



SONSHINE PRESCHOOL

PARENT HANDBOOK
2018-2019



A ministry of
Gladstone First Baptist Church

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(not attached, to be signed and turned in)	

Mission Statement

Sonshine Preschool is comprised of Christian teachers who strive to provide an extension to families where children can learn and grow in a loving, safe, and grace-centered environment. Our primary goal is to guide children in experiencing the love of Jesus, and to in turn share that love with others. Sonshine Preschool uses a biblical worldview curriculum that stimulates physical, mental, and social academic development. Research shows that early childhood is the most important time of development in the life of a child and the foundation of everyday skills prepares a child for future academic success. Refer to our Statement of Faith in this packet for further information.

Breakdown of Goals

- To provide a loving, welcoming atmosphere for children in which they can be free to explore and learn
- Spiritual Development (knowledge of Jesus; Bible lessons)
- Cognitive Development (analyzing, imitating, comprehending, recalling)
- Social and Emotional Development (respecting others; taking turns; sharing)
- Physical (Gross/fine motor skills; manipulatives, playing games)

Enrollment Requirements

- Child must be 3 years of age to be eligible for enrollment
- We have open enrollment throughout the year
- An annual registration fee must be received with completed Registration Form
- Proof of up-to-date immunizations must be provided
- Signed Parent Handbook Agreement Form

Curriculum

We offer a theme-based curriculum filled with creative hands-on activities that provide opportunities for building skills while having fun. Language, reading, math, science and social studies are integrated throughout the curriculum in a developmentally appropriate manner in our Christ-centered school. We explore numerous themes throughout the year some of which include the seasons, dinosaurs, health and safety, insects, flowers, ocean and weather. We also focus on different colors, shapes, numbers, and letters each month. Throughout the year we have different visitors to enhance the learning experience of the children such as a firefighter, EMT, nurse, librarian, dentist and musician.

School Calendar

The preschool will follow the holiday break schedule for Gladstone School District, although we do not observe closures for regular teacher in-service or furlough days. During inclement weather we will follow the Gladstone School District for necessary closures. A yearly calendar as well as a monthly calendar will be sent home informing parents of special events, scheduled closures and the monthly show and tell schedule. This information will also be emailed.

Hours and Pick-Up Policy

Children may participate in our preschool Tuesdays, Wednesdays and Fridays from 9:00 a.m. until 12:00pm. Drop off is no earlier than 8:55 a.m. and pick up is no later than 12:10 p.m. There is a dollar per minute charge for children picked up after 12:10. To ensure your child's safety, we ask you to sign your child in and out each day and leave a contact number if it is different than what is stated on your Registration Form. If the child's parent will not be picking them up that day, please leave a note in the sign-in book, text, or call the director providing authorization. Authorized individuals other than the custodial parent(s) will be required to show Picture ID the first time they pick-up a child. The first month of school parents of all new students will be required to show the Safe and Secure Key Tag to pick up their child. In following our Safe and Secure Policy, the school has the right to refuse pickup arrangements if the above directions are not followed.

Tuition

Our preschool is a non-profit, self-supporting program funded separately from the church. Tuition needs to be paid in full by the end of each month. For example, September tuition will be due by the last day of September. A late fee of \$5 will be applied for any balance due past the 5th of the following month. Please talk with the Director if there are any extenuating circumstances. A Tuition Agreement must be signed by parent by the first week of school. A sibling discount will be offered to families with more than one student.

Tuition Rates

First Child	Second Child
1 day per week = \$50.00 month	1 day per week = \$45.00 month
2 day/week = \$100.00 month	2 days/week = \$90.00 month
3 days/week = \$150.00 month	3 days/week = \$135.00 month
4 days/week = \$200.00 month	4 days/week = \$180.00 month
5 days/week = \$250.00 month	5 days/week = \$200.00 month

Evacuation Procedures

If we have to evacuate the building, we will congregate in the front parking lot and call each parent. For safety reasons, if the parking lot is too close to danger, we will walk across the street to Candy Lane Elementary School and call each parent. If we cannot reach the parents, we will then proceed to the other names listed on the Registration Form. Two teachers will stay until all students have been picked up by an adult approved on their form.

