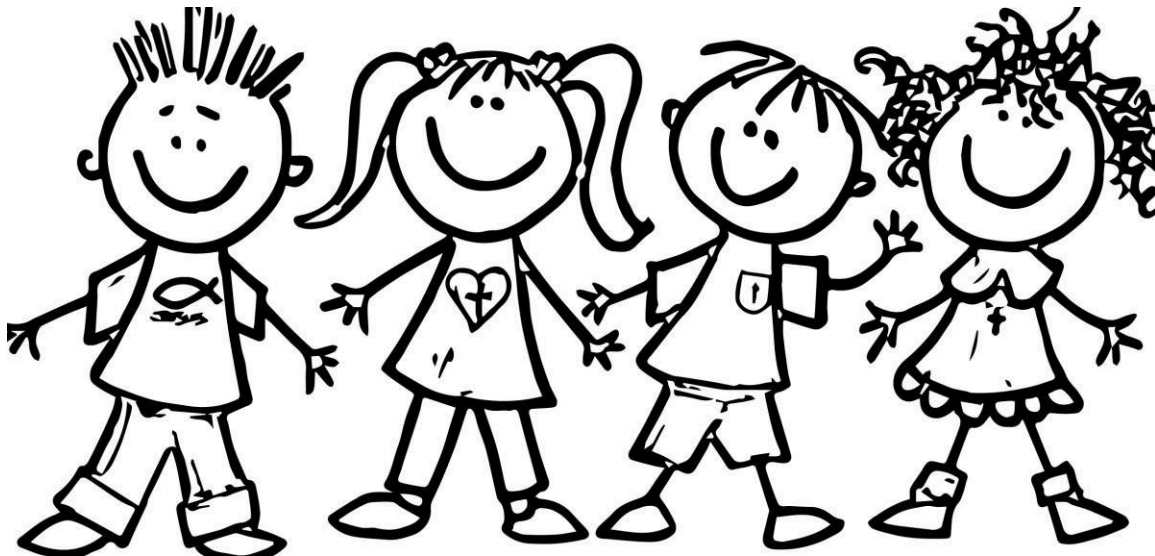




# Sonshine Preschool Policies and Procedures



2023-2024 school year



## Welcome

Your child has been enrolled in Sonshine Preschool for the 2023-2024 school year. We are very eager to get to know your child and to work with your family!!

Director/Teacher: Tabetha Boese

Assistant: Mallory Roberts

Preschool Days are Tuesday & Thursday  
Class times are from 8:15am – 10:45am

Pre-Kindergarten Days are Monday/Wednesday/Friday  
Class times are from 8:15am – 11:15am

Things to know:

School Phone: 620-241-1452

School Website: <https://www.fbcmcpherson.com/sonshine-preschool.html>

Facebook Page: Sonshine Preschool – McPherson (for parents only)

School E-mail: [sonshinemac@gmail.com](mailto:sonshinemac@gmail.com)

If you have questions, please feel free to call the preschool or send me an email. I will check email daily. If you call after hours & no one answers please leave a message, your call will be returned the next business day.

## Our Purpose

God intends for those who have experienced His love to reach out and share it. We believe that one way we at First Baptist Church in McPherson can effectively share God's love is through a weekday ministry with the children of our community.

We are told that a child's attitudes about himself, about God, and about the people and the world around him are formed primarily in the first five years of his life. Fully aware of the awesomeness of the responsibility, we purpose to offer a preschool which will operate in an atmosphere of God's love and accept as its goal the full development of each child's God-given potential.

Matthew 19:14

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to them."



# Parent Information

**Entrance/Arrival & Sign in Procedure:** When transporting your child to and from school, please enter the building through the doors in the east wing. For the safety of the children and our staff the doors of the church will be locked at all times. The door will unlock to let you in at 8:12am. After class begins, please use the buzzer to be let in. (Someone will answer the buzzer & then buzz you in.) For safety: Please do not hold the door open for anyone who you do not know. Please call or email if your child won't be at school for the day.

**Signing In:** When bringing your child to school please accompany him/her to the classroom door and sign him/her in at the podium. If your child has a hard time separating, it is best to give a quick hug and a quick see you soon. (The longer you linger, the harder it is on you both. If your child hasn't settled in within twenty minutes, and they are not ok, we will give you a call.)

**Dismissal:** The children are dismissed by the teacher or her assistant from the east wing door or from the playground. Please pick up your child promptly at 11:15am for Pre-K and 10:45am for Preschool. Your child will not be permitted to walk across the parking lot to you when being picked up. A parent or adult **MUST** walk up to the sidewalk or the Playground gate. (Vehicles are large and kids are small.) Please make sure everyone on your pick-up list is aware of this policy. If you are late picking up your child you will be charged a late fee. See policy below.

