****

**Parent Handbook**

**SunRise Preschool**

SunRise Preschool is an Early Childhood Ministry of SunRise United Methodist Church. We are located at 7116 Twin Chimneys Boulevard, O’Fallon, Missouri 63368. You can contact us by phone at (636) 978-0461 or email at preschool@sunrisefamily.org. Our Director is **Cate Heberlie. Jim Blue** is our Senior Pastor.

**Philosophy and Curriculum**

After two years of planning, Sunrise United Methodist Church Preschool was founded in 1996 by the Early Childhood Ministry Board — a group of church members who felt a need to reach out into the community and meet the educational and spiritual needs of young children.

Our goal at SunRise Preschool is to provide a developmentally appropriate program within a

Christian environment that will nurture your child’s spiritual, physical, emotional, social, and intellectual growth. Our program promotes the development of self-esteem, peer cooperation, and strong moral values. We encourage children to experience God’s unique love for them as individuals and to understand He loves all children.

Our curriculum follows the guidelines of the National Association for the Education of the Young Child (NAEYC) and includes hands-on experiences in art, music, science, storytelling, and physical activity. Staff members use age-appropriate guidance techniques within the framework of Christian love.

**Enrollment and Admission**

**Three-year-old preschool classes**: There are two days a week classes and three days a week classes. Classes meet two days a week, Tuesday/Thursday mornings from 9:00 am to 12:00 pm or three days a week Tues, Wed, Thurs from 9:00am to 12:00pm. The class ratio is eight children to one teacher. To be eligible, your child must by three years old by August 1 of the year **and potty trained**.

**Pre-kindergarten preschool classes:** Parents may choose from a four day a week morning program (Mon, Tues, Wed, Thurs 9:00-12:00) or a four day a week full day program (Mon, Tues, Wed, Thurs 9:00-3:00). The class ratio is twelve children to one teacher. To be eligible, your child must be four years old by August 1 of the year and potty trained.

We have a limited enrollment with church members, and families of children currently enrolled in SunRise Preschool allowed to enroll first. Public registration is held after currently enrolled families, SunRise members, and Alumni. Once the classes are full, a waiting list will be formed. A new waiting list will be started at the beginning of each enrollment year.

**Tuition and Fees**

Preschool fees and tuition rates are as follows:

Non-refundable registration fee $100 (per family)

Supply fee $120 (This covers all supplies for the entire school year)

Tuition:

3-Year-Old Preschool (2 days) $145 per month

3-Year-Old Preschool (3 days ) $205 per month

Pre-K (4 half days) $220 per month

Pre-K (4 full days) $440 per month

Lunch Bunch $80 per month for one day a week

 $150 per month for two days a week

Registration fee is due at registration. Supply fees are due when you drop your packet of paperwork off between February and July. Supply fees must be turned in by the end of July. Preschool and Lunch Bunch tuition are payable in monthly installments and due the first scheduled attendance day of each month. **Tuition may be made online** (this method is preferred) Instructions can be found on our website. You may also pay by check made payable to “SUMC Preschool”(SunRise United Methodist Church Preschool).A fee of $10 will be added if a check is returned because of insufficient funds.

If a parent is delinquent with tuition payments by the 10th of a second consecutive month, a verbal warning will be issued. If the problem persists, steps may be taken to withdraw the child from the program. Please understand that our tuition is based on a nine month program and salary commitments to teachers and staff. **Therefore it is non-refundable and** **there will be no reduction for sickness, holidays, vacations, or snow days. An exception may be made in the case of 6 or more snow days. If we have 6 snow days, starting on the 7th snow day we will add one school day for each snow day. Example: If we have 8 snow days, we will add 2 days to our school calendar.**

**Health Forms/Vaccinations**

We are a compliant preschool with the state of Missouri. All children in our program must meet Missouri’s immunization requirements. **We will not accept vaccination exemptions**. A general medical form must be completed and signed by a physician and returned by the first day of school. Parents must also complete an emergency information and release form which outlines our procedures in case of an accident or emergency. Forms are provided by our preschool director and must be returned before your child can attend class. \*Please note that the varicella (chicken pox) vaccine must be administered or the date of the illness.

**Withdrawals and Terminations**

**One month written notice** is required when withdrawing a child from our program, except in cases of illness or accident. SunRise Preschool reserves the right to request the withdrawal of a child whose enrollment presents disadvantages for his own development and progress, or whose presence causes injury or impedes the developmental progress of other children. As outlined in the tuition and fee information in this handbook, consistent delinquent tuition payment may also result in withdrawal.

