

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 a 15 minute chapel period in the morning at Sonlight. The children will 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 with them 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 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 what 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.”

Drop Off Service

Sonlight PreSchool offers drop off service in the mornings after school has been in session for a few weeks. This service is provided to help parents avoid getting younger siblings and babies out of the car in inclement weather or if they might be asleep. To participate in this service you must meet ALL of the following guidelines.

- The sibling of our student remaining in the car must be under 2 years of age.
- Your child must be ready to go. For example they must have their backpacks and lunches packed and ready to exit the car.
- If your child is not independent enough to exit the vehicle on their own or still in a 5 point harness, you must exit your vehicle

- and get your child out of the car seat. We will not do this for you.
- A teacher will be outside to help guide your child into the building. If a teacher isn't outside when you pull up, please be patient. Someone will be right with you.
 - This service begins at 8:50am and ends at 9:10am, you will need to park your car and walk your child in yourself.

Our staff members will be stationed at the mailbox in front of the church office. Pull your car up to the mailbox and we will be there to help you. We do not offer a pick-up-service. You must come in to get your child at the end of the day. We will not allow you to utilize this service if there is not a sibling in the car.

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.

Returned Check Policy

If a check is returned to Sonlight PreSchool for any reason, a \$30 dollar returned check fee will result. PreSchool services will be halted until tuition, late fees and the returned check fee are paid in full in cash, money order or cashers check. We will not accept another check for the delinquent payment.

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.

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 and you are more than welcome to use our facilities to change them. We have a bathroom in the auditorium with a changing table. 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.

- PLEASE NOTE:
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. 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.

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. All communication between parent and teacher will be relayed to the director

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.

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 Our Program

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 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!!

Nikki Dunavin

Director

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