



A ministry of Bethel Church

# PARENT & STUDENT HANDBOOK

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## MISSION STATEMENT

Sonshine Christian Academy is a ministry of Bethel Church. Our goal is to provide quality, Christ-centered education every day. All of our students, from our youngest toddler in the Transitional class, to our oldest student, are given the opportunity to learn and explore their world around them in a safe, healthy, and nurturing learning environment. Our experienced and caring staff seeks to help lay meaningful foundations in our student's lives. All of our classes are taught from a biblical perspective and a Christ-centered curriculum lays a solid foundation for both education and faith. Our curriculum emphasizes the teaching of Christian principles and life skills, and de-emphasizes religious doctrine and denominationalism. Consistent Parent-Teacher communication, along with individualized focused learning, promotes a love of learning that will last a lifetime.

Sonshine Christian Academy believes that the family is ultimately responsible for the upbringing of the student, and so our school is designed to be a positive reinforcement of family life. Full support from all family members is imperative and expected for this objective to be accomplished. We look forward to partnering with our student's families in enhancing the physical, cognitive, social, and spiritual development of our students.

## **SCHOOL INFORMATION:**

Sonshine Christian Academy  
Ministry of:  
Bethel Church  
1583 Blackwood-Clementon Road  
Blackwood, NJ 08012

[www.bethelnj.church/sonshine](http://www.bethelnj.church/sonshine)  
[www.bethelnj.church](http://www.bethelnj.church)

### **Senior administrative staff:**

Director: Rev. Joseph Parker 856-228-5050  
Assistant Director: 856- 228-5958  
Bookkeeper: Dana Insley 856-228-5958

### **School calendar:**

Please refer to the issued school calendar for specific dates of school closures and plan accordingly.

### **School hours:**

Sonshine Christian Academy is open from 6:30am to 6:00pm.  
All academic instruction begins instruction at 9:00. Please drop your child off before this time.

### **School closings:**

Through the Brightwheel App, you will receive up the minute information about special events, school closings, early closings (if necessary) and delayed openings. (Be sure to turn on notifications).

### **Use of building**

On rare occasions, our church home is used for church events. Periodic pastoral meetings, weddings, funerals, etc. are held at our facility.

Please know that the daycare children are never exposed to or left alone with anyone other than our Academy staff. All precautions are always in place as we host these various events.

## **METHOD OF PARENTAL NOTIFICATION**

Sonshine Christian Academy primarily communicates with parents through the Brightwheel App. We may also use phone calls, "School to Home" Communication Sheets, and notes. The Academy also uses group texts to communicate school-wide reminders or important events, such as school closings, early dismissals, etc. These will also be through Brightwheel. In the event of a sick child, an accident involving the head, an illness or a medical emergency, the parents/guardian will be immediately notified by Brightwheel and/ or phone.

## **DROP OFF AND PICK-UP PROCEDURES**

Sonshine Christian Academy is open from 6:30 am to 6:00 pm. Drop-off times are flexible. The educational component to our day begins at 9:00 am sharp. Please have your student arrive prior to this time to allow for check-in time and to give your child a chance to settle in for their day.

We are a secure facility, in that the front doors are locked and that everyone must ring the buzzer to be let in the building. Upon arrival, you must sign your child in and then a staff member will get your child to where they need to go.

Anyone who picks up a child must be added to the approved pick-up list. Photo identification will be required for them to pick up your child.

## **EMERGENCY CONTACT LIST:**

Please take care to keep our files updated. If phone numbers change or if your emergency pick-up person (people) change, it is your responsibility to update your information on Brightwheel immediately. It is imperative that we have current, usable information to contact you or your alternate adults.

## **LATE PICK-UP:**

You must pick up your child by 6:00 pm. As per the fee schedule, a late pick-up fee of \$1 per minute may be assessed when a child is left beyond 6:00. This fee is added onto the normal tuition and is required to bring the account current. Not paying the late pick up fee may incur a late payment fee. Chronic lateness at closing time (picking up the child after center hours 5 times within any 30 day period) may be grounds for termination of service.

