

SONSHINE PRESCHOOL HANDBOOK

1. Name and type of facility: Sonshine Pre-School Inc.
Private Christian Pre-School
Federal ID 200418062

1. Owner/Program Director Corp officer: Lisa Sirridge
2. Purpose: To provide a quality Christian Pre-School to benefit children, parents, and the community.
3. Goals of program:
 - a. For the Child
 1. To provide a balanced program that offers developmentally appropriate activities for each individual child enrolled. To lay a foundation through learning play experiences for future reading skills, math skills, and other academic areas. It is our goal that the child be as prepared as he can be and feel confident and excited when it is time for him to begin Kindergarten.
 2. To provide a program that considers the child's personal needs such as nutrition and free play.
 3. To teach each child basic Christian beliefs and good morals enabling him to grow into a diligent, loving, considerate, positive individual using Jesus as an example
 - b. For the Parents
 1. To provide opportunities to work together with us on a common concern; the interests and needs of the child.
 - c. For the Community:
 1. To meet the needs of the community for an early childhood educational facility.
 2. To contribute to the wholesome Christian growth and development of future citizens of the community.

4. Philosophy:

We believe all students are unique individuals who have much to contribute to Sonshine Preschool, and that all children deserve a safe learning environment where they feel comfortable and accepted. All students have a voice in our classrooms and are taught to appreciate their fellow students' voices and to respect teachers and staff. Children are naturally curious and are active learners. It is the teacher's role to create a safe, interesting learning environment that engages her students' senses and curiosity. She should know each student well and plan age-appropriate activities that address the students' interests and healthy development through play experiences. Teachers will use observations and one-on-one time with students to ensure the children are reaching their potential. As

the children progress they will feel excited and confident about learning and be prepared as they can be to go on to the next level of their education.

5. Enrollment policy:
 - a. Enrollment shall be open to any child provided the school can meet the child's needs.
 - b. Enrollment in school shall be granted without discrimination in regard to sex, race, color, creed or political belief.
 - c. Child must be at least 3 years old when enrolled and not older than 5.
 - d. All enrollment forms to be filled out prior to admittance.

6. Staff requirements:
 - a. Health certificate and negative TB test must be signed by a licensed physician.
 - b. First aid, Pediatric CPR, Recognizing Illness/Abuse and other required courses must be completed by all aides and teachers employed.
 - c. Teachers and aids must complete the required amount of in-service training yearly as stated in Kansas Child Care Regulation Book.
 - d. Director, teachers, and aids must have the required amount of education or experience as recorded in the Kansas Child Care Regulation Book.
 - e. Chain of command:
 - Director** (Lisa Sirridge),
 1. Manages and maintains facility
 2. Hires/Fires staff/ Staff assessment
 3. Curriculum Planning/Program assessment
 4. Financial record keeping and collecting fees
 5. Parent communication
 - Teachers** (Linda Camren- Subs Terri Gallet and Kristina Laurent),
 1. Manages her unit.
 2. Executes lesson plans
 3. Evaluates children
 4. Communicates with parents about child's progress or other important information
 - Assistant teachers**
 1. Assists teachers in managing the unit.
 - Parent Resource Director**
 1. Manages the Parent Resource Center and POPS group

7. Health Requirements:
 - a. A certificate of good health is required at time each child is admitted and may be required at re-admittance.
 - b. Each child is to be carefully inspected every morning upon entering. If good health is in doubt, the child should not be admitted. Should a child

seem ill during the day, the child shall be isolated immediately and parents contacted

- c. Parents are required to notify us when child has been exposed to a contagious disease.
- d. Newly enrolled students are required to have completed immunizations.
- e. All staff members, volunteers, and participating parents shall present certificates of good health and negative tuberculin tests.
- f. Children and staff must be fever-free (without fever reducers) and vomit-free (able to eat regular diet) for 24 hours before they can return to school after illness.

