



## **PARENT HANDBOOK**

551 N. CAMINO SECO  
TUCSON, AZ 85710  
(520) 885-1045

Cathy Wysopal, Director  
Joanne Castillo, Assistant Director  
Claire Skuse, Assistant Director

**SONSHINE PRESCHOOL  
STATEMENT OF POLICIES**

**I. MISSION STATEMENT**

Sonshine Preschool is a ministry of Eastside Covenant Church. The purpose of our program is to provide an enriching experience for young children in a Christian environment. The program has been planned with the purpose of encouraging the true and unique person found within each child and developing constructive attitudes for happy and responsible relationships with peers, parents, teachers, and God.

The church's mission is to build a loving community of believers who worship God, learn from His Word, lead people to Christ and serve God through serving people. Our vision is people, enlivened and empowered by Christ. We build committed relationships such that all thrive, especially children and youth. Our ministry to children is part of our larger commitment to enrich families. We believe that the family is God's instrument for building character and compassion in humans. Strong families create strong communities which creates a strong nation (Psalm 128). We not only want to bless your child, but your entire family.

**II. STATEMENT OF PHILOSOPHY**

Sonshine Preschool is an Outreach Ministry of Eastside Covenant Church. Our private preschool program offers quality early education in a Christian setting. Our philosophy is to nurture and assist each child's physical, intellectual, emotional and spiritual development according to each child's age and ability.

Our curriculum includes developmentally appropriate activities focusing on thematic units and play, both inside and outside the classroom. Creative art and various "play" activities will provide opportunities for children to develop to their potential.

**III. CURRICULUM**

**Educational Development**

Children will develop small and large motor skills through using a variety of materials. Intellectual, social and language development will be explored through an integrated curriculum. Areas in the classroom will encourage children to think, reason, question and experiment. Curriculum will provide for respect of cultural diversity through books, material experiences, music, art and foods. Each child's home culture and language will be brought into our school. Children will feel accepted and a part of our "school community". We will encourage and demonstrate sound health, safety and nutritional practices. All children will be provided with active and quiet play time. Large group time, small group time and individual playtime will be provided each day. The areas of language and literacy, writing, math, science, social studies, art, music, drama and dance will all be explored. An extensive curriculum and philosophy is available to you upon request. Inquiries can be made in the preschool office.

**Spiritual Development**

Children will learn that he/she is created in the image of God and precious in his sight. We will talk about the story of Jesus who died to forgive sin and bring us into the family of God. We will trust the presence of God daily and encourage spiritual growth in your child. We believe this happens through teaching the truth of God's Word, the Bible and creating a loving, grace filled environment. We have weekly chapel times involving Bible stories, songs and prayer. Children will be taught how to give, how to pray, how to share, how to lead and how to be a peacemaker.

**V. SERVICES OFFERED/HOURS OF OPERATION**

Sonshine Preschool is open to children who are two years old through five years old

regardless of race, ethnic background or religious affiliation. Sonshine Preschool offers 2-day classes (Thursdays & Fridays), 3-day classes (Monday, Tuesday and Wednesday) and 5-day classes (Monday through Friday). The available time choices are either: Preschool Hours (8:30 a.m.-12:30 p.m.), Preschool Extended Day (8:00 a.m.-3:00 p.m.) and Full-day (7:30 a.m. to 5:30 p.m.)

Sonshine Preschool follows Tucson Unified School District's School Calendar schedule, with a few exceptions. All holidays are observed in accordance with their calendar. Please refer to the enclosed calendar. Any other days that Sonshine Preschool will be closed will be posted well in advance.

An hourly fee of \$6.00 is charged, by the half hour (\$3.00), for before and after school extended care (i.e. Preschool Hours or Preschool Extended Day).

## **VII. ENROLLMENT POLICY**

All children enrolled in Sonshine Preschool must have a completed enrollment form, blue emergency information card with copy of current immunization record, a copy of recently documented "well check", and ALL of our signed permission slips. All forms **MUST** be filled out completely and turned in prior to attendance.

**Young 3's Preschool Class:** Children must be two through three years of age. A non-refundable registration fee needs to be paid for each child to be enrolled and accepted into the Young 3's Class.

All children must have: change of clothing, snack representing 2 food groups (a.m. and p.m. if necessary), water bottle labeled with first and last name, and lunch (if necessary) daily. All napping children must have a wipe able fold-up sleep mat, a washable cover for sleep mat (crib sheet or king size pillow case), diapers (if needed), and diaper wipes and lunch. Sleep mat covers will be sent home weekly to be washed. Sleep mats are sanitized weekly by Sonshine Preschool.

