

Sonshine Christian Preschool  
14515 Harvey Oaks Ave  
Omaha, Ne. 68144  
402-208-7333

## Our Handbook

Welcome to Sonshine Christian Preschool!

We look forward to getting to know you and your child. Our mission is to ensure a Christian based, safe, hands-on, developmentally appropriate, fun learning environment that meets the needs of the whole child...physical, spiritual, emotional, social, and intellectual. This is done by providing a variety of experiences in art, children's literature, music, dramatic play, fitness, cooking, and gross motor activities. We provide an environment where children can discover for themselves, become self-directed and independent, and experience activities that will help them grow and develop.

### Registration

Registration for the following year of preschool in February for parents with children currently enrolled. The following week, registration will be open to the public. We accept registration during this time on a first come basis. A place will be held for your child when the registration form is completed and given to the director along with a \$50.00 nonrefundable registration fee. Information concerning registration dates will be sent home in your child's bucket and on the website.

## Hours

Our classes are offered Monday-Friday from 9:00am to Noon. Please do not drop your child off early, our teachers meet each morning before class to review the day ahead and to spend time in prayer. It is important that your child never be left unattended, so we ask that you never leave your child in the classroom before a teacher arrives. It can be very stressful for your child to be left after school has finished, please make sure you are here on time.

## Tuition

Tuition is due the first day of the month, after the 7th there will be a \$25.00 late fee. If tuition and fees are not paid in full by the 14th, your child will not be allowed to attend school. No credit is given for missed days due to absences, holidays, snow days or vacations. Checks should be written out to Sonshine Christian Preschool and placed in the tuition box. A 30 day written notice must be given upon withdrawing your child prior to the end of the school year.

## Dress Code

We do lots of activities at preschool that are not "good clothes" friendly.

Please keep this in mind as your child gets dressed for preschool.

Clothing should be weather appropriate and comfortable.

Shoes should be easy for your child to take off and put on. It is always fun to take off your shoes and play dress up. Please be kind to your child's teacher and send your child in shoes that they need little assistance with. Please DO NOT send your child to school in flip flops or any open toed shoes, they are can be DANGEROUS and will NOT be permitted on the playground.

## A Change of Clothes

We love messy activities!

When the weather is warm, we love the water!

Although we encourage you to bring us your potty-trained child, our toddlers being the exception, we know that accidents can happen. For all of these reasons, we ask that your child carry a change of clothes in a zip-lock that can be kept in their bucket. Please mark your child's name clearly on the outside of the bag. Don't forget to change the extra clothes to something appropriate as the weather changes. Toddlers please include an extra diaper and wipes.

### **Dropping Off and Picking Up**

The safety of your child is extremely important to us, for this reason, a member of our staff will be at the door each morning to greet you and to make sure that your child reaches his/her classroom safely. After our staff member leaves the front door, the door will be locked and remain locked until class is dismissed. If for any reason you need to get back into the school before the doors are unlocked, please call the preschool office and a staff member will meet you at the door.

You may pick up your child directly from their classroom.

It is important for us to know who is picking your child, so please let us know when this changes. We will release your child to NO ONE without written permission from you if they are not on your child's enrollment form. If we feel it necessary, we will ask for identification before releasing your child.

Some of you may have trouble walking your children in because of other children in your car. We realize the difficulty in unloading and reloading little ones for the short time it takes to walk your children to their classroom. We don't want any children to be left alone, so let the director know that your child will need to walk in on their own, so that our staff member at the door can be waiting for your child as she/he comes in and be waiting at the door for pick up.

### **Enrollment Forms and Shot Records**

All forms are due during your child's first week of school. We must have emergency contact information at all times, so please be sure to update the staff of any changes in your contact information throughout the year. The Shot Record forms are due by the end of

September. State regulations dictate that the shot dates must be written onto our form and signed by a parent each year. Please Do Not send in your immunization form from your doctor, they must be hand written on the form. If for any reason you choose not to have your child immunized you must send in an affidavit printed from the Health and Human Services System website instead of the Shot Record form.

