

Sonbeam Day School

Parent/Student Handbook



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Sonbeam Day School Parent/Student Handbook

The Sonbeam Day School pre-school program is part of an outreach service and ministry of Emory Baptist Church. Our desire is to provide creative learning and sharing experiences, which will help each child develop intellectually, spiritually, emotionally, physically and socially. We want to lead each child to find a wholeness and completeness in life as they experience quality Christian care and education in a safe, happy learning environment.

Introduction

Emory Baptist Church provides a program of preschool education for three and four year old children. The school is open to any child regardless of race or religious belief. The Sonbeam Day School (SDS) follows the state guidelines for age of enrollment. **To enroll, children must be three (Pre-K3) or four (Pre-K4) by September 1 of the current school year.**

The Pastor and a church-appointed committee govern Sonbeam Day School. A school Director oversees the daily operations. Each member of the staff is an active Christian, a trained teacher or teacher aide, and possesses the competency, understanding, and spirituality essential in providing a Christian-based pre-school education to young children.

The **curriculum** is Christian-based and appropriately designed to the stages of development of three and four year old children. We believe that a child absorbs his concept of God from people, things, and experiences that are part of his environment. Thus, a love and appreciation for God, Christ and the things that God has made are stressed through appropriate activities. All activities whether they are in the classroom, on the playground, in the snack/lunch area, on field trips, or in transitional movement will be planned for the child with his spiritual, physical, and developmental needs in mind.

Sonbeam Day School uses the Christian Weekday Curriculum as its academic base. Christian Weekday is an established, highly recognized curriculum that has wide use in Texas Christian schools. That base curriculum will be supplemented from a variety of educational resources, including A Beka, another well-known Christian curriculum source. To begin each day, our students will say the following pledges.

United States Flag

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Texas Flag

Honor the Texas Flag. I pledge allegiance to thee, Texas, one state under God, one and indivisible.

Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen and coming again with life and liberty for all who believe.

Bible

I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto my feet, a light unto my path, and will hide its words in my heart that I may not sin against God.

Sonbeam Day School strives to:

- ❖ provide a Christ-centered quality education for every child entrusted to us--educating the whole child;
- ❖ maintain a committed Christian environment at all times;

- ❖ provide curriculum designed to emphasize the building blocks of knowledge using the Bible as the source of all wisdom and truth;
- ❖ seek strong family involvement in every school activity and develop excellent parent and teacher relationships;
- ❖ inform families about the school via a regular newsletter;
- ❖ maintain an “open door” policy to all staff for parents and students;
- ❖ and provide a staff that will demonstrate in word and actions a Christ-like life.

We believe in:

- ❖ the **Holy Scriptures** as originally given by God, divinely inspired, infallible, entirely trustworthy, and the supreme authority in all matters of faith and conduct;
- ❖ one **God**, eternally existent in three persons, Father, Son, and Holy Spirit;
- ❖ our **Lord Jesus Christ**, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, and His personal return in power and glory;
- ❖ the **Salvation** of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit;
- ❖ the **Holy Spirit**, by whose indwelling the believer is enabled to have a holy life to witness and work for the Lord Jesus Christ;
- ❖ the **Unity** of the Spirit of all true believers, the Church, the Body of Christ;
- ❖ the **Resurrection** of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

Student Registration

The Sonbeam Day School (SDS) follows the state guidelines for age of enrollment. To enroll, **children must be three (Pre-K3) or four (Pre-K4) by September 1 of the current school year**. Sonbeam Day School reserves the right to deny enrollment in the Preschool program. Sonbeam Day School also reserves the right to child placement in its classrooms.

Space in the program is on a first come, first served basis. Before arrival on the first day of school, you should have turned in to the SDS office:

1. Supply Fee (Non-Refundable) \$75.00 each child
2. First month's Tuition \$120.00 *see following paragraph for multiple children discounts
3. Completed and signed Application
4. Completed Medical and Emergency contact and authorizations
5. Doctor's Statement, current immunization records, copy of birth certificate
6. Interview with the Preschool Director
7. Signed "Parent's Pledge of Acceptance" ****PLEASE read Handbook before signing**

Description of fees

A **supply fee** of **\$75.00** is due each year upon enrollment. This is a one-time fee per year, and is non-refundable. Supply fees are used for teaching aids, curriculum, reference books, art supplies, toys in the classroom, snacks, school shirts, field trips, laminating and copying expenses. Although this fee does not begin to cover the supplies necessary for a school year, it does help to cover a portion of the expenses.

Tuition is due on the first school day of the month. The charge will be the same each month, **\$120.00** per student. This fee is not adjusted for absences, holidays, family vacations, or school closings. If a parent chooses to withdraw a child

before the end of the month, the paid tuition is non-refundable. For families with more than one child, there will be a \$10.00 price break for each additional child. This price break is only offered to those families who have more than one child enrolled from their immediate family, and all children are living in the same household.

A charge of **\$25.00** will be charged for all **returned checks**.

