



sonshine
preschool

PARENT HANDBOOK

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Covid-19 Policies and Protocols supersede any corresponding information contained in this document.



SONSHINE PRESCHOOL STATEMENT OF POLICIES

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.

STATEMENT OF PHILOSOPHY

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

Our curriculum includes developmentally appropriate activities prepared by Teachers, and aligned with The Arizona Infant/Toddler Guidelines and the Arizona Early Learning Standards, focusing on thematic units and play, both inside and outside the classroom. Creative art and imaginative play activities will provide opportunities for children to develop to their potential.

CURRICULUM

Educational Development

Cognitive, Social/Emotional, Physical and Language development will be explored through an integrated curriculum which is created by teachers and aligns with The AZ Infant/Toddler Guidelines and the AZ Early Learning Standards. 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, and drama will all be explored. Parent/Teacher Conferences are twice a year (October and April), and as requested by parents. Lesson Plans and a Class Schedule are posted in each classroom.

Spiritual Development

Your child's spiritual development will be stimulated by participation in a short worship time each day. Worship includes teaching from the Bible, singing, and prayer and is designed to be developmentally appropriate for the age of your child. Our focus will be on Jesus, God's Son, who loves us and created us in His image. We will learn how Jesus treated others and about the things He taught those around Him. Most importantly, we will learn that we are children of God when we believe in Jesus and His forgiveness of our sin through His death and resurrection.

ENROLLMENT POLICIES

Sonshine Preschool is open to children who are eighteen months old and walking through five years old regardless of race, ethnic background or religious affiliation. A non-refundable registration fee is paid for each child to be enrolled and accepted into the program. All registered children must have a completed enrollment form, a signed AZ emergency information card with copy of current immunization record, and the Sonshine permission forms completed and signed **prior to attendance**. Completed Enrollment packets are turned into the office where they will be checked for completion and processed.

The following criteria are considered when enrolling and assigning a child to a classroom: a). Parental assessment of the developmental level of the child b). Staff assessment of the developmental level of the child per Child Progress Reports and observation c). Chronological age of the child and availability of space.

Busy Bees are 18-28 months by August 31 and walking.

Fireflies are 27-37 months by August 31 and in the process of toilet training.

Ladybugs are children 36 months by August 31 and fully potty trained, able to wipe themselves and manage their clothing without adult assistance.

Butterflies are children 48 months by August 31 and preparing for Kindergarten.

SERVICES OFFERED/HOURS OF OPERATION

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** (8:45 a.m.-12:00 p.m.), **Preschool Extended Day** (8:00 a.m.-2:45 p.m.) and **Full-day** (7:30 a.m. to 5:30 p.m.)

*Our Preschool Day begins promptly at 8:45 AM daily. We ask that all children be dropped off in time to start their day at 8:45. We do understand that children may have doctor appointments or you may have a family emergency that delays your child's arrival.

*Children picked up after Preschool Hours, for any reason, may not be returned to school later during the same day.

*** Please be advised that the Summer Camp schedule varies and hours are subject to change. Summer Camp is a 6 Week Program beginning the first full week in June going through the second full week in July; Sonshine Preschool closes at 4:30 during Summer Camp.**

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

PARENT /CHILD In-Take Conferences

Parents of enrolled children are strongly encouraged to participate in our annual In-Take Conferences, with your child, prior to their first day of school. Notice of the date and times will be sent to each family by email well in advance. The In-Take Conference is a time for your family to get to know your child's teacher and the classroom and to share important information regarding your child with his/her teacher.

TRANSITION INTO PROGRAM

Children may enter the program on an ongoing basis throughout the year as openings are, or become available. Orientation information is provided by the Administrative Team or Teacher upon touring and/or entry into the program. A short playtime visit 1-2 weeks prior to entry allows the child to gently adjust to the new environment. We welcome you to come for additional visits as well.

