



Sunshine Preschool
Parent Handbook
2018-2019

POLICIES AND PROCEDURES

ENTRANCE REQUIREMENT

Students registering for preschool must be ages 3, 4 and 5. The classes are filled on a first-come first-served basis. A non-refundable \$20.00 registration fee must accompany the registration form. Refunds will only be made if you move from the district prior to school starting or because of an illness.

TUITION

Tuition is \$145.00 for 4 half days and \$85.00 for 2 half days. All fees are per month, if payment is not received by the 5th of each month, your child will not be able to return to preschool until payment is received in full. If a check is returned for ISF a \$10.00 fee will be charged in addition to the tuition.

CLASS TIMES AND LOCATIONS

The CLW Sunshine Preschool runs from August through May, coinciding with the public school schedule. The Lennox classes run from 8:20-11:30 AM and 12:20-3:20 PM, and the Worthing classes run from 8:20-11:30 PM.

ARRIVAL AND DEPARTURE TIMES

Students should not arrive more than 5 to 10 minutes before the designated class starting time. Students should be picked up no later than 5 minutes following dismissal. A fee of \$10.00 per one-quarter hour will be assessed if the student is not picked up within the allotted time.

STUDENT SAFETY

No student will be allowed to leave the preschool center alone. They must be picked up by a parent, guardian or other authorized adult. Written notice from the parent or guardian is needed if the child will not be going home as usual. The child's "I'm not riding the bus tonight" will not be accepted. If there are any restrictions as to who may pick up a student following preschool, please notify the teacher and director in writing and provide the most current picture of the individual.

REPORTING OF MISHAPS OR ACCIDENTS

If your child is injured at preschool, the teacher will send home a note to inform you of the circumstances, the type of injury, and how it was treated. In case of serious injury, the parents or other responsible party will be contacted.

PERSONAL HYGIENE

Students must be able to manage their own personal hygiene (i.e. toilet training, must be able to do his/her own wiping).

PERSONAL ITEMS

Students will NOT be allowed to bring their own toys to school. Should there be specific days set aside for Show and Tell, anything pertaining to weapons or violence will NOT be tolerated. If any such items make it to the classroom, they will be confiscated and not returned. Baseball caps are not permitted. Should your child be wearing a baseball cap, he/she will be asked to take it off and put it in their backpack in their locker.

PETS

No pets will be allowed for show and tell days due to allergies.

PARENT-TEACHER CONFERENCES

Conferences will be conducted on students who will be going to Jr. Kindergarten or Kindergarten in the fall of the following year. We have conferences in the spring. Parents will receive a note from the teacher informing them of conference times for their student. If the teacher(s) have a concern about a student, the parents/guardians will be contacted to schedule a time to discuss the concern. If the parent has a concern, they may contact the teacher. If further testing or attention is needed, you may want to contact your local school district. A copy of the concern form from the conference will be forwarded at your request.

APPROPRIATE DRESS AND WEARING APPAREL

Children should be dressed appropriate to the weather conditions. **Their hats, boots, gloves or mittens, coats, etc should be clearly marked with their name or initials.** The teacher will see that the children are properly dressed before leaving the preschool. Because of the types of activities the children are involved in during preschool, it is asked that the children wear play clothes.

TRANSPORTATION

Parents are responsible for arranging transportation to and from preschool for their child(ren). Bus service is available in Lennox by the Lennox Community Bus. Seating on the bus is available on a first-come first-served basis. Lennox passengers should contact Gene Valentine at 605-838-7595.

For Worthing bus service please contact Gene Valentine at 605-838-7595.

MEDICAL ADMINISTRATION POLICY

Preschool personnel **WILL NOT** distribute prescription or non-prescription drugs to students. As students are at preschool for a short period of time, parents should administer any medications either before or after the child attends preschool for the day.

Head Lice- If your child gets head lice contact the teacher A.S.A.P. Your child must be completely cleared of head lice before returning to class. You must obtain a note from a doctor or a nurse stating that the head lice are gone.

IMMUNIZATIONS

All children will be required to have current immunization records for their age on file

DISCIPLINE

Time-out or quiet time will be used when discipline is necessary. After talking with the child about the inappropriate behavior, the child will be temporarily removed from the group activity and placed in the "time out" area. During the time out, the child is expected to think about their action and it gives him/her the opportunity to regain his/her self-control. Before rejoining the rest of the class, the child will be asked if he/she understands why the time out was needed. If a preschool item is **intentionally** broken, the student will be responsible for the replacement cost.

CHILD ABUSE

Educators are required by law to report suspected child abuse. Our teachers will contact The Department of Social Services when child abuse is suspected.

EMERGENCY SCHOOL CLOSINGS

If school in the Lennox School District 41-4 is called off due to weather conditions, preschool will not meet. If school is running late, the AM sessions of preschool will not meet. School closings, late starts, and early dismissals are announced on radio stations WNAX, KSOO, KELO, KTWB, KXRB, WSN & KNWC and on television stations KSFY, KELO & KDLT. Reports in the morning will be between 6:30AM and 8:00AM. You will also receive a phone call from the Lennox Administration informing you that school is starting late or releasing early.

If no report is heard, it can be assumed that school will be in session. The director will notify the teachers if classes will not be held.

After 3 classes that are called off due to weather, we will make up the days starting on the 4th day called off due to weather.

Teacher In-Service and comp days will not be made up as they are already added into the school calendar. Lennox PM classes will make up teacher common planning days on the Friday within the same week.

SUPPLIES

Parent will need to provide a NORMAL sized book bag. Colors, markers, glue and scissors are provided by the program. This book bag, must be able to fit the regular sized folder in it without bending the folder.

SNACKS

Children are offered milk and a snack in the AM and PM at Lennox and AM at Worthing. If your child has any conditions, such as food allergies, milk sensitivity, etc. the teacher should be notified. If your child is on a special foods diet, or has allergies the parents should provide snacks just for their child.

FOLDERS

Please send your child's folder to school every day in their backpacks. It is our form of communication between home and school. Please send notes in the envelope if anything changes with your child's normal routine. Example having someone else pick them up, needing to pick them up early etc. It is very important to send notes, as we do not change the normal routine when a child says "oh I am not riding the bus today." Students end up in tears, when I say "well we don't have a note." Save us all from tears and just send a note.

TELEPHONE CALLS

Telephone numbers are listed on the organizational page of this handbook. Please notify the attendance center if your child will be absent. You may text the teachers to let them know your child will not be attending school or if the pickup is different. A note works best so that we can hang them by the door, but if you forget a text will work.

SCHOOL VISITATIONS

Prior to the start of preschool in the fall, an open house will be held at each center. The parents and preschool students are invited to meet the teachers. We encourage parents or guardians to visit the preschool. To be sure it will be convenient for you to visit; a telephone call or note to the teacher several days in advance would be appreciated. Parents are welcome to visit the preschool site during the school day, but we ask that you call the teacher ahead of time, to make sure there is not a field trip planned for that day.

PHONE NUMBERS and EMAIL ADDRESSES

Lennox Elementary School: 647-2203 Extension: 4233

Worthing Elementary School: 372-4114

Sheryl's Cell Number: 212-6261 (personal) you may text or call

Jade Fjelstad (WORTHING): 605-987-7306 (work cell number) you may text or call

Email:

Sheryl.ledeboer@k12.sd.us

Jade.Fjelstad@k12.sd.us