**Late Policy:** There will be a fee of \$1 per-minute late charge if your child is picked up late. This will be according to the clock on our cell phone as they are all universally at the same time. If there are extenuating circumstances, feel free to discuss it with the Director and the fee may be waived. When charged a late fee, your next class period you will be given a late fee slip to be paid by the following class period. Please do NOT combine this with tuition. We ask that you please respect our time as you do your own. Please make sure that others who are on your pick-up list are aware of our pick-up policy.

**Snacks:** Please send a non-perishable snack (crackers, pretzels, cereal) that should be able to serve 15 students and a jug of 100% Juice. You may be asked for snack multiple times during the school year. Please send your snack with your school supplies at parent information night or open house before the start of the new school year.

**Calendar:** The most valuable piece of paper you will get from us each month is the school calendar. This calendar will tell you what topics are being discussed (and when). If a special day is planned, it will be on your calendar. The calendar is for both Preschool & Pre-Kindergarten classes. Please note that ONLY the days your child attends Sonshine will pertain to them. Example: if your child attends M/W/F and the calendar says wear green on Tuesday, it would not be for your student.

**Newsletter:** There is monthly information printed at the bottom of your calendar that you get home every month. This information will also be on the calendar in the hallway. Some special events get notes that get sent home as well. These notes are also posted on the calendar in the hallway.

**Email:** I will use email frequently... please make sure you check your email. If you don't use email, we kindly ask that for Preschool purposes you do. ☺ You WILL miss information if you do not have an active email that you check frequently.

**sonshinemac@gmail.com**

Communication with Parents: aka Plastic Baggie that is inside your child's backpack: A bring home/take back plastic ziplock bag will be placed by us in your child's backpack on day 1 - please keep it in their backpack at all times. If you misplace it, please put a new one in. We put important information in there for you and that is where you should put anything that you want us to see too. (We do not check pockets of backpacks.)

**Website:** We have a school website where you can find out important information if you happen to misplace your calendar no worries, there is one on our webpage too! [www.fbcmcpherson.com/sonshine-preschool.html](http://www.fbcmcpherson.com/sonshine-preschool.html)

**Facebook:** Search for Sonshine Preschool – McPherson on Facebook! We will post updates and pictures on there. This site is for parents of current students and will be updated yearly.

**Remind:** We use the Remind app to send text or app notifications. Please download the app and log into your class so you can get the reminders! Preschool (T/Th) code, Pre-K (M/W/F) code

We make every effort to keep you informed and a part of everything we do here at Sonshine Preschool. After all we are a TEAM!

**Volunteers:** Sonshine Preschool will do a background check on ALL people who wish to chaperone or volunteer on or off preschool property. We do this for the safety of the children in our care as well as our staff. You will need to fill out a volunteer form before being able to volunteer. We will keep it on file while your child is enrolled in our school. If driving for a field trip we will need a copy of your current insurance card. We will need a copy of your driver's license attached to the volunteer form.

**Room Parent/Representative:** We will have two room parents, one in each class. The role of the Room Parent is to be a liaison between parents and the preschool teacher/director & and the preschool board. Their responsibilities include organizing and attending class parties/get-togethers for various times such as: Fall, Christmas, Valentine's Day, Easter, end-of-the year and working with parents to deliver special occasion flowers/notes/cards etc. for teachers' birthdays & Teacher Appreciation Week in May. They will also work with the teacher to organize other tasks as decided by the teacher. The Room Parent is vital to the preschool, as they are the voice of our parents. We are all in this together & communication between the teacher, preschool board and parents is key to having a happy and healthy preschool.

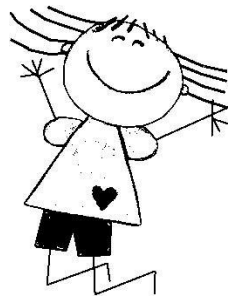
**Dressing Your Preschooler** When helping your child dress for school, ask yourself these two very important questions:

1) Can my child use the bathroom independently wearing this outfit? If "yes", then you've chosen a winner! Your child needs to be able to refasten her clothing after potty visits with minimal help. Teachers will always be available to help with those hard-to-do snaps, stuck zippers, etc. For the sake of your child's privacy, safety and self-esteem, please plan to choose outfits for school that s/he can manipulate independently.

2) If my child comes home with paint on their clothing, will I be upset? If "yes", then you will need to go back to the drawing board. Sonshine Preschool's hands on learning philosophy is based on children's inherent ability to explore and experience their environment. Often, these creative explorations become messy. While we do not condone inappropriate behavior (i.e. painting others), we do encourage sensory (and potentially messy) experiences (i.e. finger-painting with pudding). So, our rule of thumb is—dress for a mess.

Shoes: Ask yourself: 1.) Do they fit? 2.) Can my preschooler walk, run, jump, climb... play in them comfortably? If not... they probably are not the shoe to wear to school.

**Please make sure shorts are worn under dresses.**



# Health Policy

In order to protect our staff and all the children attending preschool, it is our policy that a child showing any signs of a communicable disease should be excluded from school until they are completely free of symptoms. A communicable disease is an illness that is spread from one person to another. We ask for your cooperation in keeping your child at home whenever he/she is sick. We will contact you to come and pick up your child if he/she becomes sick while at school.