TRANSITIONING TO A NEW CLASSROOM

We try to limit the number of transitions your child makes between classrooms; however, your child will change to a new classroom as he/she ages, in August of each calendar year. In preparation for the change, and in collaboration with families, 1-2 weeks prior we will begin to have your child visit the classroom they will be transitioning to, often in a small group with peers who are also transitioning.

TRANSITION OUT OF PROGRAM

The majority of transitions out of our program are children going on to Kindergarten. Parents and children are encouraged to attend Kindergarten Round Up at their school of choice. All of our assessments address any areas of concern with parents. A Promotion Ceremony is conducted during the last week of school in May acknowledging children who will attend kindergarten in the fall. For those children that attend our summer program, kindergarten readiness is continued throughout the summer curriculum.

Sometimes families must withdraw their child due to circumstances beyond their control, and with no notice. If your child is leaving our program, if possible, please be sure to let the teacher know your timeframe so that he/she can help your child with the transition as well. We will immediately begin the process of helping the child say

goodbye and helping other children say goodbye to them. Depending on how long the notice is, and where the child is going, we use many approaches. We read books, sing songs, have a class meeting and acknowledgements on the topic of moving, saying goodbye and transitions. We may talk about the new school, who the teachers are, what type of activities they are looking forward to doing there, depending on the amount of information we are given by the family. On the child's last day, we will send home all of the child's belongings and create a special last day for the child.

TUITION AND PAYMENT SCHEDULE FOR SCHOOL YEAR

A non-refundable **Registration Fee** of \$65.00 per child, \$100.00 per family is due at the time of registration.

Tuition is a YEARLY AMOUNT that has been divided into 10 EQUAL MONTHLY PAYMENTS and is determined by the Child Ministries Board, the governing body of Sonshine Preschool. Tuition payments DO NOT change due to school holidays. No adjustments will be made to tuition for illness or vacation.

Tuition payments are due on the FIRST SCHOOL DAY of each month. Tuition payment is delinquent if not paid by the 5th of the month and a **\$25 Late Fee** will be assessed. **There is a \$25.00 fee for returned checks or declined auto-pay payments.**

Late pick up fee applies beginning at 5:30pm. \$10.00 minimum charge begins at 5:30pm then \$5.00 in 5 minute increments beginning at 5:35pm. Late pick up fee above applies beginning at 4:30pm during Summer Session.

A **\$35.00 discount per month** is applied to the lowest tuition rate when 2 or more children from the same family are enrolled. **A 10% discount for active duty Military families.**

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. - 2:45 p.m.

Preschool hours are 8:45 a.m.-12:00 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.

Extra Days, which are subject to availability and at the discretion of the Director and are priced (regardless of age) as follows: Full Day \$60.00, Preschool Extended Day \$50.00 and Preschool Hours \$40.00.

**All rates are subject to change with prior notification provided.

ADMISSION AND RELEASE OF ALL CHILDREN

All children **MUST** be signed in and out by the person dropping them off and picking them up on the clipboard provided outside each classroom. The state Department of Health Services requires that the **SIGNATURE MUST INCLUDE (AT THE VERY LEAST) the 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 AZ 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 designated on the emergency information card, the center will verify the telephone authorization code in order to authorize the release of the child to the stated individual. Picture identification must be provided by each individual picking up a child.**

For billing and record purposes, all children must also be signed in and out on the ProCare laptop between rooms 9 and 10 each day.

SCREENING AND REFERRAL

Teachers will assist and encourage Parents to have children evaluated through Child Find in an effort to better serve the needs of their child. A child's first Preschool experience is often when and where any developmental issues arise and in our experience, early intervention is a key factor in providing your child with the best possible solutions to meeting all of their needs. We may suggest that you contact Child Find or your local School District for a comprehensive evaluation to help better meet the needs of your child.

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. Ensuring that your child will be properly seated in a car seat is the parent's responsibility. Sonshine Preschool does not assume any responsibility for parents who choose to transport children other than their own.