Health

Your child's health is a matter of importance to all of us. If your child has allergies or health concerns, please inform the staff. You may be called to pick up your child if symptoms of illness appear during the class period. In case parents cannot be located, we will call the designated person listed on the child's emergency card. Paramedics will be called in case of any emergency. If your child has had a fever or is exhibiting signs of infection (i.e. green mucus), has had a fever, diarrhea or vomiting in the past 24 hours, **please** keep them at home in order to avoid spreading any unnecessary illness to others. Refer to our Health and Safety Guidelines in this packet for further information.

Immunization Records

Oregon State Law requires that every student attending school or daycare have a current immunization record on file by their first week of school. Forms are provided by the school, and the immunization information can be requested from your doctor. Shot updates can be added to the file at any point during the year.

Snacks

Snacks are included in the Registration Fee so that you do not need to provide anything throughout the year. Please feel free to bring something special for a birthday, but it is not necessary. We are currently a nut-free facility, and will not be serving anything with nuts. We typically have children with severe nut allergies, and we strive to make this a safe place for every child in every way. We will often include cooking, tasting/eating, or exploring food items to further your child's learning experience. The Registration Form provided an area for you to list all known allergies. We will notify those families on the days that we have special food projects to make sure that we provide the correct safe foods for your child. We will also provide daily snacks for all children as well as specialized foods for those with allergies.

Clothing and Personal Belongings

- Please dress your child in comfortable, age-appropriate and modest play clothes and shoes. Although we do our best to avoid damaging clothing, painting, art, and snacks can sometimes leave innocent marks and stains on your child's clothing. Other than using fabric paint in making t-shirts at the beginning of the year, we use only washable markers, paint, glue. Please do not dress your child in clothes that would concern you if they were accidentally stained. Clothing should also allow children to easily redress themselves when using the bathroom. Weather permitting, our preschool day will include outdoor time, so please dress your child accordingly and please **label** your child's outerwear to avoid confusion.

- We ask that you leave your child's toys at home or in your car. The monthly calendar will show when children can bring in "show and tell" items. If a child does bring in a personal toy or sentimental item, we will have them put it in their cubby or backpack. Please do not bring in guns, war toys or other toys of aggression or violence, or any items that go against our Statement of Faith at any time. Those items will be put in our supply room to be returned to the parent at the end of the school day.

Discipline

Helping your child have a good day while at school is a team effort between our staff and you as parents. Simple rules prepare children to see discipline as a positive part of life rather than a punishment. By setting these expectations children are free to learn and experience school more fully. Our desire is to praise and affirm children for good behavior and things they do well. If any undesired behavior is exhibited, initially, the child will be gently reminded of the classroom rules and then redirected to another activity or area of the room in hopes of changing the behavior by introducing something new for them to participate in. We teach the children to talk about their feelings with each other and to work out their problems together. We stress that we are to be kind and treat everyone with respect. Forgiving others is a very important part of our interaction with others. Our policy is to provide positive guidance, redirection and the setting of clear limits. Occasionally, if undesired behavior persists, it may be necessary to remove a child from that specific activity and sit them in a designated area until they are able to rejoin activities in a positive manner. However, no child will ever be isolated out of sight of a staff member. The teacher will then review with the child why the behavior was unacceptable and discuss alternative appropriate behavior. Parents will be contacted if there appears to be a consistent problem that needs to be worked through together. Sonshine Preschool reserves the right to send home any items (clothing, toys, books, etc.) that go against our Christian beliefs. We refer to the Sonshine Preschool and Gladstone First Baptist Church Statement of Faith as a guideline for our words and actions. Our Staff will exhibit positive Christian role modeling and adhere to these guidelines at all times. No ridiculing, yelling, physical action or restraint will be used.