**Preschool Classes:** Children must be three years old (by August 31<sup>st</sup> and completely toilet trained) or four/five years of age. A non-refundable registration fee needs to be paid for each child to be enrolled and accepted into the preschool classes. All children must have: change of clothing, snack representing 2 food groups (a.m. and p.m. if necessary), water bottle labeled with first and last name, and lunch (if necessary) daily. All napping children must have a washable cover for sleep mat (crib sheet) which will be sent home weekly to be washed. Sleep mats are sanitized weekly by Sonshine Preschool.

The ECC Childcare Ministries Board reserves the right to refuse and/or terminate admission to any child for delinquent finances and/or disciplinary problems.  
(See **DISENROLLMENT POLICY** Section XXV.)

## **VIII. TUITION AND PAYMENT SCHEDULE 2011-2012 SCHOOL YEAR**

Rates are subject to change and prior notification will be provided. Tuition is a YEARLY AMOUNT that has been divided into 10 EQUAL MONTHLY PAYMENTS and is determined by the ECC Childcare Ministries Board. Tuition payments DO NOT change due to school holidays. No adjustments will be made to tuition for illness or vacation.

A non-refundable **Registration Fee** of \$65.00 per child, \$100.00 per family is due at the time of registration. Tuition payments are due on the FIRST SCHOOL DAY of each month. Tuition payment is delinquent if not paid by the 5<sup>th</sup> and a **\$20 Late Fee** will be assessed. **If, by 9:00 a.m. on the 9<sup>th</sup>, payment (including late fee) is not received in the office, your child may not attend the center until full payment is received. PAYMENT MUST BE KEPT CURRENT TO HOLD CHILD'S PLACE.** Unpaid balances will result in disenrollment. (See

**DISENROLLMENT POLICY** Section XXV.)

A **\$15.00 discount per month** is applied to the lowest tuition rate when 2 or more children from the same family are enrolled. The discount is applied only to accounts paid in full by the 5<sup>th</sup> of the month. Tuition payments can be made payable to **ECC** and deposited in the silver mailbox on the wall inside the orange door to the left of Room 9 or they can be mailed to: Sonshine Preschool, 551 N. Camino Seco, Tucson, AZ 85710. **There is a \$20.00 fee for returned checks. A 25% discount for childcare services is offered to Eastside Covenant Church members. All child care fees are non-refundable.**

**Full-day** is 6 or more hours of care provided between 7:30 a.m. to 5:30 p.m.

**Preschool Extended Day** is care between 8:00 a.m. - 3:00 p.m.

**Preschool hours** are 8:30 a.m.-12:30 p.m.

**Hourly Rate** is charged at the rate of \$6.00 per hour for care provided before or after Preschool hours, or Preschool Extended Day. For current rates, see page 9.

**Late Pick-Up Fee is \$1.00 per minute (after 5:30 p.m.), minimum of \$5.00 per child.**

**Sonshine Preschool Summer Camp Program** tuition and registration fees will be released in February.

**IX. ADMISSION AND RELEASE OF ALL CHILDREN**

All children **MUST** be signed in and out by the person dropping them off and picking them up.

The state Department of Health Services requires that the SIGNATURE MUST INCLUDE (AT THE VERY LEAST) FIRST INITIAL AND LAST NAME. Children will be released to the parents or persons listed on the emergency card ONLY, unless parent gives written permission or parent is able to verify the Telephone Authorization Code. The Telephone Authorization Code on the Blue Emergency Card and is designated by the parents at the time of enrollment. If parent is unable to pick the child up and authorizes the center by phone to release the child to an individual not so designated on the emergency information card, the center shall verify the telephone authorization code. Picture identification must be provided by each individual picking up his/her child.

**XI. SPECIAL NEEDS CHILDREN**

Enrollment of children with special needs will be considered on an individual basis with approval of the Director. All allergies, food or otherwise, must be noted on each child's emergency information card and should be pointed out to the child's teacher on or before the child's first day in attendance. The school does not provide support services, but does invite specialists to provide services on site.

**XII. TRANSPORTATION**

**Sonshine Preschool does not provide transportation for children.** It is the parent's responsibility to provide transportation for their individual child/children or make arrangements for carpooling with other parents. Parents need to make the teacher aware of carpool arrangements.