PARENT INVOLVEMENT

Each classroom Teacher will ask for a volunteer Room Parent to provide assistance during special classroom events and contact other parents to assist at school wide events. Parent meetings are held once a month for room parents to meet with the Director for planning.

Sonshine Preschool has an open door policy. Parents are welcome to visit in individual classrooms at anytime, and are encouraged to volunteer at least one hour in the classroom during the school year. Teachers will put out a calendar for parent helpers to sign-up for a day, after the first months of school .

Teachers will occasionally ask for donations of classroom or thematic unit supplies through REMIND or notes on the sign-in/out sheet or classroom board.

FAMILY FUN DAYS will require parents to drive their own children to a special off site location for the morning. All children under 8 are required to be in a car seat. Details and requirements of these outings will be provided well in advance.

CLOTHING

Please send your child in **simple clothing** that he/she is able to manage when toileting and that will not curtail his/her participation in any indoor or outdoor activities. Following the guidelines below will promote your child's ability to care for him/herself while at school which builds a sense of accomplishment and positive self-esteem.

Avoid belts, buttons or snaps on jeans/pants, tight jeans/pants, overalls, one piece outfits, shoes that are difficult to put on, dressy/nice clothes that may become soiled or torn during play.

Choose elastic waist pants, shoes your child can/can learn to put on themselves, shorts to wear under skirts/dresses for modesty, and clothes that can hold up to sand & water play and painting.

Each child should have an **extra change of clothes** at school (shirt, pants/shorts, underwear and socks). **Each article of clothing should be labeled with your child's first and last name. This includes sweaters and jackets as the weather gets colder.**

DIAPERING & TOILET TRAINING

Parents provide diapers with taped closure and wipes for their child in the Busy Bees and Fireflies classes, as needed. **Each diaper must be labeled with your child's first and last name at the fold. Wipe containers will also need to be labeled with your child's first and last name.**

Toilet training at school is a very different experience than it is at home! Children are easily distracted and busy playing with friends while at school. One on one attention is not available at school either. This means that children are often in a hurried state when getting to the rest room at school. **Please help your child be successful in their efforts to stay dry by sending them to school in loose fitting, easy to manage clothing. Elastic pants/shorts as well as shoes that are easily removed and put on are great.** Your child's teacher will partner with you as your child goes through the toilet training process at school.

NAPPING

Naptime at Sonshine Preschool is from 12:30-2:30 PM each day. Busy Bees and Fireflies all nap or rest quietly on their mats. Teachers in the Ladybugs and Butterflies classrooms will talk with you to determine whether you would like your child to nap at school. As your Ladybug or Butterfly begins to grow out of naptime, their teacher will talk with you regarding discontinuing naptime for your child.

Napping children will bring their sheet (crib sheet size), blanket, and cuddle item to school each week on their first day

of class. These items will be returned home for laundering on your child's last school day of the week. **Nap items should be labeled with your child's first and last name. Busy Bees do not need to bring a sheet as they use cots with sheets that Sonshine supplies.**

DRINKS, SNACKS AND IMPORTANT ALLERGY INFORMATION

***We have a NO NUTS Policy. 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", or "Soy butter" as an alternative. You can purchase it at Trader Joe's, Target and some local Grocery Stores. Wal-Mart Neighborhood Market also carries "WOW Butter" which is an excellent alternative as well. Please read the labels of products you send with your child to school.**

As part of Sonshine's participation in the Empower program, parents must provide a **water bottle labeled with the first and last name of your child each day.** Snacks must include 2 or 3 food components. Juice may be used as a fruit at snack time. All Juice sent for snack must be 100% fruit juice. **Lunch** must include items from all 5 food groups. The 5 food components groups are **Fruits, Vegetables, Grains, Protein, and Dairy.** For more info on these food components please visit www.choosemyplate.gov

Children will need items for the following snacks/meals depending on the hours they attend school:

Preschool Hours (8:45-12:00) Morning Snack & Water Bottle

Extended Hours (8:00-2:45) Morning Snack, Lunch, & Water Bottle

Full Day Hours (7:30-5:30) Morning Snack, Lunch, Afternoon Snack, & Water Bottle

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 AZ emergency card and verbally inform his/her teacher. An Allergy Action Plan Form and a Medication Consent Form will also need to be completed by you and your child's Doctor.

