

# Sonlight Preschool Handbook

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Welcome to our Sonlight Preschool family! We are so excited for this school year and all the fun it will bring. The staff at Sonlight Preschool is motivated by our genuine love for children, and a desire to serve God in our daily lives.

## Our Mission Statement:

The mission of Sonlight Preschool is to cultivate a community of families and teachers working together to provide a high quality, safe, stimulating, positive and Christian environment that enhances and fosters the physical, emotional, cognitive, creative and social development of individual children, through play-based learning and discovery.

## Curriculum

The overall, long-term goal of Sonlight is Kindergarten Readiness. Each classroom's curriculum is developed considering that particular group's age and stage of development. The idea is that each year your child returns to Sonlight, another level of Kindergarten Readiness will be developed within your child.

Our classes begin as early as 12 months, and continue through Pre-Kindergarten. All students will have the opportunity to learn basic social skills appropriate for their age level, as well as participate in activities that grow fine motor skills (ex. holding crayons, or using scissors) and gross motor skills. They will be introduced to basic Language Arts to help them use their imaginations, experience pre-

reading activities and, by Pre- Kindergarten, recognize by sight and sound the alphabet. Students are encouraged to use their own ideas and preferences in completing art projects; promoting creativity. Math begins an awareness of numbers and recognition of geometric shapes developed through songs, games, planned play and educational toys.

Students will attend a daily Music class. They will learn many different songs that coincide with their lessons in class and as we all know, Music is great for our minds and is a great teaching tool. Confidence is gained through singing with a group!

Most importantly, all children will enjoy a 15 minute chapel period in the morning at Sonlight. The children will hear a Bible story, learn Bible songs, and learn from our Chapel Leader how we can make choices to be more Christ-like in their day to day lives.

### Enrollment Policies

Enrollment shall be open to any child without discrimination in regard to sex, race, color, religious or political beliefs. The child must be at least 12 months old to begin our program at Sonlight. Enrollment is based upon classroom availability and if the registration fees have been paid.

## Social Media

Sonlight Preschool has a Facebook page where we frequently post photos of our students doing their day to day activities and special events they participate in. They are never identified by name. We will have you fill out a form indicating if we do or do not have your permission to post your child's photograph on social media.

## Contact Information:

If you need to contact us at Sonlight Preschool, please call us at 806-350-5882 or email us at [sonlight@thecolonies.org](mailto:sonlight@thecolonies.org)

If we do not answer the phone, please leave a message. That message will go directly to the Director's cell phone. Please do not call the main church's phone line to contact us.

## Fees

To enroll at Sonlight Preschool, the following fees must be paid:

- \$75 non-refundable registration fee
- \$50/\$100 supply fee (this fee pays for all school supplies used throughout the year. The fee is \$50 for the toddler class and \$100 for the 2 year old – PreK classes.) This fee is refundable if you withdraw your child from our program over the summer, however becomes **NON-REFUNDABLE** if you withdraw your child up to three weeks before school begins.

## Tuition:

Tuition is \$165.00 per month per child. We offer a \$50 sibling discount for a 2<sup>nd</sup> child. The 3<sup>rd</sup> child and beyond pays regular tuition fees. As of March 2020, Sonlight Preschool went 100% paperless and cashless for tuition. We now accept tuition payments online!

Please go to the following website to submit your tuition payments:

[www.thecolonies.org](http://www.thecolonies.org)

Click on Ministries.

Click on Sonlight Preschool.

Click the sun logo to pay.

You can pay with a credit/debit card or you can pay by ACH. Please note a convenience fee is added as a separate transaction. The fee is lower if paid by ACH (routing number and checking account number.) You can even program it to come out monthly so you never have to even think about it. Please make sure you put your child's name when you input your payment information. Tuition is due on the 1st of every month and late on or after the 10th. If tuition is paid on or after the 10th, a \$15 late fee will be assessed. Late fees must be paid before your child can attend the following school day. Habitually late payments may result in the dismissal of your child from our program at Sonlight Preschool. Full monthly tuition is due regardless of how many weeks Sonlight is in operation for that month.

The Director reserves the right to raise tuition at any time to fit the needs of the preschool. You will be notified of any increase in writing.

## Schedule and Class Times

Classes are conducted on Tuesdays and Thursdays from 9 a.m. to 2 p.m. We follow the Amarillo ISD calendar and guidelines with regard to bad weather days and holidays. However, we are also taking Canyon ISD's recommendations into consideration as more than 75% of our staff has their own children in schools at CISD. Sonlight may cancel classes at the Director's discretion regarding weather and or road conditions even if the school districts do not. We will announce any closures via the Remind App and post an announcement on Facebook.

## Drop Off

Children may begin arriving at 8:50 am. Before this time your child's teacher is preparing for the day, and children will not be admitted to the classroom. Due to COVID-19 parents are not allowed in our building until further notice. Specific drop off and pick up instructions have been provided to you at Open House. If you have any questions about this policy, please contact the Director.