**XIII. PARENT INVOLVEMENT**

Each classroom will ask for a volunteer Room Parent. Parent meetings are held once a month which are mandatory for room parents, but all parents are welcome to attend. Parents and family members are encouraged to participate in all-school events held throughout the year. Parents are welcome to visit in individual classrooms anytime, and are encouraged to volunteer at least one hour in the classroom during the school year.

Birthdays may be celebrated at school. All food items must be completely nut free (please see XV Drinks, etc.) Parents are encouraged to keep birthday celebrations simple, please see your

child's teacher for a list of suitable healthy choices for your child's birthday. State law requires baked goods to be store bought and packaged, no home-baked items are permitted.

We would like all parents to bring Kleenex and baby wipes in occasionally. Occasional FAMILY FIELD TRIPS will require parents to drive their own children. All children under 5 are required to be in a car seat. Details and requirements of these field trips will be provided well in advance. Parents are welcome on school premises at anytime during school hours. A parent must accompany visiting children.

#### **XIV. CLOTHING**

Please send your child in simple clothing that will not curtail his/her participation in any indoor or outdoor activities. Each child should have an extra change of clothes at school (shirt, pants or extra shorts, underwear and socks). Be sure to mark all diaper bags, cups, blankets, toys, extra clothing, sleep mats, sweaters and jackets with your child's name.

#### **XV. DRINKS, SNACKS AND IMPORTANT ALLERGY INFORMATION**

**\*We have a NO NUTS Policy in effect NOW. This means nuts; nut butters or nut oils should NOT be included in your child's snack or lunch box. We recommend using "Sunflower Seed Butter" as an alternative. You can purchase it at Trader Joe's, Target and some local Grocery Stores. Please read the labels of products you send with your child to school.**

All parents must provide a water bottle labeled with the first and last name of your child and a morning snack DAILY. Sonshine Preschool will provide time for two snacks a day, one in the morning and one in the afternoon. You will need to provide a lunch and one or two snacks for your child. All Juice must be 100% fruit juice. At LUNCH milk and 100% fruit juice are the only drinks the children can be served. Snack can include water as long as 2 food components are met. If your child is allergic to any food or drinks, or for any reason can't have certain foods or juices, please note this on the blue emergency card and verbally inform his/her teacher. A \$2.00 charge will be applied to your account for a forgotten lunch, and \$1 each for a forgotten snack, or water bottle.

#### **XVI. SHOW AND TELL**

Sonshine Preschool children may bring a toy or other items of his/her own to show and share with his/her classmates on an assigned day. Please mark or have the teacher mark all items with the child's initials. Please do not send expensive, fragile things. No toy knives or toy guns, please.

#### **XVII. MAKE WAY FOR BOOKS LIBRARY**

We have been provided two library carts full of excellent children's books for young children. The purpose is to encourage early literacy. There is a vast assortment of very appropriate books for young children. Children will be allowed to take home a book of their choice. The book is due back the following day. Books will be "checked out" before school, or as the children are dismissed to go home. There will be a \$20.00 charge for lost books.

#### **XVIII. HEALTH REGULATIONS**

Up-to-date records of immunizations and recently documented "well check" must be on record at the center. Children must be kept home on days when symptoms are present. (See SPS ILLNESS POLICY Section XIX). The center needs to be notified if your child is diagnosed with a communicable illness of any kind. Please call SONSHINE PRESCHOOL - 885-1045.

#### **XIX. SPS ILLNESS POLICY**

**Sonshine Preschool is not licensed to provide care for children who are ill.** In order to protect all children at our school, ill children need to be excluded from our center. Any child who shows symptoms of illness during the day will have his/her temperature taken and be evaluated before the parents are called. A prompt attempt will be made to contact the parents

or other designated persons so that the sick child can be removed from the center. The child will be isolated from the other children if an obviously communicable disease is noted.

**Your child must be removed within one hour of your notification.** A child will be excluded from the school if he/she displays any obvious symptoms such as diarrhea, vomiting or fever of 100 degrees or more.

**The 24-Hour Rule:** If a child is sent home from school due to illness, your child may not return until he/she is symptom and fever free (**with out Tylenol!**) for 24 hours, and not having vomited for up to 6 to 8 hours after eating a meal.