PLEASE keep your child home from school if they are sick. These are 3-, 4-, and 5-year-olds and they spread germs very easily. Please help us keep all the illnesses from spreading through the classroom.



Please keep me at home if .....

PLEASE READ BELOW CAREFULLY TO UNDERSTAND OUR HEALTH POLICY.

Children must be symptom free for 24 hours.

(98.6 is considered normal body temperature, 100.4 or higher is considered a fever)

If a child has suffered from fever, vomiting or diarrhea for any reason they need to stay home for 24 hours after the symptoms end to make sure they are not contagious.

If a child is prescribed an antibiotic, it should be administered to the child for 24 hours before he/she can return to class.

Runny noses are common during the cold weather and allergy months, but green or yellow mucus can indicate infection and could be contagious. We will send a kiddo home if they come to school with green or yellow mucus.

NOTE: If your child has allergies, it should be noted on their physical form & application.

\*\*We do ask if your child will not be coming to class, please call the school to let us know.

- **Covid-19:** If a student is exposed to Covid, we ask that they stay home for 5 days. They may return to school after 5 days if they are symptom free. If a student tests positive for Covid, we ask that they stay home for at least 5 days and until they are symptom free for 24 hours without medication. Please visit with the director/teacher with questions about this policy or any lingering symptoms. We follow the KDHE recommendations for Covid.

- **FLU:** Persons confirmed to have influenza are REQUIRED to stay home for seven days following onset of symptoms per Kansas regulation. According to CDC, persons with influenza are considered infectious for 5-7 days after becoming sick. If you suspect your child has the flu, please take them to the doctor for confirmation and notify the preschool asap.



We understand your child loves school and doesn't want to miss out on any of the fun activities that we have planned. We are sad when they miss too... BUT, please think of the group as a whole before sending your kiddo who isn't feeling well or just seems "off" for some reason. Always ask yourself, would I want someone to expose my kiddo knowingly?

Fever, Diarrhea, Vomiting (without taking medications to reduce symptoms)	-must be free of any of these for a minimum of 24 hours before returning to school. (without taking medications for 24 hours to reduce symptoms)
Conjunctivitis/Pink Eye	- Must be on medication for 24 hours
Chicken Pox	- All spots must be dry
Ringworm/Impetigo	- Note from doctor
Head Lice/Scabies	- no nits, bugs (dead or alive) or any signs of lice
Whooping cough	- After two weeks and with a note from the doctor
Scarlet Fever	- Note from doctor
Infectious Hepatitis	- Note from a doctor. Children in families where the disease has been diagnosed need a Gamma Globulin shot to protect them against it.
Meningitis	- Note from doctor
Measles/Mumps/Rubella	- Return after 7 days and a note from doctor
Tuberculosis	- Return 14 days after treatment & note from doctor
Covid-19	-Symptom free for 24 hours without medication after at least 5 day isolation

**Head Lice policy:** If your child has head lice, they will not be able to attend school until they are 100% free of any signs of lice. Please, out of respect for our entire Sonshine Preschool Community do not bring your child to school if you know your child has lice or has been exposed to lice. If exposed, we ask that you treat them & wait 24 hours to make sure they are free from lice. If your child has been exposed or if they have lice, please let us know! If we do find lice or nits on your child's head, we will contact you and ask you to come and pick them up immediately.

**Health Assessment:** Pre-entrance health assessment conducted within 6 months prior to enrollment shall be required for each child. A licensed physician or a nurse approved to perform health assessments shall conduct the assessment. This is a KDHE requirement.



**Immunizations:** The KDHE requires us to keep a copy of your child's up-to-date immunization record on file each school year. The proper paperwork must be filled out before your child can begin school at Sonshine. Each child must have submitted a completed immunization record prior to admission. Each child must have the required immunizations. Exceptions may be made when the child's physician provides a signed statement recommending delay or omission of the immunizations, or if the parent or guardian claims a religious exemption. We need a current copy of your immunizations from your doctor or health department attached to the Medical Health Form. (Anytime there is an update, we need a new copy of your shot record) \* I have the medical exemption forms, if you need one see me.

**Authorization for emergency medical care:** It is a state regulation that written permission for emergency medical treatment must be on file at Sonshine Preschool. This form was in your packet sent out prior to Parent Orientation or when you enrolled. It will need to be completely filled out including information regarding health care insurance if applicable (if you do not have health insurance you must write you do not have health insurance); this paper does need to be notarized.

**Absences:** If your child is not feeling well or will not be in school for some other reason, please call the school 620-241-1452 or let us know via email.  
**sonshinemac@gmail.com**

**Medication:** Non-Prescription Medication will not be administered to children while at school by the staff due to the limited number of hours at the school. We will administer medicine if needed in an emergency situation such as an epi pen or inhaler. (With a note from your doctor.)

**Refund Policy:** Tuition paid for the current month is not refundable. However, tuition paid for future months will be refunded if you withdraw your child from the program.

