

Surfside Presbyterian Church SonRise Learning Center

*“And all thy children shall be taught of the Lord;
and great shall be the peace of thy children.”*

Isaiah 54:13

Parent Handbook
2014-2015

Welcome

This handbook is for you - the parents of a child enrolled in our Preschool Center. The day your child enters this program is a very important milestone in his or her life. Our teachers realize the importance of the early years and have planned in every way to receive your child. We shall try to give your child Christian love, care and the kinds of learning experiences that he or she needs in these formative years. We want the transition from home to school to be a happy one.

As parents, you are encouraged to visit us, ask questions, share concerns and keep us informed regarding your child's progress. You are an important part of this program and your child's development. We have an open door policy here at our preschool. We want you to know and understand our goals and discuss these goals with us. We want you to look into our busy, happy, creative classrooms often and see your child involved. We want you to realize the validity of play and the importance of concrete learning experiences in your child's life.

SonRise Learning Center has planned for children 2 years to 5 years of age with the goal of helping them in their total development (physical, mental, social, emotional, and spiritual) and helping them to realize that they are purposeful, intelligent, creative, feeling persons who are in a lifelong process of "becoming".

This handbook has been prepared in order that you may know the policies and better understand the program as we work together to help your child through a successful year in our Preschool program.

Purposes

The primary purposes of SonRise Learning Center are to:

1. Provide a Christian environment, quality care and meaningful, educationally sound experiences for children.
2. Develop a center which meets the needs of the parents of preschool children in our community.

Christian Environment

SonRise Learning Center offers all the intellectual and cultural values to be found in the public school settings along with a spiritual emphasis. Christian teaching then becomes a vital thread running throughout all of the Center's programs. In the friendly atmosphere of the center, children develop a healthy concept of and feeling about God. Bible teachings will be translated into everyday experiences. In this way, their understanding of God broadens.

Staff

Director	Jackie Yarborough
2K Teacher	Kelly Rabon
3 Day 3K Teacher	Valarie Brunetti
3Dayy 4/5K Teacher	

Our staff members are warm, affectionate people who love children, who have been called to the ministry of teaching your child, and who strive to understand his/her development. Each staff member has been trained in First Aid, CPR, and Child Abuse Prevention.

School Day

The Center is open from 8:45 a.m. - 12:00 p.m. Monday - Friday (5 Day Program), or Monday, Wednesday, Friday, for children 2 years to 5 years old. Preschool doors will be locked at 9:30 a.m. If you need to drop your child off after this time, please ring the bell and someone will let you in.

Each teacher will post a daily schedule in her classroom. These schedules will be followed as closely as possible. However, there may be times when the schedules will vary to allow for special activities.

Lunch Bunch

Each Wednesday is Lunch Bunch day. This is a time where your child can bring their lunch to school and eat with their friends and then free play until 1:00 PM. Each Wednesday you will place your child's lunch box in the kitchen window and then sign your child's name up on the Lunch Bunch clipboard.

Please make sure their lunch box is clearly labeled. You will pick your child up at 1:00 pm. The cost for each Lunch Bunch day is \$5. You can deposit money into your Lunch Bunch Account and use your Wednesdays as they best fit to your schedule. When your account is empty, you will be notified so that you have the option of making another deposit.

Our Curriculum

If young children are to learn, they must have first-hand experiences. It is extremely important that young children have this background in preparation for later learning. It is around this concept of learning that we have planned our curriculum. We will provide a flexible program which will give the child an opportunity to grow gradually in all areas of learning without force or pressure. It will enable them to think for themselves, to solve problems, to follow suggestions, and to carry out planned procedures to the best of their ability at their own speed.

The schedule is very flexible with alternating periods of activity and quietness. The program will follow a similar pattern every day with the exception of special events. The program will provide:

1. Time for learning centers when the children work and play with art materials, blocks, home living equipment, language arts, science and math manipulatives, and other activities whereby they can work by themselves or in a small group.
2. A regular period for outside activity as well as special excursions.
3. A period for refreshments.
4. A time when children can share in group experiences with music, stories, and conversation.

