

## Enrollment Packet for 2018-2019 School Year

**\*Please keep this page for your records.\***

**Welcome to SonShine Preschool! We are pleased that you have chosen us as your child's place of loving, quality, Christian education.**

**February 1, 2018, 8am: Open enrollment** for public begins and continues until classes are full. Church Office Hours for dropping off enrollment forms: Monday –Friday, 8:30am-12pm & 1pm-4:30pm

**School Year Runs Mid/Late August 2018 through May 2019**

### **Eligibility Requirements:**

- Students must be potty-trained (in underwear during class). We have a bathroom adjoining our classrooms with a child-sized toilet. We can help with wiping if a child asks. Backpacks should have a change of clothes. Exceptions to potty-training requirements are made if a child has a physical or developmental disability that delays their ability to potty train, and is documented by a doctor.
- Students must be at least **three years old by their first day of preschool**. Our school year runs from August -May. If room allows, students who turn 3 after September 1st may start on or after their birthday. If they turn 3 after Sept. 1<sup>st</sup>, they may not turn in their enrollment form until two weeks prior to their third birthday.
- Students should be at least 4 years old by September 1st to enroll in Pre-K.
- We welcome all families. We do not require that families attend our church or any church, or adhere to a certain lifestyle or religion. We welcome any family who is willing to allow their child to attend a Christian school where they will be receiving a non-denominational Christian education. (Non-denominational = not restricted to a particular Christian denomination, i.e. Catholic, Methodist, Pentecostal.)

### **Classes Offered 2018-2019**

✓	Class Name	Type	Age	Room Number	Days	Time	Registration Fee	Monthly Tuition
<input type="checkbox"/>	<b>Bananas</b>	AM Preschool	3-4	2	Tu/Th	8-11AM	\$100	\$130
<input type="checkbox"/>	<b>Dinosaurs</b>	AM Preschool	3-4	1	W/F	8-11AM	\$100	\$130
<input type="checkbox"/>	<b>Stars</b>	PM Preschool	3-4	2	Tu/Th	12-3PM	\$100	\$130
<input type="checkbox"/>	<b>Frogs</b>	AM Pre-K	4-5	2	M/W/F	8-11AM	\$100	\$160
<input type="checkbox"/>	<b>Bears</b>	AM Pre-K	4-5	1	M/Tu/TH	8-11AM	\$100	\$160
<input type="checkbox"/>	<b>Apples</b>	PM Pre-K	4-5	1	M/Tu/Th	12-3PM	\$100	\$160
<input type="checkbox"/>	<b>Bees</b>	PM Pre-K	4-5	2	M/W/F	12-3PM	\$100	\$160

**\*\*As a courtesy to working parents and parents with other kids to get to school, we unlock our doors about 10 minutes before class to allow for early drop-off\***

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## Enrollment Checklist:

- VISIT**: If you would like a tour, please contact our Director, Mala Calkins, at 970-405-4622 or greeleysonshine@yahoo.com. You may also check our web site, www.greeleysonshine.com or our Facebook page for a current list of summer Open Houses.
- ENROLL AND PAY REGISTRATION FEE**: Fill out all pages of enrollment form COMPLETELY, and turn it in **with the registration fee**. (Your fee will be refunded if the class was full.)
- RECEIVE CONFIRMATION**: You will receive a confirmation by text of your child's spot in class, promptly after the director receives your enrollment form.
- ADD CONTACT INFO TO PHONE**: After your confirmation text from the director, please add the director's contact information to each parent's mobile phones: Mala Calkins ("Miss Mala"), 970-405-4622, [greeleysonshine@yahoo.com](mailto:greeleysonshine@yahoo.com) We love to text you pictures of your child at school, and often use texting as an easy means of communication between teachers and parents. A text message is the best way to let us know when your child will be missing a class.
- \*\*TEXT US A PICTURE**: Text a family picture to the director of both parents WITH the child who is enrolling (additional siblings in the photo are ok). This will help us match faces to names, as well as aid us at pick-up time to match parents with children.
- "LIKE" US on Facebook**: We would love for you to "like" our Facebook page. Just search for "Greeley SonShine Preschool".
- RECEIVE WELCOME PACKET**: In mid-summer, we will email you welcome paperwork which will include our calendar, school supplies list, welcome newsletter, and summer open house schedule. We will have paper copies available at the preschool.
- DROP OFF SCHOOL SUPPLIES**: At one of our open houses **prior to school starting**, please drop off your school supplies. If attending an open house is not possible, you may drop them off at the church office. Supplies need to be sent in PRIOR to your child's first day of school so that we can focus on our students on the first day of school, and not on sorting school supplies.
- DROP OFF CERTIFICATE OF IMMUNIZATION**: At any time before the first day of school, please turn in your child's certificate of immunization. Students may not attend until they have a certificate of immunization (there is a new process in Colorado for recording personal exemptions if applicable).
- ATTEND A SUMMER OPEN HOUSE**: Particularly if this is your child's first year, we strongly encourage you to bring them to one or more of our open houses so that they can come in to play in the classroom and become comfortable with their teachers, greatly reducing first day of school jitters.
- TUITION PATMENTS**: Due Aug 20 (or first day of school), Sept 20, Oct 20, Nov 20, Dec 20, Jan 20, Feb 20, Mar 20, and Apr 20.
- HEALTH FORM**: A general Health Appraisal form is due within 30 days of your child's first day of school, and will need to be updated annually. It can be filled out by any doctor who has seen your child in the past 12 months.



