

## **SONSHINE PRESCHOOL**

**Parma Heights Baptist Church  
8971 West Ridgewood Drive  
Parma Heights, Ohio 44130  
440-886-7485**

**David Griffey-Minister of Christian Schools  
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**Web site: [www.phbaptist.org](http://www.phbaptist.org) (click on “Sonshine Preschool”tab)**

### **A Community Service of Parma Heights Baptist Church**

**TYPE OF SCHOOL** -- We are a private, non-profit, self-supporting Christian Preschool for 3-5 year olds supervised by the Christian Schools Ministry of Parma Heights Baptist Church.

**PURPOSE AND PHILOSOPHY** -- To provide a Christian education, which will help prepare 3-5 year olds for the more formal kindergarten experience. Proper group interaction is of extreme importance in forming positive attitudes in the child. When a child feels secure and learns to function in a cooperative manner with others, the acquisition of educational concepts readily occurs. Our desire is that each child realizes his potential and recognizes that he/she is valued by God and others.

#### **OBJECTIVES:**

1. To provide an environment where parents can leave their pre-school children and have peace of mind.
2. To give the child an opportunity to grow intellectually, emotionally, physically, socially, and spiritually.

#### **INTELLECTUALLY**

- a. Teach names of objects encountered in daily living.
- b. Learn basic color concepts.
- c. Learn to follow simple directions.
- d. Begin learning alphabet and numbers.
- e. Learn basic living skills.

#### **EMOTIONALLY**

- a. Help develop a sound self-image.
- b. Provide opportunities for creative endeavors and expression through singing, drama, crafts, etc.
- c. Learn to enjoy others.

#### **PHYSICALLY**

- a. Provide opportunity for large muscle development, indoor and outdoor play.
- b. Provide fine muscle control by using scissors, crayons, puzzles, paste, blocks, etc.

#### **SOCIALLY**

- a. Develop a desire to share and take turns.
- b. Learn that people do different kinds of work, live in different styles of homes, etc.
- c. Develop the ability to relate to adults and peers in socially acceptable ways.

#### **SPIRITUALLY**

- a. Provide opportunity to learn about God, His creation and His love.
- b. Learn that God is real and can relate to children at their level.

## ENTRANCE REQUIREMENTS

1. All registrants are required to be at least three years old and toilet trained.
2. A birth certificate should be presented when registering.
3. The registration fee is to be paid at the time of registration.
4. State-required health and emergency contact information (blue form) must be received by the administrator **BEFORE THE OPENING DAY OF SCHOOL.**
5. The child's medical statement (white form), signed by the doctor, must be up to date and on file **BY THE START OF SCHOOL.** This medical statement is valid for one year from the date of the physical examination and may need to be updated during the school term. A child cannot attend preschool with an expired medical form on file. Updated medical forms are to be given to the administrator.
6. A child is considered to be enrolled only after the registration fee has been received, the administrator has confirmed the availability of space, and the required paperwork has been received. Any change to this information must be communicated to the office immediately so that current information is always on file.

(We are not equipped to serve exceptional children. We must, therefore, limit our acceptance to children who have been making a reasonably good adjustment to life in general.)

We reserve the right to excuse a student who is found to be incompatible with the group.

## FINANCES

1. Registration Fee is \$25.00. A child may be enrolled at any time during the school year and may begin attending at a time acceptable to parents and administration, if an opening is available.
1. MTWTF tuition is \$1668.00 per year payable in 9 monthly installments of \$186.00 each. MWF tuition is \$1067.00 per year, or \$118.00/month. T-TH AM tuition is \$788.00 per year or \$88.00/ month. T-TH AFTERNOON Class is \$695 per year or \$77/month. If the full tuition is paid by August 31<sup>st</sup>, the cost is discounted to \$1585.00, \$1014.00, \$749.00, and \$660 respectively.
2. Monthly payment is due **one month in advance** the first day of class each month, i.e. **September tuition is due upon receipt of the Open House letter in August**, October tuition is due in September, etc. The first tuition payment may be mailed. Monthly tuition is payable to the administrator on duty. A late fee of \$10.00 is charged if payment is **not** made by the 10th of the month. (excluding the August payment.)
3. No refund is allowed for absences, vacations and/or holidays.
4. Your child will be dropped from class list for non-payment of tuition.