## **RELEASE OF CHILDREN:**

Each child may be released only to the parent or person(s) authorized by the parent to take the child from the Academy and to assume responsibility for the child in an emergency if the parent cannot be reached.

If the non-custodial parent has been denied access, or granted limited access, to a child by a court order, the Academy shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. It is the responsibility of the custodial parent to make sure the Academy has all the proper documentation.

If the parent(s) or person(s) authorized by the parent fails to pick up the child at the time of the center's daily closing, the Academy shall ensure that:

- The child is supervised at all times.
- Staff members attempt to contact the parent(s) or person(s) authorized by the parents.
- An hour or more after closing time, provided that no other arrangements for releasing the child to his/her parent or person authorized by the parent have failed and staff members cannot continue to supervise the child at the center, the member shall call the Division's 24 hour Child Abuse Hotline (877-652-2973) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent is able to pick up the child.

If the parent(s) or person(s) authorized appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director, administrator and/or staff member, the child would be placed at the risk of harm if released to such individual, the Academy shall ensure that:

- The child may not be released to such an impaired individual.
- Staff members attempt to contact the child's other parent or an alternative person authorized by the parent(s).
- If the Academy is unable to make alternative arrangements, a staff member shall call the Division's 24 Hour Child Abuse Hotline (800-652-2873) to seek assistance in caring for the child.

## **STUDENT ATTENDANCE**

Pre-school students are encouraged to attend regularly, since this promotes security and predictability in the child's routine.

Since the students are laying extremely important educational foundations, it is in your student's best interest to minimize days missed from the classroom.

## **TEACHER REQUESTS**

Unfortunately, due to enrollment numbers, we are not able to honor parent requests for specific teachers.

## **VISITORS**

Visitors and parents are welcome to come and observe our learning environment. Please follow these simple guidelines to ensure that it is a positive experience for all.

### **Visiting Procedure**

No notice for visitation is required, but would be appreciated. The visitor must first report to the office to sign in and receive a visitor pass. This is for the safety of all of our children. We will let you know where your child is at that time. You must restrict your movements to the location of the child that you are visiting. Please try and plan your visit according to the children's schedule so as not to disrupt quiet time for all the students.

We firmly believe that parent involvement is an important component in the learning process, so please let us know what we can do to assist you in addressing any educational concerns you may have with your student.

## USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY

### Use of Technology

Sonshine Christian Academy primarily communicates with parents through Brightwheel, phone calls, and School to Home Communication Sheets.

During the school day, television is used for educational purposes only. Teachers must have prior approval from the administration before viewing. Websites such as Scholastic.com may be used as educational tools with prior approval from the administration.

### Social media

The following social media policy applies to parents, members of staff, and students.

This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Instagram, Snap Chat)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube, Tik Tok, etc.)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families.

We therefore require that:

- No photographs taken within the Academy setting or at Sonshine special events and outings with the children are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to post photos of anyone else's child.
- No public discussions are to be held, or comments made, on social media sites regarding the Academy children or staff. No public discussions are to be held that could be construed to have any impact on the Academy's reputation or that would offend any member of staff or parent whose child attends the school.

## **TUITION**

### **Registration fee**

A non-refundable annual enrollment fee is due by the date specified on the fee schedule. If a child is withdrawn from Sonshine Christian Academy and returns outside of a 30-day grace period, a new registration fee is required. This enrollment fee includes the registration fee, and the book and supply fees. Please refer to the current fee schedule in place.

### **Tuition**

The tuition is pre-determined, and is on your fee schedule. This tuition represents your weekly obligation, but the school is run on an academic school year schedule. Please consider looking at your weekly tuition as a payment towards your yearly or monthly obligation. Tuition is not subject to adjustments for illness, holidays, vacations, or emergency closure of Sonshine Christian Academy. The full tuition is in place regardless to the changes, unforeseen or planned, to the student's attendance. Please refer to the academic year calendar to understand your financial obligation. Pulling your child out of the academic school year early will result in their name being placed at the end of the waiting list to gain a spot for the coming academic year.

