal discharge, or clear if it needs attention more than 3 times in 1 hour
- Drainage from the eye or a pink color in any part of the eye.
- Sore throat
- Croup
- Any unexplained rash, Draining rash or sore
- Any skin infection (boils, ring worm, etc.)
- Lice or scabies (children may be readmitted after treatment and are nit free)

Children who are observed by our teachers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

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 NEED MEDICINE

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. Exception will be if medication is provided with a doctor's written documentation of use and if the school feels they can meet these expectations. (Example: epi-pens)

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 what 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 school.

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

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

IN CLOSING

Open and clear communication is always best. 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!

With Christ's love,

The SonShine Preschool & Kindergarten Staff