**Termination Policy:** We require a 30-day notice if you plan to withdraw your child from the program. If for some reason you don't have 30 days due to last-minute life-changing events or you are not happy with our services, then a 30 notice is not required. We want you to stay because you are happy here and not because of a contract. Please note we will not be able to refund payment already paid for the present month. We will refund future payments. This means, if you decide to withdraw your child on September 10, we will not be able to give you payment paid for September, but we will refund any payments made for October or future months. Exception: Gross misconduct on the part of the provider, parent, or child. Gross misconduct is grounds for immediate termination of services.

Sonshine Preschool may withdraw your child at any time during the school year after the Director consults with the parents & in extreme circumstances seeks council from the Sonshine Preschool Board. A meeting with Parents, Director & Board can be requested.



# Safety



**Winter Weather Policy:** If the weather is severe or threatening, we will close for the safety of our staff and students. Sonshine Preschool will be closed if McPherson USD 418 is closed or if they have a two hour late start no questions. \*If school is in session and we feel the need to close early, you will receive a phone call or email. Please pay close attention on days the weather is questionable.

When we close it will be posted on Facebook, a text will be sent through the Remind app and an email will be sent. It will also be on KWCH news. The director will make the final call regarding school closures.

After a class reaches 3 snow days in a school year, we will start making up for missed days.

## Safety Drills



**Fire Drills:** We will hold a fire drill each month in both classes sounding the alarm in the Pre-K class but not the Preschool class. October is Fire Safety month.



**Tornado Policy:** During Tornado season, we will hold a tornado drill each month. In the event of threatening weather, you may pick up your child at any time. However, if the tornado siren has sounded no child will be dismissed until the “all clear” has been given. Parents/family are welcome to wait with us during this time. (This is a state regulation)



**Earthquakes:** Earthquakes happen even in Kansas. We will practice safe places and what to do in the event of an earthquake. (We will do this once per semester.)

### Emergency Action Plan:

Sonshine Preschool has in place a Security and Emergency Preparedness Plan if a situation were to arise that called for specific action.

There is a copy of the Security & Emergency Action Plan in our classroom for you to read upon request. If you would like a copy for your own records, we would be happy to supply one for you.

In the event evacuation to an off-school site is required:

Reunification with parents: In the event that we must leave the school grounds for emergency reasons either Sonshine Staff or First Baptist Church staff will contact you as soon as possible. The emergency phone number you provided on your paperwork is the number we will use to contact you. The school will always have the children's records with them when they evacuate.)

Please DO NOT come to the school, motor vehicle traffic around the school will impede the movement of emergency vehicles.

Please DO NOT call the school or church! You will be notified as soon as possible by the Preschool staff or FBC Staff.

**PLEASE CHECK WITH THE SCHOOL TO MAKE SURE WE HAVE YOUR CORRECT CONTACT INFORMATION ON FILE. \*IF YOUR CHILD HAS ANY MEDICAL CONDITIONS OR REQUIRES MEDICATIONS, PLEASE MAKE SURE THE SCHOOL IS FULLY AWARE. (EVEN IF IS SOMETHING THAT ISN'T GIVEN DURING SCHOOL HOURS). IF THERE WERE AN EMERGENCY, WE NEED TO BE FULLY PREPARED.**

We have 2 off site evacuation locations in case of an emergency.  
(We do keep this private for safety reasons.)

**Lock Down:** While the odds of an active shooter are extremely low (we are more likely to get hit by lightning) I do want to ensure you that we are prepared, we take steps, attend trainings and conduct drills to prepare for this just like other emergencies such as fires, tornadoes, etc. We want to ensure that preparedness and planning, including regular drills, are not something to be feared but can be seen as a way of ensuring the safety and security of everyone at Sonshine Preschool. As always, we will conduct drills in an age-appropriate way so that we do not needlessly scare or frighten your children. We will practice locking down the preschool once each semester.

When practicing this we explain to the children we are practicing what we would need to do if someone was in the building and we didn't want them to know we were here. This is a very delicate subject and we do not want to scare our friends. Unfortunately, this is the world we live in, and we must be prepared.

Our primary responsibility is to keep your children safe and you play a big role in assisting us! We want to be sure we have a culture of safety here and part of safety is ensuring that people who do not belong in our space are not in our space. Here are some ways you can help:

1. Please do not hold a door that was locked open for others.
2. Recognize that it is okay to question those unfamiliar- if you see someone you don't recognize or someone who seemingly does not belong it is okay to ask them if they need help or what they are doing. We don't want someone we do not know gaining access to our space.
3. Talk to your children about safety. Reinforce the lessons children learn during our drills.
4. Be sure to update your emergency contact information and update us with any changes to individuals who are/are not allowed to pick up children.