### **Payment Method**

Tuition money may be paid in cash, check, money order, cashier's check, or by online payment through provided our secure Brightwheel App.

Payment summaries can be made available upon request, but your "live" balance is always available through Brightwheel.

If a personal check is returned to SCA, there will be a \$30 returned check fee. This money will be due the following week to avoid late fees from incurring.

### **Payment and Late Fees**

All tuition is due in advance of service rendered by the end of the business day (6:00pm) on Friday of the preceding week. Any tuition monies paid after 6pm on Friday, will be considered late and subject to the \$10 late fee. Failure to pay the late fee with the subsequent tuition payment will cause the tuition to continue in delinquency, adding another late fee weekly until all accounts are brought current. Partial payment will not prevent late fees from incurring.

After an account has been charged three successive late fees, SCA will issue a written letter of warning. If the account has not been brought current, including all associated late fees and late pick-up fees, by the fourth week of the billing cycle, then a formal two-week notice of dismissal may be issued. Re-enrollment after the fees are paid is at the full discretion of the administration. A new registration fee may be required if re-enrollment is allowed. SCA reserves the right to pursue collections in whatever manner is appropriate by law.

## **FIELD TRIPS**

The children may have opportunities to participate in special programs or field trips throughout the school year. These may require additional fees. The cost of the activity or trip will be provided in writing and payment due-date will be specified.

### **Fees**

Any fees associated with special events are not included in tuition cost and payment for the trip does not affect when tuition is due. There are no late fees on trip payments.

If the payment is not received by the due date, it may result in the child not participating in such event. If this is a “required” trip for the student’s whole class, the child may have to stay home for the trip hours.

All trip fees must be paid separately from tuition in separated cash, check, money order or through Brightwheel. Chaperone fees (if necessary), will be added to your bill after notification that there will be a chaperone. Trip fees cannot be claimed as childcare expenses and any requested receipts would indicate such.

**All Students are required to wear their school t-shirts for all field trips unless they are chaperoned.**

## **STUDENT SUPPLIES**

All children are required to bring a full sized backpack to carry everything home each day.

Book / Supply Fees are combined with the registration fees for each enrolled year. These fees cover the expenses of the curriculum & supplies for the whole academic year.

Please see the updated fee schedule for the current enrollment rates.

## **CLOTHING REQUIREMENTS**

### **Change of Clothes**

It is required that all children who attend Sonshine Christian Academy have a change of clothes (including socks and underwear) in their backpack. Please check the backpack every night to ensure that this is restocked when needed. Failure to have the necessary clothing may result in you getting called away from your day to come resolve the situation.

### **Mark Child's Name**

Please mark all of your children's items clearly with their full names to avoid any confusion. Include Jackets, Clothing, Bedding and rest time stuffed animals (optional). Clothing labels can be found in pockets, inside seams and on the neck back.

### **Shoes**

Please send your child to school with shoes that **DO NOT** have open toes or heels (flip-flops, clogs, sandals, etc.) Our days are full of activities and closed shoes are a must to help prevent injuries. The mulch on the playground has a way of working itself into open shoes. If, during the winter, you send your child to school in snow boots, please send a change of shoes in the back pack.

### **Accessories**

Please do NOT send your child in with expensive jewelry, accessories, or any other personal items, e.g. Toys, phones, I-pads, etc. This is a pre-school. Things get lost or "borrowed". We are not responsible for any lost or stolen articles.

### **Outdoor Recess**

Please be aware that we do go outside to play unless the weather does not permit it. We will go outside as long as it isn't raining and the temperature (including wind chill) is above 32° or below 89 (including heat index). It is important that you send in warm coats, hats, scarves and mittens during the winter months and sun screen in the summer.

## **NAP TIME / REST TIME**

Rest time is an important part of your child's day. Please send the necessary items to have this time of day run smoothly.