**Office Use:** Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ CK# \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**Director Use:** Start Date: \_\_\_\_\_ Reg. fee: \_\_\_\_\_ First Prorated Tuition: \_\_\_\_\_ Tuition: \_\_\_\_\_  
 Discounts: \_\_\_\_\_ Text Confirmation: \_\_ Add to Phone: \_\_ Computer: \_\_

**\*Registration Fee Due With This Form\*\***  
**2018-2019 Enrollment Form**

**Child's Name:** First \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Name you wish us to call your child & teach them to write: \_\_\_\_\_ Age: \_\_\_\_\_ **DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Best Phone # for Directory: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ \*E-Mail (Required): \_\_\_\_\_

**Desired Class:**

✓	Class Name	Type	Age	Room Number	Days	Time	Registration Fee	Monthly Tuition
<input type="checkbox"/>	<b>Bananas</b>	AM Preschool	3-4	2	Tu/Th	8-11AM	\$100	\$130
<input type="checkbox"/>	<b>Dinosaurs</b>	AM Preschool	3-4	1	W/F	8-11AM	\$100	\$130
<input type="checkbox"/>	<b>Stars</b>	PM Preschool	3-4	2	Tu/Th	12-3PM	\$100	\$130
<input type="checkbox"/>	<b>Frogs</b>	AM Pre-K	4-5	2	M/W/F	8-11AM	\$100	\$160
<input type="checkbox"/>	<b>Bears</b>	AM Pre-K	4-5	1	M/Tu/TH	8-11AM	\$100	\$160
<input type="checkbox"/>	<b>Apples</b>	PM Pre-K	4-5	1	M/Tu/Th	12-3PM	\$100	\$160
<input type="checkbox"/>	<b>Bees</b>	PM Pre-K	4-5	2	M/W/F	12-3PM	\$100	\$160

**Mother's/ Guardian's Name:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ (we send texts & pictures)

Address if different from above: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer/Business: \_\_\_\_\_ Work Address: \_\_\_\_\_ Work #: \_\_\_\_\_

**Father's/ Guardian's Name:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ (we send texts & pictures)

Address if different from above: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer/Business: \_\_\_\_\_ Work Address: \_\_\_\_\_ Work #: \_\_\_\_\_

Lives with: \_\_\_\_\_ Do parents need separate Parent Newsletters? : Y/N

Parent custody information: \_\_\_\_\_

Special Instructions for reaching parents during preschool: \_\_\_\_\_

Younger Siblings and their DOB's: \_\_\_\_\_

Older Siblings and their school & grades: \_\_\_\_\_

Other family members residing in home: \_\_\_\_\_

Please list each set of grandparents that you would like your child to make a craft for when we have

Grandparent's Day in September: (Ex.: "Nana & Poppy"). Or, list an honorary "grandparent".

Grandparents: \_\_\_\_\_ & \_\_\_\_\_

Grandparents: \_\_\_\_\_ & \_\_\_\_\_

Grandparents: \_\_\_\_\_ & \_\_\_\_\_

Grandparents: \_\_\_\_\_ & \_\_\_\_\_

Optional- Faith/Religion: \_\_\_\_\_

Optional- Church: \_\_\_\_\_

Medical Conditions/ Disabilities: \_\_\_\_\_

Developmental issues: \_\_\_\_\_

Food Allergies: \_\_\_\_\_

Non-Food Allergies: \_\_\_\_\_

\*Please fill out allergy alerts at the end of form if your child has allergies\*

**If your child needs an epi-pen or other medication at school, please ask for our special forms.**

Please describe any preschool experience in/outside the home: \_\_\_\_\_

Any other information that would help us understand your child: \_\_\_\_\_

People who may pick up your child in an emergency if a parent cannot be reached:

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**Other people authorized to pick up child and their phone numbers:**

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**People of concern not permitted to pick up Child:** \_\_\_\_\_

**Physician:** \_\_\_\_\_ **Clinic Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**Dentist:** \_\_\_\_\_ **Clinic Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**Hospital of Choice:** \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**Health Insurance Company:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

**\*\*How did you hear about SonShine Preschool?** \_\_\_\_\_

(If you heard from a current family, please specify family so we can thank them!)

## Payment and Policy Contract

**A \$100 annual registration fee** to cover supplies, curriculum, and general operating costs is due with the enrollment form to reserve a spot in your child's class. For students starting after the beginning of the school year, the registration fee is pro-rated \$10 each month at the 20<sup>th</sup> of each month (\$90 if starting September 20, \$80 on October 20, on down to \$20 if starting April 20.) It is separate from tuition. Registration fees are refundable only if the class you registered for was already full or somehow becomes unavailable.

**Discounts:** We offer a 50% registration discount and 20% monthly tuition discount for a sibling attending during the same year. Pastors, active duty military personnel, and full-time missionaries are eligible for a 20% discount off of both registration and tuition.

**Referral Credit:** We offer a \$40 tuition credit for each student you refer to us from outside your household who enrolls and pays their registration fee (they must name you on their enrollment form as the one who referred them).

Tuition may be paid in full, or paid in 9 monthly payments due: August 20, September 20, October 20, November 20, December 20, January 20, February 20, March 20, and April 20. Tuition is pro-rated for students beginning after the start of the school year. Cash should be in an envelope marked "SonShine" and have your child's name and the amount on it. Checks may be made payable to SonShine Preschool with your child's name on the memo line. Please place tuition payments directly in the deposit safe (staff can show you the location).

Please ensure that your payment is received by the due date. **If your account is past due, we will have to deny admission of your child until payments are up to date.** If you are more than 10 days past due, your child's enrollment may be revoked with no refund of the registration fee. A fee of \$25 will be charged for returned checks. If a check is returned, payments in cash will be required for the remainder of the school year.