Children will be excluded from school with the following symptoms:

Inflammation	Rash	Chicken pox
Diarrhea	Vomiting	Lice/pinworms
Fever	Harsh Cough	

### **Medication**

We will administer medication at 12:00 noon each day. **NO MEDICATION CAN BE GIVEN ON AN “AS NEEDED” BASIS.** Medication must be in the original bottle and have your child’s first and last name on it, the name of the drug, and the instructions for dispensing, doctor’s name and prescription number clearly stated on the label. If medication is liquid, it must be accompanied by a calibrated spoon. Medication must be brought to the Director, Assistant Director, or Administrative Assistant. A MEDICATION CONSENT FORM must be completed by the parent authorizing administration of said medication and a daily log will be kept of any medication given. Instructions for the return of said medication will be given at this time. Medication must be taken home EVERY night. All medication is kept locked up in either the cabinet above the sink in room #11, or in the locked box inside the full size refrigerator in the preschool kitchen. The Director, Cathy Wysopal, or Assistant Director, Joanne Castillo are designated to give medication. **NEVER, NEVER, NEVER PUT ANY MEDICATION IN YOUR CHILD’S LUNCH BOX.**

**PLEASE NOTE: DO NOT send your child with special lotions, sunscreen, chap sticks, lip gloss, or cough drops.**

**\*Children with severe allergies, who may need an EPI PEN in an emergency, must have an ACTION PLAN FORM filled out by the parent and the child’s Doctor prior to attendance.**

## **XX. NOTICES**

Notices will be sent home periodically, ESPECIALLY BY E-MAIL, as well as posted on the door or bulletin boards outside the class rooms and on the “Big Board” by the main entrance. PLEASE READ them ALL!

**Please read our monthly newsletter - reading it will help to keep you current on what's happening, when!**

**Additional charges:** There will be a \$0.10 per page charge for any requested copies of our records and they will be provided at our earliest convenience.

## **XXI. CONFERENCES**

Individual consideration will be given to any problems that may arise. Please feel free to call the preschool office at 885-1045, or e-mail me at [cathy@sonshineprek.com](mailto:cathy@sonshineprek.com) and I will reply to you as soon as possible. Conferences will be held formally twice a year. An “IN TAKE” conference will be offered during the first few weeks of school, and again in January/February for ALL children, or as often as needed. A written Progress Report will be provided to you three times during the school year.

## **XXII. LIABILITY AND MEDICAL INSURANCE**

Sonshine Preschool is fully insured with liability insurance as required by the State of Arizona. Medical insurance coverage is secondary to the family’s primary health care insurance. The accident insurance policy carried by Eastside Covenant Church/Sonshine Preschool has a

\$25 deductible. Should it become necessary to file a claim with our insurance company, the \$25 deductible will be the responsibility of the parent. Documentation of the liability insurance coverage is available for review in the Sonshine Preschool Office.

### **XXIII. CHILD ABUSE**

Sonshine Preschool is obligated to report suspected abuse, mental or physical, to the proper authorities within 24 hours of observing the child.

### **XXIV. DISCIPLINE**

Our staff is skilled in helping children make appropriate choices. When conflicts do arise we take this opportunity to help children develop their own problem solving skills. We work with the children during the time of a dispute. Our emphasis is on COMMUNICATION between the children, as well as, LOGICAL CONSEQUENCES. It is often necessary that direct intervention of an adult is required; children are then offered support to settle the dispute. Sometimes a child may be redirected to another area or classroom to help him/her work on making better choices. However, repetitive behavioral problems may indicate a need to establish a consistent, individual plan for a particular child. This will be done with the child's Parents, Teacher, Director and sometimes an outside professional.

#### **Biting**

We do consider BITING a disciplinary exception. All human bites are serious. When biting does happen both children's parents will be notified by phone, and an "Ouch Report" will be completed. We will discuss a plan as to how and who will closely monitor the child who has bitten. We do encourage the child who has bitten to help provide comfort to the child who was bitten, such as helping to hold on an ice pack to the bitten area. If a child bites more than ONCE during a given day, the parents will be called, and the child will need to be removed from school for the remainder of the day. IF BITING DOES PERSIST, WE MAY ASK YOU TO REMOVE YOUR CHILD FROM OUR PROGRAM, AS REPETITIVE BITING PUTS TOO MANY OTHER CHILDREN AT RISK. The Director, your child's Teacher, and the Parents will conference on this matter.

If a child, no matter what age, is so "out of control" he/she cannot be reasoned with or consoled, an area will be made safe for him/her not to hurt him/herself, other children or adults until the parent/guardian or emergency contact person can remove the child from the school for the remainder of the day of the incident. (See below for reinstatement policy)

### **XXV. DISENROLLMENT POLICY**

In a case where an enrolled child physically violates another child/staff repeatedly through biting, shoving, hitting, kicking or any other repeated hurtful behavior and/or is defiant with regard to adult intervention, the child's parent/guardian or emergency contact person will be called to remove the child who is doing the hurting or displaying the defiant behavior from the center for the remainder of the day of the incident.