Regulated by the State of New Jersey, Department of Children & Families, Sonshine will adhere to all the guidelines, specifically:

Sonshine will provide a clean, and restful environment for all students. Each student is assigned a CPC product-certified cot, and each parent is required to purchase and provide a clean cot sheet (as specified from the center). Sonshine disinfects all the cots weekly, and additionally will disinfect if a child has had an accident on their cot. Each cot will be marked with the student's name or be cleaned between students.

All bedding will be sent home on Fridays (or the last day of school in any particular week) and should return on Monday or the next school day. Soiled laundry that is sent home mid-week is expected back on the next day of attendance. All families are required to buy one (1) specialized cot sheet from Sonshine upon registration of a child who will be attending in either our academic year or summer camp program (this applies to preschool children up to the summer before kindergarten). Families are welcome to purchase additional sheets at any time from the office.

The classroom will be set up with easements between cots. Lighting will be soft, but not so low that the staff can clearly see the children's faces during the duration of rest time. Soft music may be played – the tv or shows on the tablets will never be used to put the children to sleep.

Each child must rest or sleep for 30 minutes (and does not appear to need additional rest or sleep) before staff may provide an alternate quiet activity for the remainder of the rest period. Wake up period will begin with lights on and gentle reminders to wake.

Each child's bedding will be placed in a marked bedding bag and cots will be stored so that there is no contact with the sleeping surface of another mat. Students are not allowed to rest on a cot without a cot sheet.

Children are only allowed pacifiers during rest time and cannot use pacifiers with straps or other types of attachment devices.

## **SNACKS AND MEALS**

Please remember that Sonshine is a **PEANUT FREE** facility. Please be sure that your child's lunch and snacks do not contain any peanut products.

All children **MUST** be able to feed him or herself independently. Fingers are fine.

### **Snacks**

All students are required to bring two nutritional snacks. If you can, please avoid sugary snacks and watch out for red dye. Many children are sensitive to it.

### **Lunch**

Students will need lunch every day. Please remember to pack your student's lunch with an ice pack and any necessary cutlery.

We do have the ability to heat up your child's lunch. However, the lunch must be packed in a microwavable container and be able to be heated up in under a minute.

### **Pizza Friday**

Pizza (one slice) is provided on Fridays only. The parents may choose to send in the child's lunch.

An extra slice of pizza can be purchased for \$2.00. The money may be paid in the office on Friday morning when you drop off your child. If you choose, you may pay several weeks ahead.

### **Breakfast**

If your child arrives before 8am, they may eat a breakfast you supply .If you are arriving after 8am, you must feed your child before arriving.

## **RETENTION POLICY**

For our pre-school students, classrooms are generally set up by age category and therefore retention would not necessarily apply. We do take student readiness into consideration and will discuss with the family if our head teacher recommends holding the student back.

## **TOILET TRAINING POLICIES**

Sonshine Christian Academy is here to partner with you to assist your child through all their academic and social skills including the daunting task of potty training. Working together, we believe that this process can be a successful and stress-free endeavor.

### **Readiness**

There are developmental markers that indicate that a child is ready to be potty trained. These include:

- The child can walk.
- The child can understand and follow basic instructions.
- The child can speak in three to four word sentences.
- The child can tell you when he or she has wet his/her diaper.
- The child is capable of pulling his/her pants up and down.
- The child will stay dry during a nap or for at least two hours during the day.

Once your child is showing the signs of readiness, it is time to begin. Having a plan in place that is consistent between the home and school environment can be a huge asset in making the transition smoother. We truly believe that communication and positive reinforcement is the key to a successful transition to being fully potty trained!

Sonshine believes that successful potty training requires teamwork and a positive attitude. In that light, we have set up a tangible reward system will be set up by the classroom teacher to encourage a positive attitude toward this developmental and social milestone.

### **Pull-ups**

All the children who are not fully potty trained must be sent wearing pull-ups. No diapers at all will be permitted. The preferred brand of training pants is the Huggies Pull on Diapers, since they are the only ones right now that have Velcro sides, which makes changing after an accident stress-free.

