



Parent Handbook

Welcome to SunRise Preschool

SunRise Preschool is an early childhood ministry of SunRise Church. We are located at 7116 Twin Chimneys Boulevard, O'Fallon, Missouri 63368. You can contact the **Preschool Director, Jenni Huddleston**, by phone at (636) 978-0461 or by email at preschool@sunrisefamily.org.

Philosophy and Curriculum

Sunrise Preschool was founded in 1996 by the Early Childhood Ministry Board — a group of church members who felt a need to reach out into the community and meet the educational and spiritual needs of young children.

The goal of SunRise Preschool is to provide a developmentally appropriate program within a Christian environment that will nurture your child's spiritual, physical, emotional, social, and intellectual growth. Our program promotes the development of self-esteem, peer cooperation, and strong moral values. We encourage children to experience God's unique love for them as individuals and to understand He loves all children.

Our curriculum follows the guidelines of the National Association for the Education of the Young Child (NAEYC) and includes hands-on experiences in art, music, science, storytelling, and physical activity. Staff members use age-appropriate guidance techniques within the framework of Christian love.

Enrollment and Admission

Three-year-old classes:

Classes meet three days a week (Tuesday - Thursday) from 9:00am to 12:00pm.

The class ratio is eight children to one teacher. To be eligible, your child must be three years old by August 1 of the year and potty trained.

Pre-kindergarten classes:

Classes meet four days a week (Monday - Thursday) and parents may choose a morning only class (9:00am – 12:00pm) or a full day class (9:00am – 3pm).

The class ratio is twelve children to one teacher. To be eligible, your child must be four years old by August 1 of the year and potty trained.

Lunch Bunch program:

Lunch Bunch, our fun-filled extended day option, is offered on Tuesdays, Wednesdays, and Thursdays from 12:00 to 3:00 p.m. The program is open to all students, but enrollment is limited to only 20 children per session. Spots may be reserved for the entire school year at time of enrollment, or daily drop-ins may be available with a 24 hour notice to the Director and on a first come, first served basis.

Children participating bring a sack lunch with a drink, and enjoy special playtime and create art projects with their classmates. Please provide a nutritious lunch that your child can easily manage, and no glass containers. We do not have refrigerator space for lunch boxes, so plan accordingly. Please do not send candy, gum, or red juice (it stains!) in your child's lunch box.

*****When packing lunches, note that we are a PEANUT FREE facility*****

Tuition and Fees

Fees:

Non-refundable registration fee	\$100 (Per family)
Supply fee	\$125 (Per child - due to confirm spot)
Late Fee	\$20 per month
Return Check Fee	Bank Rates

Tuition:

3-Year-Old Preschool (3 days)	\$240 per month
Pre-K (4 half days)	\$275 per month
Pre-K (4 full days)	\$550 per month

Lunch Bunch:

1-Day per week	\$80 per month
2-Days per week	\$150 per month
3-Days per week	\$200 per month
Drop-In	\$25 per day

Registration and supply fees due after your registration is confirmed. Your paperwork is due by April 1st. Preschool and Lunch Bunch tuition are payable in monthly installments and are due **no later than the 1st of every month**. Invoices will be emailed around the 15th of each prior month, with instructions on how to pay online. If you prefer to pay your invoice with a check, you may do so by making them out to SunRise Preschool.

If tuition has not been paid by the 10th, we will contact you and a **late fee will be assessed**. If the problem becomes persistent, steps may be taken to withdraw the child from the program. Please understand that our tuition is based on a nine-month program and salary commitments to teachers and staff. Therefore, tuition and fees are non-refundable and there will be no reduction for sickness, holidays, vacations, or snow days. If there are extenuating circumstances, please let us know before the 10th.

Health Forms

We are a compliant preschool with the state of Missouri. All children in our program must meet Missouri's immunization requirements.

- A general medical form must be completed and signed by a physician, as well as their immunization records. These are to be returned by the first day of school. If we do not have these forms, your child will not be able to attend school until those are returned.
- Parents must also complete an emergency information and release form which outlines our procedures in case of an accident or emergency. Forms are provided by our Preschool Director and must be returned before your child can attend class. *Please note that the varicella (chicken pox) vaccine must be administered on the date of the illness.

