



SONSHINE PRESCHOOL

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

A Ministry of Parma Heights Baptist Church

TYPE OF SCHOOL

Sonshine Preschool is a private, non-profit, Christian Preschool for 3-5 year-olds overseen by the Christian School Board of Parma Heights Baptist Church, where we are passionate about helping families and individuals find and follow Jesus Christ.

PURPOSE AND PHILOSOPHY

Sonshine Preschool recognizes 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 and establish a foundation for learning to prepare 3-5 year-olds for formal education. Our goal is to meet the needs of each child by fostering growth in language, social, spiritual, physical, cognitive and creative development.

OBJECTIVES:

- To provide a positive experience where families feel supported in raising their children during the preschool developmental years.
- To provide a nurturing environment where children have the opportunity to grow intellectually, emotionally, physically, socially, and spiritually while learning about God's love.

These objectives are accomplished through daily lessons and activities that focus on:

INTELLECTUALLY

- Learn the days of the week, months of the year, and seasons.
- Learn basic color and shape concepts.
- Learn to follow simple directions and basic life skills.
- Learn and write the alphabet, numbers, letter sounds, and pre-reading skills.

EMOTIONALLY

- Develop a positive self-image.
- Learn how to identify emotions and communicate needs.
- Provide opportunities for creative expression through singing, drama, crafts, etc.
- Learn what to expect on a daily basis according to the school routine.

PHYSICALLY

- Use large muscle development through indoor and outdoor play. Use fine muscle control by using pencils, scissors, crayons, puzzles, glue, blocks, etc.

SOCIALLY

- Learn to recognize and foster differences in families, work, play, etc.
- Develop the ability to relate to adults and peers in socially acceptable ways.

SPIRITUALLY

- Learn of God's love through Bible stories.
- Learn to pray.
- Understand who God is, why he sent Jesus, and what our response should be.

ENTRANCE REQUIREMENTS

- All registrants are required to be at least three years old and toilet trained.
- The registration fee is to be paid at the time of registration.
- The state-required CHILD ENROLLMENT AND HEALTH INFORMATION (blue form) must be on file BEFORE THE START OF SCHOOL.
- The state-required CHILD MEDICAL STATEMENT (white form), signed by the doctor with immunization records attached, **must be up-to-date and on file prior to the student starting class**. Families who choose not to immunize will indicate this on the same form. 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.

*Sonshine Preschool is not equipped to serve children with special needs. We partner with outside resources to accommodate families as needs arise; including referrals to First Step, PEP, Applewood and/or other resources as needs indicate.

FINANCES

- **The Registration Fee is \$75.00 for all enrolling families.** This fee is non-refundable.
- Tuition rates can be found in the chart below. Tuition may be paid in full by September 30th at a discounted rate, or divided up across 9 months.

YEARLY RATE				
Session	Non-Member	Non-Member Full Pay	PHBC Member	PHBC Member Full Pay
5-Day	\$2,457.00	\$2,334.15	\$2,367.00	\$2,248.65
3-Day	\$1,512.00	\$1,436.40	\$1,422.00	\$1,350.90
2-Day	\$1,170.00	\$1,111.50	\$1,080.00	\$1,026.00

MONTHLY RATE		
Session	Non-Member	PHBC Member
5-Day	\$273.00	\$263.00
3-Day	\$168.00	\$158.00
2-Day	\$130.00	\$120.00

- **The first tuition payment is due by September 1st.** An invoice will be sent to you electronically. Payment can be made online through the link provided on the invoice sent through email. Monthly payments are made September through May. Tuition not paid by the 10th of the month will be assessed as a late fee. There are no credit card processing fees.
- Tuition is based on the total number of class days per year and not days of attendance per month. NO refund is allowed 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 withdraw, will be subject to a board review.
- Students may be withdrawn from Sonshine Preschool for non-payment. Contact the Preschool Director if you have difficulty making payments.

SCHOOL DAY SCHEDULE AND OFFICE HOURS

- **Sonshine Preschool is in session Monday through Friday morning, 9:00am-12:00pm.**
Afternoon classes (1:00pm - 4:00 pm) will be added as enrollment supports.

- **Arrival begins at 9:00am/9:15am.** Each parent or caregiver will escort their child to the classroom. Coats and bookbags will be hung on assigned hooks before entering the classroom. All students should wash their hands in the restroom or use provided hand sanitizer before entering the classroom.
- A typical school day will include: Free Play, Craft, Circle Time, Bible Stories and Songs, Prayer Time, Skill Development, Outdoor/Indoor Recreation, Group Activities, Show-n-Tell, Restroom Break, Snack Time.
- **Dismissal begins at 11:45am/12:00pm.** Students will be picked up at the building entrance doors. Parents or caregivers must present the student identification card provided by Sonshine Preschool at the beginning of the year. Should a case arise where the individual picking up the child does not have the student identification card, please notify the Sonshine Preschool office.
- The preschool office is open daily from 8:00am-2:00pm.
- Our school follows Parma Heights Christian Academy and Parma City Schools regarding closing due to inclement weather.
- Vacation days include NEOEA Day, Election Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, Presidents' Day, Spring Break, Good Friday and Easter. Please see the yearly calendar for additional details.

