



**sonshine**  
preschool

**PARENT HANDBOOK**

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**SONSHINE PRESCHOOL  
STATEMENT OF POLICIES**

**I. Sonshine Preschool's 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.

Eastside Covenant Church's Mission Statement: 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 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 developed by Teachers, and aligned with Creative Curriculum, 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**

Cognitive, Social/Emotional, Physical and Language development will be explored through an integrated curriculum which is created by teachers and aligns with The Creative Curriculum for Preschool. 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 in the Preschool Office. An overview is provided to you during your tour of our program, during our Parent Orientation prior to school starting each year, and by your child's teacher during In-Take Conferences, and Parent/Teacher Conferences twice a year (August and October), and as needed. Lesson Plans are posted in each classroom.

**Spiritual Development**

Children will learn that they are 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.

#### **IV. ENROLLMENT AND PLACEMENT OF CHILDREN**

The Director considers the following criteria when enrolling and assigning a child to a classroom either for the first-time enrollment or re-enrollment:

- (a) Parental assessment of the developmental level of the child; and or Ages & Stages Questioner
- (b) Staff's assessment of the developmental level of the child; per Child Progress and Planning Reports, and through observations
- (c) Age of the child; and
- (d) Availability of space
- (e) Children enrolling in the 3-Year-Old Class, who will be turning 3 by August 31<sup>st</sup>. **MUST** be Potty Trained by August 1<sup>st</sup>

Please see XXII for further detail on Children's Assessments and Parent Teacher Conferences.

#### **V. ENROLLMENT POLICY**

Sonshine Preschool is open to children who are one-year-old and walking through five years old regardless of race, ethnic background or religious affiliation. 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.

**One Year Old's Preschool Class:** Children must be one and walking through two years of age. A non-refundable registration fee needs to be paid for each child to be enrolled and accepted into the One-Year-Old 's Class. See below.

**Two Year Old'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 Two-Year-Old Class. \*All children who are two and a half will begin working on Toilet Training Goals and discuss an Action Plan with Sonshine Preschool Teaching Staff. See below.

**All children must have:** A 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 daily. All napping children must have a washable cover for a sleep mat (crib sheet), diapers or (pull-ups that are tape closed), and diaper wipes. Sleep mat covers will be sent home weekly to be washed. Sleep mats are sanitized weekly by Sonshine Preschool.

**Preschool Classes (3-Year-Old Class & Pre-K Class):** Children must be three years old by August 31<sup>st</sup> and (Completely Toilet Trained by August 1<sup>st</sup>) 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:** A change of clothing, snack representing 2 food groups (a.m. and p.m. if necessary), and a water bottle labeled with first and last name, and lunch daily. All napping children must have a washable cover for a sleep mat (crib sheet) which will be sent home weekly to be washed. Sleep mats are sanitized weekly by Sonshine Preschool.

**\*\*Disenrollment: Staff will assess the needs of your child through their observations of your child interacting with the children and staff in our classroom setting. After discussions with the Director, determinations will be made regarding meeting the needs of your child in our program. Referrals are often made as soon as possible in order for your child to attain early intervention if needed. If we feel Sonshine Preschool is not going to meet the needs of your child, we will discuss with you an action plan. Sonshine Preschool is proactive in helping all families meet the needs of their children as soon as possible. Usually we recommend an Assessment with Child Find, or The Blake Foundation.**

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 XXVI.)

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

\*ALL CHILDREN MUST BE DROPPED OFF BY 8:30 DAILY. WE DO NOT ACCEPT CHILDREN DROPPED OFF LATER UNLESS THEY HAVE A DOCTOR'S APPOINTMENT OR THERE WAS A FAMILY EMERGENCY.

\*CHILDREN PICKED UP AFTER PRESCHOOL HOURS FOR ANY REASON, MAY NOT BE RETURNED TO SCHOOL LATER DURING THAT SAME DAY.

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.-11:45 a.m.), Preschool Extended Day (8:00 a.m.-3:00 p.m.) and Full-day (7:30 a.m. to 5:30 p.m.) \* **Please be advised that summer schedule varies and hours are subject to change. Summer Camp is a 6 Week Program; Sonshine Preschool closes at 4:30 during Summer Camp.**

**ALL CHILDREN MUST BE CLOCKED IN and OUT on our Computer STATION DAILY. THERE WILL BE A \$1.00 A DAY CHARGE FOR NOT CLOCKING YOUR CHILD IN and OUT. AFTER 3 MISSED CLOCK IN'S and OUT'S CHARGES WILL BE BILLED.**

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). A minimum Late Pick Up fee of \$10.00 is charged for children picked up beyond 5:30 p.m. and increases \$1.00 per minute beyond 5:35 p.m. Late Pick Ups could result in a termination of services. Please see Section XI for further details.