## Special Events

### M/W/F Pre-Kindergarten

**Special Days matter... they may seem silly to you, but they do matter to the kids. Please make every effort to be aware of our calendar and the special days on it.**

**Field Trips:** We will take a few field trips during the course of the year. No child will be allowed to accompany his/her class on a field trip without a signed permission slip provided by Sonshine Preschool. (Fire Station, Pumpkin Patch, the Zoo, and the Post Office are our usually scheduled field trips) We use parent volunteers to help with driving and chaperoning of our field trips. \* Reminder: Volunteer Forms must be on file. Drivers must be fully insured & and able to transport 3-4 Children in Car/Booster Seats. Volunteers will have to make other arrangements for siblings as they may not attend field trips.

**Show & Tell Bag:** We have a special Show and Tell bag that will be sent home each class period with 1 Pre-Kindergarten student. If your child brings back the backpack empty, we will simply take it out of their backpack and move to the next kiddo in class. They will get another chance once everyone else has had their turn. We will continue to do this throughout the year, your kiddo will have a few turns. ☺ Please let your child choose 1 item from home that they would like to show their friends and tell their friends about. They should be able to. 1. Tell us what it is. 2. And why they wanted to bring it. No weapons of any kind are allowed! Remember- only 1 item. If they bring more than one item, they will NOT get to share. So please do not make us be the bad guys and have to tell them that they cannot have their turn that day because they didn't follow directions. We appreciate your help and cooperation.



**Lending Library:** We feel very privileged to be able to offer this to you. Our library contains a variety of fun and interesting children's books. We have fundraised and worked really hard to have a vast library for the children. We ask that you teach your child to respect our books. We only check books out to the pre-Kindergarten class. Please return the book on library day, which is Wednesday. Please note that if the book is not returned or returned damaged a \$10.00 fee will be charged to replace it. You will receive a reminder to return the book. If the book is not returned or is returned damaged your student will be unable to check out another book until the fee has been collected.

**Grandparents Day:** On September 29, 2023, we will have a special day when Grandparents or a grand-friend will be invited to join us for the first hour of class. If your child doesn't have a grandparent, please let the director know at least 1 week prior to the event and we will find one for your child. We will have coffee and light snacks as well as a craft to do together.

**Donuts with Dad:** We will have a day to celebrate dads with donuts. Date to be determined. This will be the first 30 minutes of class

**Muffins with Mom:** We will have a day to celebrate moms with muffins. Date to be determined. This will be the first 30 minutes of class.

**Thanksgiving Program/Potluck:** On November 20, 2023, at 11am Pre-K will have a short Thanksgiving program followed by a potluck lunch.

**Lunch Day:** Once a month there is a day set aside for the kids to bring a sack lunch. It is a fun social event, and the kiddos really enjoy it. We do not eat a snack on lunch day. Please make sure that the lunch you send doesn't need to be refrigerated and don't forget to send a drink.



**Hiding God's Word in My Heart:** We will have a Bible memory verse each month that will be printed on the school calendar. We will do a lesson to reinforce the verse with them at school. However, you will need to review it with them at home as well. If your child chooses to recite the verse during class, they will get to choose a prize from the treasure box as a reward. They will also get a slip of paper letting you know they said the verse that day. We will ask them at a designated time during our school day. Please know, we will ask them when the timing is appropriate, not upon entering the room. If they know it, it should not matter what time during class we ask. ☺ They need to know the reference and verse to pick something from the treasure box.

**Pre-K Graduation:** Each year we have a cap and gown graduation program for our Pre-K friends and family. After the program, we invite everyone to stay and enjoy cookies, fellowship and fun! This is usually done on the last day of school in the evening.

## **Special Events**

### **Tues/ Thurs Preschool:**

**Color Days:** To reinforce color recognition skills (and just for fun, too) we will have certain days set aside as "color days". The monthly calendar will specify which color is being emphasized and on which day. The children will be asked to come to school wearing something of the named color. Our art project, snack, games, songs, etc. will be based on the color.

**Thanksgiving:** We will have a special Thanksgiving class lunch on November 21, 2023, that the parents will provide by signing up. This is during class for the students only.

**Hiding God's Word in My Heart:** We will have a Bible memory verse each month that will be printed on the school calendar. We will do a craft and reinforce the verse with them at school. Students are not asked to memorize verses in Preschool.

**Special Days:** Keep a close eye on the calendar! We will have special days such as silly sock day, pajama day, etc. sprinkled throughout the school year.

**Spring Fling Program:** We will have an end of the year program to celebrate our preschool kiddos. Class will be at its usual time; the program will begin at 10:45am. We will have a potluck lunch afterward. Family and friends are invited to attend our program. Please make sure to RSVP so we have enough seating and enough food.

## Things ALL FAMILIES should know:

**Parent/ Teacher Conferences:** Conferences are held twice a year for Pre-Kindergarteners and are held ONLY in the spring for Preschoolers. A progress report for your preschooler will be sent home in late October or early November letting you know how things are going.

