



SONSHINE PRESCHOOL

Parma Heights Baptist Church
8971 West Ridgewood Drive
Parma Heights, Ohio 44130
440-886-7485 • 440-886-7484—fax
sonshinepreschool@phbaptist.org
Director: Mrs. Madison Anderson, manderson@phbaptist.org

A Community Service of Parma Heights Baptist Church

TYPE OF SCHOOL -- We are a private, non-profit, self-supporting, part-time Christian Preschool for 3-5 year olds overseen by the Christian Schools Ministry of Parma Heights Baptist Church. Sonshine Preschool is loved and supported by Parma Heights Baptist Church, where they are passionate about helping families and individuals find and follow Jesus Christ.

PURPOSE AND PHILOSOPHY -- At Sonshine Preschool, we recognize each child approaches learning differently and comes to school with a wide range of developmental levels, backgrounds, experiences and needs. Our purpose is to provide a Christian education, which will establish a foundation for learning and prepare 3-5 year olds for their formal education experiences in Kindergarten and beyond. We understand children learn best in a supportive, constructive and nurturing environment, and at Sonshine, we strive to meet the needs of the whole child fostering growth in language, social, spiritual, physical, cognitive and creative development. All activities are age appropriate and relevant. Our desire is that each child realizes his/her potential and recognizes that they are valued by God and others.

OBJECTIVES:

1. To provide a nurturing environment where parents can feel supported and comfortable leaving their preschool children for their first formal educational experience.
2. To give children an opportunity to grow intellectually, emotionally, physically, socially, and spiritually while learning about God's awesome love and how to follow Christ's example.
3. We understand children learn much about their world through play and dramatic role playing, however you can expect through their time at Sonshine Preschool, they will also learn:

INTELLECTUALLY

- a. Learn the days of the week, months of the year, and seasons.
- b. Learn basic color and shape concepts.
- c. Learn to follow simple directions and basic living skills.
- d. Begin learning and writing the alphabet and numbers, letter sounds and pre-reading skills.

EMOTIONALLY

- a. Help develop a sound self-image, learning to enjoy self and others.
- b. Learn how to identify emotions and communicate needs.
- c. Provide opportunities for creative endeavors and expression through singing, drama, crafts, etc.
- d. Learn what to expect on a daily basis while at school and to trust their understanding of the routine.

PHYSICALLY

- a. Provide opportunity for large muscle development through indoor and outdoor play.
- b. Provide fine muscle control by using pencils, scissors, crayons, puzzles, glue, blocks, etc.

SOCIALLY

- a. Learn that people do different kinds of work, live in different styles of homes, etc.
- b. Develop the ability to relate to adults and peers in socially acceptable ways.

ENTRANCE REQUIREMENTS

1. All registrants are required to be at least three years old and toilet trained.
2. The registration fee is to be paid at the time of registration.
3. State-required CHILD ENROLLMENT AND HEALTH INFORMATION (blue form) must be on file BEFORE THE START OF SCHOOL.

4. State-required CHILD MEDICAL STATEMENT (white form), signed by the doctor with immunization records attached, **must be up to date and on file as soon as possible upon starting the program or by the start of the school year, whichever comes first.** This medical statement is valid for one year from the date of the physical examination and may need to be updated during the school year. A child cannot attend preschool with an expired medical form on file. We reserve the right to suspend attendance until the updated form is received in our office. Updated medical forms are to be given to the preschool director.
5. A child is considered to be enrolled only after the registration form and fee have been received, the preschool director has confirmed the availability of space, and the required paperwork has been received. Any change to this information must be communicated to the office immediately so that current information is always on file.
6. We are not equipped to serve children with special needs.
 - * Special needs include but are not limited to severe behavioral, emotional, social, and cognitive struggles. Our desire is to partner with the parents to create the best first learning experience for your children, however we may not be the best choice available for your needs and reserve the right to release any child that is a continuous disruption, putting self and others in harms way or demonstrates a consistent unwillingness/inability to follow basic instructions. This final course of action will only come after much communication with parents and failed attempts to integrate the child into the classroom successfully.
 - * We will employ the use of 3rd party resources to accommodate the family as needs arise. Including referrals to First Step, PEP, Applewood and/or other resources as needs indicate.