**Enrollment will be terminated when an account is one month in arrears.**

**Please notify the center two weeks in advance if you plan to VOLUNTARILY disenroll your child for any reason.**

**XXVI. REINSTATEMENT POLICY**- Opportunity for reinstatement to the school will be handled after the parent and Director have met and have decided on a plan of action for the child should the behavior occur again. The Director shall include the child and child's teacher in this meeting if it is deemed appropriate.

## **XXVII. GRIEVANCE PROCEDURE FOR PARENTS**

Any parent may follow the following procedure to resolve a school-related problem:

- Step 1: Problem initially handled by parties directly involved.
- Step 2: If problem is not solved with Step 1, or if parent is not comfortable speaking to the parties involved, the parent should speak to the Director, who will attempt to solve the problem.
- Step 3: If the problem is not solved with Step 2, address the problem in writing to the ECC Childcare Ministries Board.

## **XXVIII. STAFF**

Sonshine Preschool will be staffed with loving Christian people from our community who are trained in early childhood care, development and education.

## **XXIX. EMERGENCY MEDICAL PROCEDURES**

1. If child is unconscious/not breathing/bleeding profusely and/or child's condition is considered to be in need of immediate professional medical attention - 911 will be called immediately.
2. If a decision needs to be made concerning your child and the reason for parental contact is not life threatening to the child, **unless direction by the parents, in writing, is to the contrary:**
  - a. Attempt will be made to contact child's mother first
  - b. Attempt will be made to contact child's father next
  - c. IF, mom and/or dad cannot be reached, attempts will be made to contact an emergency contact person/s listed on the child's emergency information card
  - d. IF, none of the above are able to be reached and the child's teacher and/or Director feel an opinion is necessary, the child's doctor will be contacted and the Doctor's instructions will be carried out.

## **XXX. STATE HEALTH DEPARTMENT INSPECTION REPORTS**

Inspection reports by the State Health Department available at anytime, upon request to the Director of Sonshine Preschool.

## **XXXI. FACILITY REGULATION**

Sonshine Preschool is regulated by the Arizona Department of Health Services: 400 W. Congress, Tucson, AZ 85701, 628- 6540. License CDC #1054.

## **XXXII. SCHOOL CLOSURE POLICY**

In the event that weather related, or local/national safety concerns arise, Sonshine Preschool will follow the Tucson Unified School District regarding school closure.

## **XXXIII. DAILY SCHEDULES: (Subject to change)**

### **Young 3's: (general schedule)**

- 7:30 – 8:30 a.m. Sign in time Room #5, Free Choice Time/Story Time
- 8:30 – 9:45 Outside Play
- 9:45 – 10:00 Snack
- 10:00 – 12:00 Craft/Chapel/Circle/Free Choice Time \*
- 12:00 – 12:30 p.m. Lunch \*
- 12:30 – 2:15 Rest time
- 2:15 – 3:30 Waking up & Snack \*
- 3:30 – 5:00 Outside Play or Free Choice Time \*
- 5:00 – 5:30 p.m. Get ready to go home

\* 15 minutes structured gross motor activity

**PRESCHOOL: (general schedule)**

7:30 – 8:30 a.m. Sign in time Room #5, Free Choice/Story Time

8:30 – 9:00 Outside Play, Sign-in

9:00 – 10:30 Circle time, Free Choice Centers, Project & Craft Time, Snack time \*

10:30 – 12:00 Playground Time (rotating class schedule), Circle Time \*

12:00 – 12:30 Lunch time

12:30 – 12:45 p.m. Dismissal Time

12:45 – 2:15 Rest Time/Quiet Free Choice Time

2:15 – 3:30 Free Choice Time indoors or playground \*

3:30 – 4:00 Snack

4:00 – 5:00 Free Choice Time, Directional Games, Table Games, Floor Toys, Story Time, or Playground \*

5:00 – 5:30 p.m. Get ready to go home

\* 15 minutes structured gross motor activity

**XXXV. NOTICE OF NONDISCRIMINATION**

Sonshine Preschool does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities.