### 2018-2019 Tuition

✓	Class Name	Type	Registration Fee	9 Monthly Tuition Payments	Total Tuition	Approx. Days of class	Approx. Daily Rate
<input type="checkbox"/>	<b>Bananas</b>	Morning Preschool	\$100	\$130/m	\$1170	68	\$17.21
<input type="checkbox"/>	<b>Dinosaurs</b>	Morning Preschool	\$100	\$130/m	\$1170	68	\$17.21
<input type="checkbox"/>	<b>Stars</b>	Afternoon Preschool	\$100	\$130/m	\$1170	68	\$17.21
<input type="checkbox"/>	<b>Frogs</b>	Morning Pre-K	\$100	\$160/m	\$1440	98	\$14.69
<input type="checkbox"/>	<b>Bears</b>	Morning Pre-K	\$100	\$160/m	\$1440	98	\$14.69
<input type="checkbox"/>	<b>Apples</b>	PM Pre-K	\$100	\$160/m	\$1440	98	\$14.69
<input type="checkbox"/>	<b>Bees</b>	Afternoon Pre-K	\$100	\$160/m	\$1440	98	\$14.69

Student Name: \_\_\_\_\_

I, \_\_\_\_\_ (parent) agree to the above tuition policies and agree to pay:

- Monthly payments of \$ \_\_\_\_\_
- Tuition in full for the year: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* I, \_\_\_\_\_ have read the Parent Handbook (at end of form) dated \_\_\_\_\_, and agree to abide by the policies and information contained in it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Permission Forms

### Permission for Media Use

Circle: Yes NO

- My child may view *occasional* children's videos, appropriate documentaries or G/PG-rated videos used to reinforce learning subjects (2 hrs/month max)
  - My child may listen to unlimited appropriate music (without profane lyrics/topics)

### Permission to Photograph Child

Circle: Yes NO

My child may be photographed.

### Permission to Publish Photographs of Child

Circle: Yes NO

My child's photographs may be used in school flyers, Facebook, church website, and the school website for promotional purposes, **without** being labeled with their name or any other identifiers.

### Sunscreen, Coconut Oil & Vaseline Authorization

Circle: Yes NO

(Sunscreen will be applied to exposed skin prior to outdoor play every 6 hours.)

I (parent) am providing sunscreen that must be labeled with my child's first and last name. I give permission for it to be applied to my child's exposed skin. Coconut oil or Vaseline may be applied to chapped skin and lips.

### Permission to be included in school directory

Circle: Yes NO

I give permission for my child's name, birthday, parent's names, and phone numbers to be included in the school directory. The school directory will be distributed only to current SonShine teachers and families, and not published online.

**I give permission for all above items circled "Yes" \*Good for 2018-2019 school year\***

Child's Full Name: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School Policy:** When using social media, please do NOT mention the names of other SonShine students with their photos, unless their parent gives you permission. When commenting on SonShine's Facebook page, please do not mention the name of any child. For security reasons, we do not use any children's names on our Facebook page.

**\*Authorization for Emergency Medical Treatment and Transportation\***

I, \_\_\_\_\_ give permission for SonShine Preschool staff to obtain emergency transportation and medical services for \_\_\_\_\_ whose date of birth is \_\_\_\_\_, should the need arise. It is understood that a conscientious effort will be made to contact me before action will be taken.

Hospital of Choice: \_\_\_\_\_ Hospital address \_\_\_\_\_

Hospital Phone#: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Allergy alert (for cupboard)

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Food Allergy: \_\_\_\_\_ "May Contain Possible Traces" OK? Yes No  
 "Manufactured in a facility that produces" OK? Yes No "May contain" OK? Yes No

Food Allergy: \_\_\_\_\_ "May Contain Possible Traces" OK? Yes No  
 "Manufactured in a facility that produces" OK? Yes No "May contain" OK? Yes No

Non-Food Allergies: \_\_\_\_\_



## Parent Handbook *Updated 8/23/2018*

### Statement of policies and procedures

*In the same way, let your **light shine** before others, so that they may see your good works and give glory to your Father who is in heaven.*

*Matthew 5:16 (ESV)*

Our Mission: To provide a safe environment that provides age-appropriate learning experiences for preschoolers, in order that they may have an understanding of Salvation through Jesus Christ and be academically and behaviorally prepared for Elementary school.

Philosophy: We believe in balancing academic learning with stimulating and fun activities. Children are a blessing from God, and it is our responsibility to provide a loving, structured, and stimulating environment for them to grow in. We want each child to have an understanding of God's love for them. Preschool-age children display varying levels of academic abilities, and should be taught at their own level. We focus on teaching proper classroom behavior and basic academic skills in a way that is fun and motivating.

#### Admission

Our preschool program accepts students who are 3-6 years old by their first day of class, and have not yet attended kindergarten. Students must be potty-trained (in underwear during class). Exceptions to potty-training requirements are made if a child has a physical or developmental disability that delays their ability to potty-train, and is documented by a doctor.

- Students must be at least **three years old by their first day of preschool**. Our school year runs from late August through mid-May. To enroll in preschool, students should be 3 by September 1<sup>st</sup>. If room allows, students who turn 3 after September 1st may start on or after their birthday. If they turn 3 after September 1<sup>st</sup>, they may not turn in their enrollment form until two weeks prior to their third birthday.
- Students should be at least 4 years old by September 1st to enroll in Pre-K.

We welcome all families. We do not require that families attend our church or any church, or adhere to a certain lifestyle or religion. We welcome any family who is willing to allow their child to attend a Christian school where they will be receiving a non-denominational Christian education. (Non-denominational = not restricted to a particular Christian denomination, i.e. Catholic, Methodist, Pentecostal.)