**VII. PARENT ORIENTATION/CHILD VISITATION**

Enrolled parents are **required** to participate in our annual Parent Orientation and our In-Take Conferences with your child in August prior to their first day of school. Parents and children must tour our program and meet with the Director prior to their first day.

**VIII. 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 Director/Assistant Director/Teacher upon touring and/or entry into the program. An interview between Primary Caregiver and Director/Assistant Director and/or Teacher 2-3 weeks prior to enrollment is recommended. A short playtime visit 2-3 weeks prior to entry allows the child to gently adjust to the new environment. We welcome you to come for additional visits as well.

**IX. TRANSITIONING TO A NEW CLASSROOM**

We try to limit the number of transitions your child makes between classrooms; however, your child will eventually change to a new classroom as he/she ages. In preparation for the change, and in collaboration with families, 2-3 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.

**X. 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 on the last day 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.

#### **XI. TUITION AND PAYMENT SCHEDULE FOR 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, 5th, 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 XXVI.)

A **\$25.00 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 or auto payment. A 25% discount for childcare services is offered to Eastside Covenant Church members. A 10% discount for childcare services is offered to Military families.**

**All child care fees are non-refundable.**

**ALL CHILDREN MUST BE CLOCKED IN and OUT on our Computer STATION DAILY.**

**THERE WILL BE A \$1.00 A DAY CHARGE FOR NOT CLOCKING YOUR CHILD IN and OUT.**

**AFTER 3 MISSED CLOCK IN'S and OUT'S CHARGES WILL BE BILLED.**

**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.-11:45 a.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 Registration Packet.**

**Extra Days**, which are subject to availability and at the discretion of the Director, are priced (regardless of age) as follows: Full Day \$50.00, Preschool Extended Day \$40.00 and Preschool Hours \$30.00.

PLAN TO PICK UP YOUR CHILD BY 5:25 DURING THE SCHOOL YEAR to AVOID LATE FEES.  
PLAN TO PICK UP YOUR CHILD BY 4:25 DURING THE SUMMER CAMP TO AVOID LATE FEES.

\*\*\*\*\*NEW LATE FEE POLICY\*\*\*\*\*

**\*\*\*\*A Minimum Late Pick Up Fee of \$10.00 is charged for children picked up after 5:30pm AND Increases \$1.00 a minute starting at 5:36 pm. In the Summer Program a Minimum Late Pick Up Fee of \$10.00 is charged for children picked up after 4:30pm AND Increases \$1.00 a minute starting at 4:36pm. All Late Fees MUST be paid the next morning in order for your child to continue enrollment.**

**AFTER YOUR SECOND LATE PICK UP A CHARGE OF \$12.00 IS CHARGED.**

**AFTER YOUR THIRD LATE PICK UP A CHARGE OF \$15.00 IS CHARGED.**

**IF YOU PICK UP LATE AGAIN YOU WILL NO LONGER BE ABLE TO LEAVE YOUR CHILD AT OUR PROGRAM UNTIL CLOSE.**

**YOU WILL BE REQUIRED TO PICK UP YOUR CHILD 15 MINUTES PRIOR TO CLOSE.**

**\*\*\* During the SCHOOL YEAR we close at 5:30. You will have to PICK UP your CHILD at 5:15 in order to continue to be Enrolled at Sonshine Preschool.**

**\*\*\* During the SUMMER CAMP we close at 4:30. You will have to PICK UP your CHILD at 4:15 in order to continue to be Enrolled at Sonshine Preschool.**

**\*\* Being Late DOES put your child in risk of continued enrollment in Sonshine Preschool.**

**Sonshine Preschool Summer Camp Program** tuition and registration fees will be released in February. Hours of operation are subject to change in summer. Summer Camp closes at 4:30, please plan to arrive at school by 4:25.

**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. SCREENING AND REFERRAL**

Teachers will assist and encourage Parents to have children evaluated through the Blake Foundation and 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 refer your child for an Evaluation with Child Find 232-7035, The Blake Foundation 795-4977, or your local School District for a comprehensive evaluation to help better meet the needs of your child.
- Birth to Five Helpline 877-705-5437 is another excellent resource for parents seeking guidance for their children.