FINANCES

1. **The Registration Fee is \$75.00 for newly enrolling families and \$50.00 for re-enrolling families.** This fee is NON-REFUNDABLE. A child may be enrolled at any time during the school year and may begin attending at a time acceptable to the parents and administration.
2. Tuition rates are based on the full year, but we offer the option of paying tuition in 9 monthly payments starting in September and ending in May. Monthly payments are due on the 1st of every month, with a late fee assessed on the 10th of every month. We offer discounts for multi-student enrollment at \$5 per student/month & \$45 per student/annually. We also offer discounts to church members at \$10 per student/month & \$90 per student/annually. Military discounts are also available at a 10% discount to families who pay the year in full by September 30th. If military families choose to pay on a monthly basis, the discount will be \$10/month for 2 day sessions, \$12/month for 3 day sessions, and \$20/month for 5 day sessions. We also offer a 5% discount to families who pay the year in full by September 30th. **Discounts cannot be combined.**
3. **The first payment is due by August 1st,** and can be mailed or dropped off at the preschool, dropped off in the church office or made online. The mailing address for payment is 8971 W Ridgewood Drive, Parma Heights, OH 44130. An invoice will be sent to you electronically in early August and, if you choose, you can make the payment online through the link available on the invoice.
4. Monthly tuition from September to May can be hand delivered to the preschool director for the first ten days of each month. A late fee of \$15.00 is charged if payment is **not** collected by the 10th of the month, or if verbal notification of lateness is not communicated. Payment can be accepted in the form of check, cash, debit card and credit card. There will be a 2.8% fee for all credit card payments.
5. Tuition is based on the total number of class days per year and not days of attendance per month. NO refund is allowed

Session	Yearly Tuition	9 Monthly Payments	Pay in full with 5% discount	Pay in full with 10% discount (military)
5-Day	\$2,340.00	\$260.00	\$2,223.00	\$2,106.00
3-Day	\$1,405.00	\$156.00	\$1,333.00	\$1,264.00
2-Day	\$1,075.00	\$120.00	\$1,021.00	\$967.00

for absences and/or holidays. Refunds for tuition, in the case of a family that has paid in full for the year and chooses to leave our school, will be subject to a Board review. Adequate notification must be expressed in these cases.

6. Your child will be withdrawn from Sonshine Preschool for non-payment of tuition. We understand unforeseen circumstances may arise that keep you from paying on time. In the event this should happen, communication with the Director is key. Lack of notification will result in late fees applied to the account. If communication attempts regarding tuition go unresolved, we will proceed with removing your child from our program.

SCHEDULE OF OPERATION—Note: Afternoon classes will be added as enrollment provides.

1. **Sonshine Preschool is in session Monday through Friday morning, 9:15am-12:00pm.** We offer the choice of a 5-day session, M/W/F session, T/W/TH afternoon session or T/TH session. The 5-day class is designed exclusively as a Pre-Kindergarten class. The children in the 5-day Pre-K class must be 4 years old by September 1, in order to be accepted. The children in the M/W/F and T/TH sessions must be 3–5 years old and toilet trained. If your child turns 3 years old after the first day of school and is toilet trained, you can enroll them but they can't start until they turn 3.

