



Fbc

SonShine

PreSchool

FAMILY HANDBOOK

2023-2024

*“All your children will be taught by the Lord,
and great will be their peace.”*

Isaiah 54:13

SonShine Preschool

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Monroe, Washington 98272

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www.fbcmonroe.org/preschool

www.facebook.com/sonshinepreschoolwa

SonShine Preschool is happy to welcome you and your family to our school. We are a Christian early childhood education program and a ministry of FBC Monroe.

Our school staff is an enthusiastic group of educational professionals. We are devoted to offering enriching, developmentally appropriate experiences for all children in a secure and loving environment, regardless of color, race, and religion.

SonShine Preschool is a Christian program. SonShine is a ministry of First Baptist Church of Monroe and adheres to the Baptist Faith and Message. Children will attend chapel and our teachers will speak about Christian values, the Bible, Jesus, and teachings. Our curriculum will include Bible lessons.

Please take the time to read this handbook thoroughly to understand our school's procedures and policies. Enrollment is in agreement with the contents of this Family Handbook.

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MEET THE TEACHER DAY

All students and families enrolled for the 2023-2024 school year are invited to join their teachers and classmates on August 24th and 30th from 10-11am for our outdoor playdate. Parents will stay with their child for this brief greeting time, siblings are welcome.

Meet the teacher days are as follows:

1. 2's class will be on Wednesday, September 6th from 10-10:30am
2. 3's class will be on Thursday, September 7th from 10-10:30am
3. Pre-K class will be on Thursday, September 7th from 11-11:30am

Please plan to bring the following to your meet the teacher day:

- An extra full set of clothes to leave at school (see page 4 for instructions)
- Student Safety Kit (see page 5 for instructions)
- A reusable water bottle with your child's name on it (see page 5)

FIRST DAY OF CLASSES:

- 3's and Pre-K students BEGIN ON TUESDAY, SEPTEMBER 12TH
- 2's students BEGIN ON WEDNESDAY, SEPTEMBER 13TH

LAST DAY OF CLASSES:

- 2's LAST DAY OF SCHOOL IS May 29TH
- 3's and Pre-K students LAST DAY OF SCHOOL IS THURSDAY, MAY 30TH

DAILY SCHEDULES:

2's Class • 2's students must be 2 yrs by August 31, 2023.	Wednesday	9:30 AM - 12:30 PM
3's Class • 3's students must be 3 yrs. by August 31, 2023, AND fully potty trained by August 1, 2023.	Tues/Thurs	9:30 AM - 12:30 PM
PreK Class • Pre-K students must be 4 yrs. by August 31, 2023, AND fully potty trained by August 1, 2023.	Tues/Wed/Thurs	9:30 AM - 12:30 PM

EARLY DROP OFF/LATE PICK-UP POLICY

Please arrange for timely drop-off and prompt pick-up of your student. Our doors open at 9:20am then again at 12:25pm. Family accounts will be charged \$35 for every 10 minutes when students are picked up late. This same policy applies for students arriving at school early.

ENROLLMENT

SonShine Preschool enrollment is offered first to current families, and then to our community without regard to race, religion, national origin, ancestry, or physical disability.

*All children in our 3's & Pre-K classes must be fully potty trained to be admitted to Sonshine Preschool. SonShine keeps an active waiting list.

The following items are required for enrollment and must be completed on or before June 1st, 2023, or one week after registration if registering after June 1st:

1. Tour in person (including prospective student) to discuss your needs, the program, schedules, and policies. This is only required for families that are new to SonShine.
2. Complete on-line registration & fees, completed through Planning Center Online (PCO).
3. Complete class-specific enrollment forms, agreement steps and necessary signatures via PCO.
4. Immunization CIS Form
5. Proof of payment for the entire 10 months of tuition on or before June 1st, 2023, or one week after registration. Valid proof:
 - a) Print out of verified automated payment from a bank account that includes dates and amount.
 - b) 10 post-dated checks (one for each month dated for the 1st of Aug-May)
 - c) Cash paid in full
 - d) Credit Card Authorization Form (on file) (see tuition for processing fees)

