

SONSHINE CHRISTIAN PRESCHOOL HOLY TRINITY LUTHERAN CHURCH

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Sonshine Christian Preschool is Licensed by the Department of Licensing and Human Services.
Their phone number is (651) 296 - 3971

Mission Statement

We believe that every child deserves the opportunity for a high quality educational experience. We recognize that each child is a unique and multi-talented individual. We will strive to build each student's strengths to help him/her grow spiritually, emotionally physically, intellectually, and socially, in order that he/she may become a contributing Christian in family, church, community, and world.

Philosophy

Sonshine Christian Preschool believes each child is to be accepted as an individual child of God. Each child has unique qualities that make them special. The sharing of Christian beliefs and values will be integrated in a natural way, into every facet of the preschool. We will provide a safe, nurturing environment, fostered and supported as a part of the mission and ministry of Holy Trinity Lutheran Church.

The Son helps kids grow...

- Spiritually - We offer an age-appropriate curriculum in which Christian beliefs and values will be shared.
- Emotionally - We offer a safe, nurturing environment where the individual child will be valued.
- Physically - We offer a variety of large and small muscle activities to build strength and coordination.
- Intellectually - We provide an environment rich with varied learning experiences which are age-appropriate and intellectually stimulating.
- Socially - We provide guided interaction with peers so children can learn appropriate social skills that they will continue to use throughout their lifetime.

Enrollment Procedure

1. Registration:

The state requires that each child that is enrolled must have the following forms on file at the school by the first day of attendance:

- Registration Form
- Immunization Record
- Health Care Summary
- Emergency Card
- Parent Authorization Form

Payment of the \$50 non-refundable supply/insurance/in house field trips fee must accompany the registration.

2. Sonshine Christian Preschool is licensed by the Department of Human services to serve 20 children per class session. Children must be 3 years old and must be potty trained before they start. (No Pull-ups allowed.)
3. Each child is required to have a school bag or backpack to bring materials home. Please label with your child's name.

4. Each parent or driver will accompany the child to the room so that the teacher will know he/she has arrived and to avoid any pedestrian accident in the parking lot. Children should also be met at the classroom door by parents at the end of each class session. Please be prompt when dropping off and picking up your child.
5. If someone other than yourself or a carpool driver is picking up your child, please notify us in advance by giving us their name, address and telephone number.
6. Please notify the school if your child is going to be absent or if you are running late because of an emergency.

Sessions Offered

SECTION 1

<i>Day(s)</i>	<i>Time</i>	<i>Age</i>
Monday/Wednesday/Friday a.m.	8:45 – 11:45 a.m.	4 – 6 year olds
Tuesday / Thursday a.m.	8:45 – 11:15 a.m.	3 year olds

SECTION 2

<i>Day(s)</i>	<i>Time</i>	<i>Age</i>
Monday/Wednesday a.m.	9:00 - 11:30 a.m.	3 year olds
Tuesday/Thursday a.m.	9:00 a.m. – 12:00 p.m.	4 - 6 year olds
Friday a.m.	9:00 – 11:30 a.m.	3 year olds

Maximum enrollment per group is twenty children.

Preschool Policies

- We are asking all parents to drop off their child at the class room door versus the curbside outside of the building.
- There will be a 5 minute grace period to pick up your child at the designated time. After that time, there will be a \$1.00 per 1 minute late fee enforced, payable immediately in cash to the teacher. Emergencies are an exception. Please call the classroom at 758-3513 whenever possible and we will help however we can.
- **We will not allow your child to begin preschool until all forms are in and complete.** They include:
 - Registration Form
 - Health Care Summary Form (signed by doctor)
 - Parent Authorization Form
 - Immunization Form
 - Emergency Card

Tuition

- Tuition is based on a nine month operating budget from August – April. Each month’s payment is due by the 15th of the month.
- Check or money orders are accepted. Please place your child’s name and class session on envelope when paying tuition. Payments may be placed in payment box by the 15th of the month.
- If tuition is not paid by the 15th you will be notified of late payment and an additional \$10.00 fee will be assessed. Students may be dropped if tuition is not paid by the last day of each month.
- Tuition must be up-to-date to qualify for early registration for the upcoming year or for the spring conferences.

Fees

A **\$50 non-refundable supply and insurance fee** is due at the time of registration. **Scholarships are available**, contact church office.