## **XIII. 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. Ensuring that your child will be properly seated in a car seat is the parent's responsibility. Parents need to make the teacher aware of carpool arrangements. \*Sonshine Preschool does not assume any responsibility for parents who choose to transport children other than their own.

## **XIV. PARENT INVOLVEMENT**

Each classroom Teacher will ask for a volunteer Room Parent. Parent meetings are held once a month and are mandatory for room parents. \*All parents are welcome to attend monthly Parent Meetings. Parents and family members are encouraged to participate in all-school events held throughout the year. 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.

We would like all parents to bring a case of water bottles, Kleenex and baby wipes occasionally. Occasional FAMILY FUN DAYS will require parents to drive their own children to a special off site location for the morning. All children under 5 are required to be in a car seat. Details and requirements of these outings will be provided well in advance. (Please see XIII) Parents are welcome on school premises at anytime during school hours. A parent must accompany visiting children.

## **XV. 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.

## **XVI. 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 looks to be an excellent alternative as well. 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 or a MILK Substitute** is the ONLY drink 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. An Allergy Action Plan Form and a Medication Consent Form will also need to be completed by you and your child's Doctor.

On alternating Wednesdays and Fridays, 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 monthly schedule for this opportunity. Pizza can be billed to your account by simply writing "Bill me" or avoided by writing "No pizza" in the Comments column on the daily sign in sheet. A \$3.00 charge will be applied to your account for a forgotten lunch, and \$1 each for a forgotten snack, or water bottle.

**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.**

**XVII. SHOW AND TELL**

Sonshine Preschool children in the Pre-K Classrooms may bring a toy or other items of his/her own to show and share with his/her classmates on Pizza Fun Days. Please mark or have the teacher mark all items with the child's initials. Please do not send expensive, fragile things. No toy knives, toy guns or weapons please.

**XVIII. 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.

**XIX. 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. (See SPS ILLNESS POLICY Section XIX below). The center needs to be notified if your child is diagnosed with a communicable illness of any kind. Please call SONSHINE PRESCHOOL - 885-1045.

**\*All children attending our 3 and 4-Year-Old Class must be completely Toilet Trained by August 1<sup>st</sup>, per Child Care Licensing. We DO NOT have a Diapering area available in the 3 or 4-Year-Old Classrooms, and NO Pull Ups are allowed.**

**XX. 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 absent or 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	Pink Eye

**MEDICATIONS**

We will administer medication at LUNCH 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. 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 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. For rooms 9-12, 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. For rooms 5 and 6, all medication is kept locked up in the kitchen storage area located between rooms 5 and 6, or in that same areas’ full size refrigerator. 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 OR BACKPACK.**

**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.**

**XXI. NOTICES**

Notices will be sent home periodically via Teacher Communication Box, 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 is happening and 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.

**XXII. CHILDREN’S ASSESSMENTS & PARENT/TEACHER 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 the Director at cathy@sonshineprek.org and I will reply to you as soon as possible. Parent/Teacher Conferences will be held formally twice a year, or as needed or requested. An overview of the curriculum is reviewed with parents at the time of assessments.

- Each family will be required to complete an Ages & Stages Questionnaire (Social/Emotional Development) regarding your child.
- An “IN-TAKE” conference, with you and your child, reviewing the completed Ages & Stages Questionnaire will take place prior to the first day of school in August.

- A second conference reviewing your child's progress using the Creative Curriculum's Assessment Tool will take place in November.
- A written Creative Curriculum Child Progress and Planning Report, providing parents with a summary of their child's development and progress, will be provided to you three times during the school year (Fall, Winter and Spring).
- All data from curriculum and assessments which are presented to parents during conferences, and for portfolio use, is kept private.
- When appropriate, children will be referred to the Blake Foundation (520)795-4977 (ages 1-3 years old), or to Child Find (520)232-7035 (ages 3-5 years) for Developmental Screenings suggested by Teachers. We also use the Birth to Five Helpline through Southwest Human Development (877)705- 5437.

### **XXIII. 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.

### **XXIV. CHILD ABUSE**

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

### **XXV. 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.

- We may refer your child for an Evaluation with Child Find 232-7035, The Blake Foundation 795-4977, or your local School District for a comprehensive evaluation to help better meet the needs of your child.
- Birth to Five Helpline 877-705-5437 is another excellent resource for parents seeking guidance for their children.

### **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)

#### **XXVI. 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.

\*\*\* In any case where we are not meeting the needs of your child we may find it in your child's best interest to seek another placement.