### **Change of Clothes**

All the children in our potty training program that have transitioned to underwear during the day will be required to have 3 changes of clothes in their backpacks or classroom. This gives us leeway if the child has a difficult day and requires multiple changes without calling the parents and making the children stand around in wet clothes until you arrive. All wet/soiled clothes will be sent home as-is in plastic bags for you to launder. Please note that we do not have any laundry facilities nor extra clothes available here for the children.

## **Clothing Policies**

Clothing policies during potty training is as follows:

- Your child MUST wear loose fitting clothing that are easy for the child to pull up or down.
- NO overalls, pants that require belts, one-piece outfits, or t-shirts with snaps between the legs. (Dresses are discouraged in the early stages of training because of all of the extra fabric.)
- A supply of clothing with no less than 3 changes of clothing (including socks).
- Bring an extra pair of shoes if available.
- A full stock of pull-ups or multiple changes of underwear.

## **“Potty” Rings**

Sonshine’s Transitional Room has a toddler-sized potty for student use. If you wish your child to potty on a potty ring on top of the toilet, you must bring it in and label it clearly with your child’s name. Any potty ring that has a crack in the plastic covering will not be kept at the school. It will be sent home for you to replace for hygienic reasons.

## **Acceptance of Students who are not Toilet Trained**

SCA does not accept new students into our 3 year old classes unless they are potty trained, with the exception of naptime pull-up use. If a child is not fully trained and is still age appropriate for our 3 years old class, they may have a spot in our transitional room if one is available. Current Sonshine students that have come from our transitional room and are not yet completely potty trained will be not be held back but we will continue to work with them in a three year old room. No non-potty trained children are permitted in our 4 year-old rooms.

## **HEALTH ISSUES**

The following illness policies will be strictly enforced, for the health, well-being and safety of all students and staff.

**Under no circumstances may a parent bring a sick child to school.** Should your child display any of the following symptoms, he/she will not be allowed to attend our program until they have been symptom free for 24 hours.

- Severe pain or discomfort
- Any episodes of vomiting or diarrhea during a 24 hour period. Note: please do not bring your child to school if they have vomited or have had diarrhea the night before.
- A temperature of over 100.5 degrees.
- Lethargy that is more than expected fatigue
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches (i.e. ringworm)
- Difficult rapid breathing or severe coughing
- Skin rashes or behavioral changes in conjunction with fever
- Weeping or bleeding skin lesions that have not been treated by a health care provider
- Mouth sores with drooling
- Stiff neck

A child needs to be fever free before returning to school. That means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.

Once a child is symptom free for 24 hours or a health care provider indicates that the child poses no serious health risk to himself or any other child, the child may return to the Academy.

### **Symptoms requiring removal of child from school:**

- Fever AND sore throat, rash, earache, irritability, or confusion.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

If a child is exposed to any diseases that would exclude them from attending the Academy, parents will be notified in writing.

## **Picking up an Ill Child**

If your child becomes ill during school hours, you will be notified by phone or through our Brightwheel App. to come pick up your child. You are expected to pick up your child within an hour. If you are unable to pick up your child in an hour, it is your responsibility as a parent/guardian to call someone else. If we are unable to reach you on your given contact numbers, we will continue to call the emergency numbers you have provided until we reach someone to come pick up the child. Please keep the school records current.

## **Accidents**

All student accidents and injuries shall be reported to the office and an incident report will be filled out if required or warranted. This report is kept in the students file and the administrator or teacher will notify the parent.

Parents will be notified by phone or through Brightwheel of any injury to a child's head, a bite that breaks the skin, or a fall from a height above that of the child's height.

Any injury that requires attention by the parent or a physician follow-up, the parent will be notified immediately.

In the event of any serious injury, 911 will be called for ambulance transport and then the parent will be notified. If the parent is unable to reach the Academy in time, a staff member will accompany the student and stay with them until a parent or representative arrives.