Facebook

We have set up a Facebook account under the name of Sonshine Preschool. This site will ONLY ACCEPT SONSHINE PRESCHOOL FAMILIES AS FRIENDS. It is not for advertising purposes. We have chosen very high privacy settings. Our intention is for communication between teachers and parents. We do not want to take advantage of anyone's privacy, especially when it concerns our children. Please be sure to initial the Facebook Permission box on the Registration Form. If you decline, please know that you may still request to be a friend with us on Facebook, your child will just not be in any of the pictures. This will also be a great avenue for posting information about preschool to everyone, and a fun way to get to know each other better.

Communication

Sonshine Preschool provides a monthly calendar and newsletter that will be emailed to you at the beginning of every month as well as placed in your child's cubby. Please read all information carefully and talk with the Director or Teacher if you have questions. We will also have a board by the classroom entrance that lets you know what is going on for that week. This will allow you to reinforce what is being taught in the classroom, and to fill in the gaps when you ask your child what they did that day and they don't remember. We will also update you on our private Facebook page. Parent/teacher conferences for students graduating from preschool are held during the month of May. This is a wonderful opportunity to discuss your child's progress. However, please don't hesitate to schedule a meeting with your child's teacher at any time during the school year. Parents have access to the facility any time the preschool is in session. We have a very strict lock-down policy for anyone other than a parent. The preschool will provide a directory with information provided by the parents so that you can communicate with other families. This is not to be used for advertising in any way.

Parent Participation

All parents are welcome to visit the school at any time. Throughout the year we may need parent volunteers to assist during the school day; if you are interested please let us know. You may wish to avoid the first few weeks of school as some children have difficulty adjusting to being away from home.

Preparation for the first days of school: The following suggestions may encourage your child's pleasant anticipation or soothe his/her fearful anxiety concerning preschool. Get plenty of rest – be sure your child approaches the first day of school well rested. Fatigue could hinder a totally positive experience. One week before school begins and every night until it begins, put your child to bed at their school year bed time and wake them up at their school year wake-up time. Be casual – don't paint an overly vivid picture of school. Avoid offering too much advice or too many detailed instructions; this could heighten your child's concerns and doubts.

Explain the arrival and dismissal procedures – Tell your child that you will walk them into school and the teacher will help them get settled in the classroom. Tell them that when school is over, you will be picking them up from the classroom. During the first days of school, remind them of these procedures. Give them a hug and a kiss before you leave. If your child seems upset, feel free to call in an hour to check on the developments. At any time, feel free to consult with your child's teacher.

Take time to share your child's school experience – Cultivate an interest in the materials your child brings home. If your child comes with statements that seem unreasonable, please do not hesitate to call for clarification.

Daily Class schedule

Below you will see a schedule that represents a fairly typical school day. Although this is a general outline, we also allow time to maximize learning opportunities as we see necessary as this optimizes the best possible experiences for learning in the course of our school day.

8:55-9:55 Art/Free Choice Time

During this period the children will move freely throughout the classrooms engaging in various learning centers, skill-building games, dramatic play, hands-on activities, sensory exploration, easel painting and play dough. This time also allows children the opportunity to choose which activities they would like to do, take turns and practice cooperating with peers. For art, children are allowed to experiment with a variety of media with an emphasis on process rather than product. The important thing is the creation belongs completely to your child and the completion of it has been a worthwhile esteem building experience.

9:55-10:05 Clean Up

All children are encouraged to help return the rooms to a neat and tidy condition.

10:05-10:20 Circle Time

It is our desire to help children learn about Jesus. Bible stories will come alive through music, creative drama, pictures and puppets. Children will have the opportunity to praise God, pray, care for and forgive one another as we strive to be more like Christ.

10:20-10:30 Calendar Time

During this time we will learn the current month, the date and the days of the week, and season. We will also review our color of the month, counting in English, Japanese Spanish, learning the letter of the week and shape review. Our special helper will also get to assist with the calendar and present their show and tell item.

