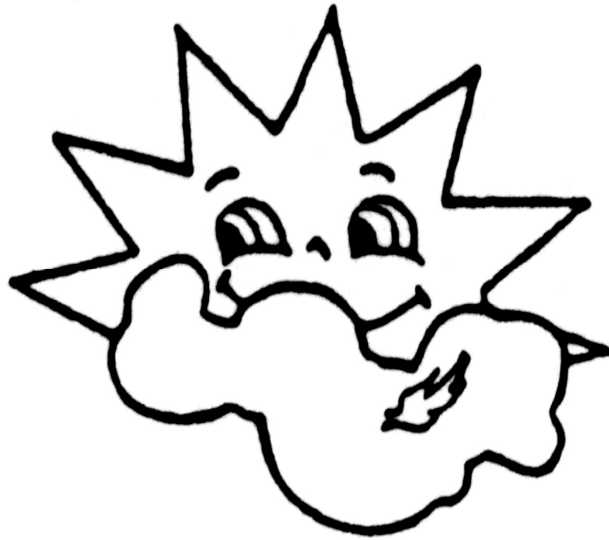


Sonshine Preschool & Day Care

PARENT HANDBOOK

2013-2014



*Jesus Loves the Little Children,
All the Children of the World.
Red and Yellow, Black and White,
They are Precious in His Sight,
Jesus Loves the Little Children of the World.*

A Ministry of

Trinity Assembly of God

53 North Main St. • Derry, NH 03038

603-434-6987

<http://www.tagderry.org/spd/>

School Program

3N/4K AM Class: 8:30am-11:30am

5K AM Class: 8:30am-12:30pm

Daycare Hours:

6:30am-8:30am & 11:30am-5:30pm

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Parent Handbook

I. Philosophy and Goals

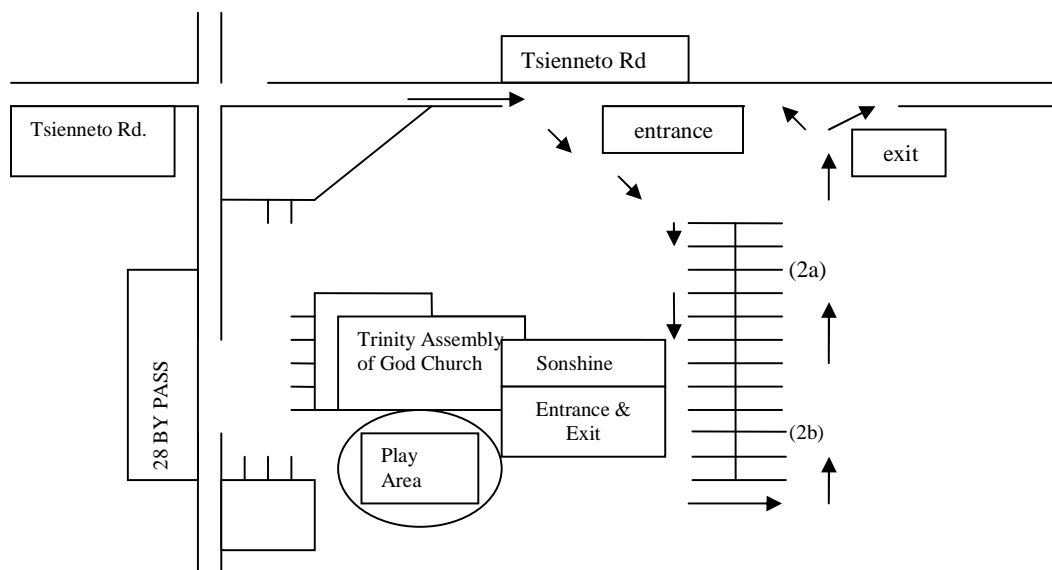
A child is a very precious gift from God. At Sonshine Preschool, we consider it a privilege and responsibility to serve our community by offering a quality preschool program.

Children are encouraged to nurture the abilities God has given them through a variety of interactive, “hands-on”, developmental activities. We offer a preschool program which includes: Bible time, language arts, math activities, art, music and crafts balanced by a variety of indoor and outdoor play. These experiences are designed to stimulate a child’s interests and prepare him or her for kindergarten or first grade.

