



5206 East Willock
Pittsburgh PA, 15236
(412) 207-7216

2019-2020 Handbook



Our Mission

Sonshine Preschool nurtures your child's social, emotional, physical, intellectual and spiritual needs. Our goal is to provide whole-group and individualized hands-on learning opportunities for your child in a caring Christian environment. The experiences provided in our preschool are developmentally age-appropriate and adhere to the Pennsylvania State Early Childhood Education Standards. Our degreed staff works together at Sonshine Preschool to bless your child's educational foundation for their journey of learning ahead.

Non Discrimination Policy

Sonshine Preschool does not discriminate on basis of gender, race, color, national, ethnic or religious origin in admissions or administration of any policies or programs.

Classes Offered

Toddler Class: Caterpillars (2.5-3.5 yr. olds) Caterpillar 1 T & Th 9:30AM-11:30AM
Caterpillar 2 T & TH 11:45AM-1:45PM

* Children must meet the specific class age requirement by September 1st. For our Toddler Class we ask that children at least be 'working on' potty training and wearing Pull-ups. You may discuss either age requirements or potty training requirements with the Director.

Preschool Class: (3-4 yr. olds) Butterfly 1 M/W/F 9:15AM-11:45AM
Butterfly 2 -M/W/F 12:00PM-2:30PM

* Children must meet the specific class age requirement by September 1st. For our Preschool Class we ask that children are fully potty trained. You may discuss either age requirements or potty training requirements with the Director.

Transition Class: (4-5 yr. olds) - Flower 1: M/T/W/TH 9:00AM-12:00PM
Flower 2 M/T/W/TH 9:00AM-2:15PM

* Children must be 4 years old by September 1st and potty trained for the Transition Classes. Ideally, children have at least one year of previous preschool/daycare experience. Our transition classes provide a hands-on creative learning experience facilitated by our energetic and nurturing staff. The **Transition Class-Option 2 paired with Enrichment Fridays** is a wonderful choice for children who may miss the

*Children enrolled in any morning class may add **Enrichment Fridays** 9:15AM-11:45PM each Friday.

Curriculum

Toddler Class: Children will learn through play, hands-on activities, themes, stories, songs and circle time. We focus on manners, routine and socialization as a part of our everyday activities. We use a creative weekly theme-based curriculum.

Preschool Class: Children will learn through a creative hands-on curriculum. To encourage early literacy and early math concepts we use “The Mailbox Pre-K” curriculum. Children will learn through play, hands-on activities, themes, circle time, and story time. We focus on manners, routine and socialization as a part of our everyday activities as well as introduce concepts required for Kindergarten Preparation.

Transition Class: This class focuses on refining social skills, early literacy, and math concepts for kindergarten readiness. We utilize “The Mailbox Prek-K” curriculum by The Education Center, LLC. <http://www.theeducationcenter.com>). All lessons and activities are aligned with the Pennsylvania Early Learning Standards.

Religious Instruction

We believe that children are created by God and they are loved and cared for by Him. Although we do not formally “teach” a religion class during our preschool classes, we still model Christ’s love through our interactions in the classroom with the children. We also share this love through prayers, Kid’s Praise, crafts & bible stories on occasion.

School Day Dress

Since we use a creative curriculum in all of our classes, children should dress in casual play clothes. Children will participate in “messy” activities on a daily basis. Also, please choose shoes that your child can walk and run in easily. ***We also ask that one complete labeled change of clothes be brought to school and kept in your child’s backpack.***

(Caterpillar Class: If your child wears pull-ups, please send in extra pull-ups and wipes as well and keep them in your child’s backpack.)

Outside Play Area

As long as the weather is warm enough (typically above 45 degrees) and dry children will have time to play outside in our fenced in play area, located across from the Sonshine entrance. We ask that children wear shoes that they can easily run in outside.

Cancellations/Delays

Please note that Sonshine Preschool will follow the Baldwin-Whitehall School District’s decisions to cancel or delay. If Sonshine Preschool delays, we will follow a specific schedule with shortened class times. This schedule will be provided at the beginning of the school year. *We do not have “make-up” days for cancellations.*

Arrival/Departure Procedures

Please be punctual in arrival and departure times each day. The classroom doors will open no sooner than 5 minutes prior the start time of each class. If you arrive early you must wait in the hall with your child. The classroom doors will open no sooner than 5 minutes prior to the departure time of each

class. Your child will wait in his or her seat until the teacher calls them to the door to meet you. Please line up in the hallway and wait for your child quietly.