10:30-10:40 Snack Time

Good food choices, appropriate eating behavior, friendly conversation, and cleaning up after oneself are all practiced during this time

10:45-11:05 Gross Motor Skills/Outside Time

Children are given a chance to ride bikes, slide, climb through tunnels and on a fort, play basketball, teeter-totter, jump on a trampoline and explore our grocery store/domestic area.

11:05-11:15 Bathroom Time

All children are encouraged to use the bathroom at this time with teacher supervision.

11:15-11:55 Circle Time

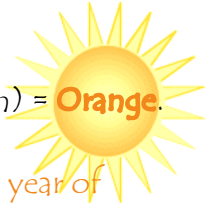
Singing, rhymes, finger plays, rhythm activities and movement to music are all a part of this circle experience. We also read a story, do a theme related activities that reinforce letter, color and number skills.

11:55-12:00 End of Day Activity

In Closing

We love the color orange here at Sunshine Preschool.

It represents **Red** (the parents) + **Yellow** (teachers sharing the light of the Son) = **Orange**.



With parents and teachers working together, we look forward to a wonderful year of providing your child with fun filled educational experiences. Our goal is to help your child have a positive and memorable experience at school as we encourage a love of learning that will hopefully continue on into their lives. Our prayer is that your child will grow spiritually, socially, physically and academically within our Christ-centered atmosphere.

“Love one another as I have loved you.”

–Jesus

John 15:12

Statement of Faith
Gladstone First Baptist Church
Sonshine Preschool

1. We believe the Bible to be the inspired, and only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21).
2. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe that all people sin and can be saved only by God's grace through faith in Christ crucified and raised from the dead (Romans 3:23, Ephesians 2:8-9, I Corinthians 15:1-5), that such are justified freely through the redemption that came by Christ Jesus (Romans 3:24, Ephesians 1:7), that unless one is born again, of water and the Spirit, he cannot enter the kingdom of God (John 3:3-7), that repentance is an essential part of true faith (Mark 1:15, Luke 13:3-5, Acts 20:21), that immersion in water is God's intended outward way of demonstrating one's inward faith and repentance and the union with Christ that results (Matthew 28:19-20, Acts 2:38, Romans 6:1-4).
5. We believe in the resurrection of both the saved and the lost, that they are saved unto the resurrection of life, or that they are lost in eternity.
6. We believe God created the sacrament of marriage to be the union of one man and one woman and is a reflection of Christ's relationship to his church. (Ephesians 5:25-27).

7. We believe that God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27)
8. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture. (Mark 12:28-31; Luke 6:31)
9. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
10. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).
11. We believe that Christians' top priorities are the Great Commandment and the Great Commission: that we should seek for ourselves and our students that we love the Lord with all our being, and love our neighbor as ourselves, and seek to make disciples of the Lord Jesus in all the world (Matthew 22:36-40, Matthew 28:18-20).
12. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death (Psalm 139).

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Sonshine Preschool and Gladstone First Baptist Church's faith, doctrine, practice, policy, and discipline, our GFBC Board of Elders is Sonshine Preschool's final interpretive authority on the Bible's meaning and application.

Sonshine Preschool Health and Safety

Every school year, Sonshine Preschool teachers and families are concerned when children who are not well attend school. While it is not always possible to determine whether a child might become ill during the school day, it is essential to take great care so that children do not come to school with possible infectious illnesses. If a child does not appear completely well, s/he should remain at home. A child with a contagious illness puts not only classmates "at risk," but also participating mothers who may be pregnant and infants in backpacks. It is the parents' responsibility to consider the health and well-being of all children, students and staff when sending their child to school. It is also important to tell us of any changes to your child's health. This information will be kept confidential. Your child's teacher will help you contact specialists in early childhood care, for example, speech pathologists, occupational therapists etc. should the need arise. Health and education laws in Oregon require that children be excluded from school when they have any excludable diseases (listed below).

