



Parent Handbook 2023-2024

Philosophy and Goals

Philosophy

The purpose of our preschool is to provide families in our church and community with a safe, caring and stimulating environment in which their children can mature and grow. We offer educated and experienced teachers who reflect the warmth and joy of daily Christian living. Our program is balanced to meet the developmental needs of the whole child. Social, emotional, physical, spiritual, and intellectual aspects of development will be addressed through daily activities and curriculum.

Goals

- Help children feel secure and successful away from home and become familiar with a group setting
- Help children develop wholesome attitudes about themselves and others
- Help children grow in self-expression, self-control, responsibility, and the ability to be self-directed
- Bring about a child's awareness of the world around them
- Provide children with opportunities to express creativity through a variety of curriculum and activities
- Provide the opportunity for safe, active exploration with a variety of toys and activities
- Stimulate, encourage, and nurture children's natural desire to learn through active participation in developmentally appropriate curriculum
- Help children develop an awareness of God and His love for them.

Policy for Placing Students into their Classes

- Students will be placed into their classes according to their birthdates.

Curriculum

Our curriculum aligns with the Nevada Pre-Kindergarten Standards. Our curriculum is creatively built around a theme every two weeks. The standards provide our students with the foundational skills they will need to be successful in their educational career and beyond.

Assessments

Each child will be assessed with the Brigance assessment twice a year, once in the Fall and once in the Spring. Assessment results will be shared with parents.

Potty Training

Please refer to Sonshine's Potty-Training Policy for students enrolled in the 2-year-old class.

All children who are in the 3-year-old through Pre-K classes are required to be fully potty trained before attending Sonshine Preschool. Students must wear underwear (no pull-ups or diapers) and be willing to use the potty at all times.

Payment Procedures

Tuition Policy

Standard School Year

It is the policy of Sonshine Preschool that all tuition be paid on or before the 5th of the month. Late payments received after the 5th of the month will be charged an additional \$50 for that month. Any outstanding bill may result in dismissal from Sonshine Preschool.

Tuition fees remain the same each month whether there are extra days in the month due to a long month or fewer days due to holidays, and days that we close for inclement weather. Tuition cannot be pro-rated due to child absences, holidays, or school closures.

Returned checks will be charged an additional \$30 fee.

Sibling Discount

Sonshine Preschool offers a tuition discount of 20%. This discount is given to the oldest attending sibling and must be approved by the Director.

Registration Fees

There is an annual non-refundable registration fee of \$100 per child due at the time of enrollment.

Supply Fee

There is a one-time \$50 supply fee due the first week of school.

Drop-In Fees

A child may attend an extra day with a prior 24-hour notice **only** if there is an available opening in the classroom. There is a \$35 drop-in fee for preschool hours from 7:30 am-1 pm. The extended care drop-in fee is \$25. Extended care hours are from 1 pm-5:30 pm. A full day drop-in fee is \$60, the combined total of both the preschool and extended care fees.

Late Pick-up Fee

A child attending preschool needs to be picked up by **1 pm**, and a child attending extended care needs to be picked up by **5:30 pm**. Parents who fail to pick their child up at his/her scheduled pick-up time will be charged **\$5 per minute** for the time they are late up to a maximum of **\$50**. To maintain our required staffing ratios, we must implement this policy.

Admission and Procedures

Parents/guardians are required to furnish a copy of their child’s birth certificate, a copy of his/her immunization record, and a physical form from the child’s doctor upon registration. An enrollment application is also required to be completed by the parents/guardians. Immunizations MUST be kept up to date. Failure to do so will result in suspension or dismissal from Sonshine Preschool.

Important Date

First Day of School	--	8.14.2023
Labor Day	--	9.4.2023 (Closed)
Fall Camp	--	10.2.2023-10.6.2023
Nevada Day	--	10.27.2023 (Closed)
Veterans Day	--	11.10.2023 (Closed)
Thanksgiving Break	--	11.22.2023-11.24.2023 (Closed)
Winter Break	--	12.25.2023-1.5.2024 (Closed)
MLK Jr. Day	--	1.15.2024 (Closed)
President’s Day	--	2.19.2024 (Closed)
Spring Break	--	4.1.2024-4.5.2024 (Closed)
Memorial Day	--	5.27.2024 (Closed)
Last Day of School	--	6.7.2024
Bridging Ceremony	--	6.7.2024
Independence Day	--	7.4.2024 (Closed)

Camps

Fall Camp	--	10.2.2023-10.6.2023
Spring Camp	--	3.25.2024-3.29.2024
Summer Camp	--	6.11.2024-8.2.2024

**If a child is not currently enrolled, there is a one-time only registration fee of \$25 for camps and forms will be available a month prior to camp.