1 day class (Friday a.m.)	\$45/month
2 day class (T/Th a.m. class)	\$90/month
Pre-K 2 day class (T/Th a.m.)	\$105/month
Pre-K 3 day class (M/W/F a.m.)	\$155/month

Family discount 10% off for each additional child

Waiting Lists will be established if necessary. Registration form must be completed to be put on a waiting list.

Staff

Sonshine Christian Preschool is staffed at all times by a licensed lead teacher and qualified assistant teachers. The staff/student ratio is 1:10. An assistant teacher works with the teacher if the enrollment is between 11 and 20. Children are supervised at all times.

School Calendar

We will follow the New Prague School Calendar which will include all breaks, days off, and snow days. Late starts and early release due to weather will run as follows: **Late starts**; 2 hour late start, no AM class, 1 hour late start, preschool AM class will start one hour late. **Early releases**; 2 hour early release, no PM class, 1 hour early release, PM class will be released one hour early. Any other New Prague School related releases will not apply to our schedule.

A calendar will be given to each family at the start of each school year. In the event of inclement weather, early releases due to weather please turn to KCHK(95.5 FM 1350 AM) or TV channels 4, 5 9, or 11.

Daily Schedule

Each day will consist of the following activities:

Section 1 schedule

8:45 – 9:05	Greetings, write name on art, circle time, calendar, songs, story
9:05 – 10:05	Free choice to include: snack, blocks, dramatic play, math listening center, books, Sensory table, science, art, writing center
10:05 – 10:15	Clean-up time
10:15 – 10:45	Large and small group activities, sharing, chapel time, games, songs, finger plays
10:45 – 11:15 / 11:00 – 11:45	Closing song, get dressed, large muscle time, circle games, outside

Section 2 schedule

9:00-9:20	Greetings, writing name on art, circle time, calendar, songs, story
9:20-10:20	Free choice to include: snack, blocks, dramatic play, math listening center, books, sensory table, science, art, writing center
10:20-10:30	Clean-up time
10:30-11:15	Large and small group activities, sharing, chapel time, games, songs, finger plays
11:15-11:45/11:30-12:00	Closing song, get dressed, large muscle time, circle games, outside

Personal Possessions

Children may bring items from home on Sharing Day. The date is listed each month on the calendar.

Please do not send guns, play knives or war toys with your child. They have no educational purpose for preschoolers and seem to upset many young children. All toys, especially small pocket toys should be left at home. This makes it easier for your child to concentrate on the activities of the day.

Pets in School

Our classroom may have a small pet for the children to observe and enjoy. Students may also bring a pet from home for Sharing if it is preapproved with the teacher. All animals must be on a leash or in an animal carrier.

Snacks

Each child will take their turn providing snack for the class. A snack list will be provided so you will know the day you are responsible for snack and juice/milk. All snacks must be store bought or commercially prepared, and juice must be 100% juice or 2% milk. If your child has a food allergy or special nutritional requirement we ask that you provide such food or drink. Food allergies are discussed in the Health Care Summary. We also ask that parent refrain from bringing snacks containing nuts due to the potential for allergies that have not yet presented. Please look for snacks that are healthy for the children and those they can make or assemble themselves. Please provide enough snack and beverage for the number of students in your child's class. Cups and napkins are provided. If a snack is not provided on your day, there will be a \$5.00 charge. Children and staff will wash hands before handling, serving or eating food.

Birthdays and Holidays

If parents wish to help celebrate a child's birthday in preschool they may send a special treat for snacktime. Please let the teacher know if you plan to send along a birthday surprise. We will celebrate appropriate holidays and will inform parents in advance of activities. Any treats that are brought to school must be store bought.

Clothing

Children should be dressed in comfortable play clothes that are easily managed. The children are encouraged to be independent in toileting and in dressing for outdoors.

Winter clothing should include sweaters, hats, mittens, boots, jackets, snowpants or snowsuits. All students will play outdoors each day, weather permitting, with temperature/wind chill 0° or above. Each child should have shoes to change into after removing boots. If your child is well enough to be in attendance at school they should be well enough to also go outside.

If your child is prone to accidents an extra change of clothes may be sent to school.

Field Trips

Field trips are a part of the school experience for every child. Parents will be informed of the field trips in advance. We will need a signed permission slip before a child can attend each field trip. Parents will be informed of necessary costs before each field trip date.