# **THE YEAR AHEAD**

## **SEPTEMBER**

Name recognition, Circle  
Safety- Water, Traffic, Fire, Stranger Danger  
Letter A & 0, 1, 2  
September 11<sup>th</sup>- National Day of Observance  
Red, Blue, Yellow

## **OCTOBER**

Fall/Seasonal Changes  
Bears, Square, Geography  
Group Participation, Fairness  
Letters B, C, D, E & 3  
Dental Health, Costume Parade  
Black, Yellow, Orange

## **NOVEMBER**

First Thanksgiving: Pilgrims,  
Native Americans, and Turkeys  
Triangle, Gingerbread  
Being Thankful Thanksgiving Mini-Lunch  
Letter F, G, H & 4, Brown, Purple

## **DECEMBER**

Christmas, Holidays Around the World  
Jesus' Birth, Star  
Christmas Choral Program  
Letters I, J & 5, Winter Break  
Red, Green

## **JANUARY**

Winter – Snow, Hibernation, Ice, Frost  
Winter Around the World  
Rectangle, Colors/numbers  
MLK Birthday  
Letter K, L, M, N & 6, Blue, White

## **FEBRUARY**

Valentine's Day, Post Office  
Rodeo – Cowboys/Cowgirls  
Family Pizza Fun Day, Heart  
Letters O, P, Q & 7, Pink, Gray

## **MARCH**

How a seed grows, Dance Around the World  
Farm Animals, St. Patrick's Day  
Easter, Diamond, Octagon  
Letters R, S, T & 8  
Red, Green, Yellow, Blue & Pastels

## **APRIL**

Spring/Wind/Air  
Easter, Zoo Animals, Oval  
Nutrition, Life Cycle  
Letters U, V, W & 9, Colors of the earth  
Food Around the World

## **MAY**

Mother's Day, The Great Outdoors  
Bugs and Butterflies, Water Week  
Letters X, Y, Z & 10  
Preschool Promotion

## **JUNE**

Getting To Know You, Father's Day,  
Eric Carle, Solar System, Under the Sea,  
The Beach, Water Days,  
Rainbow colors, Review A-N & 1-25

## **JULY**

Fourth of July, Audrey Wood,  
Woodworking, Dinosaurs  
Red, White & Blue  
Review Letters O-Z & 25-50

## **AUGUST**

"I am special", "I can attitude"  
Learning about School Rules  
Classroom Rules, Manners  
Making Friends, Sharing Feelings

**\*Subject to change**

## **ACTIVITIES TO ENCOURAGE DEVELOPMENT**

### **LARGE MOTOR DEVELOPMENT:**

Painting  
Clay/playdough  
Sidewalk drawing with chalk  
Painting with water- sidewalks/buildings  
Cleaning- dishes, tables with water  
Body movement to music  
Outdoor games- skipping, jumping, hopping, running  
Obstacle courses  
Follow the leader  
Shave cream on table  
Parachute  
Playground equipment- climbing, jumping

### **SMALL MOTOR DEVELOPMENT:**

Putting on and fastening own jacket, shoes, socks  
Hammering nails  
Block stacking and building  
Sand/water- pouring from container to container/ exploring  
Soap bubbles- blowing bubbles  
Finger plays  
Washing dolls/clothing  
Small car and truck play  
Stringing beads/ colored macaroni  
Gluing, cutting, using crayons/markers (all with supervision)

### **PERCEPTUAL/COGNITIVE DEVELOPMENT:**

Copying a pattern- blocks, beads, markers  
Looking for things in a picture  
Simple puzzles  
Nuts and bolts to match  
Fabric samples to match  
Lotto games- matching  
Matching real objects to pictures of objects  
Copying your movements, claps, etc.  
Repeating words that sound alike- rhyming  
Guessing what will happen next in a story  
Completing sentences- "I like school because . . ."  
Cause and effect- "What will happen if . . ."

**RATES FOR 2011- 2012: Prices effective June 1, 2011**

★ **TUITION IS A YEARLY AMOUNT DIVIDED INTO 10 EQUAL MONTHLY PAYMENTS:**

<b>SONSHINE PRESCHOOL</b>			
<b>For children age 3 (by August 31st, and fully potty trained) through age 5</b>			
<b>PRICES ARE PER MONTH</b>			
<b># of Days</b>	<b>Full Day Tuition 7:30 a.m.-5:30 p.m.</b>	<b>Preschool Extended Day 8:00 a.m.-3:00 p.m.</b>	<b>Preschool Hours 8:30 a.m.-12:30 p.m.</b>
5 Day (M,T,W,TH,F)	\$615.00	\$460.00	\$340.00
3 Day (M,T,W)	\$420.00	\$315.00	\$227.00
2 Day (TH, F)	\$255.00	\$210.00	\$155.00