- Final decision on placement into any class is determined by the preschool director.
2. **Doors open daily at 9:15am.** Each parent or caregiver walks toward their classroom and assists their child with finding their assigned hook for coat and backpack removal. Hand sanitizer stations are available by each classroom and children are required to wash their hands with soap and water or use the sanitizer **before** entering the classroom each day. The teacher will greet you and check-in your child.
 3. **The doors will be locked at 9:30am.** If you arrive after 9:30, you can gain access to the preschool by the main entrance of the preschool & the office staff will unlock the door for entrance.
 4. **Dismissal begins at 12:00pm.** The preschool doors will open at 12:00 for dismissal. Each parent or caregiver will walk to the classroom door. The teacher will greet you and share some information about your child's day. The teacher will check your child out of the classroom and hand you any papers, notices, or projects completed for the day. You will assist your child in gathering their belongings from the hooks before leaving the school.
 5. **The doors will be locked at 12:15pm.** The program officially ends at 12:15 and the doors will be relocked. Any children remaining in the program will be taken to a room with teachers assigned to stay late. After three late pickups, you will be charged \$5 for each occurrence.
 6. The preschool office is open daily from 8am until at least 2pm. Evening and weekend meetings are scheduled as needed, based upon parent schedules.
 7. School will begin the week of Labor Day and conclude the week prior to Memorial Day. Our school follows the Parma City Schools and/or Parma Heights Christian Academy schedule regarding closing during inclement weather.
 8. Other vacation days include NEOEA Day, Election Day, Thanksgiving week, approximately two weeks at Christmas, Martin Luther King Day, Presidents' Day, Spring Break (which may or may not coincide with Easter), Good Friday and the Monday after Easter.

STAFFING

1. Each class will meet the State minimum requirement for child/teacher ratios.
2. The 3-4 yr. old classes will have a maximum of 8 children to 1 teacher with class sizes not to exceed 24 children.
3. The 4-5 yr. old classes will have a maximum of 12 children to 1 teacher with class sizes not to exceed 24 children total. An additional teacher will also be available to rove between two classes.
4. The preschool director will be on the premises during preschool hours.

SPECIAL NEEDS: ADMINISTRATION OF MEDICATIONS, SPECIAL FOODS, ETC

Children are not permitted to carry any medication or ointments with them or in their belongings. If your child is in need of such medical assistance, you must complete form JFS 1234 specifying the special health or medical condition. If your child requires intervention for this health or medical condition, form JFS 1236 will also need to be completed. If medication is required, form JFS 01217 must also be completed and on file before the start of the school year. In addition, the parent must agree to train the head teacher and classroom assistants on how to administer the correct testing/dosing/etc. to the child.

The Health Department will partner with families in the completion of these forms and education of school staff. You can contact them at 216-201-2001 to discuss and request these services.

If your child has a modified diet, please discuss this with the head teacher in your child's classroom and complete the necessary paperwork.

Ohio Department of Job and Family Services CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The preschool director and each employee of the facility are required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. **Upon entering the premises, the parent or guardian shall notify the preschool director of his/her presence and receive a Visitor Pass.**

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm> .

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

**This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.*

JFS 01237 (Rev. 9/2011)

POLICIES & PROCEDURES

ATTENDANCE

It is important in early years to form the habit of regular attendance. You **must** accompany your child to the door of his/her classroom each day. If your child is unable to attend school for any reason, we would always appreciate a call at 440-886-7485 to let us know your child is unable to attend. You can also always feel free to email us at sonshinepreschool@phbaptist.org or message us on the Class Dojo app to let us know as well. If we should miss your call and you need to speak with the director, please leave a message and your call will be returned as soon as possible.

We understand circumstances arise that keep you **on occasion** from being able to retrieve your child at the end of their morning. If this should happen, and the person picking up your child is on the pick-up list, then all will be well. If the person designated to pick up your child is not on the pick-up list, or if you aren't sure, please call the preschool office by 11:30am so the director can take the message as well as let the head teacher know.

BIRTHDAYS

Birthdays are celebrated throughout the year. If your child has a birthday during the school year, and you would like to bring in the treat on that day, please advise the head teacher. Summer birthdays are celebrated in May.

BULLETIN BOARD

There is a Preschool Bulletin Board with information especially important to our parents. Any contagious illnesses are posted as well as a calendar for each class. For each day, at least one activity is posted so you have a topic/project you can discuss with your child. Newsletters and other notices of interest will also be posted here.