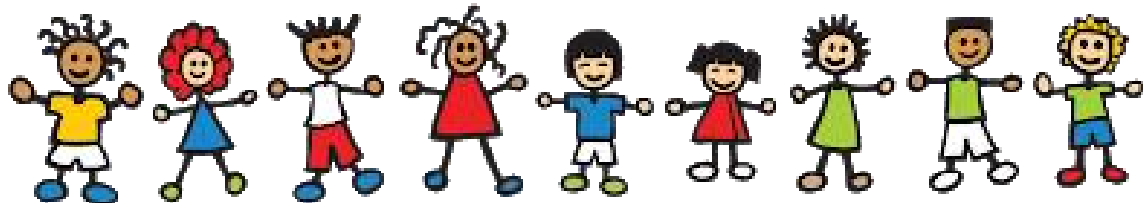
**Class Parties:** The Room Parent will send out information regarding parties. We will have parties to celebrate the holidays. Parties are a parent's responsibility. Parents host and run the party including set up and clean up when finished. If parents don't sign up to help, we don't have the party.

**\*Reminder:** You will need to have a parent volunteer form on file in order to volunteer.

**Birthdays:** A child's birthday is special. We would love to celebrate with your child. To celebrate a birthday, we ask that you please check with the teacher before bringing treats to school to make sure nothing else is planned for that day & that we do not have any allergies. NO CUPCAKES, PLEASE. When celebrating your kiddo, we sing to them, and they get to blow out a birthday candle. The kids absolutely love celebrating their birthdays at school with their friends!

**\*\*Summer Birthdays:** We would love to celebrate summer birthdays as half birthdays during the school year. Please ask in advance to celebrate your kiddos.

Please NOTE: \*\*\*If you are going to have a birthday party outside of school for your child you may not hand out invitations at school unless EVERYONE in the class is invited. You can hand out your invitations prior to class - NOT during. I cannot give you addresses of students only a class list with first names.



**Scholastic Book Orders:** You may remember them from when you were little! We will place a book order once a month for anyone who would like to order. You can go online and order too. Our Class Code is WRXJ7. Scholastic only accepts checks or credit... NO CASH.

Reading books aloud to children stimulates their imagination and expands their understanding of the world. It helps them develop language and listening skills and prepares them to understand the written word. What a gift you can give them when you read to them!!! Kids love Scholastic books. They always have \$2.00 options available. Check them out. 😊  
Clubs.Scholastic.com

**December:** Christmas Program will be on December 10, 2023, at 3pm. The Christmas Program involves both Preschool and Pre-K and focuses on Jesus' birth. ALL families are invited to a fun reception immediately following the program.

**May Fete:** May Fete is a talent show for McPherson County and goes along with All School's Week. Sonshine Preschool will perform on Wednesday night (May 8, 2024) which is held at the Bandshell at Lakeside Park. More details will be sent out closer to the time.

**All School's Day Parade:** All Sonshine families are expected to help in some way with the preschool float if they are expecting their child to ride on the float. The parents are responsible for building and tear down of the float. There will be a meeting to discuss the theme and ideas in February. If no one takes responsibility for the float, we will not have one. Both Preschool & Pre-K students will ride the float. A t-shirt will be purchased to wear on the float costing less than \$20. Please let us know if that is a hardship. ASD is on May 10, 2024.

**Star of the Week:** Every student will get a chance to be the "Star of the Week" at some point during the school year. You will get an email the week before your child will be the star. We will send home a paper for you to fill out and you may send as many or as few pictures as you would like. Your kiddo's information will be posted in the hallway for a week then taken down to make room for the next kiddo.

What is our Calming Corner/Safe Space?

A classroom calming corner is a quiet area of the room equipped with soft furnishings and soothing materials to help a student de-escalate when upset which helps them through the active calming process. It is a Safe Place where children can go to change their inner state from upset to composed.



## Fundraisers:

Because we are a nonprofit preschool, we rely on fundraising to help supplement our income for the running of our school. Please support our fundraising efforts. We will hold our first fundraiser at Scooter's on the first day of school (August 28<sup>th</sup>) and we will have a couple of DINE OUT nights at local McPherson restaurants.

This fall we are selling **Little Lambs Popcorn** – Delicious gourmet popcorn. "Healthy, Air Popped, Trans Fat & Gluten Free" Please make all checks out to Sonshine Preschool.

Dillions Rewards Program: Register and follow the prompts. Thank you for your support. [www.dillions.com/communityrewards](http://www.dillions.com/communityrewards)

- Please sign your family up today!



## About Our Curriculum...

The preschool experience is most likely your child's first exposure to a structured education, and we want it to be a good one for many reasons but mostly because a happy and nurtured child is a learning child. At Sonshine Preschool we plan a thematic curriculum to help children understand and retain discovered information. Under the framework of our theme, we encourage our preschoolers to learn primarily through exploratory play. Therefore, it is our job to provide children with many varied and unique opportunities to discover and learn. We try to support learning as a process rather than a project so much of the "work" your child accomplishes at school cannot be sent home. Rather we try to help your child build on learning experiences through role playing, imitation of life, cooperation, social interaction and hands on activities. We do post lots of pictures on our Facebook page to help keep you actively involved in our day.