Withdrawals and Terminations

One month written notice is required when withdrawing a child from our program, except in cases of illness or accident. SunRise Preschool reserves the right to request the withdrawal of a child whose enrollment presents disadvantages for his own development and progress, or whose presence causes injury or impedes the developmental progress of other children. As outlined in the tuition and fee information in this handbook, consistent delinquent tuition payment may also result in withdrawal.

Discipline Policy

As a Christ-centered preschool, our whole program is developed with an attitude of Christian love. We focus on the development of the whole child — mind, body, and spirit. We believe that a variety of developmentally appropriate activities and choices, scheduling that is attentive to children's needs, creative transitions, and realistic expectations help minimize the need for corrective action.

Matters that do call for discipline will be handled by the classroom teacher or other members of the preschool staff supervising the child at the time. Actions may include redirection, verbal correction, and/or separation from peers or the situation to discuss the issue. Corporal punishment is not practiced and in no way is discipline severe, humiliating, or frightening. If a child does not respond to discipline attempts made by our staff, then the parents, teacher, and director will meet to decide upon an appropriate course of action.

Parental Involvement

We want to have a close relationship with our parents and encourage you to actively participate in our school. It will mean so much to your child if you can help in any of the following ways:

- *Back to School Event*: Attend our Meet the Teacher Celebration in August, as it will help us understand each other so much better!

- *Room Parents*: Room parents are our wonderful parent volunteers who coordinate classroom parties, and baskets for our annual art fair.
- *School Parties*: We will have special celebrations on holidays and at other times during the year. You may be asked to provide snacks, assist in the activities, or just invited to attend.
- *The Most Important Help of All*: Send your child to school with a full tummy and a hug and kiss. It starts the day off right.

Arrivals and Departures

We are pleased to offer a “drop-off” line for arriving and departing preschool students and encourage you to use it regularly beginning with the first day of school. This will help your child get used to the routine and keep our arrival and departure procedures running smoothly.

As you enter the church Twin Chimneys side parking lot, please turn immediately to your right and make a counter-clockwise loop around towards the side door. A staff member will meet your child at the car and take them straight to their teacher. **You will then continue and exit on the McCluer side. You are NOT allowed to turn around and exit out the Twin Chimneys side.** This is for the safety of our children and your cars. It is important that you are punctual during the drop off time.

If you are running late to drop your child off, please park by the preschool entrance and walk down the sidewalk that is covered in rainbow footprints. To the right of the door is a bell you can ring, and a staff member will let your child inside and escort them to their classroom.

Please also pick up your child promptly at the dismissal time. Follow the same traffic pattern as for arrival and remain in your car until the teacher brings your child to you. Children are to be picked up only by the adults you listed on the authorization form. If you need to make different accommodations for a special reason, the director must be made aware of the changes, in writing, before pickup, and identification will be required. If you plan to carpool, make sure you include that information on the authorization form as well.

Should we notice that late pickups are becoming a pattern, we will reach out to you and an assessment of late fees may be added to your child’s account to cover additional staffing costs. If the problem persists, your child may be withdrawn from the program.

Our teachers and staff will be checking for car seats as your child is being dropped off and picked up. It is our responsibility to make sure your child is always safe. Here is a link that details car seat recommendations for children should you have any questions. [Car Seat Recommendations for Children \(nhtsa.gov\)](https://www.nhtsa.gov/carsafety/seats)

Absences

If your child will be absent from school, please inform the teacher or director with an email or phone call to the preschool before 8:30 a.m. on the day of the absence.

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Illness

Your child's health is a matter of great importance to us. Please keep your child home if any of the following symptoms are present:

- Overtired or unusually unwilling to come (a sign they are not feeling well)
- Fever of 100 degrees or above (oral) within 24 hours
- Vomiting within 24 hours
- Upset stomach or diarrhea overnight or in the morning
- Cold or hacking cough
- Earache or sore throat
- Nasal or eye discharge
- Rash or excessive itching

Should your child become sick while at school, they will be isolated away from the other children, and you will be notified to pick them up.