*Children who are physically challenged, have emotional and/or behavioral difficulties shall be admitted to the extent that we are equipped, trained, and staffed to provide appropriate or reasonable accommodations. *

IMMUNIZATION REQUIREMENTS

Per Washington State law, all students must have received all of the immunizations for which they are eligible. These vaccinations must be medically documented and on file with the school before the student can attend. If a student is missing any immunizations, and there is no documentation from a provider (waiver), then the student may not start school. A medically verified record in Washington is:

- A Certificate of Immunization Status (CIS) printed directly from the Washington State Immunization Information System. Any parent whose student has been immunized in Washington State can access this at [MyIR.net](https://www.myir.net). If they do not already have an account, you can create one to access your child's immunization information.
- A physical copy of the CIS form printed by your healthcare provider

More info <https://www.snohd.org/177/Immunizations>

TUITION POLICY

Enrolling at SonShine Preschool is a yearlong commitment between each of our families and SonShine Preschool. Tuition for SonShine Preschool is an **ANNUAL FEE**, which may be divided into **10 equal payments (beginning August 1 and ending May 1)**. If registration is after August 1st tuition will be divided into the remaining months. Upon enrollment or June 1st whichever comes later families are required to show proof of:

- **Auto payment of monthly installments**
- **Postdated monthly checks**
- **Cash paid in full**
- **Credit Card Authorization Form on file** (*3% fee will be charged by our processing company)

SonShine accepts cash, checks, electronic checks and *credit card payments. Any changes in this payment schedule must be approved by the Director in writing.

**Full annual tuition agreement is due on June 1st along with our online enrollment forms, and immunizations (CIS) or within one week of your enrollment email confirmation if registering after June 1st. If the 1st falls on a holiday, school closure day, Friday, Saturday or Sunday, payments will be processed the last open school day by 1pm. When setting up auto pay from your bank please request the payment date as the 20th of each month. This allows enough mailing time to avoid any late payment fees. Failure to provide completed enrollment documentation and payments/proof of incoming payments, and CIS may result in forfeiting registration/supply fee and class placement.

Our 2023/2024 tuition fees are as follows:

- 2's class annually of \$1500.00 at \$150/a month
- 3's class annually of \$2050.00 at \$205/a month
- Pre-K class annually \$2600.00 at \$260/a month

Annual registration/supply fees are due upon registration and non-refundable.

- 2's class \$180.00
- 3's class \$190.00
- Pre-K class \$200.00

The late fee for tuition received after the 1st of the month by 1pm is \$40 and may accrue daily. NSF is \$45.

- **Tuition payments not received by the 5th of each month, with the included late fees, may result in your child being unenrolled from their class.**
- **If for any reason your tuition is late, you must have the Director's approval in writing.**

Tuition is an annual fee at SonShine. If a student withdraws from school, 30 days' written notice must be provided to the director. Tuition must be paid during this 30-day period. Students may not withdraw for the year after March 1. (Tuition is required to be paid in full for the year after this date.) Any account balances must be paid in full before each month to ensure continued enrollment.

There are no building fees or volunteer hours required. There are no credits for sickness, vacation time, or unforeseen closures (weather etc...). Families are expected to set up auto pay, cash, credit/debit card or postdated checks for the annual tuition which's begins August 1st and ends May 1st. If you register after August, we will divide the "annual fee" by how many months are left in the year for payments. SonShine creates a budget based on annual tuition payment commitments.