Sick Children

Our preschool is not equipped to care for sick children; however we will do everything we can to comfort a child who has become sick whilst at preschool.

Here are some guidelines to help determine whether a child is well enough to attend school. Please do not bring your child to preschool if they display any of the below symptoms.

Fresh Colds

The period during which cold viruses are contagious ranges from one to three days. Since it is impossible to determine which virus caused a particular cold, children should remain at home for *at least three days* from the onset of symptoms.

Conjunctivitis ("pink eye")

There are two forms of conjunctivitis commonly seen in preschoolers. One is bacterial and requires antibiotic treatment. The other form is viral and is highly contagious. Parents of children with conjunctivitis should consult a physician before allowing them to return to school.

Strep Throat

Strep throat is a bacterial infection requiring antibiotic treatment. Twenty-four hours after treatment has begun, strep throat is no longer considered communicable. However, children often do not feel well enough to return to school after the 24-hour period. They should not come to school until their energy level is back to normal.

Fever

Following any fever over 100 degrees, a child should remain at home until s/he has been without fever for at least 24 hours. Note that during the early morning hours, a child's temperature will often register at normal, whereas later in the day it may rise again. This is one reason why a child needs a period of at least 24 hours without an elevated temperature before returning to school.

Vomiting and Diarrhea

Children who have been suffering from vomiting or diarrhea need a period of time to regain strength before returning to school. Children should be kept at home for a minimum of 24 hours after the last bout of vomiting and diarrhea and not return to school until their energy level is back to normal.

Lingering Coughs

Lingering coughs associated with cystic fibrosis or following bronchitis are not contagious. For all other lingering coughs, parents should seek advice from a physician before returning children to school.

Common childhood diseases and rashes

Many common childhood diseases are contagious. Parents should contact their child's physician and follow his/her recommendations. If a child has an excludable disease or head lice, parents must inform the Director immediately. Sonshine Preschool adheres to the standards of the Clackamas County Health Department. These require that the school notify parents when children have been exposed to an excludable disease or head lice. The policy on communicable disease is different in that it does not pose a risk to public health and will be kept confidential.

Sonshine Preschool reserves the right to determine whether a child is well enough to attend school. Sick children will be sent home. The goal is to ensure the health and well-being of all children, parents and staff participating in Sonshine Preschool.

Exclusion

If your child contracts an infectious disease they may not attend school. Following is a list of diseases which require exclusion by the Clackamas County Health Department. These exclusions apply to staff and children.

Condition	Exclusion Period
Acute Conjunctivitis	until eye is no longer red and is free of discharge.
Chicken Pox	exclude for at least 5 days after the spots first appear and until all blisters have formed scabs.
Coughs, Colds and Influenza	until child looks and feels well. If prescribed antibiotics, 24 hours after the first dose. During flu epidemic, we will be advised by the Public Health Unit.
Diarrhoea (including, Cryptosporidium, Rotavirus, Salmonella and Shingella)	until 24 hours have passed since first normal stool.
Giardia	all persons considered having Giardia, whether as an isolated case or during an epidemic should be excluded until treatment has been given and diarrhoea has ceased.
Haemophilus Influenzae B (HIB)	exclude until well.
Hand Foot and Mouth Disease	until blisters have dried.
Hepatitis A	until 7 days after jaundice has appeared.
Impetigo	until 24 hours after treatment has commenced and sores covered with a proper dressing.
Measles	until 4 days after the onset of the rash. Unimmunised contacts are to be immunised within 72 hours of contact with a case or they be excluded for the duration of the outbreak.
Meningitis	until 9 days after the swelling appeared. Unimmunised children over 12 months are excluded for 21 days from last reported case.
Rubella (German Measles)	until 4 days after the rash appears. Pregnant women should seek medical advice.
Streptococcal Infection and Scarlet Fever	until 24 hours after treatment has commenced.
Tuberculosis	re admit on advice from Public Health Officer.
Vomiting	12 hours after last vomit.
Whooping Cough	until 5 days from commencement of treatment. Unimmunised contacts excluded 14 days.
Parasites and Pests which are easily spread and require exclusion	
Head Lice	until 1 day after treatment has commenced.
Ringworm	until 1 day after treatment has commenced.
Scabies	until 1 day after treatment has commenced.
Worms	until worming treatment has been given.