If your child will be arriving or departing at a different time please notify the school with a note so we can let our teachers know.

Sometimes prolonged “morning goodbyes” can be hard on children, parents and teachers. Your child will become accustomed to the morning routine by the end of the first month of school. Send your child in the classroom with a hug, kiss and cheerful “goodbye” and they will begin their exciting day.

Security System

The preschool entrance may be accessed using a key fob. For each key fob obtained, a \$5.00 security deposit will need to be provided. Once the key fobs are returned at the end of the school year, you will receive your \$5.00 security deposit. Please bring the \$5.00 security deposit on the first day of school and you will be issued your key fob. There will be a \$5.00 key fob replacement fee. The key fobs can be used to access the building at the preschool entrance during school hours on school days. The main entrance of the church will not be open during school hours. In order to keep the children safe we ask that everyone use the preschool entrance. If a family member is picking up a child and does not have a key fob, they can use the buzzer/video intercom system located outside the preschool entrance. They will be asked to show I.D. once they enter the building.

If a family leaves Sonshine Preschool they will have 30 days to return the key fob(s). If they do not return by the 30th day then the security deposit will NOT be issued back to the family.

Cubbies/Hooks

We ask that your child does not bring in toys from home, unless it is a scheduled “Show-and-Tell” day. In some cases your child will share the cubby/hook with another child so please label all belongings.

Snack

Parents/Guardians are required to provide a snack for their child each day. We are a ‘Peanut Free’ school. Snack Time is scheduled in the middle of the class and lasts for ten minutes. Please send your child’s snack in a labeled bag or lunch box. We will provide water during snack time to drink, unless you choose to provide a drink as well. If your child still uses a Sippy cup please provide one each day and label it. If you will have a difficult time sending a snack to school for your child please let us know and we can make other arrangements. Do not send a snack that needs to be heated or refrigerated. Please notify of allergies your child may have on the Medical Release Form provided. (Flower 2 Class: Please provide a snack as well as a separate lunch for your child.)

Birthdays

If it is your child’s birthday feel free to bring in a treat for the class. Cupcakes, cookies or individual ice cream cups are always a big hit! We will sing “Happy Birthday” to your child and serve the treat either during snack time, beginning or end of class. Please schedule the day with your child’s teacher.

Folders

Each child is given a personalized folder that they must bring with them in their backpacks each day. All of your child's school work and letters will be sent home in this folder each day.

Parent/Guardian Visits

Our school has an "Open Door" policy. We encourage periodic visits from the parents and guardians of the children at the center. Upon entering our secure building, please see the Administrative Assistant or Director and you will be escorted into your child's class if it is an appropriate time. Parents/Guardians will also be notified of volunteer opportunities for classroom events throughout the school year.

Progress Report/Conferences

Your child will receive a Progress Report in November (ages 3, 4&5). After the Progress Summary is sent home, Parent-Teacher Conferences will then be offered. However, you may meet with the teacher at any time during the school year by appointment. You may also schedule a phone conference with your child's teacher at any time.

Classroom Schedules

(SAMPLE)

9:15AM- Arrival

9:15AM- Table Activities

9:25AM- Free Play

9:45AM-Circle Time (welcome, calendar, weather, alphabet, colors & numbers, story)

9:55AM- Snack Time

10:05AM-Restroom Break

10:15AM- Theme Activity

10:30AM- Story

10:40AM- Free Play

11:00AM- Clean-Up

11:15AM- Departure

* Please note that teacher's classroom schedules do vary.

Monthly Calendars

The monthly calendars are posted outside of the classrooms and sent home. The calendars state the color-of-the-month, weekly letters, numbers, themes, guests and special activities.

Field Trips

The classes will have scheduled field trips throughout the year. In order for a child to participate in the field trip a parent/guardian must attend and provide transportation for their child. *The Caterpillar Class will have a Spring Field Trip Only. Butterflies & Flowers will have a Fall & Spring Field Trip.

