



Sunshine Express
Christian Preschool & Kindergarten

Parent Handbook 2016-2017

Dear Sonshine Express Families,

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it. And He took the children in His arms, put His hands on them and blessed them.” *Mark 10:14*

We feel honored and blessed that you have chosen Sonshine Express Preschool and Kindergarten for your child’s early education. With the Lord’s guidance and blessing, we expect to have a fruitful and rewarding year with your children. We look forward to partnering with you this year!

Please keep this handbook to use as a reference throughout the school year. If you have any questions or need further information regarding our procedures or policies, please let us know.

Blessings,
Jenn Domingo, Director
40 McNary Parkway
Lake Oswego, OR 97035
(503) 635-3761
jennD@mtnparkchurch.org

Staff

Teachers at Sonshine Express are Christians who are committed to living daily for Christ. They are involved in and committed to a local Bible believing church, attending regularly and involved in its ministries. Teachers have a working knowledge of child development and early childhood education, principles and techniques.

Kathi Bohrer	2 year olds Teacher, Bookkeeper and Assistant Director
Kelly Bohrer	3 year olds & Create & Play
Julie Coffman	3 year olds, Pre-K and Lunch & Play Teacher
Jenn Domingo	Director and Music Teacher
Paige Glass	3 year olds and Pre-K Teacher
Karen Hanson	PE and Kindergarten Assistant
Janie Henderson	Pre-K and Lunch & Play Teacher
Brittany Lyman	Kindergarten Teacher
Chris Marks	2 year olds, Lunch & Play and Create & Play Teacher
Nancy Melrose	3 year olds and Pre-K Teacher

History of Sonshine Express Preschool

Sonshine Express was founded in the fall of 1981 as a ministry of Mountain Park Church. Its purpose was to provide a loving and caring environment for children to learn about God through social and scholastic activities. What started as a school of 13 has grown into a 2 year olds through kindergarten program of over 100 children each school year. In the past 35 years, the school has served over 1000 children and their families. Sonshine Express strives to provide a Christian education and nurturing for a child's early development.

Purpose Statement

To introduce our students to God's love.

To create a nurturing environment that will enable the students to grow spiritually, socially and academically.

To partner with families in the training and educating of their children.

Statement of Faith

We believe in one God, Creator and Lord, existing in three persons: Father, Son and Holy Spirit.

Genesis 1:1; Isaiah 40:28; Matthew 28:19

We believe that our Lord Jesus Christ was fully God and fully man, that He died on a cross to restore a right relationship with God by saving us from sin and its penalty of death, and that He rose physically from the grave, giving eternal life to all who reject sin and trust in Him.

John 1:1-14; John 3:16-18; Acts 2:22-39; Acts 4:12; Romans 6:23; 1 Corinthians 15:1-7

We believe eternal salvation means a personal trust in Jesus Christ as Savior and Lord and of the presence of the Holy Spirit in the believer, as Counselor and Guide, providing the power to live in a right relationship with God and humankind.

John 1:10-12; Romans 8:9-11; Romans 10:9-10; Acts 1:8; 1 Corinthians 12:13

We believe the Bible, both Old and New Testaments, is the inspired Word of God, without error and is the complete revelation of His will for salvation, and relationship with all people.

John 17:17; 2 Timothy 3:16; 2 Peter 1:16-21

Philosophy

We believe critical physical, social, emotional, and spiritual development takes place in the first 5 years.

We believe that a child learns through creative discovery and experiences.

We believe a child also learns through instruction by loving and caring teachers.

We believe a child's education is a balance of play and structured lessons.

We believe in the power of prayer as we pray for students and their families. *1 Thessalonians 5:17*

We believe God's Word is our model for a Christ-centered life. *2 Timothy 3:16*

Enrollment Policy

Sonshine Express' enrollment is based on availability of openings in the program. Sonshine Express does not discriminate on the basis of race, color, religion, gender, or national or ethnic origin.