Diseases which do not require exclusion

Cytomeglovirus	Hepatitis B & Hepatitis C
HIV+ or AIDS	Glandular Fever
Erythema Infestiosum (Fifth Disease)	

Infectious Diseases in Early Childhood Settings : A Guideline for Early Childhood Service Providers : R. Holland & M. Macaitis : May 1992
Guideline for the Control of Infectious Diseases in Child Care : Mark J. Ferson : NSW Health Dept 1993

Immunization

It is a Health Department regulation that records be kept of your child's immunization status. You will be asked to provide this before your child begins preschool.

Any child who has not been immunized will be excluded from attending preschool in the event of an outbreak of a vaccine preventable disease. You will be required to pay full fees during this time.

Infection Control

The age and learning nature of children means that infectious diseases are easily transmitted in a school. The simplest form of infection control is **handwashing**.

Administering Medication

Staff will not administer Medication.

Injury Prevention

Children have little or no idea of danger. It is our responsibility to ensure they are safe. We will check the preschool constantly to ensure a safe environment.

It is most important you clearly hand your child over to a staff member each day so we know we are responsible from that point in time.

In the event of an injury or illness;

Staff will assess the injury

- if injury is *minimal*, first aid will be given and an accident report completed
- if injury is *minor*, first aid will be given and parents may be called to collect the child
- if the injury is *serious*, staff trained in first aid will attend to the child
- if the injury is *critical*, medical assistance/ambulance will be called, one staff member will accompany the child in the ambulance, families or emergency contacts will be notified, accident report will be completed.

Emergency Procedure

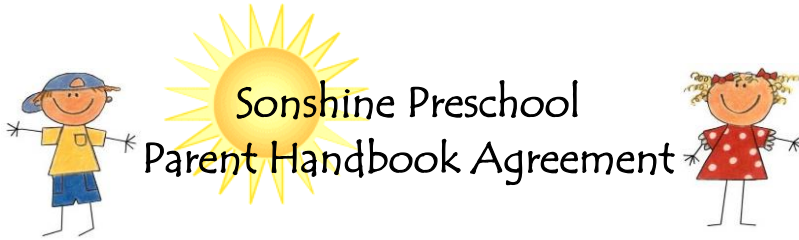
There could be an occasion when we would need to evacuate the preschool; therefore, we practice an evacuation drill at least once every 3 months. Emergency procedures are posted in each classroom. In the event of a real evacuation, children will be taken to the front parking lot until they can be collected.

Child Abuse and Neglect

The Children (Care & Protection) Act 1987 defines abuse against children as harm including psychological, emotional, physical or sexual abuse. In our role as a "safe" person for children we are legally required to report any suspected case of child neglect or abuse. If a staff member suspects a child is being abused, they will notify the Director, who in consultation with the preschool President will contact the Department of Community Services Help Line.

Smoke-Free Zone

Our preschool is a smoke-free zone.



As a parent with a child enrolled in Sonshine Preschool, I acknowledge that I have received a copy of the Parent Handbook which includes the Statement of Faith and the Health & Safety Guidelines. I hereby affirm that I have read the Parent Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Sonshine Preschool and is subject to change without notice by decision of Sonshine Preschool and Gladstone First Baptist Church's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

This handbook is also available to me on the church website at www.gfbcfamily.org.

As a parent, I understand that I have the right to speak with the Director at any time about my child and about any policy of this preschool program.

(First Student's Name)

(Second Student's Name)

(Signature of Parent)

(Date)