Weather Schedule Information

In case of bad weather conditions, our center will follow Horry County Schools for closing. **If Horry County Schools open 2 hours late due to weather this should not affect our day since we begin**

at 9:00 AM. If Horry County Schools are delayed more than 2 hours then we will be closed for the day.

POLICIES

1. ENROLLMENT

In order for maximum care to be provided, children will be enrolled throughout the year as space becomes available. It is expected that there will be a period of adjustment for your child in a new situation. The key to a successful transition is a consistent routine. Your child will be enrolled after the following has been completed:

- A. A meeting with the Director. The facility's program and philosophy will be explained at that time and an opportunity to tour the facility will be provided.
- B. A registration form is completed and registration fee is paid.
- C. All necessary forms are completed, signed, and filed in our office with a copy of your child's birth certificate and current immunization record.
- D. Children in our 3K class must be potty trained or at least in Pull-Ups and in the process of training. We desire that they be able to use the bathroom at the appropriate times, wipe, pull up pants, wash hands, etc. If a child appears to be struggling with the training process and has continued accidents, we reserve the right to ask parents to keep the child out of school until he/she is completely potty trained due to the time and attention that a teacher is drawn away from the class as a whole. Tuition fees will be due to keep the child enrolled and will not be adjusted for the days the child is absent. **Children in our 4/5K class must be completely potty trained.**
- E. Your child will be accepted on the condition that he/she is able to participate in all activities.
- F. Parents must furnish the preschool center with current information so we will know at all times where they can be contacted. This must be kept current throughout the year.

2. PICTURES

Photographs of children are taken each year by a professional photographer. Parents are not obligated to purchase these. Random photos may be taken by the teachers of activities during the school year. Occasionally, pictures may be submitted to local newspapers for publication, or put on the internet. A Photo Permission Form must be signed and on file for your child's picture to be published.

3. BOOK ORDERS

Several times during the year an opportunity will be given to purchase books. Ordering online is the best way to purchase your books. If ordering through paper form, checks for book purchases should be made payable to the company from which books are being ordered. There is no obligation to purchase.

4. HEALTH

We can only accept well children. We are not equipped or staffed to provide care for sick children and are depending on you to help us maintain this policy. If symptoms of illness are observed, the child will be sent home. Symptoms that are cause for keeping your child home are:

- a. severe coughing
- b. earaches
- c. headache
- d. excessive sneezing and running nose (unless allergy condition confirmed by physician)
- e. upset stomach

- f. vomiting
- g. diarrhea
- h. sore throat
- i. fever over 100 degrees.

Your child should be symptom-free (without medicine) for 24 hours before returning to school after an illness. We cannot administer prescription or non-prescription medication.

5. LEAVING AND CALLING FOR A CHILD

For the child's protection, parents should bring their children to the door of the classroom at 8:45 a.m. **Please make separation time brief.** This will allow for a smooth transition for the child and the class. Preschool doors will be locked at 9:30 a.m. If you need to drop off after this time, please ring the bell and someone will let you in.

Upon enrolling, you will receive a form on which you are to list individuals who are authorized to pick up your child. These are the only people we will allow your child to leave with. Please send a note if your child is to be picked up by someone other than those listed on the registration form. If a person comes for your child and you have not informed us of the change, we will phone you before releasing the child.

6. FOOD

Nutritional snacks will be served to the children daily. Also, we will have special tasting activities and cooking experiences. If your child has any specific food allergies, please note this on his/her enrollment form and notify the teacher. **You may substitute a snack for your child if the snack provided is not what you wish for your child to eat. We will try to send home and post on our webpage the menu for the week so that you may plan accordingly.**

7. TOYS

We have toys and equipment in the Preschool Center. We discourage children from bringing toys from home except on "Show-n-Tell" days designated by each classroom teacher. If a child brings a toy to school, we will place the toy in their book bag to be taken out only at the end of the day. We will not be responsible for these items. **NO GUNS OR WAR TOYS ARE ALLOWED.**

8. WHAT TO WEAR TO SCHOOL

Think of your child's comfort and provide simple clothing free of complicated fastening. Think of the messy activities and provide washable clothing. Think of the playground and provide sturdy clothing and shoes. **FLIP-FLOPS ARE NOT ALLOWED.**

9. BIRTHDAYS

Your child will receive special recognition on his/her birthday by the teacher and classmates. You may bring refreshments if you wish, but balloons, candles, and gifts are not allowed. Please let your child's teacher know ahead of time if you plan to bring anything.