CLOTHING

Children should be dressed in everyday, washable clothes. The children will engage in a variety of activities and play throughout their morning and may soil their clothing. Please dress them in comfortable clothes and shoes that are fine for potentially messy, creative play. Please refrain from sending your child to school in heels, superhero costumes or clothes/shoes that will restrict them from moving, playing and toileting freely.

All sweaters, mittens, hats, and outdoor clothing should be clearly labeled with the child's name.

We request a complete change of clothing which will be left at the school to be used if needed. Please provide the clothing **IN A GALLON-SIZE PLASTIC BAG** and mark it with the child's name.

CUSTODY ISSUES

If there are custody issues involving your child, you must provide the preschool with court papers indicating who has permission to pick up the child. The preschool will release a child to either parent unless proper documentation is on file denying access.

DIS-ENROLLMENT POLICY

If the time should come that we have exhausted our ability to be of assistance to your child and your family, it will be upon the collective agreement of the director, parent and head teacher to make the decision to dis-enroll the student from Sonshine Preschool.

If parents/guardians are unable to accommodate the reasonable requests of the head teachers and director to observe the child in the setting that is creating the conflict, then the school will take the case to the Christian Schools Administrator for review. Upon review, it may be deemed necessary at that point to dis-enroll the student.

Nonpayment of tuition is grounds for dis-enrollment regardless of child/parent interaction in the classroom. Sonshine Preschool is a nonprofit, private school relying on tuition to cover the costs incurred to run a school of this size and nature. Neglect in responding to correspondence from the director regarding late payments will result in immediate dis-enrollment.

CONFLICT RESOLUTION

If at any point you have concerns regarding the programs offered at Sonshine Preschool, please contact the director, Jennifer Moench, at 440-886-7485 or email her at jmoench@phbaptist.org. You may also contact the Christian Schools Administrator, Sarah Likowski, at slikowski@phcawarriors.com or at 440-845-8668.

Depending on the nature of the conflict, every effort will be made to restore the relationship. If it is found that the program is in violation of state rules, families can file a complaint with the Ohio Department of Jobs and Family Services.

FORMAL ASSESSMENT POLICY

We will have two parent/teacher conferences throughout the year. The first will be in November, after your child has acclimated to the school and schedule of their preschool day. This time will provide the first opportunity for you to partner with the teacher to assist her in best understanding your child and how they feel about school. As the expert on your child, this will be an opportunity for you to share with the teacher any additional information that she can use to help your child be successful in the classroom.

Our second parent/teacher conference will take place in March. This is our official time for formal assessments and will include samples of your child's work throughout the year. However, we are not limited to these two times for progress reports. If at any time you would like to discuss your child's progress with their teacher, please see them at the door at arrival or dismissal, send a note, send a message on Class Dojo or call the preschool office at 440-886-7485.

GUIDANCE AND DISCIPLINE

Positive guidance and discipline is for the good of all children and is designed for the purpose of directing children into acceptable and positive behavior. Children have not yet learned the words that match their feelings and need to be taught the appropriate outlet that coincides with the emotion as well as the support that it is perfectly normal to have feelings. These methods begin to teach a child how to make wise decisions in different situations they may encounter. Proper attitudes toward others leads to acceptable behavior. Through positive guidance and discipline, we attempt to set limits and reinforce those limits in various situations in class:

- Children will be encouraged to obey and cooperate by having simple, reasonable rules and guidelines to follow.
- A child will not be permitted to hurt another child or disrupt the entire group.
- Any child who is having difficulty cooperating with others or who persists in disobeying will be separated from the group for a short time. After the child has calmed down, he/she can work again in the group situation. This separation may involve a quiet activity if the child needs time alone, just sitting quietly or speaking with the teacher. Misbehavior will be explained to the child, and more appropriately, proper responses will be shared.
- Individual teachers will be allowed to use acceptable practices to maintain order in their classrooms. All stipulations of Appendix A to ODJFS Licensing Rule 5101:1-12-19 will be adhered to. Discipline shall be related to the misbehavior and administered immediately and privately.
- Extreme discipline problems will be referred to the preschool director. We will work cooperatively with parents

in the positive guidance and discipline of children. A note home will accompany visits to the preschool directors office and conferences will be scheduled based upon severity of circumstance and request of the parents.