## **COMMUNICABLE DISEASE MANAGEMENT**

### **Excludable Communicable Diseases**

No child or staff member with an excludable disease including, but are not limited to, respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles, may be admitted or remain at the academy, until:

- A note from the child's or staff member's health care provider which states that the child or staff member, has been diagnosed and presents no risk to himself, herself, or to others;
- The center has contacted the Communicable Disease Program in the State Department of Health, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
- If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

### **Communicable Disease Reporting Guidelines**

Some excludable communicable diseases must be reported to the health department by the academy. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

## **MEDICATION ADMINISTRATION**

All medication must be brought to the School Office. No pills or medications of any kind are to be retained by the student or placed in their backpacks. These precautions will be strictly enforced. The medication policy is in place for all prescription and non-prescription (over-the-counter) medications. If possible, ALL medication should be administered before or after school unless there is an emergency. The first dose of all medications must be delivered at home so the parent can observe any adverse reactions.

### **Prescription Medication**

Prescription medications may only be given if the school has received all three of the following:

- Written order from a medical doctor.
- Pharmacy prescription labeled bottle that matches what the medical doctor ordered. The container must have the written instructions with dosing, frequency, route, and child's name.
- Written permission signed by parent/guardian which matches the medical doctor's written order.

## **Over the Counter Medications**

Over the counter medications may be given if:

- The medication is in the original over-the-counter packaging. The container must have the written instructions with dosing, frequency, route, and child's name.
- Written permission signed by parent/guardian which matches the OTC medication.

Medical permission forms may be obtained at the School Office.

The school does not provide any non-prescription medication.

We will NOT give fever reducers to children running a temperature. Students with a fever should not be in school.

**PARENTS/GUARDIANS ARE REQUIRED TO NOTIFY THE SCHOOL ADMINISTRATOR OF ANY AND ALL SPECIAL MEDICAL CONDITIONS/NEEDS OF THE CHILD, TO INCLUDE BUT NOT LIMITED TO: ALLERGIES, ASTHMA, SEIZURES, ETC.**

## **HEAD LICE**

If lice are discovered on your child, they must be picked up immediately. Sonshine Christian Academy has a "no-nit" policy in place and therefore, the child must be found to be nit free in order to return to school. If the child is brought back to school and lice or nits are still present, the parent will have to pick up the child immediately.

If a classmate has been found to have lice, a written notice will be sent home and all the students in attendance will be checked. Please follow through and check your child's head regularly.

## **STUDENT CONDUCT**

The ultimate goal at Sonshine Christian Academy is to foster a loving, God-centered environment for our students to learn and grow in. To achieve this, certain age-appropriate conduct is needed.

Students are expected to refrain from intentionally causing injury or endangering another student or staff member's physical safety or causing harm to themselves. Such a student will be removed from the classroom and brought to the office.

Students are expected, within age-appropriate parameters, to respect fellow students, staff, and the facility. Any instances of intentional spitting, biting, kicking, destruction of property, etc. will be reported to the office and the parents will be notified. Please see the Discipline Policy and the Expulsion Policy within this handbook for any clarification.

## **DISCIPLINE**

At Sonshine Christian Academy, we strive to offer your child excellent academic opportunities! We are blessed that you've chosen Sonshine Academy for the foundations of your child's academic life!

As children grow, however, they are going to make mistakes and it is our aim to display Christ-like behavior toward the children when this happens. Therefore, it is necessary to have a disciplinary code in place. Every child is entitled to a fair and optimum learning environment.

### **Classroom Rules**

All teachers at Sonshine Academy will display and communicate a maximum of 5 simple classroom rules. Each teacher will develop a positive reinforcement management system for her classroom that is simple and clear. Positive rewards will not be taken away and used as leverage to control a child's behavior. Salvation is freely given by our Lord and not based on our "good deeds" and we will use this model. However, rewards cannot be earned for inappropriate behavior.

Exercising forgiveness, as our Lord does daily for us, is key in curbing unwanted behavior. Praising the proper behavior is key in developing good, healthful habits for any child! Minor infractions will be handled at the teacher's discretion, however, for extremely disruptive or hurtful behavior, the following will apply.