If a parent sees that tuition or fees cannot be paid on time, **it is the responsibility of the parent** to make acceptable arrangements with the Director before payment is due. If acceptable arrangements have not been made, your child is subject to be dropped from the program. If arrangements are made with the Director for delayed payments, all payments **MUST** be brought current within six weeks or the child will automatically be dropped from the program. There will be no accumulations of payments beyond the grace period.

At your request we will provide a year-end statement for income tax purposes. Please keep your cancelled checks or cash receipts to use for reporting purposes.

Donations:

Sonbeam Day School operates on a very conservative budget. Donations are essential to meet all financial needs. We expect God to bless through the generous gifts of His children who love and support the school. All donations are tax deductible and are greatly appreciated. We encourage friends not to donate their tithes. That belongs to their church. Gifts above the tithe are wisely invested here at Sonbeam Day School in the lives of these young students. Those who are able can make significant benefits to this ministry through regular monthly donations.

Scholarships

Occasionally a friend of Sonbeam Day School will donate a partial or full scholarship. To discuss the availability of a scholarship please contact the SDS Director. All contributions to the scholarship fund are appreciated and are a great help to needy students.

Child and Building Safety

Emory Baptist Church is currently under construction on a new sanctuary. This means there will be many additional people in the area and the construction site itself will present unsafe areas. Therefore for the safety of everyone in the Children's Building, the doors will be closely monitored during preschool hours. We will have someone in the office able to view the doors and ready to assist you should you wish to visit us during class time. Your child is very precious to us. We want to help you keep your child safe at all times.

Arrival and Dismissal

Sonbeam Day School **hours are from 8:00 a.m. to 3:00 p.m.** In respect to our teaching staff, children should not be dropped off before 7:50 a.m. Teachers use the time before 8:00 a.m. to prepare their classrooms and gather materials for the day.

PLEASE have children finish breakfast **BEFORE** coming to school, as they are in a classroom setting immediately upon entering. And PLEASE keep toys and extra items at home, as they always prove to be distractions during class times.

Children should enter through the doors at the front of the Children's Building and must be accompanied by parent/caregiver.

Children attending the Preschool program should be picked up no later than 15 minutes (3:15 p.m.) after their class is dismissed for the day.

Persons other than parents picking up a child from the Preschool must be listed on the Emergency Notification and Authorized Release List, or the child will not be released. If you intend to have someone else pick your child up, it is your responsibility to contact the Preschool office and speak directly to the Preschool Director beforehand. **NO EXCEPTIONS.** This is for your child's safety as well as our peace of mind.

Student Code of Conduct

To guarantee a good social and educational climate, it is important for students to understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of the teachers to teach and students to learn. Students are reminded that any staff member in the school has the right to correct unruly individuals at any place and at any time.

A high standard of conduct is required of each student at Sonbeam Day School for the purpose of maintaining order and building Christ-like character.

Discipline and guidance shall be consistent, and based on understanding child development. It shall promote self-discipline and acceptable behavior. There will be no cruel or unusual punishment and no child shall ever receive corporal punishment.

That Jesus Christ is Lord is a foundational principle at Sonbeam Day School. Christ has ruled directly through His Word and a personal relationship with us, and indirectly through parents and teachers in the life of a student. The Lord places children under the authority of their parents and gives parents responsibility for educating them. Sonbeam Day School provides a resource for parents to use to assist them in that responsibility. In return, we ask parents to recognize the school's authority over the children during the time they are under our supervision.

Steps in Discipline

The disciplinary response chosen should be the least aggressive response adequate to correct the undesirable behavior. The following actions constitute acceptable responses to inappropriate behavior by students at Sonbeam Day School. The options are listed in order of seriousness and are generally followed in this order:

1. Private conversation about conduct
2. A verbal reprimand, re-direction, time-out, loss of privilege, or isolation from peers.
3. Student referred to the Director for corrective action
4. Contact with parents after repeated misbehavior

Biblical Guidelines

Respect Authority: "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. God has established the authorities that exist. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold not terror to those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." Romans 13:1-4

Be an Example: "Don't let anyone look down on you because you are young, but set an example for the believers in

speech, in life, in love, in faith, and in purity.” 1 Timothy 4:12

Seek Excellence: “I can do all things through Christ who strengthens me.” Philippians 4:13

Be Honest: “Providing for honest things not only in the sight of the Lord, but also in the sight of man.” 2 Corinthians 8:21

Be Truthful: “Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” Ephesians 4:25

Practice Clean Speech: “Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:30

Reflect Jesus: “Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable-if anything is excellent or praiseworthy-think about such things.” Philippians 4:8

School Holidays

Sonbeam Day School follows the Rains Independent School District holiday schedule. This schedule is included in the Student Handbook and is also available at the preschool office. If Rains ISD cancels school for any reason, Sonbeam Day School will also close. Early release days for RISD will also be reflected in our schedule. Early release for Sonbeam Day School will be 12:00 (noon). In case of the need for any other closing, parents will be notified through notices posted or placed in backpacks, or phone calls.

Parents are asked to help with holiday celebrations. A sign-up sheet will be posted before each celebration. If you want to share an appropriate game or craft that fits in with the holiday theme, please make arrangements with your child’s teacher, and thanks for helping make the celebrations special for your child. During the year we will celebrate the following holidays.