<b>SONSHINE PRESCHOOL YOUNG 3's</b>			
<b>For children age 2 through age 3 ( in varying stages of potty training)</b>			
<b>PRICES ARE PER MONTH</b>			
<b># of Days</b>	<b>Full Day Tuition 7:30 a.m.-5:30 p.m.</b>	<b>Preschool Extended Day 8:00 a.m.-3:00 p.m.</b>	<b>Preschool Hours 8:30 a.m.-12:30 p.m.</b>
5 Day (M,T,W,TH,F)	\$665.00	\$500.00	\$365.00
3 Day (M,T,W)	\$465.00	\$350.00	\$275.00
2 Day (TH, F)	\$295.00	\$240.00	\$190.00

**(Prices are subject to change)**

- **A non-refundable registration fee of \$65.00 per child, \$100.00 per family is required at registration.**
- The 10 (AUGUST – MAY) EQUAL MONTHLY TUITION payments are due on the first of each month.
- \$15.00 discount is applied monthly to the lowest tuition rate when 2 or more children from the same family are enrolled. The discount is applied only to accounts paid in full by the 5<sup>th</sup> of the month.
- Late tuition fee of \$20.00 will be applied to any unpaid account after the 5<sup>th</sup> of each month.
- Extended Care, in 30 minute increments (\$6.00 per hour), between 7:30 a.m. 5:30 p.m. are available.
- Late pick up fee applies beginning at 5:30 p.m., \$1.00 per minute, \$5.00 minimum charge.
- Summer Camp payments are DUE 2 WEEKS PRIOR TO EACH SESSION.
- **Summer registration for new students is a non-refundable \$25.00.**

<b>SONSHINE PRESCHOOL 2011 SUMMER CAMP</b>			
<b>For children age 3 (by August 31st, and fully potty trained) through age 5</b>			
<b>PRICES ARE PER WEEK</b>			
<b># of Days</b>	<b>Full Day Tuition 7:30 a.m.-5:30 p.m.</b>	<b>Preschool Extended Day 8:00 a.m.-3:00 p.m.</b>	<b>Preschool Hours 8:30 a.m.-12:30 p.m.</b>
5 Day (M,T,W,TH,F)	\$153.75	\$115.00	\$85.00
3 Day (M,T,W)	\$105.00	\$78.75	\$56.75
2 Day (TH, F)	\$63.75	\$52.50	\$38.75

<b>SONSHINE PRESCHOOL YOUNG 3's 2011 SUMMER CAMP</b>			
<b>For children age 2 through age 3 ( in varying stages of potty training)</b>			
<b>PRICES ARE PER WEEK</b>			
<b># of Days</b>	<b>Full Day Tuition 7:30 a.m.-5:30 p.m.</b>	<b>Preschool Extended Day 8:00 a.m.-3:00 p.m.</b>	<b>Preschool Hours 8:30 a.m.-12:30 p.m.</b>
5 Day (M,T,W,TH,F)	\$166.25	\$125.00	\$91.25
3 Day (M,T,W)	\$116.25	\$87.50	\$68.75
2 Day (TH, F)	\$73.75	\$60.00	\$47.50

**SONSHINE PRESCHOOL REGISTRATION**

**REGISTRATIONS WILL BE TAKEN ON A FIRST COME-FIRST SERVE BASIS!**

FOR MORE INFORMATION, PLEASE CALL: CATHY WYSOPAL, DIRECTOR AT 885-1045

**PLEASE PRINT:**

Circle:

1<sup>st</sup> Child's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ M or F

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Circle:

2<sup>nd</sup> Child's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ M or F

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Please indicate (by writing your child's name in) your choices below:

**FALL ENROLLMENT (Beginning August 15, 2011- May 23, 2012) subject to change**

**Young 3's (age 2 through age 3)**

# of days	Full day tuition 7:30 a.m.-5:30 p.m.	Preschool Extended Day 8:00 a.m.-3:00 p.m.	Preschool Hours 8:30 a.m.-12:30 p.m.
5 day			
3 day			
2 day			

**Three and Four Year Old Classes**

**(age 3 by Aug. 31<sup>st</sup> and fully potty trained through age 5)**

# of days	Full day tuition 7:30 a.m.-5:30 p.m.	Preschool Extended Day 8:00 a.m.-3:00 p.m.	Preschool Hours 8:30 a.m.-12:30 p.m.
5 day			
3 day			
2 day			

**SUMMER CAMP ENROLLMENT Beginning June 6, 2011 – July 29, 2011: (subject to change)**

Please Note: Sonshine Preschool is closed Thursday, May 26<sup>th</sup> through Friday, June 3<sup>rd</sup>, Monday, July 4<sup>th</sup>, and Monday, August 1<sup>st</sup> through Friday August 12<sup>th</sup>. Please write Sessions desired in day/time choice.