### **Illness**

If your child is ill on their preschool day, please notify the school. Be respectful of the health of other students when deciding whether to send your child to school.

Please keep your child at home if:

They are taking an antibiotic less than 24 hours.

They are running a fever of higher than 101.0 or have had one within the last 24 hours.

They have a cold that is less than 4 days old.

They have a discolored nasal charge.

They have a frequent cough.

They have unidentified rashes, head lice, or pink eye.

They have vomited or had diarrhea 2-3 times or more in the past 48 hours.

They have been exposed to a communicable disease, such as chicken pox.

They are fussy, cranky, tired, or just generally not themselves.

Medication can not be given out except by special permission. If your child needs medication please see the director.

For the well being of all of our children and staff, we ask that you not bring sick children into the building at any time. If you need assistance during drop off or pick up, while you wait in the car with your sick child, please call the school office and a staff member will walk your child from their class out to you.

### **Allergies**

All allergy information should be listed on your child's enrollment form. However, it is important that you discuss this information with your child's teacher so that we understand the severity of your child's allergies. We have staff members who have current training in infant/child CPR, First Aid, and the use of an Epi pin. A staff member

with this training will be present at all times. Epi pins should be given to the director with your child's name clearly marked on the box. They will be kept in a First Aid kit.

### **Snacks**

Children will take turns bringing snacks. Each child's teacher will keep a sign-up list. It is important to communicate with the teacher to find out about any allergies in your child's classroom. Children love snack preparation. Any snacks requiring age-appropriate preparation would be a fun addition to your child's cooking days. Please check with your child's teacher. The Nebraska licensing regulations for preschools state "the snack must include at least one serving from one of the four basic food groups and meet nutritional standards set by the US Department of Agriculture." Some suggestions are apples or applesauce, bananas, grapes, oranges, peaches, pears, plums, raisins, or strawberries. Please do not send cupcakes or any type of cake at any time. You do not need to send napkins, cups, or drinks. The school provides these.

If your child has a food allergy, please give your teacher detailed information as to how severe it is. This communication is vital at snack time because our staff is not always in control of what foods are brought by other students. Consider sending a small supply of appropriate snacks for your teacher to keep in reserve for your child to eat should someone else bring a snack they are allergic to. The information you provide your teacher with will also be important at cooking times.

### **Cooking**

Each week, your child will have the opportunity to cook with their class. All cooking activities will be fun and age appropriate. Working together pouring, mixing, spreading, cutting, and eating helps build math skills, learn cooperation, develop small motor skills, and add to a fun-filled day! If you would like to help with or provide a cooking activity for your child's class, please let your teacher know.

### **Fitness**

Children who attend Preschool 2 and 3 Classes will take part in Fitness. Each class will have one fitness day where they will spend 15-20 minutes in an activity that actively engages them physically followed by a short health lesson. They will learn about healthy eating, parts of the body, the importance of physical activity, how the heart works, and many other things. We want to teach our students how to live a

healthy lifestyle as we feel this is important to the development of the whole child.

### **Art**

Every day your child will be given the opportunity to do an art project. Preschoolers develop from the head down and from the midline out. Art helps them develop the small muscles needed for learning to write and the hand/eye coordination needed for both reading and writing. Our art projects will not only encourage that development, but also will nurture your child's creativity. There is nothing more self-esteem building for a child than to be able to say, "I did it all by myself!" Being creative is a great stress release at any age! As your child shows you their art project, a good thing to say would be, "Tell me about your project." In a great book Don't Move the Muffin Tins by Bev Boss, she reminds us that art is the "process, not the product."

### **Buckets**

We ask that your child carry a bucket each day to preschool instead of a more traditional backpack. Buckets are easy for a preschooler to put things in; wet art projects wipe clean 'from a bucket; they hold lots of things; and they are easy to carry. Allow your child to help pick out their bucket then decorate it with stickers or paint. Be sure your child's name is clearly visible. A simple cleaning bucket will be an important part of your child's preschool day. Be sure and check your child's bucket daily for important information and artwork. Your child will be bringing home buckets of fun!