WHAT TO BRING

Please bring the following items to the school on Meet the Teacher Day (or on your child's first day of school if you miss Meet the Teacher Day):

- ⊕ A reusable water bottle with your child's name labeled on it. This will remain at school.
- ⊕ An extra full set of clothes to leave at the school. Place all items in a Zip-top bag with the student's name written clearly on the outside. Make sure to include underwear and socks.
- ⊕ A Safety Kit

In a gallon sized, zip top bag—labeled with your child's name & classroom add:

- A large trash bag
- Small flashlight with new batteries
- Socks
- Mittens
- Small package of tissues
- Note of encouragement (letter from you for your child to calm child)
- Picture of your family
- A small toy
- Non-perishable, nut free snack
- Two juice packs

Picture and text-able phone number of a physically close emergency contact

CLOTHING

Childhood is a time to explore and discover with all of the senses. In doing so, children will engage in active/messy projects daily. Students will also play outside, weather permitting. Children should dress comfortably with shoes to run in and clothes that can get dirty. Students should dress in clothes that are easy to button, fasten, and zip independently. Please do not send your student to school in slippers, sandals, or shoes with slippery soles. Insulated boots are appropriate during winter days (a change of shoes is recommended). Closed toe shoes are required at all times while at SonShine for both staff and students (**no flip-flop sandals or open toe shoes are allowed**)

WHAT NOT TO BRING

Please do not bring any toys, blankets, or personal items to school, unless specifically requested by a teacher. SonShine cannot be responsible if items are lost or damaged.

COMING AND GOING

To ensure the safety and care of students while entering and leaving the school:

- Please arrange for the child's regular, prompt attendance when healthy.
- Entering and exiting:
 - All doors remain locked during school hours except from 9:20-9:35am and 12:25-12:35pm. If you need to get into the building at any other time, please use our office door.
- To promote safety for our students and staff, doors remain locked while children are present. Families may call the office at 360-794-8044 to gain admittance or may enter through the main church office.
- An adult must bring students into the classroom each day and ensure that the teacher is aware of the arrival of the child.
- Adults are required to assist their student in using the bathroom and washing hands with warm soapy water upon arrival. This must be done prior to entering your child's classroom.
- Those picking up children must be at least 16 years of age and be listed on your approved pick-up list.
- Please call or email the school director each time your child is late or absent for any reason.
- On-time pick-ups are essential. There will be a late charge of \$35 per every 10 minutes for late pick-ups.
- The SonShine director must be notified if anyone other than a parent, primary guardian, or regular daycare provider (listed on your authorized pick-ups) is to pick up your child. Photo identification for unknown individuals will be required and the child will not be released if the Director was not informed by email or written pick-up authorization.
- No one will be allowed to remain on the school campus after/before drop-off that has not had a background screening.

BEHAVIOR EXPECTATIONS

Each SonShine staff member desires to instruct students in their character development. It is an honor to partner with families in encouraging children. We will hold children to a higher standard because they are capable. We will extend abundant grace to help children reach their greatest potential. SonShine students will be expected:

1. Obey cheerfully
2. Be kind
3. Show respect to themselves and others
4. Be an important part of our classroom team

Developing a sense of what is kind, caring, and socially acceptable behavior is an integral part of the daily learning process. SonShine staff will help children through this process by using positive, constructive discipline throughout the day.

GOALS ARE TO:

- Provide a gentle, consistent discipline, which helps children feel secure and loved.
- Help children develop self-discipline and self-control that is appropriate for their age, developmental level, and specific needs.
- Encourage children to use words to solve problems and express feelings.
- Prevent possible behavior concerns through modeling and role-playing conflict resolution.
- Re-direct children to more appropriate activities and behavior.
- Work cooperatively with parents, sharing common goals through continuous communication.

In some cases, a child may need to be physically picked up and removed from the classroom for the protection of all children. This will be done only when:

- A verbal re-direction & explanation of behavioral expectations are shared.
- A brief in-class time out to help the child self-soothe is offered.
- Anytime the child is in danger of physically harming himself/herself or others.

SonShine Preschool is a safe place for all children. Under no circumstances will any staff person or volunteer use physical punishment (spanking, slapping, etc.) as a form of discipline, behavior management, or for any other reason. We ask that parents/guardians respect this policy while on the premises.

