

***We welcome you and your precious children to
Sonlight Preschool!!***

Welcome to our Preschool family! The staff at Sonlight Preschool are motivated by our genuine love for children, and a desire to serve God in our daily lives. We are excited about working with children and helping them grow physically, emotionally and spiritually. We have built our program around activities that teach valuable social skills, promote self-awareness and independence - all attributes that build a good foundation for success in the years of education ahead. We will give your child the opportunity to express themselves as individuals, grow in confidence and esteem, and develop sustaining relationships with peers and teachers.

Curriculum

The overall, long-term goal of Sonlight is Kindergarten Readiness. Each classroom 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, (sitting cross legged on the floor, jumping, using a broom). 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.

Beginning with the two-year old class, each group will attend a weekly, hands-on Science Lab. Children will develop awareness of the physical properties in God's creation around us. They will have the opportunity to explore space and the living world under the sea. Children will dig for dinosaur bones and watch a volcano in action. Health, cleanliness and a basic knowledge of our bodies will also be introduced.

Students will attend a weekly Music class. Where they will learn about and handle various instruments. They will learn to distinguish different sounds, and the older groups will learn basic music scales and notes. As we all know, Music is great for our minds and is a great teaching tool. Confidence is gained through singing with a group, and the children will be excited to show off their skills at a special Family Christmas program.

Most importantly, all children will enjoy weekly Bible lessons, creatively taught specific to each child's age group. A daily 15 minute chapel period will begin our day all together at Sonlight. The children will learn our school song, "I want to be a Sunbeam for Jesus," (along with many other songs), hear a Bible story and have daily encouragement to be like Jesus.

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 and no older than five years old upon entering the preschool.

Enrollment is based upon classroom availability and only if the registration fee has been paid.

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 . Although, Sonlight may cancel classes at the Director's discretion regarding weather and or road conditions.

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. You may bring your child in the Sonlight entrance doors and wait in the lobby area or the halls until your child's classroom door is opened. If you need to leave a child a few minutes early under special circumstances, please talk with a Director ahead of time.

We understand that there may be separation anxiety the first couple of weeks of school. It is fine to walk your child in the

class and help them get settled for their morning the first week or so. After this initial period, when you do drop off your child, please leave quickly. 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 anytime 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.

PICK-UP

Parents need to pick up children promptly at 2:00 p.m. This is the best time to visit with your child's teacher. If you do need to speak to the teacher, please be mindful that they are still responsible for all the students and wait until they can give you their full attention for the conversation. 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. 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 and notify the school. Under special circumstances, it is at the Director's discretion to avoid late fees.

If someone other than you will be picking up your child, please notify the teacher. If this person is not on your child's enrollment form, please make us aware of who they are. They will be expected to show a valid ID before we release your child.

Tuition

Tuition is due the first week of each month. Please give your tuition to the Preschool director or place it in the drop box provided. Please do not give payments directly to teachers, as they are very busy at the beginning or end of the day. Tuition is considered late if not paid the first week of the month.

Payments received after that will be charged a \$10.00 late fee!

If you have a special circumstance and need a certain payment date within the month, you must talk with the Director to avoid late fees. Full monthly tuition is due regardless of how many weeks Sonlight is in operation for that month.

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 an extra change 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 pull-ups and 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 (ex. juice boxes or pre-school sippy cups). 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. We share our class space with our Church and need to preserve the carpet in good order.

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. Parents are welcome to attend. Parties should be simple and child friendly.

Birthday parties may be celebrated at school if arrangements are made with the teacher in advance.

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 not be hit, slapped, spanked or 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 disenroll a student from our program at anytime and without any notice.

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. Children should not come to school until they have been fever free for 24 hours. 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 you will be contacted first. If for some reason you are not available we will contact the person on the emergency list you provided.

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!!

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