Children of staff members who are school-age (kindergarten and above, up through 11 years old) and are enrolled in and attend a different school may attend occasionally if their parent is teaching on days that their school is closed.

#### Registration

Open enrollment for the fall begins February 1st. Priority registration begins January 22nd for existing students and their siblings. The initial registration requirement is the completed enrollment form and registration fee, and reserves the student's space in a class. Parents need to meet with the director prior to enrollment to determine whether our services will meet the needs of the student and their family. Each student must have an Immunization Record on file at our school in order to attend. There is a new system in Colorado to record personal exemptions to immunizations. A General Health Appraisal Form signed by a medical professional who has seen the child in the last 12 months is required within 30 days after the child's first day of school. These forms are available at [www.greeleysonshine.com](http://www.greeleysonshine.com), and at the school.

### **Students with special needs**

We will make reasonable accommodations for students with special needs, in compliance with the Americans with Disabilities Act. It is the parent's responsibility to disclose any such needs before admission. We strive to individualize instruction, and to integrate children with special needs with the rest of their class as much as possible. We provide routines, transition songs, and simple signs that can be helpful for all children. Our classroom is wheelchair accessible. The parent of a child with special health care needs must provide an individualized health care plan for the child signed by the child's health care provider. The plan shall include the following as needed for the child: *Medication Schedule, Nutrition and feeding instructions, Medical equipment and adaptive services with instructions, medical emergency instructions, and Toileting and personal hygiene instructions*. The plan must be completed by the 30<sup>th</sup> day of enrollment and updated yearly or as changes occur.

### **Hours of operation**

SonShine Preschool is open Monday through Friday, 8am-11am and 12pm-3pm. Please see the school calendar, available at [greeleysonshine.com](http://greeleysonshine.com). For the convenience of parents, we will usually unlock the doors and allow drop-offs 10 minutes prior to the beginning of class. Our doors are normally locked during classes for extra security. Parents are always allowed access to their child and their classroom, and can be let in if they ring our door bell. We will usually unlock the doors again 10-15 minutes prior to the end of class to allow parents to wait in the hall outside of class.

Students must be picked up on time when their class is over. Staff members need to prepare for the next class and possibly pick up their own children from school. Please notify us of any problem or emergency that may make you late. If a student is picked up later than 10 minutes after their class ends, a staff member will remain with the child either in the classroom, office, or playground. The parents must pay a late fee of 3 dollars per minute late, starting the 11<sup>th</sup> minute after class ends, payable directly to the staff member that stayed with their child. If a child is 11 minutes late being picked up, all parent, authorized pick-ups, and emergency contact numbers in the child's file will be called. If we are unable to contact anyone to pick up the child, we may contact Social Services, who may collect your child.

### **Weather**

Our school will close for inclement weather/snow days according to Greeley School District 6. Please check the District 6 website, [www.greeleyschools.org](http://www.greeleyschools.org), on snowy mornings to determine if school has been canceled.

We have daily outdoor recess. Please dress your child appropriately for the weather, providing jackets, hats, and gloves as needed. If precipitation or extremely high winds make it uncomfortable, or it is below 20 degrees or above 99 degrees, we will have active play in the chapel at recess time.

## Tuition

### 2018-2019 Tuition

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A **\$100 annual registration fee** to cover supplies, curriculum, and general operating costs is due with the enrollment form to reserve a spot in your child's class. For students starting after the beginning of the school year, the registration fee is pro-rated \$10 each month at the 20<sup>th</sup> of each month (\$90 if starting September 20, \$80 on October 20, on down to \$20 if starting April 20.) It is separate from tuition. Registration fees are only refundable if the class was already full or becomes unavailable.

**Discounts:** We offer a 50% registration discount and 20% monthly tuition discount for a sibling attending during the same year. Pastors, active duty military personnel, and full-time missionaries are eligible for a 20% discount off of both registration and tuition.

We offer a \$40 tuition credit for each student you refer to us from outside your household who enrolls and pays their registration fee (they must name you on their enrollment form as the one who referred them).

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Please ensure that your payment is received by the due date. **If your account is past due, we will have to deny admission of your child until payments are up to date.** If you are more than 10 days past due, your child's enrollment may be revoked with no refund of the registration fee. A fee of \$25 will be charged for returned checks. If a check is returned, payments in cash will be required for the remainder of the school year.

### **Notification:**

Please give us 2 weeks advanced notice if you plan to withdraw your child. We will also give two weeks advance notice in the highly unlikely event that we would withdraw services. In the event that the actions of a student or parent endanger the welfare of the other students or staff members, there may be immediate suspension.

### **Supervision**

A sign in and out log will be at the entrance to the preschool classrooms. The person dropping off or collecting each student is required to sign that child in and out each time. Teachers will frequently count and ensure that all children's whereabouts are known at all times, using the sign in and out log as necessary. Students will not be permitted to be in a room (except restrooms) or playground without staff supervision. Staff members are responsible for ensuring that all children are safe, supervised, and accounted for at all times.

Before leaving for the day, the last teacher on duty will ensure that all children have been signed out and that the classrooms and adjoining restrooms are empty. If any child has not been signed out, and the teacher cannot specifically remember that child leaving, they will call the contact numbers for that child until they reach someone that can reassure them that the child has been picked up.

### **Discipline**

SonShine preschool teachers love children. In loving them, we will show them that we care by setting firm boundaries and high expectations for behavior. We emphasize manners and respect for adults, children, and our school. We do not allow bad language or hurtful behavior. Discipline will be age-appropriate- with verbal correction and warnings, time-outs, and loss of privileges.