We understand that there may be separation anxiety the first couple of weeks of school. We will do our very best to comfort your child until they get acclimated. Often, the child will most always stop the tears once the parent is out of sight, and the teacher is able to engage them. You may call at any time during the day to check on your child. If your child does cry without stopping for more than 30 minutes, we will contact you, but we ask that you give us at least a

month to work with your child. It is not uncommon for a child experiencing initial separation anxiety to joyfully go to class after a few weeks without a single tear.

We will do everything we can to make this an easy transition, but if a child is unable to adjust to the program after a reasonable amount of time and the behavior becomes a disruption to the class, we will need to dis-enroll the child.

### Absences

If your child will be absent, please contact your teacher via the Remind App or the Director at 806-350-5882 to let us know. That way we don't plan for their activities that day. Tuition is still due and not pro-rated for absences.

### Pick-Up

Parents need to pick up children promptly at 2:00 p.m. If your child is picked up after 2:10 p.m., a late pick up fee will be assessed. Our fee is \$5.00 (five dollars) for every 5 minutes you are late past 2:10 p.m. This will be a separate bill outside of your tuition and must be paid before your child is allowed to attend the next school day. We understand that there are a few special circumstances when a parent will be unavoidably late. If you know you will be late, please call 806-350-5882 and notify the school.

If someone other than who you authorized to pick up your child on their registration form will be picking up your child, please notify us

as soon as possible by phone call or email. Our phone number is 806-350-5882. If we do not answer, leave a message and it will come directly to the Directors cell phone. Our email address is [sonlight@thecolonies.org](mailto:sonlight@thecolonies.org).

**ANYONE THAT PICKS UP YOUR CHILD REGARDLESS IF THEY ARE ON THE AUTHORIZED LIST OR NOT IS REQUIRED TO SHOW A DRIVER'S LICENSE BEFORE WE WILL RELEASE YOUR CHILD. ABSOLUTELY NO EXCEPTIONS!**

### Clothing and Belongings

Children are encouraged to wear play-clothes and closed toe tennis shoes. Daily activities include active, outdoor and messy play, and children should feel comfortable enough to enjoy themselves without worrying about their clothes. Be sure to label all coats and sweaters and belongings. Always include two extra changes of clothes in your child's backpack. Remember accidents (paint, spills, etc.) do happen and we do not have a supply of clothes. If your child is not potty trained, please send their diapers and pull ups. We will provide wipes.

Please make sure your child leaves all toys at home; personal toys can cause disruptions. The preschool has adequate play equipment for the children to be involved in throughout the day.

Younger children may bring something to comfort them (pacifier, blanket, etc.) if they are struggling to adjust. The teacher will let them have it when needed; otherwise it will be put away. Your child will need to bring a nutritious lunch with a drink in a labeled lunch box or sack. Drinks should be self-contained or leak proof. Everyone must

bring a separate spill-proof cup for water throughout the day as we are not allowing students to use the water fountains due to COVID-19. Please make sure you send food that your child can easily feed themselves. Please do not send food that needs to be heated. Also, some of our classes have carpeting on the floor that RED or other dark colored drinks can permanently stain, so please do not send red drinks. We share our class space with our Church and need to preserve the carpet in good order.

### Toilet Training

Children enrolled in our classes (4year old and Pre-K) MUST be 100% potty-trained before attending Sonlight Preschool. Potty trained preschool children:

- Must no longer wear diapers or pull-ups.
- Must be able to communicate to the teacher that they need to use the restroom.
- Must be able to attend to their own hygiene.

If the student has more than one accident in a one week period they will be considered "non-trained". If they are non-trained you must choose one of the following options:

- Withdraw your child from our program and place him/her on our waiting list.

- Continue to pay monthly tuition to hold your child's spot until potty training has been completed.

All children that come to Sonlight must be ready to start their day at drop-off. Visibly soiled children WILL NOT be allowed into the classroom until parent has cleaned them and put them into dry clothes if necessary. If they have an accident in the car, they are still considered your responsibility. Our teachers are responsible for greeting our students and parents in the morning and they are unable to defer from their job duties to change a child.

All diapers must be disposable, NOT CLOTH!!

## Parties

We will have 5 holiday parties throughout the year (Halloween, Christmas, Valentine's, Easter, and End of the Year). All parties are the responsibility of the parents. A volunteer sign-up sheet will be posted the week before each party. All parties will start at 1:30 and last until 2:00. Unfortunately due to COVID-19 parents will not be allowed to attend. We will still celebrate, and we will document their party in pictures for you!

Birthdays may be celebrated at school at the end of the day if arrangements are made with the teacher in advance. You can bring pre-packaged, store bought treats at drop-off (nothing homemade.) Again, parents will not be allowed to attend.

## Discipline

Appropriate behavior is encouraged by positive verbal rewards. This reinforces a child's good feeling about behavior and serves as an example to the other children to act in such a way as to receive this praise. For a child not cooperating in a group situation, the child is seated by the teacher and reminded of acceptable behavior.

If the child continues to display inappropriate behavior, he/she will be removed from the group for a time-out. This time-out is an opportunity for the child to calm down and remember what behavior the teacher is asking for

A child who continues to misbehave after a time-out will be brought to the office to talk with the Director. Your child will never be physically punished in any way while attending Sonlight Preschool. If behavior problems persist, the parent will be asked to a conference to discuss what may be helpful in motivating the child to behave in an acceptable way.