## SCHEDULE OF OPERATION

3. Sonshine Preschool is in session Monday through Friday morning, 9:30 AM-12:00 with a choice of M-T-W-T-F session, M-W-F session, or T-TH session. The Afternoon T-TH Class is 12:45pm-3pm. The 5 day class is designed for older children, with placement to be determined by the administration.
2. School will begin the week after Labor Day and conclude the week prior to Memorial Day. Our school will follow the Parma City Schools and/or Parma Hts. Christian Academy schedule regarding closing during inclement weather.
3. Other vacation days include NEOEA Day, Election Day, Wednesday through Friday of Thanksgiving week, approximately two weeks at Christmas, Martin Luther King Day, President's Day, Good Friday and the week following Easter.

**STAFFING** -- Each class will meet the State minimum requirements for child/teacher ratios. The 3-4 yr. old class will have a maximum of 12 children to 1 teacher and the 4-5 yr. old class will have a maximum of 14 children to 1 teacher with class sizes not to exceed 24 children total. An additional teacher will also be on duty to rove among the classes. An administrator will always be on the premises during preschool hours. There is a church board which oversees the school operation. This board is responsible to the Parma Heights Baptist Church which is the final authority on all matters.

Ohio Department of Job and Family Services  
**CENTER PARENT INFORMATION**  
**REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility are required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc> .

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

*\*This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.*

JFS 01237 (Rev. 9/2006)

## GUIDELINES

### ATTENDANCE

It is important in early years to form the habit of regular attendance. You **must** accompany your child to the door of his/her classroom. A teacher will meet your child at this point. NO child will be allowed to leave the school with a person other than parents or person(s) specified on the application form. If your child should cry or display a resistance about coming on a certain day, we nonetheless encourage you to bring him. Often tears can be calmed very quickly when children are brought regularly.

### BIRTHDAYS

Birthdays are celebrated throughout the year. If your child has a birthday during the school year, and you would like to bring in the treat on that day, please advise the head teacher. Summer birthdays are celebrated in May.

### BULLETIN BOARD/WEB SITE

There is a Preschool Bulletin Board especially for information important to our parents. Any contagious illnesses are posted as well as a calendar from each class. For each day, at least one activity is posted so you have a topic/project you can discuss with your child. Other notices of interest may also be posted from time to time. Our web site is [www.phbaptist.org](http://www.phbaptist.org) then click on the "Sonshine Preschool" tab.

### CLOTHING

- Children should be dressed in everyday, washable clothes. Children may soil clothing through various classroom activities and outdoor play. **All sweaters, mittens, hats, and outdoor clothing should be clearly labeled with the child's name.**
- We request a complete change of clothing which will be left at the school to be used if needed. Please provide the clothing IN A GALLON-SIZE PLASTIC BAG and mark it with the child's name.
- A man's shirt, short-sleeved, may be donated for a paint smock. This will **not** be returned at the end of the school year.

### DISCIPLINE

Discipline is for the good of all children and is designed for the purpose of directing children into acceptable and positive behavior. Discipline begins to teach a child how to make wise decisions in different situations he may encounter. Proper attitudes toward others lead to acceptable behavior.

Through discipline, we attempt to set limits and reinforce those limits in various situations in class.

1. Children will be encouraged to obey and cooperate by having simple, reasonable rules and guidelines to follow.
2. A child will not be permitted to hurt another child or disrupt the entire group.
3. Any child who is having difficulty cooperating with others or who persists in disobeying will be separated from the group for a time. After the child has calmed down, he can work again in the group situation. This separation may involve a quiet activity if the child needs time alone, or just sitting quietly for several minutes. Misbehavior will be explained to the child, and more appropriate, proper responses will be shared.
4. Individual teachers will be allowed to use acceptable practices to maintain order in their classrooms. All stipulations of Rule 22 (Child Guidance and Management) apply to all employees of the school. Discipline shall be related to the misbehavior and administered immediately and privately.
5. Extreme discipline problems will be referred to the administrator. We will work cooperatively with parents in guiding and disciplining children.
6. We are not able to facilitate any special discipline or problem children.

### EMERGENCY: ACCIDENT/INJURY

In case of an accident, we will contact the parents and may ask the parent to come to the school. The decision on follow-up treatment will be made by the parents. In the case of serious injury requiring hospital attention, parents will be contacted immediately after 911 has been called and the child will be taken to the nearest hospital in an emergency vehicle. All medical and dental emergency plans are posted in each room. A person trained in first aid is on the premises at all times to treat minor injuries. When an accident or injury occurs, the preschool completes an incident report and gives the parent a copy of it the day of the injury and keeps a copy on file. An injury report will be completed for every injury.