Our greatest hope for each child is that he or she will form a positive attitude toward learning, school, him or herself, and others. However, our primary goals at Sonshine are to help each child know Jesus as their Savior, and to develop Godly characteristics in their lives. The staff at Sonshine, wants to help each child have a positive, happy first experience at school so that they go on to kindergarten or first grade with a sense of delight and anticipation.

II. Traffic Control

A. Trinity Assembly of God



1. All cars must ENTER and EXIT from the Church on TSIENNETO ROAD.
2. Parking is as follows: (2a) Staff, (2b) Sonshine Parents.
3. Traffic control is in effect the entire day for everyone.

B. Dropping Off and Picking up at Sonshine

1. All Sonshine people should use the Sonshine entrance and exit as specified in the above diagram. Please **DO NOT** park out front.
2. Children should not be allowed to enter the building unattended. Cars cannot be left in front of the entrance; they must be parked in a parking space. Do not leave engines running. Parents must accompany their children to the proper teacher or staff person. **Do not bring your child to the door and leave.**
3. **Pick up for all Children** – parents or authorized pick up persons must sign in/sign out their child prior to leaving the building. Children are not allowed to leave the building unless accompanied by a parent, teacher, staff worker or a responsible adult.
4. Only those individuals listed on the transportation sheet as authorized by parents will be permitted to pick children up. Children will not be released to minors. A note signed by the parent must come with the child if someone other than an authorized person is picking up the child. Phone calls will be accepted, please give the staff or director adequate notice. It is the responsibility of the parent to ensure that the pick up sheet is signed regardless of who picks up the child. If a child stays for Day Care and the hourly pick up sheet has not been signed, that child's account may be charged until closing time that day.
5. We offer a parking program to for Pinkerton Students. Please only use the designated parking area for picking up/dropping off. In addition please maintain safe speeds while entering, exiting and driving through the parking lot.

III. General Information and Guidelines

A. Curriculum

We use A Beka Book Curriculum for all of our classes. A Beka Book is dedicated to providing quality education from a Christian perspective and so are we. You can read more about A Beka Books at <http://www.abeka.com/>.

B. Day Care Hours

Day Care hours are 6:30 a.m. to 8:30 a.m. for all grades and 11:30 a.m. to 5:30 p.m. for 3N/4K and 12:30-5:30 for 5K. Parents need to be prompt in picking their children up to avoid late pickup charges.

C. Pre-School and Kindergarten Hours

School hours are 8:30 a.m. to 11:30 am for 3N/4K and 8:30 a.m. to 12:30 p.m. for 5K. Students can be dropped off/signed in up to 10 minutes prior to the beginning of class and picked up/signed out up to 10 minutes after class ends and not incur any Day Care charges. However if your child arrives before 8:20 and stays after 11:40 for 3N/4K or 12:40 for 5K, you will be charged day care at the hourly rate of \$4.75. Children who occasionally stay for day care will also be charged hourly from the time school ends.

D. Mailbox Use

Children's mailboxes are to be used exclusively for the children's papers and memos from the office. Any form of solicitations, such as birthday invitations, sales notices, etc. must be presented to and approved by the director and teacher in your child's class. We would appreciate parents coordinating parties and play times outside school when possible.

E. Standards

In order to preserve a pure, safe environment that is conducive to learning, we prefer that children do not bring to Sonshine, any item that would be out of harmony with our philosophy or goals. Such things as movies, party paper goods, etc. that replicate cartoon characters promoting violence or ideas/behaviors that are inappropriate for Sonshine.

F. Show 'N Tell

Show and Tell day is up to the individual teacher and the date will be set by the teacher. **Toys are not allowed from home at any other time, unless a teacher has asked for some specific item to be brought in.** Please limit the child to one (1) item and all toys must be labeled. Any toy that comes in must be small enough to fit in the cubbies. Please remember, we are not responsible for any lost items. It is important for your child's benefit that all toys be labeled accordingly.

G. Storage & Labeling

A locker/coat hook has been assigned to each child and is labeled. A small blanket and a soft animal are allowed to be brought in for rest time; however, whatever your child brings must fit in the locker. Please label items with your child's name. Blankets must be taken home weekly to be laundered to cut down on the spread of germs. We request that you keep an extra set of clothes in your child's cubby in case of accidents. A child's personal belongings (i.e.; lunchbox, thermos, clothing, shoes, blanket, etc.) **MUST BE LABELED WITH HIS/HER**

NAME. Any lost and found items left over two (2) weeks will be donated to a community charity. The staff at Sonshine uses caution at all times with children's eye glasses. However, Sonshine is not responsible for broken or lost eye glasses.