Absences/ Sickness/Vacations

If your child is unable to attend a day of class we do not require notification. However, a call or Dojo Message will alert us of a situation, and allow us to pray about any illness or difficulty your family is experiencing. We do ask that a child with a fever (100.5 degrees or above) remain home until they are fever free for 24 hours. We also ask that if your child vomits, you keep them home until they are vomit free for 24 hours as well. We also ask that any child diagnosed with a communicable illness (flu, cough, diarrhea, sore throat, Hand Foot Mouth, ect.) only return with a physician excuse. Please notify the Director if your child comes down with a communicable illness. We will anonymously inform other parents so they can be aware and watchful of symptoms developing in their children. If your child becomes ill during our school day you will be contacted and asked to arrange to pick him or her up immediately.

Medication

If your child requires a daily medication during the hours he or she is at school, we will administer the medication. A Parent/Guardian must complete the Medication Form at the beginning of the school year. The child's medication will then be kept in a lock box and administered each day. Our staff will not administer pain reliever or related medications for illness occurring during the school day.

Enrichment Classes

Each month we offer 2-4 Enrichment Classes. These classes are available to all 3-5 year olds enrolled in Sonshine Preschool. Enrichment Classes are offered in the afternoons following regular class end times and last until 2pm. Sign-Up Sheets are posted and spots are given on a first-come first serve basis. Enrichment Classes provide a time for children to eat a packed lunch, participate in free play as well as themed activities; cooking, science, art. These classes provide a wonderful experience of a longer school day. Each Enrichment Class is taught by our Sonshine Teachers and costs \$15.00/class. Enrichment classes begin in October.

Before Preschool Care

Before Preschool Care for all children who are enrolled at Sonshine Preschool is now available. Children may be dropped off at any time between 7:00AM and 9:00AM for a fee of \$8.00 PER MORNING. Children may bring a breakfast. They will have time for board games, movies and area free-play all supervised by our qualified teaching staff. Children may sign up for the entire month M-F, certain

days each month or by drop-off. We are excited to offer this convenient option to our families at Sonshine Preschool!

Tuition

Caterpillar Class 1: \$828.00/year (\$92.00/month for 9 months)

Caterpillar Class 2: \$828.00/year (\$92.00/month for 9 months)

Butterfly 1 Class: \$1125.00/year (\$125.00/month for 9 months)

Butterfly 2 Class: \$1125.00/year (\$125.00/month for 9 months)

Flower 1 Class: \$1,305.00/year (\$145.00/month for 9 months)

Flower 2 Class: \$2,070.00/year (\$230.00/month for 9 months)

Enrichment Fridays: \$225.00/year (\$30.00/month for 9 months)

Discounts

If tuition is paid in full for the entire year by September 1st, you will save 3%. If you have more than 1 child enrolled in class at the same time, you will save 10% off of the youngest child's tuition only. If you are a member of New Wine Harvest Church you will save 10%. Only tuition paid in full, and one additional discount may be stacked. Tuition is set and does not adjust according to absences, vacations, days center is closed, or weather related closures. Tuition is due at the 1st class of every month.

Payments

Checks or Money Orders may be mailed in or placed in the payment box in the Sonshine hallway. If you wish to pay by Cash please place in a labeled envelope before putting in payment box. Receipts will be issued. You will be emailed an invoice each month, whether or not you choose to use our online tuition payment system. www.sonshinepreschoolpgh.com
Address: Sonshine Preschool, 5206 E. Willock Road, Pgh, Pa 15236 Attn. Courtney Siefert

Fees and Additional Info.

- The \$90.00 Registration Fee is non-refundable. (\$50.00 of Registration Fee will be applied towards the September Tuition Payment. If your family moves and your child can no longer attend, only \$50.00 of the fee can be returned, with proof of a move.)
- A \$10.00 late fee will be added to the tuition total each week that the tuition is past due, beginning the second week past due.
- If tuition & late fees are not paid within a month your child will not be able to attend school until the payment is received.
- Monthly tuition is NON-REFUNDABLE. If a child drops out of the school during the course of a month after tuition is paid, it will not be refunded.
- There is a \$20.00 bounced-check fee.

-If a child drops out of school after tuition is paid in full for the year; the family is responsible to pay for the months the child attended at the REGULAR RATE. The remaining balance after that shall be refunded.

- If you have questions concerning tuition payments please contact Courtney Siefert;

[Csiefert@sonshinepreschoolpgh.com](mailto:Ciefert@sonshinepreschoolpgh.com)