### **Music and Stories**

Our children will never leave preschool without a story in their mind and a song in their heart. Literature and music play important parts in the development of the whole child. Some days we will come together as a school for music and creative movement. Other days, we will have music in our own classes. Our teachers offer many musical talents - including a certified Gymboree teacher - so sharing them with the children and each other should prove to be a time filled with lots of fun and laughter!

Some days we will stay together for a story, depending on the teacher's plan for the day. At story time, your child will hear a Bible story, a great children's book, occasionally an appropriate video, or a flannel story.

### **Chapel**

Each week, our Preschool 2 and 3 classes will come together for chapel. This is a time for prayer, singing and listening to a Bible story or lesson presented by one of our staff members or even a Bible story acted out by one of our classes. Anyone who is interested in volunteering to read a Bible story or share some spiritual music with us can contact the Preschool Director in order to make scheduling arrangements.

### **Giving Tree**

We have a donation program called the Giving Tree that serves as a wish list for the Preschool. The tree is painted on a mural in the Preschool entryway. Staff members put donation requests on apples, leaves, snow-flakes - or whatever fits the season - and place them on the tree. Families are not required to donate, but can do so whenever they wish to. Items will be marked with the teacher's name making the request. If you would like to donate those items, pull the requests off the tree and return them with your donation to any staff member or preschool office. Items without a name are requested for the whole preschool.

Please continue to check the Giving Tree throughout the year as new items will be added whenever they are needed by the staff.

Thank you for your kindness!

### **Field Trips**

Only our Preschool 2 and 3 classes will leave the premises for field trips. We have some walking field trips, and you are always welcome to walk with us. If a field trip is too far to walk, we will schedule a bus to transport the teachers and students. If there is extra space on the bus, parents may be able to ride with us for a nominal fee. Fields trips are not included in tuition and will require a fee for each student that attends. If a parent chooses to attend a field trip, we ask that you find alternate care for siblings.

We will also bring some great field trips and activities right on the premises and will include our Preschool 1 classes as well. Offering these new experiences and hands on learning activities with their friends is a great way to enhance your child's learning environment.

### **Strollers**

For fire safety reasons, no strollers will be allowed inside the building.

In case of an emergency our children would not be able to pass around them, therefore causing a DANGEROUS hazard.

### **Snow Days and Holidays**

We will use the Millard Public Schools as a guideline for closing. Holiday breaks will be determined by the Millard Public School calendar. Sonshine Christian Preschool will also be closed on Good Friday. Please check the calendar online for closing info.

### **Parent Conferences**

Parent conferences will be held during school hours, for our Preschool 2 and 3 children only. On conference days, there will be no school for the children. Parents will meet with their child's teacher for 15 minutes. Information concerning dates and times will be posted on the website. You can also see the school calendar for conference dates. Supervision for your child will be provided during conferences. Our conferences will provide parents with information on kindergarten readiness and answer any other questions you may have.

### **Sonshine Times and Scholastic Book Orders**

The Sonshine Times is our monthly online newsletter. It includes information regarding past and upcoming events at the Preschool, snack schedules, and reminders or requests from the staff.

We do a Scholastic Book Order once a month giving you the chance to purchase some great books for great prices. Each Scholastic purchase helps earn more books for the Preschool.

Please be sure and check our website weekly as this will be our primary form of communication with our families. All dates for upcoming events, activities and school closings will be posted on our website calendar.

### **Playground**

Your family is welcome to enjoy the playground before or after school hours, but we ask you to do so safely.

--Children must NEVER be left unsupervised on the playground - an adult must be inside the playground fence whenever children are playing.

--Please do not allow your children to climb on or over the retaining wall.



--Our playground slide is a feet first, down only slide. Please do not allow your children to walk or climb up the slide.

--Children are not allowed to jump off of the swings or the large climber.