\*\*\*In any EXTREME case where our staff is not being supported by, or cooperated with the parents of a child who is displaying behaviors which warrant a Professional Evaluation through the Blake Foundation or Child Find, the child will be asked to leave the program.

**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.**

**\* Sonshine Preschool is here to best serve ALL of the children in our care. Our staff has years of experience in challenging behaviors. It is very difficult when these issues arise; however, a SAFE classroom environment for ALL of the children is our number one goal.**

**XXVII. 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.

#### **XXVIII. 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.

#### **XXIV. STAFF**

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

#### **XXX. 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.

**XXXI. STATE HEALTH DEPARTMENT INSPECTION REPORTS**

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

**XXXII. FACILITY REGULATION**

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

**XXXIII. 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.

**XXXIV. DAILY SCHEDULES: (Subject to change)**

**One Year Olds and Two Year Olds: (general schedule)**

7:30 – 8:30 a.m. Sign in time Room #5, Free Choice Time/Story Time  
8:30 – 9:45 Outside Play \* 15 minutes structured gross motor activity  
9:45 – 10:00 Snack  
10:00 – 11:45 Craft/Chapel/Circle/Free Choice Time \*  
11:45 – 12:30 p.m. Lunch \*  
12:30 – 2:30 Rest time  
2:30 – 3:30 Waking up & Snack \*  
3:30 – 5:30 Outside Play or Free Choice Time \* (4:30 pm in Summer Program)  
\* 15 minutes structured gross motor activity

**PRESCHOOL: (general schedule)**

7:30 – 8:00 a.m. Sign in time Room #5, Free Choice/Story Time  
8:00 – 8:30 Outside Play, Sign-in  
8:30 – 10:30 Circle time, Free Choice Centers, Project & Craft Time, Snack time \*  
10:30 – 11:45 Playground Time (rotating class schedule), Circle Time \*  
11:45 – 12:15p.m. Lunch time  
11:45 – 12:00 p.m. Dismissal Time  
12:15 – 2:30 Rest Time/Quiet Free Choice Time  
2:30 – 3:00 Free Choice Time indoors or playground \*  
3:00 – 3:30 Snack  
3:30 – 5:30 Free Choice Time, Directional Games, Table Games, Floor Toys, Story Time, or Playground \* (4:30 pm in Summer Program)

\* 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.

**XXXVI. NOTICE OF PESTICIDE APPLICATION**

Sonshine Preschool will provide to parents, upon request, written pesticide information at least 48 hours before a pesticide application occurs on facility premises.

## **EMPOWER STANDARDS POLICY**

### **Standard 1: Physical Activity**

We at Sonshine Preschool are committed to our children's health. We encourage all children to participate in a variety of physical activity opportunities that are appropriate for their age, that are fun and that offer variety. If children are inactive for long periods of time, they can be at risk for problems associated with overweight. In keeping with this philosophy, our facility will follow the guidelines below:

- ★ All children over the age of one are provided at least 60 minutes of physical activity every day, including both teacher-led and free-play activities in accordance with the Empower guidelines.
- ★ Staff will encourage moderate and vigorous levels of physical activity.
- ★ Every child will have the opportunity to participate in outdoor physical activity.
- ★ We encourage children to be active throughout the day exploring their environment by limiting sedentary activities to less than 60 minutes at a time (except during nap time).
- ★ Screen time is not permitted for children under the age of two and limited to less than three hours per week for children ages two and older.
- ★ Physical activity is never used nor withheld as punishment.

Information on screen time (in English and Spanish) will be made available to the families at least once per year.

### **Standard 2: Sun Safety**

Sonshine Preschool agrees to follow the precautions below for all outdoor activities:

- ★ Ask the child's family to apply sunscreen prior to arriving at child care facility.
- ★ Ask the child's family to provide a hat, sunglasses, and/or long sleeve clothing for their child that staff will put on the child when outdoors.
- ★ Check with the child's family before applying sunscreen.
- ★ Provide shade during outdoor activities.
- ★ Limit outdoor activities between the hours of 10 a.m. and 4 p.m., when the UV rays are at the highest level.
- ★ Regularly check the UV Index for the intensity of the sun's rays and plan for outdoor activities accordingly.
- ★ Be a role model for sun-safe practices.
- ★ Staff will follow the age-specific recommendations, as described in Table 1 under the Sun Safety Standard, when planning outdoor activities.

Information on sun safety (in English and Spanish) will be available to the families at least once per year.