Parent Involvement

A child will profit from a school experience when home and school share common goals. There are several avenues of parental involvement at Sonshine Christian Preschool.

Two conferences are set up during the school year. The first is in November. This provides the opportunity for parents and teachers to meet early in the year to evaluate how the child is adjusting to their entry into school. The other conference is in March / May. An optional conference will be available at the end of the year to evaluate kindergarten readiness or address any of your concerns.

At each conference parents will be provided with a written assessment that includes the child's intellectual, physical, social and emotional development.

Parents and teachers will be able to communicate on a daily basis but a special conference can be arranged at any time. Parents may also review the child care program plan at anytime.

Parents are encouraged in offering their services and talents for school projects and activities. Parents are free to visit the classroom any time. If you would like to help just talk to the teacher.

Public Relations—Written parental permission will be obtained before any pictures will be submitted to the paper, research, experimental procedures or any other public relations activity.

Health and Safety

We would appreciate that if your child has a temperature, recent vomiting or diarrhea, rash or inflammation of the eyes, ears or throat that you keep him or her at home. If your child has been prescribed antibiotics for a

contagious bacterial infection, please consult with your child's physician as to an appropriate time to return to Sonshine Christian Preschool. Generally 24 – 48 hours of antibiotic therapy is appropriate to decrease the risk of transmission. We also ask the fevers associated with viral infections be resolved for 24 hours before returning to Sonshine Christian Preschool. *(If your child is well enough to be at school, they should be well enough to also go outside as both staff members must be outside with the group.)* Good communication between health care providers, parents and Sonshine Christian Preschool can play a major role in preventing the spread of communicable diseases. Sonshine Christian Preschool should be contacted within 24 hours if your child is diagnosed as having an infectious or reportable disease such as, lice, impetigo, chicken pox, strep throat, measles, etc., or an emergency or injury requiring medical attention. Families will then be immediately notified in writing, of the exposure for proper follow-up. Please refer to "Health Guidelines for Keeping Children Home: for additional information.

In the event that your child becomes ill at school, he or she will be made comfortable, separated from the rest of the children and you will be called. Please pick your child up as soon as possible. **No medications will be administered without a doctor's order and written parental permission.** If we are unable to reach you, we will call the person whose name you have given us. If your child is seriously ill and we are unable to reach you, we will call your doctor and take directions from him/her.

If a child has an **ACCIDENT**, first aid will be administered by a trained teacher and an injury report will be sent home for you to sign and return.

If a **SERIOUS ACCIDENT** should occurs which might need medical attention, the staff will contact you so you can take your child to the doctor or dentist. If we are unable to contact you, we'll call the alternate numbers you've given us, or call your doctor for instruction.

In an **EMERGENCY** when immediate attention is needed, the staff will call Emergency Medical Services (911) and then contact you. Your child will be transported to the emergency room if the paramedics deem necessary. The cost of rescue treatment and medical charges are the parents' responsibility.

It is required by law, that a staff member not administer any medications without the parents or doctors' written permission. Forms will be provided for such permission. This includes all medications; prescription, non prescription, and over the counter medications such as Tylenol. At all times the staff of Sonshine Christian Preschool will attempt to avoid all injuries. Students will not be allowed in the kitchen if cooking. Students will be assisted on all field trips to avoid accidents.

Accident Policy

In order to avoid injuries, burns, poisoning, choking, suffocation, traffic accidents and pedestrian accidents the following policies will be followed:

A daily check of facilities will be done by the teacher to become aware and remove anything that would be hazardous to the children including the following

1. Choking: all toys in the classroom have been purchased specifically for children ages 3 and older; snacks will be checked for potential choking hazards; behaviors that lead to choking, such as laughing with food in the mouth, are discussed during snack time.
2. Suffocation: no plastic bags are kept in the classrooms due to suffocation possibilities.

3. Burns: the heating system and the water temperature at the sinks will be tested for heat and if found to be too hot the church custodian will be notified immediately for correction.
4. No poisonous substances will be in preschool rooms. If supplies need to be present and are poisonous they will be out of reach and labeled.
5. All children will be brought to school and taken from school by the child's parents or an adult assigned for safety measure of crossing the parking lot and security.
6. When parking by the fence, please leave enough room between the front of your car and the fence so that people can walk in front of your vehicle, rather than behind it.
7. We ask that you maintain an appropriate speed of 10 mph while driving in Sonshine Christian Preschool parking lot, as drop off and pick up times can be quite busy.