FAMILY INVOLVEMENT & EXPECTATIONS

Whether in a volunteering role or while at our preschool, we ask parents to uphold and maintain the values that align with our mission statement when interacting with others in the building. Participating in healthy interactions that build nurturing relationships helps to resolve any conflicts that may arise. We appreciate your partnership in modeling this for our children.

SonShine welcomes, encourages, and creates opportunities for families to be an active part of experiences at school. Important information and activities, newsletters and calendars are emailed monthly. These are also posted on hallway bulletin boards, and at: www.fbcmonroe.org/sonshine

As a part of our SonShine community, "like" us on Facebook. We have both a public page (www.facebook.com/sonshinepreschoolwa) and a closed group (www.facebook.com/groups/1571678789655618) that we encourage you all to be a part of. Our private school year Facebook page is a place for our teachers to share the week's goals, experiences, and photos. It is also a great place for our parents to connect with one another.

There will be opportunities for participation in the classrooms in the following ways and more:

- Volunteering for special activities and/or parties
- Assisting regularly in the classroom
- Making materials for the classroom (cutting, coloring, sewing, etc.).
- Supervising or preparing for in-house field trips
- Reading or listening to stories with the children
- Providing materials or food for classroom activities

- Joining us for snack and recess
- Sharing a hobby or talent
- Helping for our Fall Fundraiser on November 17th-18th (Mistletoe Market)
- Any other ways families would like to help or be a part of the classroom are celebrated and greatly appreciated.

Students first need time to get to know their teachers and classmates. After receiving, via email, our Volunteer Policies in late September and completing a background check, volunteers are welcome in classrooms. Just let the Director know.

SNACKS

Each classroom will have a family sign-up to bring snacks on a rotating basis. We ask that these snacks be healthy and nutritious and nut-free. We do not guarantee any snack to be free of any allergy. We do have a refrigerator as well. A great website for information is <http://www.choosemyplate.gov/> which has been updated to help children and adults with meals and nutritional information.

CALENDAR & HOLIDAYS

Holidays and breaks are the same as the Monroe School District. Their site: www.monroe.wednet.edu has more information and their calendar.

Monthly newsletters will be distributed to enrolled families, which will provide information about class themes, snack days, birthdays, field trips, etc. These will be emailed, posted on the bulletin board at SonShine and on our website www.fbcmonroe.org.

CLOSING DUE TO THE WEATHER OR EMERGENCY

SonShine Preschool follows the Monroe School District policy for inclement weather.

If the Monroe School District has a school delay or is closed, SonShine will be closed for that full day. The school's public and private Facebook pages will be updated, and we will email families by 8:30am that day for closure information.

In the event of a national, state, or regional emergency, SonShine may need to adjust schedules and/or close its facilities due to circumstances outside of our control. During these situations, the school will decide the best protocol and take all information into consideration. It is possible these decisions will impact on-site attendance. Families will be charged full tuition for the first 2 weeks of total closure. In the event that a total closure lasts for longer than 2 weeks, tuition will not be charged during the remainder of the closure. Additionally, if our local public school district adjusts its schedule in response to an emergency (e.g., schools are open for on-campus classes but with adjusted days or hours), then SonShine may elect to follow an adjusted schedule without any reduction or change to tuition.

WELLNESS/SICK CHILD POLICY

All students must wash their hands with warm, soapy water before being dropped off for the day. It is recommended students wash again before returning home as well.

In order to provide a healthy and safe environment for all of the children at SonShine, we ask that children with any of the following symptoms not attend school for at least 24 hrs. **after** the symptoms have cleared up. We also ask that the ill person/student not be on our campus for any reason. Example: if your family drops off other students at SonShine we ask that the ill person does not enter our camps. This list is recommended by the American Academy of Pediatrics.