10. PARENT/TEACHER COMMUNICATION

Parents will receive a mid-year and year-end progress report showing each child's development. Also, newsletters and calendars will be issued monthly to inform you of units of study and any special needs. Conferences can be scheduled any time during the year if you feel the need to talk with the teacher and/or director. Conferences may be scheduled from 12:00p.m. - 12:30p.m. Meeting with a teacher during school hours is not permitted unless prior arrangements have been made.

11. THINGS TO BE FURNISHED

All children should have a change of clothes in case of an accident. **Please label all articles of clothing.** When children begin potty training, we suggest that the parents work with the teachers to provide adequate changes for your child's comfort. Send plenty of diapers and wipes that have been labeled with your child's name. Each child needs a backpack/book bag large enough to send home any work, projects, or letters.

12. TRIPS

Your child may go on trips that are educational and fun in nature. If there is a charge, checks are to be made payable to SonRise Learning Center. Some parents may be asked to accompany us to care for the children. Below are some guidelines for those who may be asked to drive or chaperone.

Driver/Chaperone Responsibilities Please be respectful of the fact that many parents of children this age are nervous about letting their children ride with other people. With this in mind, it is imperative that all drivers for school-organized field trips follow these guidelines.

- a. All drivers must leave the school and the field trip area together.
- b. All drivers must stay on the pre-designated route decided by the director.
- c. There should not be any non-emergency stops or detours. If there is an emergency, the director should be notified immediately at the emergency contact number.
- d. As allowed, all drivers should park together. We limit the number of chaperones on each trip to avoid confusion. Please be considerate of all parents when volunteering. If you have already attended a field trip with your child, please allow those who have not attended to have the first opportunity.

13. MESSAGES

If a message needs to be left with a teacher, please call the Preschool office at 650-2020 Ext. 120 or send an e-mail to jackalack1768@gmail.com. Messages will be checked daily.

14. WITHDRAWAL

In all cases of withdrawal, two weeks written notice shall be required except in the case of serious illness or accident. Fees are required for these two weeks.

15. DISCIPLINE

The goal of guidance is for the child to develop his/her behavior which are consistent with family and social expectations. Adults help children build self concepts by:

- a. Reinforcing appropriate behaviors through positive comments.
- b. Teaching acceptable behavior through modeling those behaviors.
- c. Avoiding negative comments or actions which label or shame a child.
- d. Offering choices or alternatives whenever possible and respecting the child's decision.
- e. Helping children understand natural consequences of their own behavior.

consequences might be: "time out" for one minute for each year of age
removal from an activity
loss of privilege (line leader, a few minutes of recess, etc.)

At those times when behavior is unacceptable, adults may help by:

- a. Reinforcing the positive rule ("walk inside" instead of "don't run").
- b. Redirecting the behavior without calling attention to the negative behavior.

When behavior is consistently unacceptable, the adult may help by:

- a. Being aware of the illness or situation which would cause this behavior.
- b. Bringing behavior to the attention of the Director to discuss methods of helping the child.

Your child will only be disciplined by our staff. Discipline in the classroom, playground areas, or on field trips, is the sole responsibility of the staff. **Parents who are helping chaperone a field trip or party, or who may be at the school for any reason, are asked to bring any concerns to the preschool staff and not handle situations concerning the students personally.**

STATEMENT REGARDING CORPORAL PUNISHMENT

The teachers and staff of the SonRise Learning Center **WILL NOT** administer corporal punishment. We will never leave a child unattended or punish them with denied access to water or restroom.