8. Classroom Procedures:

- a. Premises shall be open for two sessions of preschool Monday-Thursday 8:30-2:45.
- b. Holidays observed coincide with the USD 458 School Year Calendar. We are closed when USD 458 is closed for any reason.
- c. Breaks in schedule
 - *Spring break (observed when USD 458 has Spring Break)
 - *1 week between regular session and summer session
 - *1 week between summer session and new regular session
 - *Christmas break
 - *All holidays and days off listed on USD 458 Calendar(Notice will be given when exactly the breaks will happen.)
- d. In addition to academics, the program includes a nutritious snack
- e. Pre-School is offered 2 or 4 days a week, provided there are available openings.
- f. The regular session runs from the week of Labor Day in September to the end of May.
- g. When **USD 458** is closed for weather or any other reason, Sonshine will also be closed.
- h. Children are grouped by developmental levels. Activities are planned to meet individual needs of each child.
- i. There is a balance of educational activities and activities that provide for child's personal needs. The children are here for 3 hours. For this length of time, the children need educational activities, a nutritious snack, and time to just play. This allows him to be an individual and practice social interactions. We provide the child with his educational and personal needs.
- j. Children are taught self help skills:
 - 1. children wash hands before eating and after toileting
 - 2. children clean up their area after playing and eating.
 - 3. children are taught to respect others, property, authority, and rules
 - 4. when age-appropriate, children put their own shoes, socks, and jackets on.

5. child also has special teacher helping tasks

- i. The following are teaching techniques used
1. we provide a balance of active/quiet activities, individual/group activities and teacher directed/free choice activities.
 2. teachers work with whole group, smaller groups, and individually with each child
 3. when two or more children get into an argument, we stay close but try to let them work it out themselves in a civilized manner. If they begin raising their voices or attempt to settle it physically, we intervene by asking questions and try to let them come up with solutions of their own. This enables them to learn appropriate social skills.
 4. We believe children are taught by engaging their senses through play experiences. Teachers do this by introducing monthly themes and changing the environment enhance themes. Teachers change bulletin boards, pictures, books, and items in the following learning centers:
 - *Dramatic Play: play clothes dishes, dolls, and workshop
 - *Looking/Listening: books, pictures, story tapes, puppets
 - *Discovery: science items, real things, animals, plants
 - *Manipulative: blocks, people, cars, animals, puzzles
 - *Music: songs, music, instruments
 - *Creative art: collage material, glue, scissors, paper, beads, markersBy changing items in the learning centers the children will always see new items that have a consistent theme throughout the room this reinforces the concept of the theme and sparks questions and interest of the child

j. Daily activities include the following;

1. Circle time: This is a group teacher directed activity, game, experiment, discussion, calendar, weather, ABC's, counting, song, story, finger play. Children do sharing at this time also.
2. Center time: Individual free choice activity at the learning centers
3. Outside: Children play outside with balls, jungle gym and sand.
4. Table time: Children are split up in developmental levels. Children work on pre-reading skills, math skills, matching skills, sequencing, colors, letters, shapes, recognizing name, tying shoes. Children's needs dictate these activities.
5. Creative Art: Child expresses individuality and creativity with various and ever changing materials. They are free to make their craft their way. We do not stress that they all make it the way we prescribe in fact we do not even make a model to show them. We believe in letting the child use his imagination.

6. Music: Children learn songs, listen to CD's, play instruments, dance and do exercises.
7. Story time: Stories, tapes, puppets, and flannel board stories, plays and poems are presented and created during this time.
8. Special guests are scheduled at times to enhance learning.
9. Free play: Time for children to choose his own activity and move throughout the room freely and socialize.

k. The learning program is set up and planned by the program director.

9. Safety rules and emergency procedures:

- Running and screaming allowed outside only
- Hitting, biting, kicking, and pushing others is prohibited.
- Climbing on furniture, counters and tables is prohibited
- Children are not allowed in the kitchen
- Children are to stay in prescribed area while playing outside
- Throwing toys inside is prohibited
- Balls are played with outside only
- Children are allowed to use the restroom or get a drink anytime. They are also have specific bathroom breaks before going outside
- Teacher supervising outside should count children before going out and consistently count them while out.
- Children should be supervised at all times
- Teachers who also clean or cook, never leave cleaning supplies or cooking utensils out.
- In case of emergency, teacher or director first call 911, then parent, then director if she is not present.
- If ambulance is called the child will go to nearest hospital.
- If the child is transported to hospital, one of the teachers will accompany him, while a neighbor or other teacher will stay with others
- Fire and tornado drills are practiced with children monthly.
- Emergency phone numbers and escape plans are posted
- Emergency first aide book is on counter for easy access.
- There is a fire extinguisher in kitchen in case of fire
- Fire safety, tornado safety, crossing the road safely, and other personal safety is part of the curriculum.
- An official emergency plan is attached to this document and posted

10. Financial arrangements

- a. Director or teacher in charge collects fees on 1st day of month.
- b. Banking and book keeping procedures are handled by director
- c. Fees are listed on enrollment form
- d. Total enrollment is not to exceed that which is allowed by licensing agency