## **EMERGENCY: ENVIRONMENT/VIOLENCE**

- In the event of loss of water, heat, electricity, etc., the preschool will be closed and parents will be contacted by phone, posted signs, or media advertisement.
- In the event of a fire or tornado, staff would follow the written instructions posted in each classroom which describe emergency evacuation routes and the procedures to be followed to assure the children arrive at the designated safe area.
- Should we need to evacuate for an extended period due to fire or loss of power, heat or water, our emergency destination is the All-Saints Episcopal Church at 8911 W. Ridgewood Dr.
- In the unlikely event there would be an environmental threat or threat of violence, the staff will secure the children in the safest location possible (All-Saints Episcopal Church, 8911 W. Ridgewood Drive), will contact and follow the directions given by the proper authorities, and will contact parents as soon as the situation allows. An incident report will be provided to the parents.
- A sign will be posted on the preschool door indicating that we have been evacuated and the location where parents can pick up their children. If a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment information.

## **HOME VISITATION**

If you would like a home visit from a teacher, please make arrangements through the administrator or teacher. Home visits can be very special to your child.

## **ILLNESS POLICY**

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F – in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stools within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in classroom activities, the parent will be called to pick up the child. Anytime a child is isolated, he will be kept within sight and hearing of a staff member. The cot and any linens will be washed and disinfected before next use. Parents will be notified by a sign on the Preschool Bulletin Board if children have been exposed to a communicable disease. Children will be readmitted to the center after being free of fever and other symptoms for at least 24 hours. If they are not symptom-free, a doctor's note will be required stating that the child is not contagious.

## **MANAGEMENT OF COMMUNICABLE DISEASE POLICY**

- A person trained to recognize the common signs of communicable disease or other illness will observe each child daily before he enters a group. A child showing signs of illness will not be accepted into the classroom.
- Parents of children in preschool will be notified of exposure to communicable disease by a notice posted on the preschool bulletin board.
- If any signs of illness occur during class time, our policy on illness will be implemented.
- The administrator will review with all staff members the signs and symptoms of illness and proper hand washing and disinfectant procedures.
- The Communicable Disease Chart and a Dental Chart hang on the inside of the preschool office. Parents may review these informational charts at any time.

## **NEWSLETTERS**

Parents receive a monthly newsletter to inform of the preschool activities. Please read them and be involved in your child's work. Keep the current newsletter available to reference dates and details of events. It is also available on our website.

## **OUTDOOR PLAY**

When weather permits, children have outdoor playtime each week. Children play as a class with their teachers and the rover attending. No more than two classes will be permitted on the playground at any one time. When weather prohibits outdoor activity, time is allotted for indoor gross motor activity. Please send children with suitable clothing for the weather so they are comfortable and safe for play.

## **PARENT PARTICIPATION**

Each parent should contact the administrator or a teacher when assistance is needed with problems or concerns related to our program. You are welcome to discuss your child's needs and progress with your child's teacher at any time. School-scheduled Parent-Teacher conferences are held in the spring. Open House, Fall Festival, Christmas Program, Zoo Day, and Closing Program and Picnic are all activities that provide parents opportunities to participate in our program.

## **REFRESHMENTS**

Each day includes a scheduled refreshment time for the children, immediately following the class restroom break. The children wash their hands before returning to class for refreshments. Water is served as the beverage unless a birthday or party beverage has been substituted. A list of sample refreshments is included on page 7 with the sample daily schedule.

## **SAFETY POLICY**

- A teacher is responsible for the supervision and safety of the children once a parent has left the preschool.
- Parents or guardians are responsible to drop off children and pick them up at the door of the preschool room.
- No child will ever be left alone or unsupervised.
- After a child is picked up, the parent or guardian is responsible for the conduct and safety of the child.
- A first aid kit and telephone are within immediate access to all preschool rooms.
- A monthly fire drill and periodic tornado drill take place to prepare children in case of these events.
- All preschool personnel have been instructed and are prepared to take action in emergencies. Written instructions are posted in the rooms for fire emergencies and weather alerts.
- All children will be informed of safety rules, and these will be enforced by all teachers.
- The use of spray aerosols is prohibited when children are in attendance.

## **SHOW-N-TELL**

Once classes are underway, time is set aside each week for Show-n-Tell. These days are usually Thursdays and Fridays. Your child may bring an item from home to share and talk about to the other children. All show-n-tell items stay in a special box while other morning activities take place.

## **SPECIAL EVENTS**

Field trips are not taken at Sonshine Preschool. Instead, special visitors are brought to the classroom to share with the children. (i.e. nurse, doctor, dentist, petting zoo, Metropark personnel, etc.) A Fall Festival, Closing Picnic and Zoo Day are held annually for children and moms (or dads, grandparents, etc.) during preschool hours.

Two programs are held yearly for the entire family. The children perform at Christmas time and in the spring on the day of the Closing Picnics.