16. BITING

The first time the child bites, the child will be separated from other children. A letter will be sent home with the child who bit and the bitten child, which explains the incident. The second time a child bites, and any time thereafter, a parent will be called to pick-up the child immediately for the day and administer whatever punishment you feel appropriate. Consistent biting problems may be dealt with individually. In order to protect the children in our program, we reserve the right to ask habitual biters to withdraw from our program.

FINANCIAL POLICY

REGISTRATION

A **NON-REFUNDABLE** registration/supply fee is required when a child enrolls in our program. This is paid when the child starts our program and annually at registration.

FEES

- a. A registration/supply fee is required at the time of enrollment and annually thereafter. This fee is **NON-REFUNDABLE**.
- b. Tuition is due on the first day of the month. When the first falls on a weekend, payment will be due on the first Monday. A \$10.00 late fee will be added to your account at 12:00p.m. on the 5th of the month for late tuition payments. An additional \$10.00 will be charged if payment has not been received by 12:00p.m. on the 10th. Once payment is 10 days past due, the child will not be allowed to attend school until the account is settled.
- c. Tuition must be paid in advance. Tuition can be paid with check, or cash.
 - Checks should be made payable to: **SURFSIDE PRESBYTERIAN CHURCH**. Your child's name should be noted on your check to ensure proper credit. An automatic charge of \$30.00 will be made to your account for each returned check. After an account has been charged with two returned checks, all payments must be made in cash. Cash payments should be in a sealed envelope with the child's name, date, and amount written on it. **We can only accept the correct change when cash is sent.**
- d. Tuition payments may be given to the director or your teacher. **Please do not leave money in the church office with no one there.** We will not be responsible for money that is left in the office.
- e. Tuition is due even when a child is out because of illness. Our program operates on your tuition fees and payments. We hire teachers and buy supplies according to our income from tuition. If a child is absent two consecutive weeks without any parent communication, and the

appropriate fees have not been paid, the child will be discharged and a registration/supply fee will be required for re-admission. Please refer to the rate chart of specific amounts. If a child's place is lost because of non-payment of fees or tuition, his/her place may be given to the next child on the list.

- f. Tuition is based on an annual fee which can be paid all at once or broken up into ten equal monthly payments. There will be no reduction in rates for months which contain holidays.
- g. Because of bookkeeping difficulties in the past, we require that one parent, guardian, or household be responsible for paying all fees. We will not divide payments among two or more sources. If funds must come from different sources, one person must be designated as the sole provider for our records. Also, we must have the home address, home phone number, and work number on file of the one who is responsible for paying all tuition and fees.

EARLY ARRIVAL

Early drop-off is not available. Bringing your child to school before 8:45 a.m. interferes with your teacher's planning time. If a child is dropped off before 8:45 a.m., a \$5.00 fee will be charged to your account.

LATE PICK UP

Our center closes at 12:00 p.m. Picking up your child after this time imposes an unnecessary hardship on our staff. A late pick-up charge is assessed to each child who is picked up after 12:00 p.m. This charge is \$1.00 per minute and must be paid on the day your child is picked up late.

SonRise Learning Center RATE SCHEDULE:

Rate schedule effective for 2014-2015 school year.

Registration/Supply Fees

***Annual Registration/Supply (NON-Refundable)**

- \$100.00

Tuition (September 1st - June 1st) (First payment due September 1st)

Monthly	Annual
3 Day 2K \$150.00	\$1,500.00
3 Day 3K \$160.00	\$1,600.00
3 Day 4/5K \$160.00	\$1,600.00
5 Day 4/5K \$200.00	\$2,000.00

(Church Members will receive a 10% discount. Multiple children within the program will receive a 10% discount. Only one discount allowed per family unit.)

Late Fees

- Late Tuition: \$10.00 if not paid by the 5th; \$20.00 if not paid by the 10th
- Late Pick-up: \$1.00 per minute after 12.00 p.m. (1:00 p.m. for Lunch Bunch)

*Registration/Supply fees are subject to change and are **NON-REFUNDABLE**. These fees are paid upon entering the Preschool and each year at registration time thereafter.