We do not use physical punishment such as spanking with our students. We will use forms of discipline such as time-out and loss of privileges, and allowing children to experience the natural and logical consequences for their actions (for example, if Johnny paints on Molly, he gets his paint taken away and has to help clean off the paint). Our main preventative forms of behavior management include providing a consistent schedule and routine, and using positive reinforcement and redirection. Some positive reinforcement may include praise, stamps, stickers, or rewards.

**Traffic Light Behavior System:** We use a visual traffic light system to monitor student's behavior and encourage children to use self-control. Each child's named School Bus begins on green light each day, and stays there for good behavior. Students will receive verbal reminders if they misbehave. Students who continue to misbehave will have their name moved to yellow light, with an explanation and a reminder that they need to show good behavior in order to move back to green light. Students who continue to misbehave will have their name moved to red light, lose a sticker from their name tag, and receive a time-out. A student who bites someone or who does something extremely and purposely violent may be moved straight to red, skipping yellow light. Time-out will be in a visible corner on the room/ playground for roughly the number of minutes matching the child's age, followed by an explanation of the unacceptable behavior and having the child apologize. Students have the opportunity to display good behavior for an extended period of time to earn their way back to green light. Each child with their name on green light at the end of class receives a sticker on their name tag. Five

stickers (five good days) earn them the privilege of selecting a small prize from the “Prize Box.” Once used, the five stickers are peeled off and stuck to their art folder, so that they can begin earning stickers towards another prize. Please note that at our school, time outs are rarely needed, and tend to occur less than 4 times total in the entire school per year.

Major disciplinary issues (any red light or time-out) will be discussed with parents. A text message will be sent to parents at the time that a child receives a time-out. If we are unable to control behavior in a child that is frequently dangerous or unacceptably disruptive, even after having a conference and a behavior plan, we may have to suspend or withdraw a child for the safety and well-being of the other children in our care.

### **Injuries and Illnesses**

Please text the lead teacher if your child will miss school, and let us know why so that we may pray for them if they are ill.

For the health and well-being of all our students, please do not send a child to school if they are ill. Here is a list of symptoms:

**Diarrhea, vomiting, sore throat, earache, discharge from ear, suspicious skin rash, eye infection and/or temperature over 100 degrees Fahrenheit.**

If any of these symptoms are present, do not send your child to school. If your child comes to school with any of these symptoms, he/she will be sent home. If your child becomes ill at school, the child will be separated from the group and asked to rest. Parents will be notified and required to pick their child up immediately. If your child has had a fever, diarrhea or vomiting, please allow at least 24 hours after symptoms abate before they return to school.

If your child is on antibiotics for a contagious disease, they must be on them for 24 hours before returning to school.

The common cold, runny nose, and lingering coughs are not illnesses requiring a stay home unless they are severe enough to make the child too uncomfortable to participate normally in preschool activities, or your parent intuition tells you that they should stay home. Please communicate any health concerns to us so that we can work as a team to care for your child. **Please teach your child to cover their coughs and sneezes with the inside of their elbow, so they don't “spray germs on their friends or get germs on their hands.”**

If your child is diagnosed with a communicable illness such as **hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella**, please keep them out of school and notify SonShine Preschool staff immediately. We are required to report the illness to the Colorado Department of Public Health and Environment, and will post a note by the sign in/out book. The child's confidentiality will be maintained.

If your child is seriously injured, we will provide emergency first aid, get emergency medical treatment for your child if necessary, and notify you as soon as possible. If we need you to pick up your child, we will separate them and have them rest until you arrive.

If your child has a minor injury that does not require emergency medical attention, we will provide first aid and notify the person who picks up the child, in writing.

### **Emergency procedures/ Severe Weather**

Parents and/ or authorities will be contacted in case of injury or severe disaster. Emergency transportation will be provided by ambulance if appropriate.

- **Lost Child:** If a child goes missing, we will immediately begin a thorough search, recruiting any available adults, while still supervising remaining students. If the child is not found quickly, authorities and parents will be notified.
- **Tornado Warning:** We will go to the windowless ladies' restroom in the basement until the warning is lifted.
- **Lock Down:** We will hide in the classroom restroom with the classroom and restroom doors locked.
- **Flood:** We will move to higher ground.
- **Fire/ evacuation:** We will evacuate out the door nearest to the classrooms (the north-west doors), or the west doors. We will gather by the fence at the back (south) of the property, by the red evacuation sign, and notify authorities.
- **Off-Site evacuation:** If for some reason we are required to evacuate off the property, we will walk to the Greeley police station. We will use the wagon from the nursery if needed to transport children with special needs. We will bring any necessary equipment, medications, and special diet foods. If phone service works, we would contact parents via text message. In such an emergency, parents would reunite with children there. The address is 2875 10<sup>th</sup> St., Greeley, CO 80634. Their phone number is 970-350-9605. The cell phone number of Mala Calkins, director of SonShine Preschool, is 970-405-4622.
- **Long Distance evacuation:** If local disaster personnel required us to evacuate children out-of-town, we would use church vehicles and make every effort to contact parents. If we are unable to contact parents, parents would need to inquire with local emergency personnel regarding our whereabouts.

### **Signing In and Out**

All students must be signed in by the person who brings them, and signed out by a person authorized (in writing or verbally) by the parents or guardians to pick up the child. They may not leave alone. School-age children who occasionally attend with parents who are teachers must be signed out by their parent, and may only leave alone if their parent gives permission.