H. Absentees / Tardiness

We ask that all children be on time to avoid a last minute rush and interruptions to classes which have already started. We suggest that students arrive at least 10 minutes early so that classes can begin on time. If your child is not going to attend please call us to let us know so that we can plan accordingly.

I. Parents' Role

Sonshine is a learning ministry designed to work in cooperation with the home. The home is the key to the child's success. In the Bible Deuteronomy 6 tells us it is the responsibility of the parent to train up the child. Therefore, the role of the parent is very important. Parent Orientation, Field Trips, and Open House are ways of being directly involved in your child's learning experience. Conferences can be scheduled as the need arises. We invite you to stop in from time to time to observe your child's class by simply calling our office in advance.

J. Withdrawal Policy

If it is the desire of the parents that a student no longer attends Sonshine, the parents must notify the school in writing by completing a Student Withdrawal Form, which may be obtained from our website or the Director. Two weeks written notice is required prior to withdrawal of your child from Sonshine. You are responsible for two (2) weeks of School Tuition/Day Care Fees from time written notice of withdrawal is given. Student records cannot be released until the student's account is paid in full. All children are accepted on a trial basis. Should behavior difficulties arise that continuously interrupts learning and/or endanger staff and students, a conference will be held to discuss methods of behavior modification. Once a plan is implemented, there will be a specified time period during which the behavior must be appropriately modified. Should the agreed plan be unsuccessful, notice will be given and the child will be dismissed within 2 weeks.

K. Contact Information Changes

During the course of the year, you may change your contact information, residence, job, etc. In that case, please fill out a Change In formation Form. You can obtain this form on our website or from the Directory. The forms may be placed in the payment slot. We will confirm the changes with you after we have received them and recorded them.

L. Snow Days

We will typically follow the Derry School system regarding snow days for school only, however please watch Channel 9—WMUR early in the morning. Information will be there which will inform you if we are going to be CLOSED. If there is a delay announced for the Derry school system, our classes will still run on time. Derry School System follows BUS RULES whether it is safe for the bus drivers to drive. Sonshine does not provide transportation so our cancellations may be different. Unless it is hazardous out the Day Care will be OPEN, and you may take advantage of it if you need to go to work. Again please check Channel 9-WMUR and call ahead. If there is a power outage due to a storm our Family Life Center usually gets power first. During these times we have run Sonshine from there. The only way to know if we are open is to drive by the parking lot or check the door. Again this is only in case of power outages. The Director is in charge of making the determination for school and/or Day Care closings, not the Derry School District. Please be assured that your safety and our Staff's safety are of utmost concern to us.

IV. Financial Policies

A. Payment Schedule

The preschool year is based on 37 weeks.

School fees are billed on Monday for that week. Payments are expected by Friday of that same week. If you would rather set up monthly payments you are expected to fill out the Alternate

Payment Plan Form prior to the beginning of the school year. This form can be obtained on our website or from the Director.

Fees are broken up into a per week basis and are not based on a per school day basis. During weeks that we observe a holiday the weekly fee is still the same.

B. Full Time School/Day Care

\$175.00

Full Time School/Day Care is billed on Monday for that week. Payments are expected by Friday of that same week. Students who are enrolled in Full Time School/Day Care are liable for the entire week regardless of whether a child is at Sonshine for one (1) day or five (5) days. Parents are free to change the status of their child to School only at their discretion prior to the desired change. Parents must contact the Director to make the change on or before the Friday before the change will take effect. We will not change the status without prior notice.

C. Day Care (as needed)

\$5.00 hourly - above the allotted schooling hours.

Hourly Day Care is billed on Monday for the previous week. Payment is expected by the Friday of said billing week

Students can be dropped off/signed in up to 10 minutes prior to the beginning of class and picked up/signed out up to 10 minutes after class ends and not incur any Day Care charges.

D. Observed Holidays

Fees are broken up into a per week basis and are not based on a per school day basis. During weeks that we observe a holiday the weekly fee is still the same.