Once per month we offer "Pizza Fun Day" and it is optional. For \$3.00, your child may enjoy all they can eat cheese pizza and 100% Apple juice. Please watch the newsletter for the Pizza Fun Day date each month. **Please write "No pizza" next to your child's name on the weekly sign in sheet if they will not be eating pizza on Pizza Fun Day. All other children will be served pizza and the \$3.00 charge will be added to your account. Pick-Up following Preschool Hours will be 12:15 on Pizza Fun Days.**

BIRTHDAYS

Sonshine Preschool will celebrate your child's birthday at school with a Fun Activity to enjoy with their friends. **No other items will be allowed from home for these celebrations. State regulations do not allow us to serve "home baked" goodies and not all families are able to provide items for a class celebration.**

ITEMS FROM HOME

Please do not allow your child to bring toys or other items from home. **This includes back packs.** The children's individual cubbies are not large enough to contain back packs in addition to your child's lunch box and water bottle. The only exception to this rule is for Busy Bees and Fireflies who may require a security item for a few days when they start school. Teachers will work with you and your child to accommodate the child's needs.

MAKE WAY FOR BOOKS LIBRARY

We have been provided two library carts full of excellent children's books. The library carts are available to children in Ladybugs and Butterflies classrooms. The purpose is to encourage early literacy. There is a vast assortment of very appropriate books for young children. Children will be allowed to check out a book of their choice during the week, no books are to be checked out over the weekend. Books will be "checked out" before school, or as the children are dismissed to go home and are due back the following day. There will be a \$25.00 charge for lost books.

HEALTH REGULATIONS

Up-to-date records of immunizations must be on file upon your child's attendance. Children must be kept home on days when symptoms are present. The center needs to be notified if your child is diagnosed with a communicable illness of any kind. Please call SONSHINE PRESCHOOL - 885-1045.

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 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. A prompt attempt will be made to contact the parents or other designated persons on the child's health card so that the sick child can be removed from the center. The child will be isolated from the other children in the school office. **Your child must be picked up within one hour of your notification.**

THE 24 HOUR RULE: If a child is absent or sent home from school due to illness, your child **may not return** to school until he/she is **symptom and fever free (without over the counter medications or fever reducers) for 24 hours.**

Symptoms that exclude children from attending school are:

Inflammation	Rash	Chicken pox
Diarrhea	Vomiting	Lice/pinworms
Fever	Harsh Cough	Pink Eye
Hand, Foot, & Mouth	Any contagious or viral condition	

MEDICATIONS

Medication must be in the original bottle, 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. The medication must be current and not have expired. If medication is liquid, it must be accompanied by a calibrated spoon. Medication must be brought to the Director, Assistant Director, or Operations Director in the school office. **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. 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 provide an ACTION PLAN /MEDICATION CONSENT FORM filled out by the parent AND the child's Doctor prior to attendance.

NOTICES

Notices will be sent home periodically via Teacher Communication Box (on the counter next to the sign-in/out clipboards, the REMIND messaging system, by E-MAIL, as well as posted on the door or bulletin boards outside the class rooms and on the white board above the ProCare sin-in/out laptop . **PLEASE READ THEM ALL!**

Please read our monthly newsletter which will be emailed to you. Reading it will help to keep you current on what is happening and when!