- At this time we are not equipped to facilitate special discipline or children with extreme special needs.
- We have a list of available resources that can assist with a variety of needs if you find your family could benefit from extra help. This information is available on the preschool website at www.sonshinepreschool.us or you can speak with the director about receiving a copy.

EMERGENCY: ACCIDENT/INJURY

In case of an accident, we will contact the parent/guardian and may ask them to come to the school. The decision on follow-up treatment will be made by the parents. In the case of serious injury requiring hospital attention, the parent/guardian will be contacted immediately after 911 has been called and the child will be taken to the nearest hospital in an emergency vehicle. A teacher will accompany the child along with their medical records if a parent hasn't arrived before transport.

All medical and dental emergency plans are posted in each room.

A person trained in first aid is on the premises at all times to treat minor injuries.

When an accident or injury occurs, the preschool completes an incident report and gives the parent a copy of it the day of the injury and keeps a copy on file. An injury report will be completed for every injury.

EMERGENCY: ENVIRONMENT/VIOLENCE

- In the event of loss of water, heat, electricity, etc., the preschool will be closed and the parent/guardian will be contacted by phone, posted signs, or media advertisement.
- In the event of a fire or tornado, staff would follow the written instructions posted in each classroom which describe emergency evacuation routes and the procedures to be followed to assure the children arrive at the designated safe area.
- Should we need to evacuate for an extended period due to fire or loss of power, heat or water, our emergency destination is next door at the All-Saints Episcopal Church at 8911 W. Ridgewood Drive, Parma, OH 44130.
- In the unlikely event there would be an environmental threat or threat of violence, the staff will secure the children at the safest location possible in the building or next door (All-Saints Episcopal Church, 8911 W. Ridgewood Drive, Parma, OH 44130). Staff will contact and follow the directions given by the proper authorities, and will contact the parent/guardian as soon as the situation allows. An incident report will be provided to the parent/guardian.
- A sign will be posted on the preschool door indicating that we have been evacuated and the location where the parent/guardian can pick up their children. If a parent/guardian cannot be reached, we will notify the emergency contacts as listed on the child's enrollment information.

ILLNESS POLICY

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F – in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stools within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting or when accompanied by other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness listed above will be isolated and carefully observed for symptoms. The parent/guardian will be notified. If a child does not feel well enough to participate in classroom activities, the parent will be called to pick up the child. Anytime a child is isolated, he will be kept within sight and hearing of a staff member. The cot and any linens will be washed and disinfected before next use. The parent/guardian will be notified by a sign on the Preschool Bulletin Board if children have been exposed to a communicable disease. Children will be readmitted to the center after being free of fever and other symptoms for at least 24 hours. If they are not symptom-free, a doctor's note will be required stating that the child is not contagious.

POLICY FOR MEDICAL TRANSPORTATION WITHOUT CONSENT

In the event your child becomes injured and requires transportation, the director or SPS staff will notify the parent immediately of the injury and the need to transport. The 911 dispatch will be called simultaneously to direct paramedics to assist with the emergency. Your specific instructions on what action to take in the event of an emergency are required to be completed on page three of the JFS 1234 form that is to be on file before your child begins their school year at Sonshine Preschool.

Every effort will be made to honor your request as outlined on JFS 1234. However in the event of a life threatening emergency, we will allow paramedics to assess and transport your child as is medically necessary and your child will be accompanied by a SPS staff member to the nearest hospital.