It is at the discretion of the Sonshine Christian Academy staff at any time to request evaluation by a medical professional and the responsibility of the parent(s) to follow through. If proper steps are not taken to provide the child with interventions necessary, it is at the discretion of the Sonshine Christian Academy to expel the child. If at any time a child threatens to hurt him/herself or others in a violent manner, it is at the complete discretion of the staff to skip the following steps and immediately seek intervention.

Children may not disrupt learning or routines by any inappropriate behavior including but not limited to violent excessive tantrums, throwing toys, striking another child or staff member, using verbally abusive or foul language, exhibiting excessively defiant, oppositional, and/ or disrespectful behavior toward staff or other children, etc. If the class is severely disrupted, the following will occur in no particular time frame. Teachers are responsible for documenting all serious incidents and may notify the parents on the daily activity log.

## **4 step Discipline Policy**

Sonshine Christian Academy has a four-step discipline policy in place:

1. The child will be provided a gentle reminder of the desired action.
2. The child will be given a positive redirection.
3. The child will be given an age-appropriate time out.
4. Involvement of the behaviorist and/or administrator in disciplinary action.

It is at the discretion of the administrator and/or director to address regular, disruptive, or aggressive behavior with the parents. A specific time period of suspension from school may be implemented by the director or assistant director. Expulsion may be the end result of serious or extensive infractions.

Students with repeated serious behavior reports may not be eligible to re-apply for the following summer camp or academic year.

## **EXPULSION / SUSPENSION**

### Proactive Actions That May Be Taken In Order To Prevent Expulsion / Suspension

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriateness of activities, and supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behavior
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- A brief time-out will be given to regain control
- Child may lose certain privileges
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/Guardian will be notified verbally
- Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The director, staff and parent/guardian will have conferences to discuss how to promote positive behavior
- The parent will be given literature or other resources regarding method of improving behavior
- Recommendations of evaluation by professional consultant
- Recommendations of evaluations by local school district child study team

## **Schedule of Expulsion / Suspension:**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's behavior warranting an expulsion or suspension. A suspension action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the Academy.

- The parent/guardian will be informed regarding the length of the suspension period.
- The parent/guardian will be informed of expected behavioral changes required in order for the child or parent to return to the center.
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the Academy.
- The parent/guardian will be given specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks' notice depending on the risk to the welfare and safety of other children).

### **Parental actions to cause child's expulsion**

- Failure to pay/habitual lateness of tuition payments
- Failure to complete required forms including child's immunization records
- Habitual lateness in picking up your child
- Intimidation of and/or physical or verbal abuse to staff
- Falsifying School documents or any other documents linked to the school and /or school staff

### **Child's Actions for Expulsion**

- Failure to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

### **Grounds for immediate expulsion:**

- The child is at risk of causing serious injury to other children or himself/herself
- Parent(s) physically threaten or intimidate staff
- Parent(s) exhibit verbal abuse to staff

### **A child will not be expelled if their parent(s):**

- Made a complaint to the office of Licensing regarding a center's alleged violation of the licensing requirements at (1-877-NJ ABUSE).
- Reported abuse or neglect occurring at the center (1-877-NJ ABUSE).
- Questioned the center regarding policies and procedures. The center must give the parent an adequate amount of time to make other child care arrangements.

## **CONFLICT AND GRIEVANCE PROCEDURES**

Because the work we are engaged in involves the religious tenants of belief, is composed of spiritual activities over an educational function and is a sacred undertaking, we encourage direct communication for any kind of dispute.

This procedure is intended to establish effective means of communications by which to channel issues.

When a conflict or grievance arises, relating to the Academy, everyone is expected to follow the guidelines outlined in Matthew 18:15-17 as follows:

1. Approach, in the spirit in meekness, only the person(s) involved. Share with them the specific details of the offense. Never share the offense with others before first approaching the person(s) directly involved.
2. If a resolution is not reached, take the matter to the next person in the chain of authority. The chain of authority, in ascending order, is:
  - a. Student or parent
  - b. Teacher
  - c. Administrator/Co-director
  - d. Director/Associate Pastor
  - e. Deacon(s)/School Board Members
  - f. Senior Pastor
  - g. Church Board