



Student Handbook

2023-2024



Welcome to Central Baptist's Sonshine Preschool. We are excited about the 2023-2024 school year. Thank you for allowing your child to be a part of our program. We are blessed with a wonderful staff who love teaching little ones about God and His love for us!

This Handbook outlines our policies and procedures at Sonshine Preschool as well as lets you know more about our day to day life at school. Our school is a ministry of Central Baptist Church and adheres to the beliefs of the church. As part of our curriculum, we will be teaching all of the children that everything in the Bible is true and that Jesus loves each of them so very much.

Our church website has a detailed section about "Our Beliefs" which can be found at centralwr.com. It is a lengthy statement which near the end addresses some of the topics that are of great concern in our society today.

We are aware of the great trust that you have placed in us by enrolling your child at this school. We are committed to doing our best to keep your child safe while making this a fun school year. We commit to you that your child will receive our very best in preschool education, social skill development, and spiritual nurturing.

I look forward to getting to know each of you throughout the school year. If you have any special concerns or questions about what we will be teaching your child this year, please feel free to call me at school at 478-953-9319 or email me at connie@centralwr.com.

Again, thank you for allowing us to have a special part in your child's preschool education.

Sincerely,

Connie Custer
Connie Custer
Sonshine Preschool Director

CENTRAL BAPTIST SONSHINE PRESCHOOL **CALENDAR—2023-2024**

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| Aug. 15-17 | Tues-Thurs. | Pre-Planning |
| Aug. 22 | Tuesday | Open House |
| Aug. 23 | Wednesday | First Day of School |
| Sept. 4 & 5 | Mon & Tues. | Labor Day/School Holidays |
| Oct. 6-13 | Fri-Friday | Fall Break/Columbus Day |
| Nov. 10 | Friday | Veteran's Day |
| Nov. 20-24 | Mon-Fri | Thanksgiving Holidays |
| Dec. 18-Jan. 3 | Mon-Wed. | Christmas Holidays |
| Jan. 15 | Monday | M. L. King Holiday |
| Feb. 19 & 20 | Mon & Tues. | President's Day/Winter Holiday |
| March 28 | Thursday | Easter Egg Hunt—10 AM |
| March 29-April 5 | Fri-Friday | Spring Break |
| May 17 | Friday | Last Day of School |

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| <u>REGISTRATION FEES:</u> | 1 day a week- \$30 2 & 3 days a week- \$65 3 yr. & 4 yr.-- 5 days a week--\$75 K5-5 days a week--\$80 |
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TUITION:

DUE FIRST OF EACH MONTH-September-May.

Tuition can be paid by the year or in 9 monthly installments. Even though we begin school in August, we pay tuition September through May (note: we finish school the 3rd week of May so it equals out to 9 months of school.) **Even if your child is out for part of the month, their monthly tuition installment is still due.** This policy is necessary in order for us to have adequate funds to pay our teachers and supply bills. The only exception to this rule is if your child withdraws from our preschool program before the end of the school year.

***There will be a **\$10.00 late fee** for payments made after the 10th of the month & you will automatically receive an invoice.

PMO/1 day a week-\$55 monthly (If paid by credit-\$57)
2 Yr. Olds/2 days a week-\$125 monthly (If paid by credit-\$130)
3 Yr. Olds/3 days a week-\$150 monthly (If paid by credit-\$156)
3 Yr. Olds/5 days a week-\$185 monthly (If paid by credit-\$192)
Pre-K4/5 days a week-\$190 monthly (If paid by credit-\$197.50)
Kindergarten Class--\$195 monthly (If paid by credit-\$202.80)

BOOK FEE: \$35 for all 3 year old classes; \$70 for Pre-K4 &
\$75 for Kindergarten classes to cover their A-Beka phonics workbooks.

School Fees can be paid in a variety of ways—cash, check, On-line Billpay, Pay-Pal or we can take a credit card in the preschool office. ****When using a credit card or PayPal-there is a 4% service charge.** This is what they charge the school for this service. There is a \$25 fee for any returned checks.

****PLEASE be sure to put your child's name as the account number on the memo line for a check or on PayPal.** If their name is not listed then we do NOT know which account to credit.

MAKE CHECKS PAYABLE to CENTRAL BAPTIST PRESCHOOL Checks should be left in the tuition mailbox on the wall by Mrs. Connie's office or in the tuition box on her desk. If paying by cash, please get a receipt from Mrs. Connie or Mrs. Laurie.

--If you prefer to use “Online Billpay”, please be sure to make the check out to Central Baptist Preschool & put your child's name as the account number or on the memo line.

--If paying by PayPal—go to Sonshine@centralwr.com--

--We have a “Square” in the preschool office to take credit card payments.

AGE REQUIREMENT: Students must reach appropriate birthday by September 1st.