If a child is currently enrolled and will not be attending camp, we require a two-week notice.

Sonshine will be **closed** the week before school starts for carpet cleaning, maintenance, and preparation for the new school year.

Withdrawal Notice

As a courtesy, **a two-week notice is required to withdraw a child from Sonshine Preschool.** If a two-week notice isn’t given, you will be charged for the following two-weeks tuition.

Schedule Changes

You may request a schedule change, however a change may take place **only** if there is an available opening in the classroom. If you request to change your child's schedule (add more days, have fewer days, or change days), please give us a two-week notice so that we have time to adjust accordingly.

Vacation

If you are going on vacation, please contact the school and let us know. A child’s absence will not change the tuition rate for that week. Tuition is due regardless of attendance.

Inclement Weather

Sonshine Preschool will follow Washoe County School District's schedule for delayed starts. If Washoe County is on a one or two-hour delayed start, Sonshine will also be on a one or two-hour delayed start. In the case of a one-hour delayed start, the school will open at 8:30 am. In the case of a two-hour delayed start, the school will open at 9:30 am. If Washoe County **Schools are closed, Sonshine will determine closure or if a delayed start will apply.** We acknowledge that school closures need to be dependent on the conditions surrounding Sonshine/ South Reno versus the greater Reno area. Please watch your local news for an announcement from the Washoe County School District on snowy/icy days. Information regarding school delays and closures will be communicated via email or by text message.

Weather Policy

During the summer months we will have shade, use misters, have water in the sensory bins, and have cold water available to drink.

When it is 100 degrees or more, children will not go/play outside. When necessary, due to weather conditions, we will decrease the time outside to 15 minutes when temperature is 95. If the children aren't playing, are staying in the shade, and/or faces are flushed, it will be up to administration to decide if the children need to come inside.

When the temperature outside is 45 degrees or colder, children must wear jackets. When the temperature is 35-40 degrees, children may play outside for 15 minutes and wear weather appropriate clothing. If the temperature is 35 degrees or less, the child will have indoor recess.

For air quality, we check Airnow.gov. before outside play times. Our children will not play outside when the air quality is Orange. When the air quality is at Yellow, we will only play outside for 15 minutes.

Health and Safety Guidelines

Your child's health and safety is very important to all of us. To ensure a healthy environment, the following guidelines and procedures will be followed.

Sick Child Policy

A daily health inspection is given upon each child's arrival. Children with obvious symptoms of illness will not be accepted. Your child will be sent home if any symptoms of illness appear during the day. In such cases, your child will be isolated from the class and you will be contacted to make arrangements to have the child picked up from our school within 30 minutes.

In order to help eliminate disease passing from one child to another, you must keep your child home for **one (1) full school day**, not including any day that your child was sent home for illness, if he or she:

- has a fever or had one during the last 24 hours
- has a heavy nasal discharge
- has a constant cough
- is overly tired (rest may prevent a serious illness from developing)
- has vomited or had diarrhea in the last 24 hours
- has been exposed to a communicable disease and you suspect they are developing symptoms
- has symptoms of a communicable disease (runny nose, sore throat, headache, abdominal pain, redness or discharge from eyes, and/or a fever)

Even though a doctor's note might indicate the child can return to school, *Washoe County Health Department regulations still apply.*

Absences

We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend class, please notify the office.

Teacher and worker coverage is based upon scheduled attendance. Absences cannot be made-up at a later date. For children attending less than five days a week, any schedule changes, including but not limited to, absences due to illness, made after the schedule is set will need to be scheduled as a drop-in and a drop-in fee will be assessed. **Tuition cannot be prorated due to child absences.**

Notify the school at once if your child has a communicable disease (i.e. head lice, pink eye, hand foot and mouth). We are required to notify the Health Department and parents of communicable diseases.

Medical/ Emergency Information

Medications

A Doctor must complete and sign the "Annual Child Health Record" with details of dosage and frequency for over the counter or prescription medications (including Epi-Pens) to be given at Sonshine Preschool.

