



Early learning in an atmosphere of faith and fun.

# Parent Handbook

## Welcome to Sonshine School!

We sincerely hope that your time with us will be rewarding and positive. By enrolling your child in South Yukon's Sonshine School you are agreeing to comply with the policies and procedures in this handbook. Please see the office staff if you have any questions or concerns at any time. Classes are held on Mondays (3 years and up only), Tuesdays and Thursdays from 9am-2pm.

## Philosophy

We are dedicated to providing every child a nurturing, safe, playful and firm foundation. Our primary purpose is to provide early learning in an atmosphere of faith and fun. We want to "let our lights shine" in everything we do because it is a reflection of our beliefs and our Christ-inspired attitudes.

## Tuition

Tuition is charged by the month. Monthly tuition is an average with some months having more or fewer school days than others. **No credits or refunds will be given for any missed school.** Tuition is due by the second school day of the month. Paying after the second day is considered late and a late charge of \$5/per day, per child will be issued. If tuition is still not paid by the 15<sup>th</sup> of each month, the child may not return to school until tuition is paid with late fees.

We accept payment in the form of an online payment at SYCOC.org (this can be set up as a recurring payment), cash, or check, made out to South Yukon Church of Christ. Please give your check to one of the office staff members. A *returned check fee* of \$25 will be charged for any returned check. This is to cover the fee charged to us by the bank. Tuition prices vary depending on age of children, please ask an office staff member for any tuition pricing questions.

## Enrollment

Enrollment is open to all families with children ages 1yrs-4yrs. Once our classes are filled, those seeking enrollment will be put on a waiting list and will be contacted as class space becomes available.

## School Supplies

**Please label all of your child's items clearly with first and last name.**

All backpacks, lunch boxes, sippy cups, bottles, jackets, and other articles need to be labeled with their name. Other supplies such as sanitizer, lysol wipes etc., do not need names on them. We will send home a supply list prior to each school session to bring to meet the teacher day.

## Snack Schedule

Each family will be asked to provide snacks on a rotating schedule for their classroom. Your teacher will provide the schedule for this. If you would like to bring special cupcakes, cookies etc for a birthday, please let your teacher know in advance so she can add it to the schedule. Your teacher will let you know of any allergens, but please remember we are **NUT FREE**.

## Lunch

Please send finger foods your child can handle alone. Ex: lunchables, cut up chicken or cheese, cut up fruit, cut up hot dogs. Please make sure to label lunch boxes and cups. Please stay away from nut products. Many children who attend or share our building have food allergies and we want to protect everyone by staying **NUT FREE**.

## Rest Time

Classes will spend part of the day in rest time. Mats are provided and cleaned daily. Please send a lightweight blanket, special lovey, pacifier or small pillow. Pack and plays that meet safety standards will be provided for younger children during their rest times.

## First Days of School

We want your child as comfortable as possible on the first day. It is perfectly normal for children to be apprehensive about coming to school at first. Sometimes it is difficult for them to physically separate from you. Here are a few suggestions to help this transition go as smoothly as possible.

- Give your child a hug and kiss.
- Remind your child that you will be back after school.
- Then, most important of all, go quickly. By leaving, you are letting your child know this is a safe and happy place for him/her to be.

## What to Bring

Items to bring each day for all age groups:

- Backpack with a change of clothes (shirt, pants, underwear and/or diaper/pull ups)
- Nap mat and/or blanket/lovey for rest time
- Lunch (see lunch information below)
- Water bottle filled with water

## Communication

Each class uses the Remind app to communicate with parents. You will be added to this at the beginning of each session. Please make sure that it is working and notifications are turned on. If you did not receive the code, please speak to the office staff and we will help you set it up. We also utilize our private facebook page to post pictures of our days at school, and update everyone with our monthly calendar. Please make sure you are following our page.

## Arrival

- Please drop off your child between 9 and 9:15. Sonshine School doors will automatically remain unlocked during this time. In the event of late arrival, please ring the doorbell at the Sonshine School doors. .
- Please do not bring your child to class before 9. Teachers will be busy preparing their rooms and gathering supplies for the day's activities.
  - Only drop off your child when a staff person is present in the classroom.

- Sign your child in and out each day. A sign-in sheet will be outside each classroom.
- Make your good-byes short and sweet. By leaving, you are letting your child know this is a safe and happy place for him/her to be.

Teachers enjoy greeting parents each morning, but need to be available to interact with the children as they arrive. If you have concerns that require lengthy discussion, please feel free to visit with the office staff or make a time to come back later and visit with your child's teacher.

### Potty Training

For those in our younger classes, if your child is potty training, he/she must wear pull ups until he/she has been accident free for one month. If your child is in underwear and has not been accident free, we will put a pair of pull ups on him/her. Our children regularly play and nap on our carpeted floors, so we must do our best to keep them accident free. We have regularly scheduled potty breaks, and will take your child to the bathroom at other times if he/she needs to go. Please also consider what your child is wearing and send in clothes that are easy to pull up and down.

### Dismissal

Classes end at 2:00. Please pick up your child between 1:45 and 2.

- It is very important to be prompt in picking up your child. A late fee will be assessed of \$1.00 per minute after 2:00. If an unforeseen emergency occurs, please send your teacher a message, or call the main office.
- Please inform the teacher, a member of the office staff, and your child if someone different is picking up that day. Your child's safety is most important. You can call us, send us a note, or tell us in person. We need to know the name and phone number of the person picking up your child, and he/she will have to show a photo ID upon arrival.

### Keep Us Informed

Please inform the office staff of any changes in address, phone number, email address, or any people who are allowed to pick up your child.

### Illness and Medication

Your child needs to be at school only when he is well.

- Please keep your child at home if he has had a fever of 100 degrees or higher, diarrhea or vomiting, a sore throat, a rash or skin irritation, eye inflammation, or nasal discharge other than chronic allergies within the **last twenty-four hours**.
- We will not administer medication at school.
- Please be prepared if your child becomes ill at school; we will call you to come get them.

The office staff will make the final decision whether or not the child meets these policies.

### Discipline

In early childhood, children are learning boundaries and expectations. Every attempt of redirecting in a positive nature will be made in order to achieve desired behaviors. In the event redirection doesn't

work, teachers may use natural consequences or “taking a break” to handle these challenges. If the child’s behavior is still not corrected, he may be sent to the office for an additional “break”. Parents may be called as a last resort if all of the above actions do not work. Our goal is to treat your child with loving respect and teach them to be good friends and stewards of their things. Physical behaviors that can cause harm to the child, to other children, or to teachers will not be tolerated. We reserve the right to discontinue care for any child at any time.

### Closings/Inclement Weather

We will follow the Yukon Public Schools in regards to holiday closings and inclement weather. In the event an unforeseen closure needs to occur we will use Remind and our Facebook page to inform parents. We will not make up missed days for inclement weather unless there are an excessive number of days missed. We have 2 built in snow days in our calendar. If those are used up, we will then issue a credit for days missed.

**We are thrilled you chose Sonshine School for your child! We look forward to teaming with you and your child!**

Updated 1/24