Students in the three year old and older classes should be potty trained*

HOURS: **9:00 AM until 12:00 noon.** You may drop off your child as early as 8:50 in the morning. The teachers will be busy setting up their rooms and at Prayer Circle before this time so please do not drop your child off early. Please do not be later than 12:10 at pickup as children tend to get anxious if parents are late. There will be a late charge of \$10 for a child picked up after 12:10 PM. If you have an emergency or prior arrangements have been made, no late charge will be assessed.

****For the safety of the students, the school doors near the preschool parking lot & the preschool office will be locked by 9:15 each morning. We will reopen around 11:50-11:55. If you need to pick your child up early then you will need to use the front doors of the church and come by the preschool office counter to ring the doorbell for help. Thanks in advance for helping us to keep your children safe. Your child's safety is of the upmost importance to our staff.**

SAFETY: Children are to be escorted in and out of the building by an adult. Please do not allow your child to run around the building unattended. Please be especially careful in the parking lot and always keep an eye on your child and watch out for other children when driving. Children should not be on the playground unsupervised. **Children should never be left alone in your car.** If someone will be picking your child up for the first time, please have them bring a picture ID to show the teacher at pickup time.

CAMERAS: Each of our preschool classrooms and all of our hallways at the church have cameras in them recording at all times for your child's safety. For the safety of our students, the preschool office and church office monitor the hallways of the preschool.

DISCIPLINE POLICY: Preschool is often the first time that a child has been in a classroom setting and has to learn to share and interact with peers. Our teachers will work with their students to help them learn what it means to be in a classroom with others. Students who exhibit inappropriate behavior will be given loving instruction. If a child has continual difficulty being in the classroom, they may be sent to the preschool office for Time Out. Parents will be notified if their child has to go to the office. If a problem continues to exist, we will meet with the parents to make a plan of action for the child.

REMEMBER: We do not know how to contact you unless you tell us. Please be sure that the information on your child's registration form is current. Please let your child's teacher or the preschool office know if we should contact someone different than what is on your form in case of an emergency. We will call you and/or text you if there is an emergency with your child. If we cannot reach you then we will call the other emergency contacts on your child's form.

ILLNESS: Please keep your child at home if he has had any of the following symptoms in the past 24 hours: Fever over 100 degrees; Diarrhea; Earache; Nausea or Vomiting; a cold accompanied by coughing, sneezing, runny nose, chills, sore throat; Pink Eye; Rash or skin eruptions. The Health Department advises that children should stay at home for at least 24 hours after they no longer have a fever, without using fever-reducing medicine.

Please advise us of any ALLERGIES or special medical conditions your child may have. Please especially remember to do this if your child develops an allergy during the school year.

Send written instructions if special attention is required, especially if your child may need to have an Epipen for an allergic reaction. We do NOT administer medicine to students. However in cases of a severe allergic reaction where it is deemed an emergency, we will administer liquid Benadryl to your child but only after attempting to contact the parent first and only in extreme emergencies.

Please do not come into the building if you are sick or bring a sibling who is sick with you to pick up a well student from school.

If your child has been exposed to a highly contagious illness, please keep them at home.

EMERGENCIES: In case of an emergency, we'll attempt to reach a parent. If immediate attention is required, we will take them promptly to Houston Medical Center. We keep your child's registration form with emergency numbers on file in our office, so please remember to advise us when your emergency number changes so we can reach you.

SNACKS: The teachers in Pre-K and younger classes will have a monthly calendar for snacks. Each child will have a turn during the month to bring snacks for the class. This is their special day when they get to share with their friends. If your assigned day presents a problem, please let the teacher know as soon as possible so changes can be made. All snacks need to be in unopened packages. One sweet and one salty snack works best, sometimes we have picky eaters and this will give them a variety in case there is one that they do not like.

We are asking that no cut up fruit from home or homemade snacks be brought for snack time. Some favorite snacks include: sliced cheese & crackers, containers of prepackaged fruit, muffins, goldfish, animal crackers, graham crackers, or pretzels. Most parents prefer a healthy snack so please **do not** send in cupcakes or iced cookies for snacks unless it is for a birthday party or special holiday celebration. Goodies that are packaged and sealed from a bakery are acceptable.

Please **NO HARD CANDY OR “BIGGIE M & M”S even in treat bags—** These are a choking hazard to all preschoolers and **NO MARSHMALLOWS OR POPCORN** for the 2 & 3-year-old classes as it can be a choking hazard to young children. The teachers will make sure to assign your child a snack day near their birthday.

** If you are concerned about your child's dietary needs and do not wish to participate in the snack rotation for class, you are welcome to send them a snack each day they attend school—parents have done this in the past and it has not been a problem.