Our school reserves the right to deny a request to administer medications. All medication containers must have unaltered labels, be dated, and marked with the child's name and prescription label intact.

Medications will only be given in accordance with label directions. Our school shall have no responsibility of any kind, whatsoever, for failure to provide requested medication or for adverse reactions which are caused by the administration of such prescription medication.

Authorization for Pick-up

Any person other than the child's parent will be asked to show identification when they are coming to pick-up a child. **It is important for the parent to notify the staff or director when another individual is picking up the child on a given day.** In emergency situations, parents sometimes need another person(s) not on the "Authorization for Pick-up" form to pick up the child. In such cases, the parent must give written authorization. Notify the office indicating anyone who is **not** allowed to pick up a child.

Sign In/Out Requirements

The adult bringing the child to our school needs to make contact with the staff prior to leaving the classroom. At NO TIME may you leave your child unattended. The adult picking up the child must make contact with a staff person and wait, when required, for the staff person to verify their identity. All children must be clocked in and out on our computer.

Accidents

All teachers are required to be CPR certified and complete First Aid training. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/ or the director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form that requires the signature of the parent. If

a child comes to school with an injury, the staff will also fill out an accident report form to indicate that the injury happened in the home and not at Sonshine Preschool. The report will go to the director and will then be filed in your child's file.

Child Abuse

Nevada State Law requires the staff of Sonshine Preschool to report any suspicion of child abuse and neglect. As mandated reporters, staff has the right and responsibility to report any suspected abuse and neglect immediately.

Miscellaneous Guidelines

Bibles

We use the Bible to read our weekly Bible stories and verses to your child. Sonshine Preschool will gladly provide you with a Bible for you to follow along at home.

Rest Time

We offer a daily nap/rest time for children attending the Extended Care program. All children are required to nap or rest for thirty minutes following lunch. Nap cots will be provided for each child. A small blanket is to be provided by the family, **stored in a reusable bag**, and taken home and laundered once a week. If a child does not fall asleep and after they have rested on their cot for thirty minutes, they will then be given quiet activities to participate in for the duration of the time.

Clothing/Dress Code

Please dress your child in clothing that will be practical for indoor play, outdoor play, painting, sleeping, using the restroom, etc. Also, he/she should be dressed suitably for the weather. An extra set of weather-appropriate clothing should be kept in their backpack in case of accidents. Flip-flops are not permitted. Sturdy shoes should be worn for the child's safety. Sandals should have a strap across the back. T-shirts bearing inappropriate messages are not permitted.

Please label coats/jackets with your child's name.

Nut Free Facility

Sonshine Preschool is a nut free facility. Therefore, please refrain from bringing food that contains any kind of nuts or that were manufactured in a factory/ facility that also manufactures items with nuts. Please carefully read all food labels.

Snacks/Lunches

Lunch boxes and water bottles must be labeled with your child's name in a visible spot.

Parents are encouraged to provide nutritious and safe snacks and lunches for their child. Morning snacks are provided by parents. Snacks will be labeled and placed in the snack bins in each classroom. Teachers may ask parents to bring a special snack that enhances the monthly theme or special activity. Sonshine provides an afternoon snack for extended care students. **Remember Sonshine Preschool is a nut-free environment.** All snacks are to be in their original unopened containers or individually wrapped. Please notify the teacher if you pack an item containing sunflower seed butter. Our general afternoon snack list is indicated below;

Dried Fruit	Teddy Grahams	Granola Bar	Frozen Juice Bars
Apple Sauce	Ritz Crackers	Wheat Thins	Triscuits
Vanilla Wafers	Saltines	Cheez-Its	Club Crackers
Pirate Booty	Cheerios	Nutri-Grain Bars	Chex
Raisins	Craisins	Fruit Cups	Graham crackers
Rold Gold Pretzels	Cheese sticks	Go-Gurt	Goldfish

Cold healthy lunches must be provided by the parents/guardians. **We ask that parents not send sweets in their child's lunches. Remember Sonshine Preschool is a nut-free environment.** Please notify the teacher if you pack an item containing sunflower seed butter.

Birthdays

Birthdays are a very special occasion for children. We would like you to help us celebrate by bringing a special snack for your child's birthday. Cakes or cupcakes are appropriate for the occasion (**must be store-bought and in their original container and nut free**). Summer birthdays may be celebrated during the school year. If you have any questions, please ask the director.