Our staff will make every possible effort to work with your child; however continuous disruptive behaviors will not be tolerated. Sonlight Preschool reserves the right to dis-enroll a student from our program at any time and without any notice.

## Airing a Grievance

If you have a question or concern about your child, please address your child's teacher. If the communication between the parent and teacher is unsuccessful, the Director will intervene. We always ask that you communicate with your child's teacher before coming to the Director. We may arrange a conference during the school day to have a discussion, if needed. All communication between parent and teacher will be relayed to the Director. We all want to be on the same page so we can best serve your child!

## Illness

Please keep sick children at home; this includes a cloudy or green runny nose, a persistent cough, impetigo, vomiting, diarrhea, fever or communicable disease. If your child vomits between bedtime and the next morning, do not bring him/her to school. A child who arrives at preschool noticeably ill WILL NOT be admitted on that day. We reserve the right to send home a child who is ill. If your child has exposed others to a contagious disease, please notify the director so the other parents can be informed. A doctor's note may be required in cases of communicable illness such as chicken pox. If your child needs to take medicine at school, you must fill out a permission slip that will let his/her teacher administer the medication. Please make every effort to schedule your child's medicine before or after school.

If your child becomes ill at school a parent will be contacted first. If for some reason we are unable to reach a parent we will contact the person on the emergency list you provided.

If your child is sick, they have to be symptom free for 48 hours without the aid of medication before they can return to school.

## Allergies

Parents must make the school aware of all allergies and provide us with all necessary information associated with your child's allergy. If your child has to have an Epi-Pen, please make sure your child has it with them every single day. If it is a food allergy, please make your child's teacher and the Director aware and provide us a list of acceptable snacks for your child so that we may purchase them. Our daily snacks include but is not limited to Goldfish, Cheeze-its, Vanilla Wafers, Teddy Grahams, various cereals and for the toddlers, Puffed Cereal that easily dissolves. If none of these work for your child's allergies, please let us know.

## COVID-19

Parents must not send a student to school if the child or anyone in the household has Covid-19 symptoms or is lab confirmed with Covid-19. If your child has had close contact with anyone who is lab-confirmed, they must quarantine for 14 days until the incubation period has passed. Tuition must still be paid if the child is under quarantine.

For clarity, "close contact" is defined as:

1) Being directly exposed to infectious secretions (i.e. being coughed on while not wearing a mask) or

2) Being within 6 feet for a cumulative duration of 15 minutes while not wearing a mask or

3) If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

### Covid-19 Symptoms

Any of the following symptoms can indicate a possible Covid-19 infection. Please check your children for:

1. Temperature of 100.4 degrees or higher.

2. Sore throat.

3. New, uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic, asthmatic cough, a change in their cough that is abnormal.)

4. Diarrhea, vomiting or abdominal pain.

5. New onset of severe headache, especially with a fever.

**IF YOUR CHILD HAS ANY OF THESE SYMPTOMS, DO NOT SEND THEM TO SCHOOL!**

**In the event that Sonlight has to close due to Covid-19 issues, we do not offer distance learning. Any tuition that is paid will be pro-rated and applied to the next month. If we do not return, your pro-rated tuition will be refunded.**

## Injuries

The school attempts to provide an environment in which the child will be safe from accident and injury. If a minor injury occurs, First Aid will be administered and documented. If an injury is serious, the school will notify the parent or the emergency contact if the parent can't be reached. The parent or designated person will be asked to assume responsibility for securing further treatment for the child.

## Termination of Care by Sonlight Preschool

Sonlight Preschool reserves the right to terminate our care of a student without any notice for any reason we see fit. Grounds for termination are included but not limited to:

- Failure to pay tuition by the required due date.
- Routinely late picking your child up.
- Failure of child to adjust to preschool after a reasonable amount of time.
- Violent and/or disruptive behavior by child that interferes with the performance of our staff and the well-being of other children in the class.
- Inappropriate parental behavior. For example: excessive complaining but refusing to come to a solution with the teacher and director, or rude and inappropriate behavior that is directed to any staff member.
- Failure to abide to any of Sonlight's policies and procedures.

\*The director for Sonlight Preschool will decide what is in the best interest of the preschool, staff and students.

### Withdrawing Your Child from Sonlight Preschool

If you would like to withdraw your child from our program for any reason, you must submit your request in writing to the preschool director. There will be no penalty or fee assessed for withdrawing your child. Monthly tuition that has already been paid can be pro-rated and a check will be issued.

Supply fees and registration fees are non-refundable.

### Final Thoughts

Our goal and absolute intention is to strive for excellence at Sonlight Preschool. Staff invites input from our parents and hopes that each family will take a personal interest in what we are doing. If you do have a concern, please talk with a director so that your concern can be addressed and resolved quickly. We truly have only your child's best interest at heart.

**Blessings to your Family from us all!!**

**Nicole Smith**

**Director**

**350-5882**