STAFFING

- Each class will meet the state minimum requirement for child/teacher ratios.
- The 3-4 year old classes will have a maximum of 8 children to 1 teacher with class size not to exceed 24 children.
- The 4-5 year-old classes will have a maximum of 12 children to 1 teacher with class size not to exceed 24 children.
- The preschool director will be on the premises during preschool operational hours.

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 the 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. Documents may be requested from the preschool director.

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

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.

POLICIES & PROCEDURES

ATTENDANCE GUIDELINES

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, please call the office at 440-886-7485 to notify the preschool.

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.

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

A complete change of clothing must be provided, which will be in the child's classroom should a change of clothes be needed. Please provide the clothing in a plastic bag clearly marked with your child's name by the first day of school.

CUSTODY

All custody information and documentation must be provided upon enrollment.

WITHDRAWAL POLICY

In the case that your family would move and need to withdraw your child, please notify the director at least 2 weeks prior to the withdrawal date. All other reasons for withdrawal will be reviewed by the Christian School Board, Preschool Director, and affected family.

CONFLICT RESOLUTION

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

If found that the program is in violation of state rules, families can file a case with the Ohio Department of Jobs and Family Services.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will take place in March. This formal assessment will include samples of your child's work throughout the year and an evaluation from the child's teacher. If there is another time you would like to discuss your child's progress with their teacher, please send a note or call the preschool office at 440-886-7485.

GUIDANCE AND DISCIPLINE

Through positive guidance and discipline, we set limits and reinforce them in class:

- Children will be taught 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, they can participate 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 proper responses will be shared to help the student respond better in the future.
- 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 appropriately.
- Extreme discipline problems will be referred to the Preschool Director. We will work cooperatively with parents in the positive guidance and discipline of children. Meetings will be scheduled based upon severity of circumstance or request of the parents.
- Sonshine Preschool reserves the right to release any child that is a continuous disruption, putting self or others in harm's 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.

ILLNESS/COMMUNICABLE DISEASE MANAGEMENT

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
- Symptoms of a possible Communicable Disease (to include Coronavirus COVID-19)
- 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

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 parent/guardian will be notified if children have been exposed to a communicable disease. Children may return to the center after being free of fever and other symptoms for at least 24 hours without fever reducing medication. Coronavirus (COVID-19) protocols should be discussed with the Preschool Director.

EMERGENCY: ACCIDENT/INJURY

In case of an accident, the parent/guardian will be contacted. The decision on follow-up treatment will be made by the parents. In the case of serious injury requiring medical attention, the parent/guardian will be contacted immediately after 911 has been called. Should a child need to be transported to the hospital, a teacher will accompany the child with their medical records if a parent has not arrived before transport. If an accident or injury occurs, the preschool staff will complete an incident report. Parents will receive a copy of the incident report.

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.

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 through Remind App/Text and local TV stations.
- In the event of a fire or tornado, staff will follow the written instructions posted in each classroom describing evacuation routes and the proper procedures to ensure students' safety.
- In the case of an emergency evacuation, students will be evacuated with teachers. Parents will be notified of the reunification procedures.

POLICY FOR MEDICAL TRANSPORTATION WITHOUT CONSENT

In the event a child is injured and requires transportation for emergency care, a Sonshine Preschool staff member will notify the parent immediately. Specific instructions on actions to take in the event of an emergency are on page three of the CHILD ENROLLMENT AND HEALTH INFORMATION (blue form) which is required to be on file before the start of school. In the event of a life threatening emergency, paramedics will assess the child and then transport if medically necessary. The child will be accompanied by a Sonshine Preschool staff member to the nearest hospital.

NEWSLETTERS

Families will receive a newsletter bi-monthly highlighting preschool activities and upcoming events. 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 with their class. Please send children with suitable clothing and shoes for the weather so they are comfortable and safe for play. When weather prohibits outdoor activity, time is allotted for indoor gross motor activity.

SNACK TIME

Each day there is a scheduled snack time for the children. Snacks may include items such as apple sauce, veggie straws, crackers, chips, pretzels, cookies, graham crackers, and popcorn. Children are given water to drink with their snack. Class parties for holidays or birthdays often have special snacks and juice. Hands are washed before snack time begins. *Sonshine Preschool has nut-free snacks in the classrooms.

SAFETY POLICY

- Sonshine Preschool staff is responsible for the supervision and safety of the children once the parent/guardian has left the classroom. No child will ever be left alone or unsupervised.
- A first aid kit and telephone are within immediate access to all preschool rooms.
- Monthly fire drills, quarterly tornado drills and quarterly lock down drills are conducted to prepare children in case of emergency. All preschool staff have been trained to respond appropriately in an emergency situation. Written directions are posted in all classrooms.

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.

Ohio Department of Job and Family Services CENTER PARENT INFORMATION

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center 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.

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

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid, health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

Appendix C to Rules 5101:2-12-07