- e. The Pre-School reserves the right to drop a member for reasons of non-cooperation, frequent late pick-ups, delinquency of payment fees, or inability of child or parent to adjust to Pre-School program as determined by director or Pre-School's inability to meet needs of child.
- f. In all cases of withdrawal, two weeks notice shall be required except in case of serious illness or accident.
- g. A registration fee shall be paid upon enrollment of each new child, and upon re-enrollment for each new year.
- h. Parent pays if child is left home or any reason, snow days, and holidays listed.
- i. Late fees are \$1 per minute and begin at closing time each day.
- j. I charge monthly. The payment will be due the 1st of the month

11. Authorization to pick child up

No child will be released to a person not authorized by parent to pick him up. We must have written or verbal authorization for changes in this respect. If someone we do not recognize arrives to pick your child up, we will ask the child who is this. If they recognized him and say name and we do not recognized name we will look on pickup sheet list to see name is on it. If child doesn't recognize person we will ask for driver's license and check that against the list.

12. Ways we can help:

- a. Conferences: in relation to your child's progress conferences will be arranged upon request or need.
- b. Evaluation of child in relation to development is an on going process by teachers. Individual time with each child is scheduled so we can keep in touch with where children are developmentally and especially for those children who are about to enter kindergarten. We are aware of the area elementary school's requirements and give each child help where it is needed along with informing parents and letting them know what activities they can do to enhance child's development.
- c. Your child will be given consideration as an individual. We will look after your child's health and safety while he or she is here and present a planned program geared to what we believe to be developmentally sound and educational.

13. What children should wear to pre-school:

Think of your child's comfort. We stress self help skills so children can gain confidence to do things on their own. It is helpful to your child to dress him/her simply. For example, three year olds need pants that pull up with no hard fasteners on them. They will feel much better about this task if it is not complicated by frustrating fasteners. Also, shoes that are easy to put on and take off are ideal for three year olds. Four and five year olds could start buttoning, snapping, zipping and tying themselves. Also, consider clothes that are washable

and sturdy. We do many activities and use materials that could get on clothes. The weather is another consideration. Little girls should wear shorts under dresses so they will feel free to climb and jump around. We need one extra set of labeled clothes including socks for each child in his/her backpack. If your child is prone to accidents, several sets are needed. Remember in January to change size making sure they are weather appropriate.

14. Nutrition:

We serve a nutritionally sound snack each day. We serve a variety of foods that children like and are good for them. Snacks include two items from different food groups at age appropriate proportions for preschool aged children. There will also be opportunities for children to participate in learning activities that involve food. The children are encouraged to try foods. Forcing or negatively coercing children to eat foods is prohibited.

15. Birthdays:

We celebrate birthdays during snack period, your child may bring a special treat if he would like. We will add special stories, songs and candles to make this a special time for him.

16. Toys from home:

Except for toys that are needed in the very opening days of pre-school to help ease your child's transition from home to school, we would like toys left at home. No play guns or other weapons are allowed.

17. Arrival and pick up:

You may pull into the "P" shaped driveway that leads to the back of the house. The pre-school is located in the basement of the house. You may walk right in to the basement entrance. You do not need to knock.

18. Discipline:

Redirection is always tried first. Time out is used only when a child is very upset and is a danger to himself, others or property and needs to calm down. Time out is not used in the Toddler Room. Corporal punishment is not allowed. No spanking or derogatory remarks to the child about him or his family will be tolerated.

19. Separation Anxiety:

Separation Anxiety is very common in pre-school children. It is one of the reasons children need to go to pre-school. It is an adjustment for young children to be left in an unfamiliar environment. The only cure for this is to consistently bring them and give them time to develop relationships with peers and teachers. This takes time. It can be very difficult for families to endure. The best way to handle it is for parents to be loving but firm and unwavering. It is very important that children not see parents feeling upset about leaving him. Also, the best way is to hug her, tell her you love her and that you will be back soon to pick her up

and leave quickly. Prolonging the “good-bye” just allows time for her to become more upset. Being very positive about school helps children to adjust to this new change in routine. There is varying degrees of Separation Anxiety. The severe cases, which are very rare, may require schedule adjustments. If the child is extremely upset and can not be calmed shortly after the parent leaves, we may have to start out with a shorter day and work up to a full day. Parents will be notified if this is necessary. Most of the time, children are fine as soon as the car is out of sight and they know the parent is gone. Most children with separation anxiety cry a little when they are dropped off for a few weeks up to a few months. Every child is different and will adjust in his own time.