### **Standard 3: Breastfeeding**

We at Sonshine Preschool are committed to providing ongoing support to breastfeeding mothers and will respect a mother's decision to continue to breastfeed her child. In keeping with this philosophy, our facility will:

- ★ Provide a welcoming atmosphere that encourages mothers to initiate and continue to breastfeed, even after returning to school or work.
- ★ Provide a designated place for mothers to breastfeed their child on site (such as a rocking chair).
- ★ A refrigerator will be made available for storage of expressed breast milk.

Information on breastfeeding (in English and Spanish) will be available to the families at least once per year.

### **Standard 4: Child and Adult Care Food Program (CACFP)**

We at Sonshine Preschool are committed to the health of all of our children. The CACFP supports child care facilities by making child care more affordable for many low-income families while promoting good eating habits. Eligibility for CACFP is determined by federal standards based on family income within established geographic boundaries. Our facility will check and document eligibility for CACFP.

At this time, the Sonshine Preschool does not participate in CACFP.

If you would like additional information regarding eligible family enrollment, please contact CACFP at 1-800-352-4558.

### **Standard 5: Fruit Juice**

We at Sonshine Preschool are committed to our children's health. We recognize the importance of staff as positive role models and supporters for children as they learn to live healthy lives. The American Academy of Pediatrics recommends that preschool children drink no more than four to six ounces of 100% fruit juice each day. If consumed in excess, children will fill up on juice and may eat less of nutritious foods during meals and snacks. Too much juice may also provide more calories than needed and expose children's teeth to excess sugar. Fruits and vegetables provide more fiber and less sugar than 100% fruit juice.

**Policy:** Sonshine Preschool adheres to the following fruit juice guidelines:

#### ***One year and older***

- ★ Fruit juice shall not be served more than two times per week.
  - Only 100% fruit juice with no added sugar shall be served.
  - Only four to six ounces shall be served at one time.
  - Fruit juice shall only be served with meals and snacks and not continuously throughout the day.
- ★ Water shall be used as the first choice for thirst.
- ★ Water shall be offered throughout the day.

Information on fruit juice (in English and Spanish) will be available to the families at least once

per year.

### **Standard 6: Family-Style Meals**

We at Sonshine Preschool are committed to supporting your child in establishing lifelong habits of healthy eating patterns. In keeping with this philosophy, our facility will:

- ★ Serve meals family-style whenever possible to support children in learning to serve themselves and develop healthy relationships with food. Our role as caregivers is to provide nourishing food. The child's role is to decide whether and how much to eat. We will never force a child to eat.
- ★ Model behaviors for healthy eating and positive body image in the presence of children by having staff members recognize the important role adults play as role models for children as they learn to live healthy lives.

Healthy eating handouts (in English and Spanish) will be made available for the families at least once per year.

### **Standard 7: Oral Health**

We at Sonshine Preschool are committed to protecting the health and safety of our students and staff in regards to tooth decay, which is an infectious disease and a serious problem among young children in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, their families and staff on tooth decay prevention. In keeping with this philosophy, our facility will:

- ★ Provide oral health education once a month.
- ★ Guide our staff on steps they can take to prevent tooth decay according to the age-appropriate guidelines in the Empower Guidebook.

Information on tooth decay prevention (in English and Spanish) will be made available to the families at least once per year.

### **Standard 8: Staff Training**

We at Sonshine Preschool are committed to furthering staff knowledge on the Empower Program and Empower topic areas, including: physical activity, nutrition, oral health and tobacco. In keeping with this philosophy, our facility will make sure that staff receive or attend three hours of training annually, on age-appropriate topics pertaining to: physical activity, nutrition, oral health and tobacco education. All trainings shall be documented and records will be readily available.

### **Standard 9: ASHLine**

We at Sonshine Preschool are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help staff and parents quit tobacco. In keeping with this philosophy and to protect the health of our children, their families and our staff, our facility will promote the ASHLine information on the dangers of second- and third-hand smoke by placing them in a visible spot at least once per year so parents and staff can see them. We will also refer parents, when possible, to ASHLine.

### **Standard 10: Smoke-Free Campus**

We at Sonshine Preschool are committed to providing a smoke-free environment for children and staff due to acknowledged hazards arising from exposure to second-hand smoke. In keeping with this philosophy, our facility will notify all employees, families and visitors of the smoke-free policy. Appropriate signage will be posted.



# 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

## NOVEMBER

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

## JANUARY

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

## 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

## MAY

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

## JULY

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

**\*Subject to change**

## OCTOBER

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

## DECEMBER

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

## FEBRUARY

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

## APRIL

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

## JUNE

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

## AUGUST

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

## **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 . . ."