ATTENDANCE: Although attendance is not mandatory at our school, we always remind parents that when students miss school excessively that they often get behind in their school work, especially in the Pre-K and K-5 classes. If your child is going to be out for a number of days, please let the teacher or office know and we will be glad to send their school work home with you. Attendance will be taken in Pre-K and K-5 as often we receive requests from the schools that students will attend the following year wanting to know if the child had excessive absences.

SHOTS: All students are required to have a current immunization certificate on file in our school office. This is the same form used for Georgia schools-- [Form #3231](#).

CLOTHES: Please allow your child to wear comfortable play clothes that are suitable to running and messy activities such as painting. Remember that some clothes make it difficult for a child to go to the bathroom by themselves so please let them wear clothes that they can remove easily. Belts are especially hard to unhook. Girls should wear shorts or bloomers under dresses.

Tennis shoes or sturdy shoes suitable for running and skipping are best. If at all possible, we ask that you NOT send your child in shoes that must be tied but rather ones that either slip-on or Velcro. Often shoelaces come untied and children trip on them and they are very difficult to keep tied. Please **NO cowboy boots, flip-flops, high heels or backless sandals**. Students cannot play in the gym with hard sole shoes—soft sole shoes work best. Students tend to fall or lose their shoes when running when they don't have a back to them.

Please no “hoop” earrings for preschoolers with pierced ears. There is a danger that it may get caught while playing with other children.

Students are not to wear costumes, dance outfits, or character outfits unless it is a class party where the teacher asked you to dress up.

All children should keep a seasonal change of clothing at school or in their backpack in case of spills or accidents.

Please label all coats, sweaters, and jackets. We will go outside to play unless it is extremely cold so **please remember to send your child a jacket to school**.

NEWSLETTERS & E-MAIL: School newsletters will be sent home with your child several times a year telling you of upcoming events. Flyers will be sent home regarding school pictures, programs, and other activities throughout the year so please make sure to check your child's papers or backpack for important notes. Your child's monthly calendar will keep you informed about their upcoming units of study and the Bible stories they are learning in class.

If you put your family's email address on your child's registration form, we will also be emailing you our school newsletters. We will also send reminders by email as well as by notes in the student's backpacks this year for important school wide events such as Pajama Day or the Easter Egg Hunt.

Please let the preschool office know if your e-mail address changes or if you do not receive any notices from the school.

We will be utilizing an app called ClassDojo to help better communicate with our parents. Your child's teacher will send home information on how to set this up for your child.

WEATHER: If inclement weather prevents us from having school, we will attempt to e-mail parents & leave a message on our answering machine at school. **Generally, if the Houston County School System closes for inclement weather, then we will be closed.** This will be announced on local TV & radio stations.

CONFERENCES: Please feel free to call the director at any time during the year to schedule a conference with your child's teacher. If you have any concerns about your child's class or school, please make these concerns known to the director so we can address the issue as soon as possible. Please remember that our school and church are here to minister not only to your child, but also to you so if there is any way we can help your family, please let us know. The preschool staff has Prayer Circle each morning before school. We always remember our students at Prayer Circle and include their families' special requests.

PLEASE: DO NOT BRING LATEX BALLOONS TO SCHOOL, even for special days/birthday celebrations. Normally, latex balloons are the solid color balloons that you can see through. We have staff and students with a latex allergy, which can be life-threatening. Thanks for your help in this matter.

PERSONAL BELONGINGS: Please do not allow your child to bring toys, dolls, marbles, cough drops, gum, candy, or money to school. Children do not always want to share their personal belongings, so please leave them at home. Also, some children may have a tendency to put small items in their mouth even though your child may not. Your child's teacher will let you know if her class is having a "Show and Tell" day so that your child may bring a personal item.

PICTURES: Throughout the school year, the teachers will be taking pictures of the children in their classroom for various art projects and for the Graduation Power Point that will be shown during our Graduation Ceremonies. We may at times put pictures on the church's Facebook page of our students doing something fun but we would never put their name on these posts.

Please let the preschool office and your child's teacher know if you do not want your child photographed.

TUITION: If for some reason the school has to close due to health concerns or other unforeseen circumstances, tuition will only be due for the months that classes have met.

BACKGROUND CHECKS: Anyone working with our preschoolers is required to have a background check as a safety precaution. All of our teachers, substitute teachers and staff of the church must have a current background check on file at Central to work with anyone under the age of 18.

Dismissal From School Policy:

Sonshine Preschool reserves the right to dismiss any child if, after entering the program, the child seems unable to participate in the classroom or has difficulties interacting with other students. In this case, the family would no longer be obligated to pay the student's tuition for the remaining part of the school year.

If Tuition Fees are not paid after being reminded by the preschool office, the school reserves the right to dismiss a child. We will always send you a reminder if you are behind in paying your tuition and are willing to work out a payment plan if needed.

****Our school is not equipped to meet the needs
of every child, therefore we reserve the right
to deny admittance if the school believes
that we cannot adequately meet the child's needs.****