Visitors

*Parents/guardians and other individual family members are encouraged to visit the school and are always welcome to enter the building. **Please be prepared to show identification.***

Security

Sonshine Preschool always keeps the safety of the children and staff as our top priority. Entry/exit doors to the school hallway are locked and secured. The careful watch of anyone on the premises will be taken as those authorized may enter with administration approval.

Behavior Management/ Suspension and Exclusion Policy

The staff at Sonshine Preschool strives to be nurturing and responsive to all children. We aim to build strong relationships with families. We have open communication with our families as we partner together to create a bridge between school and home. Our focus is to support social and emotional development through positive guidance and discipline practices. Challenging behaviors that are of concern will be communicated with parents/guardians and a plan of action will be discussed based on the child's individual needs. If support from an outside service provider is needed, parents/guardians will be included in the process. Third party service providers may include, however are not limited to, QRIS support, Pyramid Models, and Child Find. In the event that all options have be exhausted, Sonshine Preschool will work with the family to refer and find another early childhood environment that is more conducive to the specific child's needs.

Supportive and preventative measures are in each classroom to ensure that developmentally appropriate practices are in place. Sonshine staff implements curriculum from the Pyramid Model, social and emotional kits. The classrooms include a quiet area, different interest centers, and developmentally appropriate materials.

The primary method of discipline and guidance used at Sonshine Preschool is a positive behavior method. Our behavior protocol is as follows:

- Identify behavior and possible cause.
- Reward positive behavior, re-teach expectations, and remind child about desired behavior.
- Redirect to another activity.
- Provide a break for child to regroup when needed.
- If behaviors persist, teachers will contact parents and begin behavior chart for desired behavior. Chart will include a rewards system. Documentation and communication to parents will include positive behaviors as well as the behaviors that are to be improved.
- Please refer to the behavior policy for additional information.

Behavior Policy

Sonshine Preschool's behavior policy is to ensure the safety and wellbeing of all children and staff. Behavior report forms will be completed by the child's teacher. The behavior report form will be reviewed and signed by the Director and the parent. A copy will remain in the child's folder. Behavior reports will be documented in ProCare. Behavior incidents that will be documented are as indicated, however are not limited to;

- Students that physically harm themselves, peers, or staff
- Students that damage or steal school property
- Students that leave designated areas such as classrooms or the playground

Parent and staff meetings may occur to discuss how to best help the child be successful at Sonshine Preschool. Three behavior incidents **may** result in termination of the child's attendance at Sonshine Preschool.

This is the standard behavior protocol; upon the Director's discretion, termination of enrollment **may** be immediate for severe circumstances.

Parent Questions/Concerns

If you have questions or concerns regarding the preschool, your child, or an issue inside the classroom or with your child's teacher, please bring those concerns to the Director or Assistant Director before discussing it with teachers and/or other parents. We feel that this is conducive to our policy as a Christ-centered preschool of keeping gossip and rumors to a minimum and of keeping the integrity of our preschool intact.

Gum/Candy

Please do not allow your child to bring candy or gum to school at any time. This includes in your child's lunch.

Physical Activity

Physical activity is included in the recess times. We provide various activities for children to work on their gross motor development. The recesses are scheduled for two 30-minute time blocks in the morning and one 30-minute time block in the afternoon. The goal is to help children achieve and maintain their personal best in physical fitness, coordination, and stamina. It provides opportunities for cooperation and physical exercise and fosters the development of self-confidence and social skills.

Personal Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Soap is used for hand washing before meals, after recess, and after toilet use. Disposable paper towels are used for drying hands. Diapering protocol is abided by in accordance with the Health Department.

Toys

Please do not allow your child to bring toys to school except on designated share days.

Special Event Days

Throughout the school year, the school's staff plans special activity days to enhance the monthly classroom themes. Parents are always encouraged to participate by helping in the classroom, reading to children, or providing special snacks or activities. Sonshine has special programs for Christmas and the Bridging Ceremony at the end of the school year.

Parent Handbook Signature Form

Please initial each point of the attached Parent Handbook Signature Form, sign and date it, and return it to the Director. If you have questions about any of the policies and procedures spelled out in this handbook, please discuss them with the Director before signing and initialing the form.

Thank you for reviewing the Sonshine Preschool Parent Handbook; we appreciate your efforts to follow our guidelines which have been set in place to ensure that your child receives the best care possible. We thank you for allowing us to take care of your precious child. We look forward to a safe and productive school year!