MANAGEMENT OF COMMUNICABLE DISEASE POLICY

- Teachers are trained to recognize the common signs of communicable disease or other illness. A child showing signs of illness will not be accepted into the classroom.
- If any signs of illness occur during class time, our policy on illness will be implemented.
- Parents/guardians of children in preschool will be notified of exposure to communicable disease by a notice posted on the preschool bulletin board.
- The preschool director will review with all staff members the signs and symptoms of illness and proper hand washing and disinfectant procedures.
- The Communicable Disease Chart and a Dental Chart hang on the inside of the preschool office. The parent/guardian may review these informational charts at any time.

ENROLLMENT OF CHILDREN WITHOUT IMMUNIZATIONS

Parents who choose not to immunize their children are welcome to enroll their child into Sonshine Preschool. A copy of the form JFS 1305 will be required to be signed by your child's doctor and on file within 30 days of enrollment and resubmitted annually within 30 days of your child's birthday.

NEWSLETTERS

The parent/guardian will receive a newsletter each month to inform you of the preschool activities. **Please read them** to keep up to date with current and upcoming events in the preschool. Additional copies will be posted on the bulletin board and available digitally on the preschool website at www.sonshinepreschool.us.

OUTDOOR PLAY

When weather permits, children have outdoor playtime each week. Children play as a class with their teachers. No more than three classes will be permitted on the playground at any one time. When weather prohibits outdoor activity, time is allotted for indoor gross motor activity. Please send children with suitable clothing and shoes for the weather so they are comfortable and safe for play.

PARENT/GUARDIAN PARTICIPATION

Each parent/guardian should contact the preschool director or a teacher when assistance is needed with problems or concerns related to our program. You are welcome to discuss your child's needs and progress with your child's teacher at any time.

School-scheduled Parent-Teacher conferences are held in the Fall and in the Spring. Open House, Fall Festival, Christmas Program, Zoo Day, and Closing Program and Picnic are all activities that provide parents opportunities to participate in our program.

Additional opportunities for parents to come in to help with special events or take items home to work on for the classrooms are assigned on a first come/first serve basis. If you are interested in helping out, please let your child's teacher or the preschool director know.

REFRESHMENTS

Each day includes a scheduled refreshment time for the children, immediately following the class restroom break. The children wash their hands before returning to class for refreshments. Water is served as the beverage unless a birthday or party beverage has been substituted. A list of sample refreshments is included on page 7 with the sample daily schedule.

SAFETY POLICY

- The teacher is responsible for the supervision and safety of the children once the parent/guardian has left the classroom.
- Parents/guardians are responsible to drop off children and pick them up at the door of the preschool room.
- No child will ever be left alone or unsupervised.
- After a child is picked up, the parent/guardian is responsible for the conduct and safety of the child.
- A first aid kit and telephone are within immediate access to all preschool rooms.
- A monthly fire drill, quarterly tornado drills and quarterly lock down drills take place to prepare children in case of emergency.
- All preschool personnel have been instructed and are prepared to take action in emergencies. Written instructions are posted in the rooms for fire emergencies and weather alerts.
- All children will be informed of safety rules, and these will be enforced by all teachers.

SPECIAL EVENTS*

Field trips are not taken as an entire group at Sonshine Preschool. Individual classes, at times, will go to a local establishment where parents/guardians both drop off and pick up children or stay with them for the duration of the outing. On occasion, special visitors are brought to the classroom to share with the children. (Parents that are: nurse, doctor, dentist, petting zoo, Metropark personnel, etc. can volunteer to come in to share with the classroom. Please talk to the head teacher or preschool director about these visits.)

A Fall Festival, Closing Picnic and Zoo Day are held annually for children and parents/guardians (grandparents, etc.) during preschool hours.

Two programs are held yearly for the entire family: 1. The Christmas Program & Cookie Reception which takes place the same week as Christmas Parties. This program is held at 7pm in the evening in the Worship Center. 2. The Closing Picnics which serve as a preschool “graduation” and are an opportunity for fun and fellowship as we say good bye for summer.