Preschool centers help kids grow socially, become more self-aware and help kids  
**LEARN!**

To begin with our center time allows children to grow in their social skills. They navigate interactions with their peers during this time and it is happening almost constantly. Here are just some ways centers help children socially:

- Kids need to find a way to join in on play that's already established at one center.
- They need to negotiate the guidelines for what they'll be doing in the center.
- One child may want some time to herself at a center and she needs to express that to her friends.
- Children constantly work on who is using what material at any given time and if they're willing to share that with some friends.
- When it's time to clean up the kids need to divvy up who will be responsible for what task.
- A child might be struggling with a task they very much want to do. They can ask a friend for help, a friend could offer to help, or some combination thereof.

All of our centers at Sonshine Preschool are hands on learning experiences.  
We learn through doing... it is a process!



## Our Learning Centers:

**Literacy Center** This center allows children to explore letters — how letters look, how they compare to each other, how they combine to form words. Reinforcing letter identification and sounds.

**Reading Center** A cozy spot set up in the classroom, with a variety of books available for the children to read. Books related to the theme, class-made books, and big books are just some of the things that are included in the reading center.

**Math Center** Kiddos use this center in preschool to learn more about shapes, colors, numbers, quantities, patterns, comparing amounts, putting objects in order by size and such.

**Puzzles & Games Center** It's always fun for the kiddos to work on puzzles or play games together. Fun, cooperative play!

**Science Center** The science center in preschool helps the children learn to investigate the world around them. It gives them opportunities to use all five senses to discover many interesting, science-based activities.

**Sensory Center** The sensory center in preschool helps kids focus in on (you guessed it!) their senses. This center might hold water, rice, beads, straws, dirt, corn, and so much more.

**Arts and Crafts Center** The purpose of this center in preschool is to let the kids explore their creativity. Art helps children learn about self-expression and creativity. Art projects are also a good way for children to develop fine motor skills and improve their hand-eye coordination.

**Building Center** Having a large spot set aside for building and creating is an important part of early childhood classrooms. Building can include blocks, racetracks and cars, Lego (although sometimes people keep these in the math or fine motor area), and so many other creative building supplies. The children can have free reign to build whatever they wish, or they can build within certain guidelines. Sometimes I like to give a suggestion to the kids, then let them go.

**Dramatic Play Center** A center just for pretend play! “Kitchen appliances”, a table and chairs set the backdrop for this center. Some ideas for this center are acting out favorite stories, running a flower shop, grocery store, and coffee shop. We like to change it up with fun themes!

**Writing Center** A place where students can practice the various stages of writing. Sometimes this center is “free writing” with the kiddos deciding what to do. Other times the activity is teacher-directed.

## Our Christian Teachings

We are a preschool based on Christian values and will be incorporating ideas about God and Jesus into many areas of our basic routine. Your child will be exposed to theological thoughts such as these during the coming year.

God: God is good, God is here, God is love, God is Creator, and God loves me

Creation: God made me, God made everything

Sin: Sometimes we do wrong things, sometimes we make others unhappy

Judgment: What we do really does matter

Redemption: God loves me all the time - even when I do wrong

People of God: We belong to God, I am a part of the Church, I am special,

I am related to others; I am in a family, and I have friends

Providence: God takes care of me

In addition to the above ideas your child will be taught about Jesus. We will tell the children that Jesus is God's son, He had a special birth, did many miracles to help people, taught us how to live with each other, was killed and rose from the dead and lives today in heaven with God.

## Independence

One of the greatest disservices we do to our children is to do everything for them. Your child is at an age where they are craving independence. They have that "I can do it myself" attitude and that is a good thing. Try to allow extra time in your routine to allow them to put on their own coats & backpacks. Let them dress themselves, walk up and down the school stairs by themselves and put their items in their cubbies without help. They can do these things... let them. When we do everything for them it is as if we are saying "you can't do it" but they can! When we allow them to do these things... they are HUGE victories! Their coat may be on inside out and it may seem like it is taking forever to get up and down the stairs... but they did it! Praise them... love them, give them their independence!



## Discipline

We have a great many exciting activities planned for the coming year - activities that will expand your child's horizons and whet his appetite for learning. We cannot accomplish these things in an unruly, undisciplined classroom environment. We will expect certain standards of behavior from the children and take appropriate disciplinary action when a child chooses to ignore those standards. All discipline will be carried out in a loving, but firm, manner.

We will teach the children that they are expected to:

1. Obey the teacher - Follow instructions.
2. Listen quietly when someone is talking to them – be respectful of others.
3. Keep hands and feet to themselves.
4. To treat others the way that they would like to be treated.

We expect our friends to: Never hurt anyone on the inside or out!

