



Family  
Handbook  
2009-2010

### Potty Training

Potty training is required for the 4's, 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. Please 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.

Mountain Park Church  
40 McNary Parkway  
Lake Oswego, OR 97035  
Church-503-635-3443  
Preschool-503-635-3761  
pattyh@mtnparkchurch.org  
www.mtnparkchurch.org  
www.sonshineschool.blogspot.com

## School Holidays

The Preschool/Kindergarten will honor the following Federal holidays:

- Labor Day
- Veteran's Day
- Thanksgiving and the following Friday
- Christmas and extended vacation
- New Year's
- Martin Luther King Day
- President's Day
- Memorial Day

Vacation days will be listed on the school calendar.

Snow Closures:

The Preschool/Kindergarten will follow the Lake Oswego School District in its snow closures. If LO is closed then we are closed. If LO is delayed, then the school is still closed. The local radio stations will be announcing the closures.

2009-2010 School Year

1st week of preschool/kindergarten	Sept. 7th
Last week of preschool	May 24th
Last Day of Kindergarten	June 9th
Summer School (optional))	June 1st-11th

Dear Parents,

We feel honored and blessed that you have chosen Sonshine Express Preschool and Kindergarten for your child's early education.

Mark 10:14

"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. "

With the Lord's guidance and blessing, we expect to have a fruitful and rewarding year with your children.

Staff:

Kathi Bohrer	2 year olds, bookkeeper assistant director
Kathy Collins	3,4 year olds, L*P
Valerie Eaton	Pre-K
Karen Hanson	PE
Patty Hottmann	Director, music
Nancy Kimball	3,4 year olds, L*P
Kathy Lindsey	Kindergarten, assistant director
Chris Marks	2 year olds, L*P
Nancy Melrose	3,4 year olds
Becky Robertson	Pre-K
Janie Robinson	3,4 year olds, L*P

***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 scholastically.

*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*

Snacks

Snack time is a fun time at school. 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. Again we are nut-free. Please read ingredients carefully.

Responsibility for snack includes:

Bottled water, flavored water is fine

Nutritious snack

Cups/napkins

The County Health Department has required us to provide only store bought items for snack. Any home-made 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.

Birthday parties are fun for the children. We add a birthday crown and sing. For a special birthday snack cupcakes are great, but please be sure that the frosting is minimal. We find that we are scraping off the "whipped lard" for the children. All toys on the cupcakes should be age appropriate.

Snack Ideas:

Graham crackers, granola bars, crackers

Fruit/ Dip

Celery-cream cheese

Yogurt/Jell-O

Raisins

Trail Mix, No Nuts!

## 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 Infections	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.

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.

### ***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. I Thessalonians 5:17

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

### ***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 old through kindergarten program of over 120 children. In the past 27 years, the school has served over 1000 children and their families. Sonshine Express strives to provide a Christian education for a child's early development.*

## 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 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, proper 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 will start January 1st for current students and siblings. Open registration starts February 1st for new students.

Registration includes:

- Registration Form, completed in full
- Non-refundable deposit of \$100.00
- Non-refundable 1st months tuition

### 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.

## 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 let the children 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 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. If the behavior does not improve, then snack will be removed as a natural consequence and possibly a trip to the Director's office. The child will remain in the office until they decide to cooperate and obey the teachers. 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.

## Field Trips

The preschool takes field trips periodically during the year. As parents drive the children in their own vehicles, proof of insurance will be required. 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 children 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.

## Tuition \*\*

Tuition is as follows: Monthly

2 -year olds	\$70.00
3 -year olds	\$140.00
4 -year olds	\$210.00
Pre-K	\$280.00
Kindergarten	\$440.00

Lunch 'n Play:

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

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 scholarship program. 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:

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

\*\*tuition maybe altered slightly according to enrollment

### Arrival & Departure

School begins at 9:00 and ends at 11:30. If your child is in the kindergarten class or Lunch 'N Play, the day ends at 1:30. Plan to arrive on time and also pick up your children on time. Many times field trips are planned and the classes need to leave by 9:00 so your promptness is appreciated.

Parents need to walk their children into the classroom and then 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 'n 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 car-pool drivers for the year or specific individuals. **If SOMEONE ELSE IS PICKING UP YOUR CHILD, WE NEED TO KNOW!**

We would appreciate it if you would call the school when your child is sick or not coming to school that day. We like to pray for them, and if we are going on a field trip, we adjust our carpool arrangements.

The parking lot is a busy place and we ask that you be extra careful as you walk to and from your car.

If a parent is chronically late picking up his/her children, we will impose a \$1.00 a minute late fee.

### Lunch 'n Play

Lunch 'n Play is an extended optional program for the children. The time is from 11:30 to 1:30. It is available Monday-Friday for those children who are enrolled at Sonshine. Children may attend L\*P on those days that they are at school. Attendance is by sign-up only. The sign-up sheet is outside the preschool office and is available during school hours. The cost is \$12.00 per day for early sign-up and \$14.00 per day after the initial sign-up. 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.

Credits will be given for the following:

- 24 hour notice
- illness

Credit will not be given for those children who are at school and choose not to go to Lunch 'n 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.

The children spend the first 45-60 minutes playing in the gym or walking to the park. The children then come into the restrooms to wash up and then to the classroom for lunch. Please provide a lunch and drink for your child. The lunch does not need to be fancy. A sandwich, fruit, and drink are sufficient. Please include a fork or spoon 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 outside.

**It is important for you to pick up your child on time. If you are late, after one reminder, we will assess a \$1.00 a minute fine for tardiness.**