Students will only be released to persons authorized by the parents or guardians to pick them up. If the person is a stranger to staff, they must show a valid picture ID to prove that are one of the people authorized to pick up the child. If an unauthorized person attempts to collect a child, staff will not release the child to them, and will contact the parents. If the unauthorized person persists or acts in a way that causes suspicion or alarm to staff, staff will lock down the school and call the police immediately.

### **Visitors and Volunteers**

Visitors and volunteers must sign a visitor's log with the time, date, and purpose of the visit. Parents and guardians are welcome in their child's class at any time their child is present. Other visitors and volunteers must be approved by the director and the teacher of the classroom they wish to enter.

Part of elementary school readiness is learning to be comfortable at school for a little while without one's parents. Therefore, we invite parents to come in if they wish on their child's show-and-tell day for any period of time as a guest/volunteer. This is not required and is meant to be purely optional, with no pressure attached. Other school days are an opportunity for your child to get used to having a little time of independence, without their parents. If you have specific days you wish to come, let us know so we can try to arrange the show-and-tell schedule accordingly.

Volunteers will be supervised and under the direction of the director and the classroom teacher. Any adult volunteer working as a volunteer staff member to meet required staff to student ratios who works more than 14 days in a calendar year, must submit fingerprints to the CBI for a criminal record check.

### **Excursions/ Transportation**

SonShine Preschool does not provide regular transportation of students. However, special excursions may occur during the school year. Our normal plan for field trips is to have a number of parents to volunteer to drive a small number of students each in their personal vehicles.

For field trips:

- Parents will be notified in advance of any field trip and its transportation plan, and a parent/guardian signature of permission will be required for each child who attends a field trip.
- Children will be actively supervised while on excursions. We use small groups led by parent chaperones.
- An itinerary, cell phone number of an attending staff member, and list of children and staff attending will be left in the office, and emergency contact information and authorization for each child will be brought along on the field trip.
- Parent chaperones and staff members who are transporting students in their own vehicles must provide a copy of their driver's license, vehicle insurance, and any liability insurance. Each vehicle transporting students on a field trip must have a first aid kit (provided by the school if needed) and a cell phone to call the director and/or authorities in case of an emergency.
- All children will be buckled up in individual suitable and properly installed child restraints/ seat belts at all times while vehicles are in motion, as required by Colorado law if they are in a vehicle with a capacity of 16 or fewer passengers. In vehicles with a capacity of 16 or more passengers (such as a bus), seat belts are not required. Children will be loaded and unloaded out of the way of traffic.
- If a child comes to the school late when their class is already away on a field trip, they may:
  - Stay with another class (if it is in session and has room)
  - The parent can wait with the child until the class returns
  - The parent can bring the child to meet their class at the field trip location.

### **Media Use**

We love music at SonShine Preschool! We will listen to many types of appropriate music that is free from profane language or content, with no time limit.

We won't be watching any regular television, but may watch an *occasional* age-appropriate (rated G) video for educational purposes, to go along with a theme, to illustrate a Bible topic, or for a special treat. This would only

be for 2 hours per month maximum, if at all. We normally have two pajama days per year, when students wear their pajamas and we watch a short video towards the end of class. We don't anticipate using computers/ children's video games with the preschoolers, but computer use would be subject to the same total combined 2 hours per month "screen time" limit.

### **\*Medication at School\***

Since our class times are short, it is highly unlikely that you will need us to give your child medicine, as you should be able to administer it before or after school.

To give your child necessary prescription or non-prescription medication, **including Tylenol/ ibuprofen**, at preschool, we must have the following (we have forms available):

1. **Medication** in its original container labeled with child's first and last name. Prescriptions must have the pharmacy label attached that lists: Child's name, prescriber's name, pharmacy name & telephone number, date prescription was filled, expiration date of medication, name of medication, dosage, how often to give the medication, and length of time the medication is to be given.
2. **Note signed by parent/ guardian** with permission to give medication
3. **Note from doctor/ prescriber** with specific medication, dose, time, reason, possible side effects, duration to be given, and signature.

\*Please use the Medication Administration Authorization form provided on our website at [greeleysonshine.com](http://greeleysonshine.com)\*

IF ALL 3 OF THESE REQUIREMENTS ARE NOT MET, WE CANNOT ADMINISTER THE MEDICATION. CHILD CARE MEDICATION POLICY IS A COLORADO CHILD CARE RULE. Our license depends on complying with these rules.

Be sure to hand us the medicine to lock in our medicine cabinet. **Never leave medication in your child's possession or in their bag.** Unused medication will be sent home or destroyed according to medication administration guidelines. Only staff members who are delegated by our nurse consultant and director, and who have completed a medication administration course may administer medications. Medication administration will be logged.

**If your child has a severe allergy or severe asthma, we will need a health plan on file.**

### **Personal Belongings**

Please label all belongings. Please have your child bring a regular-sized back pack each day, labeled with their name (we provide labels that hook onto the top loop). It should contain one zip-lock bag with a complete change of clothing: short-sleeved shirt, long pants, underwear, and socks. Each child will have a hook on which to hang their bag. The backpack should also contain the child's Art Folder.

**In cold weather:** Please send a jacket with a hood or a hat. Please send snow boots, snow gloves, and snow pants on snowy days if you have them. We have a class supply of soft, non-waterproof gloves for chilly days..

**Drinks:** Please do not send beverages or sippy cups. We provide access to drinking water at all times from disposable cups (we have a disposable cup dispenser by the sink in our classroom). Your child is welcome to keep a water bottle with water in their backpack.



**Comfort objects:** Such as blankets or stuffed animals are better left at home. If your child has trouble adjusting to new situations without them, please speak with us and we can allow one temporarily.