Enrollment will follow the State of Oregon's guidelines for school attendance. A child must turn the appropriate age for the individual classes by September 1st. The only exception is our 2 year old program where the child must turn 2 by June 1st. A child's enrollment may be terminated on the basis of our school's guidelines and rules.

We strive to work with parents and children to provide a safe and healthy environment for our students to learn. If it is deemed necessary to terminate a student's enrollment, reasonable notification will be made to the parents.

If a child has special needs, we will work in a partnership with parents and agencies to provide an atmosphere conducive to learning.

Registration

Registration will start January 1st for current students and siblings. Your tuition account must be current in order to register for the following school year. Open registration starts February 1st for new students.

Registration includes:

- Registration Form
- **Non-refundable** deposit of \$100.00
- **Non-refundable** 1st month's tuition

Tuition *

Class Tuition: Monthly (September - May)

		Less 10% Sibling Discount
2 -year olds	\$90.00	\$81.00
3 -year olds	\$180.00	\$162.00
Pre-K	\$270.00	\$243.00
Kindergarten	\$450.00 (June \$225.00)	\$405.00

Lunch & Play: Offered Monday - Friday

Early Sign-up	\$12.00 per day
Daily	\$14.00 per day

Create & Play: Offered Wednesdays

\$23.00 per class

Tuition is paid on a monthly basis. We do not bill or send invoices. Tuition is due the first week of the month, unless other arrangements have been made. We do have a limited scholarship program based on financial need, please inquire for additional details. Tuition is accepted by check or cash. If parents are paying in cash, they need to receive a receipt for the amount. Siblings are allowed a discount of 10% per child after the first child in the preschool has paid full tuition.

Material Fees

2 year olds	\$50.00
3 year olds	\$90.00
Pre-K	\$135.00
Kindergarten	\$225.00

This fee is due the second week of school. This amount will be determined by enrollment and cost of materials.

***Tuition and material fees may be altered according to enrollment or other factors at any time.**

Withdrawing from School

If a child needs to withdraw from the school, a 30 day notice is required. Tuition will be adjusted to reflect the 30 days. A letter stating the withdrawal is required.

Important Dates for 2016 - 2017

1st week of preschool/kindergarten	Wednesday, September 7th
Last week of preschool	May 29th
Last Day of Kindergarten	June 14th
Summer School (optional)	June 1st – June 14th

Please see the school calendar for other important dates.

School Holidays

Sonshine Express Preschool & Kindergarten will honor the following Federal holidays:

- Labor Day
- Veteran's Day
- Thanksgiving (closed the entire week)
- Christmas (and extended vacation)
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day

Please see the school calendar for exact dates of school closures.

Snow Closures

Sonshine Express Preschool & Kindergarten will follow the Lake Oswego School District in its snow closures. If Lake Oswego is closed then we are closed. If Lake Oswego is delayed, then the school will be closed. The local media will announce closures.

School Hours

2's:	Mondays OR Thursdays, 9:00 a.m. – 11:30 a.m.
3's:	Tuesdays AND Thursdays, 9:00 a.m. – 11:30 a.m.
Pre-K:	Mondays, Wednesdays AND Fridays, 9:00 a.m. – 11:30 a.m.
Kindergarten:	Mondays through Fridays, 9:00 a.m. – 1:30 p.m.
Create & Play:	Wednesdays, 9:00 a.m. – 11:30 a.m.
Lunch & Play:	Daily, 11:30 a.m. – 1:30 p.m.

Classes begin promptly at 9:00 a.m. Please arrive on time. The parking lot is a busy place and we ask that you be extra careful as you walk your family to and from your car. **Please do not leave children unattended in the car during drop off.** Also, please follow the marked signs and rules of the Mountain Park Church parking lot.

Parents will need to walk their children into the classroom and sign-in on the sheet provided. Special instructions for the morning may also be included on the sign-in sheet. For example, if your child is staying for Lunch & Play, this information should be included on the sheet. This way we have an accurate account of who is present and your instructions for car-pooling or child pick-up.