WATER ACTIVITIES

The only water activities SPS will participate in are the occasional water table activity or watering the plants in the courtyard.

TRANSPORTATION

Transportation is the responsibility of the parent/guardian. The school must be informed in writing (on the child's personal record) as to who will pick up your child regularly. Any person **not** listed for pick-up on the child's enrollment form will **not** be permitted to pick up a child. If an emergency arises, the parent/guardian must call the school or provide a written, signed note giving the unlisted person permission to pick-up their child. Staff will check IDs of anyone they do not recognize. Please inform the person ahead of time, so they bring a picture ID. The childrens' safety is our main priority.

INCLEMENT WEATHER POLICY

SPS follows the lead of the Parma City School District and Parma Heights Christian Academy for snow days. SPS will not close for heat, unless the air conditioning in the building is out of order. The information for school closings will be posted on Class Dojo, Facebook, and Channels 3, 5, and 8.

SAMPLE DAILY ACTIVITY SCHEDULE

9:30-10:10 Free Play/Craft
10:10-10:15 Clean Up/Together Time
10:15-10:30 Story/Songs
10:30-10:40 Restroom
10:40-10:50 Refreshments
10:50-11:10 Story/Skill Development
11:10-11:20 Recreation (outdoors, weather permitting)
11:20-11:40 Skill Development
11:40-11:50 Group Activity/Show-n-Tell

SAMPLE REFRESHMENTS*

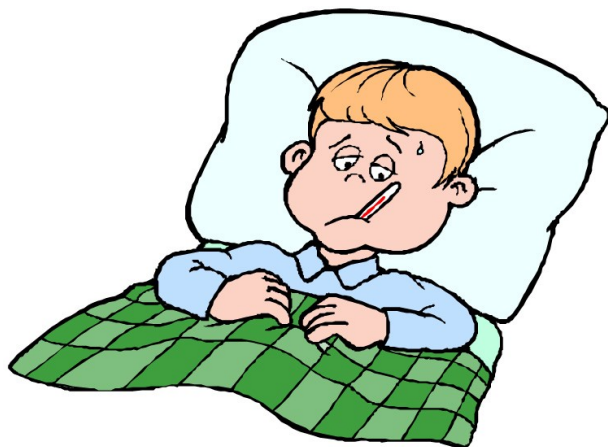
Apples, Apple Sauce
Bananas
Cheese, Crackers
Chips & Pretzels
Dry Cereal
Cookies
Graham Crackers
Oranges
Peanut Butter (if no allergy in class)
Popcorn
Raisins
Vegetable Sticks

*Refreshments are often used to reinforce a specific learning concept.

Have a question? Don't hesitate to call the preschool at 440-886-7485.

*Please note this is subject to change due to abiding by state and government guidelines.

ALL DECISIONS REGARDING DISCHARGING A CHILD FROM SONSHINE PRESCHOOL FOR ILLNESS WILL BE MADE BY THE HEAD TEACHER AND PRESCHOOL DIRECTOR.



PLEASE KEEP YOUR CHILD HOME:

- if he/she has a temperature of 100 F or has had one during the previous 24-hour period.
- if he/she has just started on a medication.
- if he/she has a cold that is less than four days old.
- if he/she has a heavy nasal discharge.
- if he/she has a constant cough.
- if he/she is fussy, cranky, or generally not himself/herself.
- if he/she is just tired. Rest at such times may prevent the development of any serious illnesses.
- if he/she has symptoms of a possible communicable disease. (These usually are: reddened eyes, sore throat, headache, and abdominal pain, plus a fever.) Please notify us at once if the child does have a communicable disease.

Disclaimer: The Preschool Director and Christian Schools Administrator reserve the right to revise anything within the Parent Handbook based upon the well-being and safety of the preschool staff and students and the protection of Christian values held by the school and church.