In Our Classroom, we use our:

Looking Eyes  
Listening Ears  
Helping Hands  
Walking Feet  
Inside Voices

If a child exhibits undesirable behavior, he or she will be redirected in a positive manner. If he/she continues with the undesirable behavior after being redirected, he/she will be redirected to another activity. If the undesired behavior continues a break from our friends may be necessary. Children who need to take a break from the group are always given an explanation as to what they have done and why it was unacceptable behavior (we model good behaviors). When they are ready to rejoin the group, they are welcome to do so.

We will make every effort to tell you when we have had to discipline your child. Please do not get unduly upset if we should have to discipline your child at some point during the year. Every child is capable of breaking a rule on occasion. Above all, we want your child to know that we love them. Placing limits on his/her behavior and enforcing those limits is but one way we will show him that we care about him.

Under no circumstance will any child be allowed to abuse another child or a teacher physically or verbally. Hitting, biting, kicking, pinching, foul language, ridicule, or disrespectful words will not be tolerated and will result in immediate redirection and a break from our friends if necessary. Once the behavior has been taken care of the child will be asked to apologize to the person he hurt. This type of behavior will be documented. If your child should have a recurring problem, we will ask to meet with you to determine the possible cause of the problem and plan a course of action.

**Termination Policy:** We require a 30-day notice if you plan to withdraw your child from the program. If for some reason you don't have 30 days due to last minute life-changing event or you are not happy with our services then a 30 notice is not required. We want you to stay because you are happy here and not because of a contract. Please note we will not be able to refund payments already paid for the present month. We will refund future payments. This means if you decide to withdraw your child on September 11, we will not be able to give you the payment paid for September, but we will refund any payments made for October or future months. Exception: Gross misconduct on the part of the school, parent or child. Gross misconduct is grounds for immediate termination of services. Sonshine Preschool may withdraw my child at any time during the school year. The Director will consult with the parents prior to withdrawal and has the right to seek counsel from the Sonshine Preschool Board. Parents may request a meeting with the Director and a representative from the Sonshine Board.

## **TUITION**

Tuition is a sum amount of \$855.00 a year (\$95.00/mo.) if you are in the Pre-Kindergarten class or \$630.00 a year (\$70.00/mo.) if you are in the Tuesday/Thursday Preschool class. We have broken it up into nine monthly payments. Tuition is due on or before the 5<sup>th</sup> of each month regardless of which date your class period lands on. If the 5<sup>th</sup> falls on a Monday, you will need to make sure your tuition is paid on the Thursday before. If you cannot pay your tuition on time you will need to contact our treasurer and make arrangements with her. Students who are not current on tuition may not attend class until they are.

Tuition is collected September through May. If you would like to pay the year by semester or in full you most certainly can. Tuition is DUE on or BEFORE the 5<sup>th</sup> of each month.

Mon/Wed/Fri Sessions: \$95.00

Tue/Thurs Sessions: \$70.00

There will be no tuition discount because of individual illness or family vacation.

## ***Bonus:***

- If you have two children attending Sonshine at the same time you can take ½ off the tuition price of the lesser amount.

**Checks:** Please make sure you put your child's first and last name on the envelope and/or in the memo of your checks.

**PayPal:** You will need to have a PayPal account to use this option.

Visit the Parent Info page on our website at [www.fbcmcpherson.com/sonshine-parentinfo](http://www.fbcmcpherson.com/sonshine-parentinfo) for a direct link to this payment option.

Please remember to put your student's name in the notes.

If it asks, make sure you send it "friend to friend". (You should only have to select this the first time.)

**Scholarships:** Sonshine Preschool has scholarships to offer however they are limited. You are required to fill out an application with proof of finance. The Board will not consider any applications that are without all of the paperwork attached and completed. Scholarships are awarded on a first come first serve basis depending upon need. They are available at any time throughout the school year. Sonshine will typically award a maximum of 50% of tuition cost but depending upon need may award more. If you have any questions, please let us know. You can get an application from your teacher or on our website. Please turn applications into the church office. Scholarships are confidential. *If you receive a scholarship, we kindly ask that you make every effort to actively participate in our fundraisers. Fundraisers are one of the main ways we are able to have scholarships available.*

## Current Sonshine Preschool Board Members:

Kristin McConnell	242-4061	Chairperson
Meggan Koenig	242-7944	Treasurer
Joleen Wehrman	242-6221	Secretary
Cindy Moors	242-8576	Member at Large
John Pattison	815-370-8595	Senior Pastor
Tabetha Boese	241-1452	Director/Teacher

## Sonshine Preschool Room Parents:

Preschool (Busy Bees)

Pre-Kindergarten (Friendly Frogs)

**REMINDER on Paperwork:** Each student will have paperwork that must be completed before the start of the school year. \*Please check your packet that was mailed or handed out in May & make sure each page is 100% filled out. (Every blank)



Church Office Hours:

Office Hours

9:00 a.m. - 2:00 p.m.

Monday-Friday

Sonshine Preschool is a Ministry of:

First Baptist Church

600 E Marlin

McPherson KS 67460

Church Phone: 620 -241-6400

*Sonshine Preschool does not discriminate in relationship to religion, sex, race, color, or ethnic background.*