If an unauthorized person or a person incapacitated or suspected of child abuse attempts to pick up a child:

1. The child will not be allowed to leave.
2. The parent will be called.
3. The director will be notified.
4. The police will be called if the person will not leave.

If no one comes to pick up a child:

1. The parent will be called.
2. The emergency numbers will be called.
3. The police will be called after a half-hour lapses.
4. \$1.00 per minute will be charged.

A written record of all accidents, injuries and incidents involving a child, staff person or visitor will contain:

1. Name and age of person
2. Date and place of incident
3. Injury or incident
4. Action by staff
5. To whom incident is reported

A semi-annual analysis of the recording of accidents, injuries and incidences will be made and modifications will be made based on this analysis.

Emergency Procedures

If inclement weather occurs, KCHK Radio Station (95.5 FM) and TC channels 4, 5 9 or 11 will be source of canceling classes or dismissing early.

Tornadoes: In the event of any natural disaster children will be taken to the designated safety area which is posted in the classrooms and remain there until it is safe to leave. A log of tornado drills will be kept showing practice drills April - September.

Snow Storms and Other Natural Disasters: If severe weather should occur listen to KCHK (1350 AM or 95.5 FM and WCCO Channel 4 News) for school closings. It is our policy that we will close whenever New Prague Elementary School closes. If there is a 2 hour late start for New Prague Schools the morning session will not be held. If there is an early dismissal please come and pick up your child as soon as possible. Children will be held until a parent picks up the child.

Fire: Children will be evacuated according to the plan used for monthly fire drills. This plan is posted in each classroom. Monthly fire drills will be held and a log of drill times and dates will be kept on file. Primary and secondary exits will be labeled for fire. The teacher is responsible for the evacuation of the children. Instructions on how to use a fire extinguisher and close off areas are studied annually by staff.

Missing children: Children will be counted at times of transitions to ensure safety. If a child should be missing the following procedures will be followed:

1. A staff member will stay with the children.
2. A staff member will search the grounds.
3. The police will be called.
4. The parents will be notified.

Behavior Guidance Policy

As a Christian Preschool we are interested in establishing a healthy respect for God and other people, besides one's self. Therefore, we encourage and stress good behavior habits.

Disrespectful or disruptive activity is handled by the classroom teacher with genuine love and concern so that the child will grow in his/her ability to be with and work with others in a healthy, God-pleasing way.

We believe in stressing the value and importance of each child and that the modeling of respectful behavior by teachers toward children is essential. Sonshine Christian Preschool staff always tries to catch children being good and encourages this behavior with positive reinforcement. Staff members will always help the child to understand the nature of the inappropriate behavior.

For a more detailed description, a complete Behavior Guidance Policy is on file for your review.

Grievance Procedure Policy

All persons served by this program and their authorized representatives may bring a grievance to the highest level of authority in the program. All persons must follow the order of progression for a grievance or they will be asked to go back and start at the beginning in order for the procedure to be fair to all involved.

A grievance must first be brought to the attention of the preschool lead teacher.

If after 10 working days the grievance is not resolved to the satisfaction of those directly involved, the grievance will next be brought to the attention of the director.

If after 10 working days the grievance is not resolved to the satisfaction of those directly involved, the grievance will be brought to the attention of the Sonshine Christian Preschool Board Liaison.

If after 10 working days the grievance is not resolved to the satisfaction of those directly involved, the grievance will be brought to the attention of the Sonshine Christian Preschool Board President.

If after 10 working days the grievance is not resolved to the satisfaction of those directly involved, the grievance will be brought to the attention of Holy Trinity Lutheran Church Council.

If after 10 working days the grievance is not resolved to the satisfaction of those directly involved, the grievance will be brought to the attention of Pastor Steve Trewartha, Pastor for Holy Trinity Lutheran Church—the highest step in the grievance procedure. The judgment of Pastor Trewartha will be considered as final judgment.

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at Child Protection (Scott County @ 952-445-7751 or LeSueur County @ 507-357-2251) or local law enforcement at 952-758-4455.
- If your report does not involve possible neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 296-3971.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse

or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

(2010 - 2011)