**TRANSPORTATION** -- Transportation is the responsibility of the custodial parent or guardian. The school must be informed in writing (on the child's personal record) as to who will pick up your child regularly. Any person **not** listed for pick-up on the child's enrollment form will **not** be permitted to pick up a child. If an emergency arises, the parent must call the school or provide a written, signed note giving the unlisted person permission to pick-up their child. Staff will check IDs of anyone they do not recognize. Please inform the person ahead of time, so they bring a picture ID. The children's safety is our priority.

- If there are custody issues involved with your child, you must provide the preschool with court papers indicating who has permission to pick up the child. The preschool will release a child to either parent unless proper documentation is on file denying access.

## **SAMPLE DAILY ACTIVITY SCHEDULE**

(This may vary from day to day.)

**9:30-10:10 Free Play/Craft**  
**10:10-10:15 Clean Up/Together Time**  
**10:15-10:30 Story/Songs**  
**10:30-10:40 Restroom**  
**10:40-10:50 Refreshments**  
**10:50-11:10 Story/Skill Development**  
**11:10-11:20 Recreation (outdoors, weather permitting)**  
**11:20-11:40 Skill Development**  
**11:40-11:50 Group Activity/Show-n-Tell**  
**Similar schedule for the Afternoon Class.**

## **SAMPLE REFRESHMENTS\***

**Apples, apple sauce**  
**Bananas**  
**Cheese, Crackers**  
**Cinnamon Toast**  
**Cold Cereal**  
**Cookies**  
**Graham Crackers**  
**Oranges**  
**Peanut Butter (if no allergy in class)**

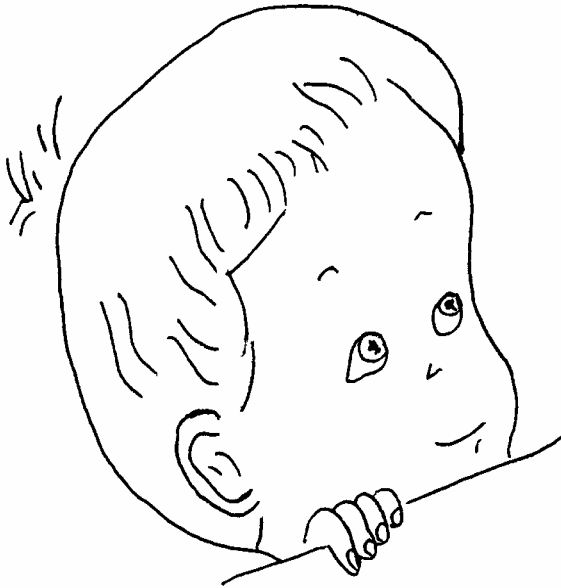
**Popcorn**  
**Raisins**  
**Vegetable Sticks**

\*Refreshments are often used to reinforce a specific learning concept.

**Have a question? Don't hesitate to call Lois at 440-886-7485.**

### **PLEASE KEEP YOUR CHILD HOME:\***

- if he/she has a temp. of 100 F or has had one during the previous 24-hour period.
- if he/she has just started on a medication.
- if he/she has a cold that is less than four days old.
- if he/she has a heavy nasal discharge.
- if he/she has have a constant cough.
- if he/she is fussy, cranky, or generally not himself.
- Keep him/her home even if they are just tired--even though you may be tired of looking after them. Rest at such times may prevent the development of any serious illnesses
- if he/she has symptoms of a possible communicable disease. (These usually are: reddened eyes, sore throat, headache, and abdominal pain, plus a fever.) Please notify us at once if the child does have a communicable disease.



**SONSHINE PRESCHOOL WILL ISOLATE AND SEND YOUR CHILD HOME WHEN: \***

- he/she has diarrhea.
- he/she has severe coughing.
- he/she has difficulty breathing or rapid breathing.
- he/she has skin or eyes that are a yellowish color.
- he/she has redness of eyes, discharge, matted lashes, burning, itching.
- he/she has a temperature of 100 F.
- he/she has infected skin patches.
- his/her urine is dark and/or his stools are gray or white.
- he/she has a stiff neck.
- he/she has a sore throat or difficulty swallowing.
- he/she has an upset stomach and/or vomiting.
- he/she has lice, scabies or other parasites.

**\*REFER TO THE ILLNESS CHART ON PAGE 5 AS WELL.**

**SONSHINE PRESCHOOL WILL ISOLATE AND OBSERVE YOUR CHILD WHEN:**

- he/she has unusual spots or rashes.
- he/she has minor cold symptoms alone.
- he/she is not feeling well enough to participate.

**ALL DECISIONS REGARDING DISCHARGING A CHILD WILL BE MADE BY THE ADMINISTRATOR AND PARENT.**