The following is a list of the holidays that we observe on which Sonshine is closed. Labor Day, Veteran's Day, Thanksgiving (3 days), Good Friday, and Memorial Day.

E. Vacation Weeks

Sonshine will be closed during the week between Christmas and New Years.

We observe a Winter Break (February) and Spring Break (April). During these weeks school is closed but we will offer Day Care if enough parents express the need for Day Care and we can provide sufficient staffing. We understand that just because your child is on vacation you may not be. Therefore we provide Vacation Week Day Care as a ministry and benefit to you. We will post a sign up list three-four weeks prior to the vacation and ask that you sign up for the days you need Day Care by the Wednesday before Vacation. By signing up for Day Care during a vacation week you are committing to those days and will be billed accordingly. You have until the Wednesday prior to the Vacation Week to make necessary changes. If you need more Day Care than originally indicated you will be billed for the extra days you need it. If we call a snow day during a Vacation Week then you will not be charged for that day. We do not offer Hourly Day Care during vacation weeks. We charge a daily rate of \$35.00.

We do not schedule a school payment during Vacation Weeks. The only charges would be for Day Care. You will be billed on the Monday following the Vacation Week for said week.

F. Late Payment Charges

Payments are expected by Friday for that billing week. If we don't receive a payment by Friday a late fee of \$5.00 will be charged to your account on the following Monday. (Please see Deposit Schedule below for explanation) If you are on the monthly payment plan you must stick to the plan you set up. If payment to your account is not received according to the

agreement you will be assessed a \$20.00 (\$5.00 per week) late fee on the following business day.

After one week if your account is still unpaid, and you have not communicated with the director about paying your bill, your child may be suspended until the balance is paid in full. Students who are suspended can begin attending again after the balance is paid in full. You will not be charged for the time your child is suspended. If a balance is not paid off and the student reinstated within two weeks of suspension then the student will be dismissed, will lose the position in the class and be charged an early withdrawal fee of \$50.00. Said student can be reinstated if the position in the class is still available and the account is paid in full.

G. Deposit Schedule

We record payments and make deposits on a daily basis. Payments are removed from the payment box at 9am and recorded for that day. If you place a payment in the payment slot after 9am it will be recorded and deposited on the following business day. **Payments submitted on Friday after 9am will be recorded on Monday, unless it is a holiday, and will count as a payment received on Friday.**

H. Delinquent Accounts

Parents need to be making payments on time. Students will not be allowed to stay at Sonshine if your bill has been left unpaid for two weeks. If you are having difficulty the Director needs to be notified immediately and a payment system will be set up. Dismissal will be immediate if payment has not been made or no attempt has been made to take care of it. Your child can not enroll for the following year unless your accounts are up to date. **Kindergarten Students** may not be allowed to participate in graduation activities if an overdue balance exists.

I. Other Charges

1. **Late Pickup Charges:** Regular Day Care ends at 5:30 p.m. A charge of \$6.00 for the first fifteen (15) minutes or any portion thereof and \$10.00 for the second and any succeeding fifteen (15) or any portion thereof will be assessed to the account of those who do not pick up a child by the established closing time.
2. **Returned Check Charges:** A charge of \$15.00 will be assessed, in addition to any fee the bank may charge us for a returned check.
3. **State Aid:** Please realize when you receive state aid, you must still keep your account current. It is your sole responsibility to turn in weekly paperwork and payments. Failure to do either of these may result in late charges and/or your child being dismissed. Please see Late Payment Charge and Delinquent Accounts.

J. Payments

The payment slot is located in the hallway in the carpeted area. Extra payment envelopes are located adjacent to the slot. Please be sure to note the name of the child on your envelope/check and seal the envelope. Please do not send payment envelopes in with your child, in a lunch box or give them to a staff member. It is the responsibility of the parents to ensure that payments are placed in the payment slot. We prefer payments via check and cash.

V. Health & Wellness

A. Illnesses

Under no circumstances will Sonshine care for a child with a diagnosed communicable disease. Sonshine reserves the right to contact the parent should a child's presence not be in the best health interests of the other children.

Once notified, the parent or a designated pick up person must come for the child as soon as possible. Children who are obviously ill (i.e., fever above 100 degrees, vomiting, diarrhea, draining ears, lice or nits, rash) **must not** be brought to Sonshine. Any child with conjunctivitis will not be allowed back for three (3) days and must be on appropriate medication.