- Any possible contagious illness with symptoms
- Fever of 100 degrees or above within the past 24 Hours
- Cough
- Vomiting within the past 24 hours
- Diarrhea within the past 24 hours
- Yellow or green nasal discharge, or clear if it needs attention more than 3 times in 1 hour.
- Drainage from the eye or a pink color in any part of the eye
- Sore throat
- Croup
- Any unexplained rash, draining rash or sore
- Any skin infection (boils, ring worm, chickenpox, etc.)
- Lice or scabies (children may be readmitted after treatment and are nit free)

Children who are observed by our teachers to be ill will be separated from other children and the emergency contact listed will be contacted to request that the child be picked up for the day.

We Do:

- expect our parents to take their child's temperature and health assessment prior to drop off on school days. If you or your student are ill, we ask that you do not enter our campus for any reason.
- expect our parents to take their child to the restroom EVERY class day morning and complete a 30-second or more hand washing.
- expect to be informed of any possible contagious illness exposure.
- expect our families to follow the Snohomish Health Districts guidelines for any possible symptom or exposure to any contagious illness.

PLEASE NOTIFY THE STAFF IF YOUR CHILD

- Contracted or is exposed to a communicable disease
- Has any specific medical condition or allergies
- Requires medication
- Has received a new immunization

MEDICINE POLICY

SonShine Preschool will not dispense any medications. Children may not bring any medicine to school.

IF THERE IS AN EMERGENCY

In the event of a life-threatening emergency, staff will take the following actions:

- The situation will be assessed to determine what assistance is needed.
- One staff member will stay with the child, and if necessary, provide first aid or CPR according to the recommendations of the American Red Cross or American Academy of Pediatrics until help arrives.
- The child's teacher or designated staff will contact the Emergency Medical System (911) if necessary.
- Child's parent/guardian will be contacted at the first available moment and apprised of the situation. Parent's immediate attention is required.
- An injury/illness report is completed by the teacher for all emergencies and injuries. Copies will be given to the parents (if requested) and remain on file at the school.

FIELD TRIPS

SonShine Preschool will hold a combination of in-house field trips and off-campus trips. Visits from local professionals such as firefighters, policemen, etc. as well as other monthly themed activities. Parents/guardians are required to attend with their student to all off-site field trips and provide their own transportation.

TRANSPORTATION

Students must be transported to and from school by a parent/guardian or a person authorized by the parent/guardian who is 16 years or older.

TERMINATION OF ENROLLMENT

SonShine Preschool reserves the right to refuse or terminate enrollment of any child at will. The following are examples of the types of situations that may lead to refused enrollment or termination of continued enrollment:

- Behavior of the student or the parent that is deemed inappropriate by the Director.
- Student or parent violates school's policies or interferes with the school's ability to accomplish its stated mission.
- It is determined after the Director/teacher evaluations that current classroom placement is not benefiting the student or class.
- Any other reason that, in the Director's discretion, warrants removing a child from the program.

CHILD ABUSE AND NEGLECT REPORTING PROCEDURES

WAC 388-150-420 states, "When any licensed or certified child care provider or their employees has reasonable cause to believe that a child...has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency as provided in RCW 26.44.040." It is the legal and moral obligation of the SonShine Preschool staff to report suspected child abuse or neglect to the Child Protective Services (CPS) or the local law enforcement agency immediately. RCW further specifies that the childcare providers are immune from any civil or criminal liabilities if a case is reported in good faith. CPS does have the right to interview the child in the preschool center and look at any files at the preschool. Please refer questions to the Child Protective Services.

RELIGIOUS BELIEFS

SonShine Preschool is a Christian program. Children will attend chapel and our teachers will speak about Christian values, beliefs, and teachings. Our curriculum will include Bible lessons.

IN CLOSING

Open and clear communication is always best. Please feel free to ask questions, express your thoughts, and offer input at any time. Together, we can make your child's early childhood experiences as secure, enjoyable, and beneficial as they can and should be!

With Christ's love,

The SonShine Preschool Staff

Kelly McLean, Director

360-794-8044

info@fbcmonroe.org

www.fbcmonroe.org/preschool

www.facebook.com/sonshinepreschoolwa