- *October: We emphasize the Fall season. WE DO NOT EMPHASIZE HALLOWEEN (No ghosts, goblins, or scary items)
- *November: We emphasize being thankful.
- *December: We emphasize the birth of Jesus
- *February: We emphasize loving one another
- *March/April: We emphasize Spring and the resurrection of Christ

Birthdays celebrations are part of the preschool experience. We provide recognition in special and appropriate ways. Check with the Director if you would like to bring treats for snack time on that day.

Field Trips

We do depend on parents for transportation and supervision of children for field trips at various times. A sign up sheet will be posted, please see your child’s teacher for more information. Your help will be greatly appreciated. If you sign up to be a designated driver for any field trip, you will be required to provide a current copy of your auto insurance card and a valid driver’s license. This procedure is to ensure proper transportation for the children enrolled in our program and to provide safety for all involved. If siblings attend, we ask that parents supervise and pay any fees due for the extra children.

Lunch and Snacks

Children must bring their lunch, including a drink, from home each day. Please send food that you are confident your child will eat. We do not save leftover food, so send only the amount your child will eat.

Sonbeam Day School will provide a mid morning snack. Please inform your child's teacher of any concerns. All allergies need to be listed on the child's Medical Information sheet. If you would like to furnish snacks please contact the Director to schedule the day. Your snacks may be left at the office upon student arrival.

Nap Time

Nap mats will be furnished. Children will need to provide a blanket/cover and small pillow appropriate for napping. Your child may bring a cuddly friend for naptime. This friend will be kept in the backpack or cubby until naptime. Children will not be allowed to share nap supplies.

Clothing

Please send a change of clothing with your child. This should include underwear, socks, pants, and shirt or dress. Accidents may happen and we want to make your child as comfortable as possible. If your child is in pull-ups, please send extras. **Children in the early stages of potty training need to have more than one set of extra clothes each day as accidents do happen.**

We do all sorts of activities at Preschool, some of which are messy! Please know that we will make every effort to keep your child clean, but accidents do happen and clothing can be stained. Please consider this when dressing your child for school. You might want to save your favorite clothing for special occasions and send your children to Preschool in clothing that they can be comfortable playing in and doing all kinds of activities. One of Dad's old shirts makes a wonderful paint smock. Label all belongings clearly.

Illness

We can only accept healthy children. **DO NOT BRING SICK CHILDREN TO PRESCHOOL. WE ARE DEPENDING ON YOU TO HELP US MAINTAIN THIS POLICY.**

This includes children who have not been free of fever, diarrhea or vomiting for the previous 24 hours. Teachers will not accept sick children into the classroom. Any child showing symptoms of illness will be isolated and the parent (or other designated person) will be notified. Arrangements to pick-up the child must be made immediately.

Please notify the Preschool office in the case of a contagious illness, so we may contact other parents in our program. Your child will be allowed to return after all danger of contagion has passed. (i.e. head lice, chicken pox, no visible blisters, no fever, no diarrhea or vomiting for the previous 24 hours).

If, in the opinion of the teacher, your child shows the appearance of being ill, you may be called to pick up your child from school. This especially includes children who are too sick to participate in the full program, including outside play. Children brought to school with runny, cloudy or discolored mucus or loose bowels will be sent home immediately. As a courtesy to your child, as well as other children and the staff, we feel your child should remain in your care as long as symptoms persist.

Parents will be notified when a child has been exposed to a communicable disease within our program. Parents should likewise notify the Preschool office when children are exposed to a disease outside the Preschool program.

Medications

Sonbeam Day School staff will not administer medication, prescription or otherwise, unless arrangements have been made with the Director for severe cases where medication must be administered within the hours of Preschool. (i.e. asthma treatments, breathing treatments).

If you have given your child any medications before coming to school, please inform your child's teacher. Medicine often affects the way your child responds in class. If your child's medication prevents him/her from participating in school activities, please keep your child home for the day. Please call the Sonbeam Day School office when your child is absent due to any type of illness.

Emergency Procedures

In case of accident or sudden illness, we at all times try (1) to contact the parents (2) to contact emergency numbers (3) to contact the child's physician. In case of an emergency, the doctor named by the parents on the Medical Authorization Form will be called. **Please keep all phone numbers current.** In an extreme emergency, if the parents, emergency person or doctor cannot be contacted immediately, an Intensive Care Mobile Unit (ambulance) will be dispatched (at the parents expense) to take your child to the nearest hospital. Every effort will be made to contact the parents as soon as possible. In the event the parents cannot be reached, the persons listed on the Emergency Notification and Authorized Release Form will be contacted. For minor injuries and non-threatening circumstances, as a courtesy to the parents, we call as we feel it necessary to do so. If it is not an emergency, our staff will inform you upon your arrival of minor mishaps.

The Preschool office should be notified immediately about any change in the following:

- Family's address and/or telephone number
- Parent or guardian's employment address and phone number
- Parent or guardian's medical insurance
- Student's doctor and phone number
- Student's emergency phone number(s)
- Custody changes
- Other pertinent information