Remind App and website: Sonshine is now using the Remind App/website. **We ask that you sign up for Remind as it serves as a messaging service that allows you to easily "text" with your child's teacher to get important updates and school information.** If you need the classroom code for your child's teacher or the main Sonshine classroom code, please email Amanda at abanwart@sonshineprek.org and she can send you the correct class code.

CHILDREN'S ASSESSMENTS & PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held formally twice a year in October and April, or as requested. An overview of your child's development is reviewed during the conferences in the form of a Progress Report.

- All data from curriculum and assessments which is presented to parents during conferences, and for portfolio use, is kept private.
- When appropriate, parents will be encouraged to have their children evaluated by their pediatrician or will be referred to Child Find for Developmental Screenings.

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.

CHILD ABUSE

Sonshine Preschool staff members are mandated by law to report suspected physical, mental, sexual abuse or neglect to the proper authorities within 24 hours of observing abuse on the child or following a child's disclosure of abuse.

DISCIPLINE

The staff members of Sonshine Preschool are trained in the Nurtured Heart Approach to classroom management. Staff prevent discipline problems by using positive affirmation and recognition, redirection of the children to appropriate activities, and by building healthy relationships with the children. When conflicts happen between children, the staff is skilled in helping children negotiate and make appropriate choices to work out their conflicts with friends. Repetitive behavioral problems may indicate the need for additional intervention or the establishment of a behavior plan for a particular child. The child's parents, teacher, and the Director would collaborate to develop strategies to assist the child in developing social and communication skills as needed.

BITING is considered an age/stage difficulty for some young children. As all human bites are a serious matter, when biting does happen both children's parents will be notified by phone, and an "Ouch Report" will be completed. The staff and parents will work together to create a strategy to monitor the child who has bitten and avert the behavior with positive interventions throughout the school day. 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 on the area of the bite. Habitual biting will be addressed on a case by case basis as biting behaviors can have many origins. The Director, your child's Teacher, and the Parents will conference on this matter.

DISENROLLMENT POLICY

Sonshine Preschool is here to best serve ALL of the children in our care. Our staff has years of experience in helping children learn to use positive social interactions with peers and adults. From time to time a child may have challenging behaviors that negatively impact the classroom environment. A SAFE, appropriate preschool experience for ALL of the children is our number one goal. Staff members are trained to be proactive in discouraging negative behaviors through positive relationships, redirection to appropriate activities, and affirmation of positive behavioral choices.

When an enrolled child physically violates another child or staff member 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 for the remainder of the day of the incident. The parents and teacher of the child will meet with the Director and a behavior plan will be created to assist the child in expressing his/her emotions appropriately. The behavior plan will also include provisions for the safety of the other children and the staff members in the classroom.

In an EXTREME case, where staff are not receiving support or cooperation from the parents of a child who is displaying difficult behaviors or when the child's behaviors warrant a professional evaluation and parents have not made said arrangements, the child will be asked to leave the program.

GRIEVANCE PROCEDURE FOR PARENTS

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

1. The problem should initially be handled by parties directly involved.
2. If the problem is not solved with Step 1, or if the parent is not comfortable speaking to the parties involved, the parent should speak to the Director who will intervene.
3. If the problem is not solved with Step 2, address the problem in writing to the ECC Child Ministries Board.

EMERGENCY MEDICAL PROCEDURES

1. If a 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.

STATE HEALTH DEPARTMENT INSPECTION REPORTS

Inspection reports by the State Health Department are available at anytime, upon request from the Administrative Team of Sonshine Preschool.

FACILITY REGULATION

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

SCHOOL CLOSURE POLICY

In the event that weather related, or local/national safety concerns arise, Sonshine Preschool will follow the direction of the AZ Dept. of Health Office of Childcare Licensure, Pima County Health Department, Tucson Emergency Services, and local school districts regarding school closure.

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 its educational programs or activities.

NOTICE OF PESTICIDE APPLICATION

Sonshine Preschool will post written notification of pesticide application at least 48 hours before it occurs on the parent board located next to the computer sign-in/out station.