Prior to returning to school after having been diagnosed with impetigo, hepatitis, or pediculosis (head lice), a written release form stating that your child is free from all symptoms must be signed by your physician or the health department and presented to the Director. Children diagnosed with mumps, chicken pox, or measles should not return to class for 7 to 10 days after symptoms subside. If a child or family member tests positive for COVID, we will be compliant with the current local county health guidelines.

If your child is on medication, please inform the director and teacher. It is our policy not to administer medications at preschool, except in emergency situations like asthma or allergic reactions. Our staff is CPR and First-Aid certified so we will address minor scrapes and scratches that are typical for kids this age.

Dress

All children should be dressed in comfortable play clothes appropriate for the weather. Shoes must be worn at all times, **preferably tennis shoes**. Please label all sweaters, jackets, caps, mittens, etc. with your child's name. Teachers will not be responsible for lost, stolen, broken, or torn articles.

Supplies

Please send an ADULT SIZE school bag or backpack (NO WHEELED BACK PACKS ARE ALLOWED) with your child each day. Please make sure your child's name is marked

clearly on it. Please check the bag daily for your child's work and/or information from the teachers.

At the beginning of the school year, we ask that each child bring in a complete change of clothes, including socks and underwear, for emergencies. Please place all items in the large Ziploc bag that was provided and label it with your child's name. Please try to remember to change the clothes out as the seasons change. Clothing will be kept at school and returned at the end of the school year.

We also accept donations of various clothing items to help stock our emergency supplies. This is not mandatory, but if you would like to participate, it's greatly appreciated. Just send in items at any time.

Snacks

Parents will be asked to help provide snacks on a rotating basis. Your child's teacher will provide specific details before the school year begins. Please notify us if your child has any allergies.

*****When providing snacks, note that we are a PEANUT FREE facility*****

Toys From Home

We ask that you not allow your child to bring toys from home. They may get lost, broken, or be a source of conflict for the day. An exception will be special items brought for designated "show and tell" days. The teachers will let you know if and when these special days are.

Field Trips

Field trips may be a part of your child's preschool experience. Permission slips for your child to attend will be sent home for your permission and signature. Parent(s)/Guardians are required to attend the trips as well. While attending the field trip, please make babysitting arrangements for siblings. That way, you can devote your full attention to your school child and our program.

Birthdays

Please make sure all birthday treats are from a peanut free facility. If your child's birthday falls during the summer or when preschool is not in session, a special celebration day may be designated.

Fire and Tornado Drills

We will have regular fire and tornado drills preceded by an age-appropriate explanation as to why they are important. You can help by discussing these drills with your child so that they won't be frightened.

Inclement Weather Closings

SunRise Preschool will be closed for snow days when the Fort Zumwalt School District has snow days, AMI days or online learning days. When checking the local news stations for closing, please look to see if Fort Zumwalt is closed. You can also visit the FZ website: <https://www.fz.k12.mo.us> or check out our Facebook page: @sunrisepreschoolofallon.

Conferences and Progress Reports

Formal parent-teacher conferences will be held in the fall for Pre-K and Threes classes. The Pre-K will have an additional conference in the spring. Parents will receive a progress report at these times. You are always welcome to schedule a meeting with your child's teacher as well. We encourage you to express any questions or concerns you may have about your child's progress. Communication between parents and staff is vital for a successful school year.

Calendars

Classroom calendars will be posted on our website and paper copies will be sent home at the beginning of the month. Please keep these handy as they will have reminders and updates of important events.

Scholastic Book Orders

We're happy to offer you and your child the opportunity to order books from the Scholastic Book Club periodically throughout the year. If you would like to order (there is no obligation), all orders must be placed online using class activation code YV7JC. Your child's teacher will provide you with order forms and deadlines. If you ever would like the items to be used for gifts, let your teacher know and she will hold them back and give to you personally.

Contact Information

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