# of days	Full day tuition 7:30 a.m.-5:30 p.m.	Preschool Extended Day 8:00 a.m.-3:00 p.m.	Preschool Hours 8:30 a.m.-12:30 p.m.
5 day			
3 day			
2 day			

**Session 1: June 6-June 10**

**“Puppets, Drama & Music!”**

**Session 2: June 13-June 17**

**“Audrey Woods Books!”**

**Session 3: June 20-June 24**

**“Under the Sea . . .Shark Week!”**

**Session 4: June 27-July 1**

**“Happy Fourth of July! Celebrate America”**

**Session 5: July 5-July 8**

**“Eric Carle Books!” (Closed Monday, July 4)**

**Session 6: July 11-July 15**

**“Our Solar System!”**

**Session 7: July 18-July 22**

**“The Dinosaurs are coming to Sonshine Preschool!”**

**Session 8: July 25- July 29**

**“Experiencing Woodworking”**

SONSHINE PRESCHOOL PERMISSION FORM

DATE \_\_\_\_\_

TO WHOM IT MAY CONCERN,

I, \_\_\_\_\_, THE

PARENT/GUARDIAN OF \_\_\_\_\_,

GIVE MY PERMISSION FOR ANY MEMBER OF SONSHINE PRESCHOOL STAFF TO SIGN MY CHILD "IN" AND/OR "OUT" IN THE EVENT THAT I NEGLECT TO DO SO.

\_\_\_\_\_  
Parent /guardian signature

\_\_\_\_\_  
Date

THIS FORM IS NOT INTENDED TO TAKE THE PLACE OF YOUR SIGNING YOUR OWN CHILD IN AND OUT EACH DAY. THIS FORM IS ONLY TO BE USED ON THOSE RARE OCCASIONS WHEN YOU ACCIDENTALLY FORGET TO SIGN YOUR CHILD IN AND/OR OUT. THANKS!

\*\*\*\*\*

I GIVE ANY MEMBER OF THE STAFF OF SONSHINE PRESCHOOL PERMISSION TO USE THE FOLLOWING PRODUCTS ON MY CHILD WHILE IN ATTENDANCE AT THE CENTER:

**PLEASE CHECK ALL THAT ARE APPROPRIATE:**

\_\_\_\_\_ COPPERTONE, WATER BABIES, SPF 30

\_\_\_\_\_ TARGET BRAND BABY WIPES

\_\_\_\_\_ TARGET BRAND DISPOSABLE DIAPERS

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

## OUTINGS AWAY FROM THE CLASSROOM

We use the Ramada occasionally for snack and all school activities (chapel and special programs), the basketball court for occasional physical education activities, and the Sanctuary for chapel, and special programs. Walks around the church grounds are a carefully supervised part of our program. These walks in the area are sometimes taken with very little notice. If we know about the walk beforehand, a notice will be posted on your child's classroom bulletin board. Field Trips away from the school in vehicles require an individually signed permission trip form for each field trip. Notice and details for these field trips will be provided separately and well in advance.

My child has permission to participate in all the above named activities on the school grounds:

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

## PHOTOGRAPHY

Photos, movies and videos are sometimes taken of the children for use within the school/church. Occasionally these may be used for newspaper stories, newsletters, website, brochures about the school, and/or for church publications. Whenever possible, this use will be cleared with parents, but this is sometimes difficult or impossible to do in cases where the pictures contain large groups of children or are used several years after they have been taken.

My child's picture may be used in the above named publications:

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

### **PLEASE READ ME!**

**THE STATE HEALTH DEPARTMENT NOW REQUIRES A COPY OF YOUR CHILD'S**

**IMMUNIZATION RECORD BE ATTACHED TO THE BLUE EMERGENCY FORM - YOU**

**DO NOT NEED TO FILL IN THE DATES ON THE BLUE EMERGENCY CARD!**

WE DO HAVE A COPY MACHINE IN THE CHURCH OFFICE IF YOU NEED TO HAVE A COPY MADE.