B. Medication Policy

In that event, your child has a prescription, please do the following:

- Have the prescribing doctor fax or send an authorization letter/form.
- Fill in the Medication Form that can be found in the Medication Dispensing Binder in the kitchen. We will only dispense doctor prescribed medication at Sonshine.
- Medication will only be accepted if in original container and labeled with Child's name and dosage before giving it to us. Under **NO** conditions is medication to be put in a child's lunch box. Any over-the-counter medicines, E.G., Aspirin, Cough Drops, Syrups, etc., cannot be administered by Sonshine unless accompanied by a Doctor's signed note. A medication form must also be filled out and signed.

C. Nutrition

We have a snack time scheduled in the morning for preschoolers and in the afternoon for the day care session. **Please pack a healthy snack with milk or juice for one or both** times depending on how long your child is at Sonshine. (please, no sodas!). A water bottle would be great. We ask your cooperation in preparing a nutritious lunch for your child with very little sugar content. We assume that whatever a child has in a lunch box is what you expect him/her to eat. Therefore, if your child has an aversion to crusts, etc; please do not send it in the lunch box; send only what you know the child will eat. **We do not allow any soda at all in lunches. Please only one sweet treat.**

D. Health Records

An immunization record and health form must accompany your child by the first day of school. **Sonshine cannot accept any child without an official updated immunization record.**

E. Dress

Although Sonshine does not have a dress code, we ask that you dress your child according to the weather and modestly. Please do not send clothes in for a child to change into. Flip-flops, Jellies and Sandals are not appropriate for safety reasons and socks must be worn at all times. Socks should be worn at all times. During the winter months, we encourage you to send in slippers so children can change out of hot and sometimes wet boots.

We do require all children to have snowsuits or snow pants, mittens, hats and boots for outdoor play in the winter months. Please make sure you check the weather outside during the fall and winter months and dress your children appropriately. It is better to over dress your child than to have your child be cold or wet. LABEL, LABEL, LABEL, PLEASE.

Although some of these requests may seem to be unimportant to you, we have found from past experience that a child who is dressed properly for the weather will stay healthier

throughout the year. We solicit your cooperation in this regard for the benefit of your child and that of all Sonshine.

F. Behavior Guidelines

Every child that attends Sonshine has rights and here are some:

1. I have a right to be happy and to be treated with love in my school. This means that no one will laugh at me or intentionally hurt my feelings.
2. I have the right to be myself in this school. This means that no one will treat me unfairly because I am black or white, fat or thin, tall or short, boy or girl.
3. I have the right to be safe in this school. This means that no one will hit, kick, push, or hurt me in any way.
4. I have the right to hear and be heard in this school. This means that no one will yell, scream, shout or make loud unnecessary noises while I am trying to learn at this school.
5. I have the right to be forgiven.
6. I have these rights because God loves me.

We believe these rights need to be honored. If these rights are violated the Director needs to be informed immediately. All necessary precautions will be taken to ensure that every child feels safe, comfortable and loved. At Sonshine, we feel that violence can not be tolerated whether it is towards other children or teachers. If a child has continual behavioral issues which are causing problems or disruptions to other children's daily routines and their learning environment, it may result in dismissal from the school after the Director's assessment of the matter. Sometimes children have difficulty adapting to school environments, rules, and guidelines. We at Sonshine will do our best to ensure that they do but at times it is not a good match for all involved so this might not be the right environment for this child.

G. Toilet Training Issues:

The staff and our facility at Sonshine are not equipped to deal with toilet training issues. If your child has too many repeated toilet accidents on a daily basis, then we would have to evaluate whether your child should remain at our school.

VI. Communication

Please direct all important questions and concerns to the Director, especially if you have concerns about school policies, payments, staff or child related issues. Good communication between everyone can only benefit and help us all. If it is a real emergency and the Director is unavailable please contact another staff person.

VII. Conclusion

We consider it a privilege to have your children attend Sonshine, and we assure you that every consideration will be given to each child individually in order to achieve the goals and objectives of our school. Along with that, we will love and tenderly treat your children as if they were our own. Thank you for having the confidence in us to care for your children.