**Toys/ other items from home:** Each day, we will rotate to allow a different child to bring the show-and-tell for the day. They are called “The SonShine Kid.” You will be notified in advance. A student may only bring a toy/show-and-tell on their show & tell day. They will be encouraged to show it to the class, tell something about it, and pass it around briefly (if practical). Bringing a toy is risking losing or breaking a toy. We cannot be held responsible for any belongings that come with your child. Please, no toy weapons or electronics (tablets/Nintendos). If your child has a questionable idea for a show-and tell, please feel free to call us beforehand.

**Bottles and Pacifiers:** Preschoolers are big kids, and we encourage them not to use bottles or pacifiers at school. Please leave them at home, or if you prefer, we can encourage a child who is used to having one to put it away in their bag so they can “Be a big kid.”

**Money:** We cannot be responsible for your child’s money. If you are sending money for a field trip or special event, please place it in a labeled envelope or baggie and hand it directly to your child’s teacher.

### **Food:**

We have lots of fun and burn lots of energy at preschool! Please ensure that your child gets plenty of rest and a good meal before they come to school. Please do not send individual personal snacks unless your child has a food allergy or special need. We wash our hands and pray before our snacks, and encourage healthy eating habits.

***For the safety of children with nut allergies, we do not serve nuts. Please do not send in any products containing nuts. We do not claim to be a nut-free facility, but we try our best to avoid having nuts in the classroom.***

**Regular day snacks:** The Colorado Department of Health is fairly picky about what parent-provided foods we are allowed to serve to the class. They need to be in store-bought, unopened packages. We can’t accept things that could spoil before they arrive, like refrigerated dairy products. The only fresh fruit/veggies we can accept are: packaged carrots, packaged apple slices, bananas in peel, Cuties /oranges in peel. On your child’s show & tell day, please send in store-bought snacks for the entire class. For variety, snack should consist of food from 2 different food groups. Snacks that are reasonably healthy (not too sugary) are preferred for regular days. Juice and fruit snacks are very sugary, and should not be sent for regular day snacks.

**Birthdays:** We welcome special store-bought treats (like cupcakes, donuts, cookies, or pudding cups) and juice for birthdays. We will send home a note to notify you of when we would like to celebrate your child’s birthday in class, so you can send treats that day. Your child will receive a personalized birthday crown and choose a small gift from the Birthday Box. We will place a candle in your child’s birthday treat, sing to them at snack time, and text you a photo.

**Class Parties:** For class parties, a sign-up sheet for treats and other needs will be available.

**Please notify us of any special dietary needs or allergies your child may have.** If your child is allergic to components that are likely to be in most snacks (gluten, dairy, etc.), please keep a supply of safe snacks at the school for them to have if our regular snack contains their allergen.

### **SonShine Kid (Show & Tell & Snack)**

Our monthly newsletters will include a show & tell calendar. Each class will be one child's "SonShine Kid Day." The child will bring something for show & tell, and the parents will send snack for the entire class that day. They are called the "SonShine Kid," get a special spot on the rug at Carpet Time, and get to choose the special toy basket of their choice from the cupboard at play time. The snack should be reasonably healthy, and have foods from 2 different food groups. Examples: Bananas & a box of saltines, Cutie oranges & a box of cereal, packaged apple slices & vanilla wafers, or a jar of apple sauce & a box of wheat thins.

### **Potty-Training**

Our policy is that students must be potty-trained (in underwear- NOT pull-ups- during class time) unless there is a documented special need that delays training. Of course, preschool-age children are prone to accidents, which is why we ask that you always have a change of clothes in their bags. We have a great bathroom adjoining our classrooms with a small child-sized toilet. We encourage independent use of the toilet. Please send your child in clothing that they can easily pull down and up with minimal help, to promote independent use of the bathroom. "Onesies" are not allowed because they are not conducive to independent toilet use. We will ask students if they need to go to the bathroom if they are "doing the dance." We believe that preschool-age children should be allowed to use the bathroom whenever they want to, to avoid accidents.

At the beginning of each school year, we will teach all the children the proper way to use the bathroom and how to wash their hands after each time.

If a child has an accident, we will have them change into their clean clothes and send the dirty ones home in the zip-lock bag in their backpack. We have wet wipes on hand to clean them up if needed. We will not embarrass or discipline children for having accidents. Sometimes children start having accidents in a new situation, and then when they become accustomed to where the bathroom is and how to take the initiative to go, they get much better. Please communicate any needs your child may have, such as needing to be reminded to go more often.

We encourage preschoolers to learn to wipe themselves, but will assist with wiping if asked and if we feel it is necessary.

If a child is using the toilet, we encourage them to close the door for privacy, and try to make sure that there are no other children in the same room when the child is using the toilet.

For children with a condition that requires diapers, we will wear gloves when changing diapers. The child will be changed on the bathroom counter, which will be disinfected after each use. Parents must provide diapers and wipes for children needing diapers.

### **Parent - Teacher Conferences**

Parents are encouraged to stay in frequent contact with their child's teachers, and communicate about their child's behavior, progress, and social and physical needs. The director welcomes your texts, phone calls, e-mails, and would love to chat before or after classes whenever possible. Formal conferences are normally scheduled in October and February.

### **Immunizations**

The law requires that we have a current immunization record completed for each child *before they begin care*.

- We strongly encourage you to immunize your child according to your doctor's schedule, to prevent serious or deadly diseases, and also to protect other children who are too young or medically unable to be immunized.
- Some parents do legally exempt their children from some or all immunizations, so there is a chance that some of the students in our school will not be immunized.
- If you fill out on the immunization card that you abstain from immunizations, your child may be excluded during outbreaks of certain diseases. There is also a special online procedure to follow if you are opting out of immunizations.