Written or verbal permission is required for anyone else to pick up your child other than the parents. You may leave permanent permission for carpool drivers for the year or specific individuals. **IF SOMEONE ELSE IS PICKING UP YOUR CHILD, WE NEED TO KNOW!**

Lunch & Play

Lunch & Play is an extended optional program for preschoolers currently enrolled at Sonshine Express. Lunch & Play is from 11:30 a.m. to 1:30 p.m. and is available Monday-Friday. Preschoolers may only attend Lunch & Play on those days that they are at school. The preschoolers spend the first 45-60 minutes playing in the gym. This time is then followed by restrooms, washing of hands and then lunch. The preschoolers will need to bring their own lunch and drink. The lunch does not need to be fancy. A sandwich, fruit and drink are sufficient. Please include a fork or spoon, or ice pack if necessary. After lunch, weather permitting, the children might go outside to play on the playground. Please send your child with a coat and shoes that are safe for the gym and the outside playground.

Attendance is by sign-up only. The sign-up sheet is outside of the preschool office and is available during school hours. The cost is \$12.00 per day for early sign-up and \$14.00 the day

of. The last full week of each month will be early sign-up for the following month. This early sign-up allows the staff to be prepared for the number of children that will be attending.

Credits will be given if there is 24 hour notice or an illness. Credit will not be given for those children who are at school and choose not to go to Lunch & Play.

Payment is on an honor system. You must pay when you sign-up. The payment box is on the table outside of the preschool office. When you have paid, yellow out your name so that we know you have paid.

It is important for you to pick up your child on time. If tardiness becomes an issue, we will assess a \$1.00 a minute fine for tardiness.

Create & Play

Create & Play will be offered as an optional program on Wednesdays. Wednesdays will be for the preschoolers who are enrolled in the 2 and 3 year old classes. This program is designed to stimulate creativity with many open-ended and hands-on activities. The gym will be used to further develop motor skills through imaginative play and games. Sign-ups will be similar to Lunch & Play. Cost is \$23.00 per class. Lunch & Play will be available for those children attending Create & Play. Space will be limited, so please sign up in advance.

Field Trips

The preschool takes field trips periodically during the year. Parents will typically drive their children in their own vehicles. Proof of insurance and a background check will be required if you are driving other preschoolers. For those parents going on the field trip, we ask that you do not bring any siblings. The field trip is a special time for you to spend with your child and those students that are in your care. Parents will be responsible for 2-3 children, including their own. Parents need to provide their own car seat or booster seat for each trip. State law requires that our students be restrained in a safety device when traveling in a car. A child will not be allowed to attend a field trip if he/she does not have a car seat or booster seat. Please mark the car seats with your child's name as many of the car seats look alike. All children will be in the back seat. No child will be allowed to ride in the front seat.

Many times we have scheduled tours that require the children to leave school right at 9:00. Please arrive promptly so that the teachers do not have to leave without someone. Take your child to the bathroom before you come to the room. Parents need to stay until the children leave so that they may help put car seats into the driver's car. Your cooperation is greatly appreciated.

Depending on the field trip, sometimes there is a small cost involved. The classroom teacher will collect the amounts prior to the trip. Teachers will bring first aid bags, emergency phone numbers, and cell phones in case of emergency.

Background Checks

If you would like to help in the classroom or drive on a field trip, you must have a completed background check from the State of Oregon. The process is easy and inexpensive. The Central Background Check can be completed online. Go to www.oregon.gov and search for "Online Central Background Registry Application."

Discipline

Safety is an important factor at school. Children need to be aware of each other and how their actions affect others in the class. We emphasize that we need to treat others as we want to be treated.