20. Communication:

Sonshine has several ways of getting information to parents:

- a. Facebook page @Sonshinepreschool44 will have posts on what is going on at Sonshine, pictures of the children and their work, upcoming event dates and times, announcements of closures for holiday, breaks and weather days. **WHEN USD 458 IS CANCELLED DUE TO WEATHER OR ANY OTHER REASON, SONSHINE IS ALSO CLOSED**
- b. WWW.SONSHINEPRESCHOOLBASEHOR.COM is our Website address. We will have information in the blog posts at the top of the home page (if the internet is working that day).
- c. I post a note on the entrance door with announcements
- d. I will send home memos with the announcements
- e. I will text parents with announcements. When I send a group text, **please respond in a separate thread** so those at work do not hear their phones going off the rest of the day while all responses come in.
- f. Conferences after evaluations in the fall and in the spring. You may request a conference at any time. Feel free to text or call me any time with a concern or question.

21. Parent Resource Center

Sonshine has added a parent resource center. We will make books, articles and handouts on various subjects relating to parenting and family issues available to parents. You can get them in the Parent Resource Room in the small room to the left as you enter Sonshine. Sonshine has contracted with Kristina Laurent, a certified life, parent and family coach from Calming Chaos Family Solutions. She will gather information from current parents on the subjects they are most interested in learning more about. She will be available some days at pick-up time if you have a quick question or concern. She will head up the Parents of Preschoolers (POPS) group that will meet quarterly upstairs at Sonshine Preschool if there is an interest from parents. This is a support group of the parents of Sonshine kids. It is okay to invite a friend who is not affiliated with Sonshine. During POPS, parents can get to know one another and share information about what works for them as a parent and what doesn't. After surveying parents, Kristina will have available at each POPS meeting information

on a subject the parents are interested in. All group services contracted through Sonshine are free of charge. If you have a specific need and require one-on-one help, Kristina can help at an affordable price. Her services include behavior modification training, other parenting classes, advocating for families at IEP meetings, “Know Before You Go” workshops on ADHD/ODD and other special needs.

Sonshine Preschool Supplies

Items to bring each time child attends

- Book Bag with the following items inside
- Complete change of clothes including underwear (diapers) and socks
remember when seasons change or growth occurs to switch out appropriate clothing

EMERGENCY PLAN

Sonshine Preschool 16530 Covey Lane Bonner Springs KS

Fire: In the event of a fire. The children will be escorted by provider/staff to the enclosed area of the playground in the northeast corner. Provider/staff will take student file box containing all parent's phone numbers. Once all children are accounted for, provider will transport children to neighbors (Saultz residence) house down the street to the south at 13637 166th St Bonner Springs KS. 913-422-7506. Parents will be notified as to where to pick their children up and a note will be posted on the door. Monthly fire drills are performed.

Tornado: In case of tornado, provider will have a working weather radio on and gather all children to the hallway and bathroom area, where they are protected from glass and flying debris. Once all children are accounted for, if there is damage to facility to the extent that evacuation is necessary, the children will be transported to the neighbors (Saultz residence) house to the south at 13637 166th Bonner Springs KS phone 913-422-7506. Provider will take student file box containing all parent's phone numbers. Provider will contact all parents to have children picked up there. A note on the door will also be posted as to where the children are. Monthly tornado drills are performed.

Severe Weather: In case of severe weather, provider will have working weather radio on and escort children to the hallway and bathroom area where they are protected from any glass or flying debris due to high winds etc. Once in safe place, all children will be accounted for.

Floods: We are not located in a flood plane therefore we do not have a flood plan. In case of flooding conditions the provider will make sure all children are relocated to upper level of building and are accounted for. Parents will be called to have children picked up immediately.

Serious Injury: In case of serious injury, provider will call 911 and contact parents. Emergency Responders will be instructed to take the child to Providence Hospital in KC KS. The child's emergency information will be sent with the child in the ambulance. If a substitute is available the provider will go to the hospital to be with the child until parents arrive.

Utility Outage: In case of extended loss of electricity, water or gas. We do have emergency lighting installed and flashlights available. Parents will be contacted to pick children up immediately. In case of gas leak and evacuation is necessary, children will be escorted to neighbors house to the south 13637 166th Bonner Springs KS 422-7506 . All children will be accounted for and children's files containing parent's phone numbers will be taken. Parents will be notified as to where to pick them up and a note posted on the door.

Sonshine Early Education Center Handbook



**Sonshine Early Education Center
14498 166th
Bonner Springs KS 66012
913-206-5807**

Director: Lisa Sirridge
Facebook page search@sonshinepreschool44
Website www.sonshinepreschoolbasehor.com

Sonshine celebrates the uniqueness of each child and is committed to helping all students reach their potential

1 1/2 miles south of K-32 on 166th street