### **Smoking**

- Smoking is prohibited during business hours in all areas where child care is provided, and when transporting children on field trips. As much as possible, children will be protected from second hand smoke on excursions. Please protect your child and their belongings from second-hand smoke.

### **Licensing:**

- A recent state licensing inspection report is available upon request
- **Reporting complaints:** We are licensed by the state of Colorado. If you have licensing complaints you can report them by contacting :  
**Colorado Department of Human Services**  
**Division of Child Care**  
**1575 Sherman St.**  
**Denver, CO 80203**  
**(303) 866-5958**
- For the official Rules Regulating Child Care Centers, please consult the Code of Colorado Regulations (12 CCR 2509-8) or contact Lexis-Nexis at 1-800-227-9597 or the Secretary of State, Information Center at 303-894-2200, x6418. The secretary of state's website is [www.sos.state.co.us](http://www.sos.state.co.us).
- Colorado law requires child care providers to report all known or suspected cases of child abuse or neglect. To report suspicions of child abuse or neglect, contact:  
**Weld County Dept. of Human Services**  
**(970) 352-1551 ext. 6211**
- United Way notifies us by e-mail of recalled toys and other recalled items. Recalled items will be removed from our facility.

## **New Snack Regulations for SonShine Preschool**

**\*Please Read Carefully\***

The Health Department has informed us of some stricter rules concerning the parent-provided snacks that a licensed preschool is allowed to serve to its students. Sadly, this puts limitations on some of the snacks that you are allowed to send in for your child's class. It also forbids home-made food, even for birthdays and party days ☹ Please keep in mind that our school is not the one making these rules up- we are simply required to follow health department rules. Thank you for your understanding and cooperation!

1. Snacks sent by parents for the entire class must be nonperishable and factory sealed (store-bought). Examples: Crackers/Cereal, canned or jarred fruits.
  - a. The following produce items only are also still OK: Bananas in peel, Cutie/Mandarin oranges in peel, bagged baby carrots, store-packaged cut carrot sticks, store-packaged cut celery, prepackaged apple slices.
  - b. The following are NO longer OK: Perishable dairy products such as Go-Gurts, yogurt, string cheese, or milk. The health department's reasoning is that the school was not in control of proper refrigeration before these potentially spoilable products arrived at the school from parents.
2. No more home-made party or birthday treats: this is the saddest part. We are sorry ☹ The health department requires the food to be prepared in a licensed & inspected kitchen, so birthday/party treats must come from the store.
3. If your child has a strict special diet and regularly brings their own snack from home, there are no restrictions for what you send for just your own child.
4. **SonShine Preschool Rule: Please don't send anything with peanuts or nuts.** (Seeds are ok). We want to protect our severely allergic students from mistakenly ingesting them, as they are so young.

Thank you for your cooperation!

## GENERAL HEALTH APPRAISAL FORM

Due within 30 days of first day of attendance.

SonShine Preschool Fax: 970-352-2769

**PARENT please complete AND SIGN**

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Allergies:  None or Describe \_\_\_\_\_

Type of Reaction \_\_\_\_\_

Diet:  Breast Fed  Formula \_\_\_\_\_  Age Appropriate

Special Diet \_\_\_\_\_

Sleep: Your health care provider recommends that all infants less than 1 year of age be placed on their back for sleep.

Preventive creams/ointments/sunscreen may be applied as requested in writing by parent unless skin is broken or bleeding.

I, \_\_\_\_\_ give consent for my child's care health provider, school child care or camp personnel to discuss my child's health concerns. My child's health provider may fax this form (& applicable attachments) to my child's school, child care or camp personnel. FAX #: \_\_\_\_\_ DATE: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

### **HEALTH CARE PROVIDER: Please Complete After Parent Section Completed**

Date of Last Health Appraisal: \_\_\_\_\_ Weight @ Exam: \_\_\_\_\_

Physical Exam:  Normal  Abnormal (Specify any physical abnormalities) \_\_\_\_\_

Allergies:  None or Describe \_\_\_\_\_ Type of Reaction \_\_\_\_\_

Significant Health Concerns:  Severe Allergies  Reactive Airway Disease  Asthma  Seizures  Diabetes  Hospitalizations  
 Developmental Delays  Behavior Concerns  Vision  Hearing  Dental  Nutrition  Other \_\_\_\_\_

Explain above concern (if necessary, include instructions to care providers): \_\_\_\_\_

Current Medications/Special Diet:  None or Describe \_\_\_\_\_

Separate medication authorization form is required for medications given in school, child care or camp

**For Fever Reducer or Pain Reliever (for 3 consecutive days without additional medical authorization) PLEASE CHOOSE ONE PRODUCT**

Acetaminophen (Tylenol) may be given for pain or fever over 102 degrees every 4 hours as needed

Dose \_\_\_\_\_ or see the attached age-appropriate dosage schedule from our office

**OR**  Ibuprofen (Motrin, Advil) may be given for pain or for fever over 102 degrees every 6 hours as needed

Dose \_\_\_\_\_ or see the attached age-appropriate dosage schedule from our office

Immunizations:  Up-to-Date  See attached immunization record  Administered today: \_\_\_\_\_

**This child is healthy and may participate in all routine activities in school sports, child care or camp program. Any concerns or exceptions are identified on this form.**

**Provider Signature**

Date: \_\_\_\_\_ Next Well Visit:  Per AAP guidelines\* or  Age \_\_\_\_\_

**Office Stamp:**