If there is a dispute or behavior that is not acceptable, the classroom teacher will encourage the children to work it out. We use our *words* to tell each other that the behavior is not acceptable. If this does not settle the disagreement then the teacher will step in and discuss the classroom rules. We expect the children to obey and if they do not, then they will sit in the happy heart/rest chair until they decide to cooperate and obey. We will discuss any incidents with parents so that we are on the same page for consequences. We are interested to know how parents handle different situations at home so that we are consistent in the classroom. We strive to provide positive guidance and redirection.

Classroom Rules

Walk with quiet hearts in the halls of the school.
Treat others as you want to be treated.
Obey your teachers.
Speak kindly to others.

PE Rules

Listen and obey.
Be safe and be kind.
Please remind your child to wear their PE shoes on your PE Day.

Snacks

Parents sign-up to bring snack for the class. This is not required but we encourage everyone to participate as the snack child plays host/hostess to the rest of the class. Snack sign-up is on the counter in your child's room. We are **nut-free**. Please read ingredients carefully.

Responsibility for snack includes:

Bottled water
Nutritious snack
Cups/napkins

The County Health Department has required us to provide only **store bought items for snack**. Any homemade snacks will not be given to the children. If you want to bring fruit or something that needs to be assembled, we are able to prepare it here at school. The classroom teacher will advise the parents of a potential food allergy that should be avoided for the snack.

Snack Ideas:

- Graham crackers
- Goldfish crackers
- Fruit (Pre-cut preferred)
- Veggies
- Yogurt
- Raisins
- String Cheese

Birthday Parties

You may bring in a special store bought birthday snack for your child's class. Cookies or mini cupcakes are their favorites.

Health

The health of the children at preschool is of great importance to the staff. Please do not bring your child if he/she is sick. If your child has a fever, they may not return to school until 24 hours after the fever has broken. The same 24 hours applies to diarrhea and vomiting. Your child should not be at school for the following communicable diseases:

- | | | | | |
|-----------------|--------------|-----------------|---------------------------|-----------|
| Diarrhea | Chicken Pox | Fifth Disease | Hand, foot, mouth disease | Head lice |
| Hepatitis A & B | Influenza | Mumps | Mononucleosis | Pin Worm |
| Ringworm | Pink eye | Roseola Rubella | Staph Skin Infections | Scabies |
| Strep Infection | Tuberculosis | | | |

Please notify the office if your child comes in contact or contracts one of these conditions. Outbreaks of any contagious illnesses will be announced to the parents. Also, we would appreciate it if you would call the school when your child is sick or not coming to school that day since we like to pray for them.

Allergies must be listed on the emergency cards. If your child has life-threatening allergies, you must discuss this with your classroom teacher. **We are a peanut and nut free school.**

Medications

No prescription medication or over-the-counter medication, including aspirin, cough syrup, sunscreen, or nose drops, may be given to a child except under the following conditions:

- A signed, dated written authorization by the parent is on file
- Prescription medication is in the original container and labeled with the child's name, drug name, dosage, date and doctor's name.
- Non-prescription medication is in original container, labeled with the child's name, dosage, and administering instructions.
- All forms will be kept on file for one academic year.

Please be sure that your emergency card is kept up to date with current phone numbers and emergency back-up people should we need to call you before the end of the day. Please keep your cell-phone on and check for messages.

Potty Training

Potty training is required for the Pre-K and Kindergarten classes. We will work with you for the 2's and 3's. **Please use the bathroom before coming into class as this alleviates running back and forth to the restroom first thing in the morning.** Please bring a change of clothes for the 2's and 3's if your child is still working on potty training and place in a Ziplock bag with your child's name.

Immunizations

Immunization records will be required the first week of school for enrollment in the program. The State requires this documentation and we appreciate your cooperation in this matter. Forms will be available in the preschool office prior to school starting.

Emergency Procedures

Fire and earthquake drills are held monthly to equip the children in case of an emergency. The staff is certified in first aid and CPR. This is done on a yearly basis. Any emergencies will result in a 911 call.