**Lunch Bunch**

Lunch Bunch, our fun-filled extended day option, is offered Tuesdays and Thursdays from 12:00 to 3:00 p.m. The program is open to all three, four and five-year-old students. Enrollment is limited to 20 children per session.

Children participating bring a sack lunch, including a drink, and enjoy special playtime and create art projects with their classmates. Please provide a nutritious lunch that your child can easily manage. No glass containers please. We do not have refrigerator space for lunch boxes, so plan accordingly. **Please do not send candy, gum, or red juice (it stains!) in your child’s lunch box.**

Our Lunch Bunch program is $75 per month for one day a week and $140 per month for 2 days a week.

**\*Please note: We are a PEANUT FREE environment.**

**Discipline Policy**

Because we are a Christ-centered preschool, our whole program is developed with an attitude of Christian love. We are concerned with the development of the whole child — mind, body, and spirit. We believe a variety of developmentally appropriate activities and choices, scheduling that is attentive to children’s needs, creative transitions, and realistic expectations help minimize the need for corrective action.

Matters that do call for discipline will be handled by the classroom teacher or any other member of the teaching staff supervising the child at the time. Actions may include redirection, verbal correction, and/or separation from peers or the situation to discuss the issue. Corporal punishment is not practiced and in no way is discipline severe, humiliating, frightening or associated with food, rest or toileting.

If a child does not respond to discipline attempts made by our staff, then the parents, teacher, and director will meet and decide upon a course of action. Each child’s safety and security is paramount. We want all children and their parents to look forward to participating in our program. Fear of another child’s aggressive behavior will not be tolerated.

**Parental Involvement**

We want to have a close relationship with our parents and encourage you to actively participate in our school. It will mean so much to your child if you can help in any of the following ways:

**Parent Orientation:**  Attend our Meet the Teacher Celebration in August, as it will help us understand each other so much better!

**Room Parents:** Room parents are our wonderful parent volunteers who coordinate the fall parties, Easter parties, the baskets for the art fair and the Christmas Lunch for teachers and staff appreciation week.

**School Parties:** We will have special celebrations on holidays and at other times during the year. You may be asked to provide snacks, assist in the activities, or just invited to attend!

**Volunteer:** Offer to help your child’s teacher either at home or at school. Special projects often require additional help. Or, maybe you have a special talent or a unique job you would like to share with the class!

**The Most Important Help of All:** Send your child to school with a hug and a kiss. It starts the day off right.

**Arrivals and Departures**

We are pleased to offer a “drop-off” line for arriving and departing preschool students and encourage you to use it regularly **beginning with the first day of school.** This will help your child get used to the routine and keep our arrival procedures running smoothly.

As you enter the church parking lot, please turn immediately to your right and make a counter-clockwise loop around to the front door. A staff member will meet your child at the car and take him/her straight to his/her teacher. It is important that your child be punctual. Punctuality and regularity in attendance are an important part in your child’s training. If you are running late to drop your child off, please park by the preschool entrance. Walk down the sidewalk that is covered in rainbow footprints and ring the doorbell at the preschool entrance. A staff member will let your child inside.

Please pick up your child promptly at the dismissal time. Follow the same traffic pattern as for arrival and remain in your car until the teacher brings your child to you. Children are to be picked up only by the adults listed on the authorization form provided by our preschool director. If you plan to carpool, make sure you include that information on this form. Any changes must be made in writing to the director prior to the child being picked up. In these situations the teacher will require identification before releasing the child.

You are responsible for your child’s timely departure. After two verbal warnings, a late fee of $10 will be assessed if you are 10 minutes late, with an additional $5 charged for every 5 minute period after that. Consistent lateness may result in withdrawal of your child from the program.

**Absences**

If your child will be absent from school, please inform the teacher or director with an email or phone call to the preschool before 9:00 a.m. if possible.

**Refunds for days missed because of illness, appointments, inclement weather, or vacations are not possible since our operating costs continue whether or not your child is present.**

**Illness**

Your child’s health is a matter of great importance to us. Please keep your child home if any of the following symptoms are present:

1. Overtired or unusually unwilling to come

2. Fever of 100 degrees or above (oral) within 24 hours

3. Upset stomach, vomiting, or diarrhea during the night or morning

4. Cold or hacking cough

5. Earache

6. Nasal or eye discharge

7. Rash or excessive itching

8. Sore throat

If your child should become sick at school, he/she will be sent to the office, away from the from the other children, and you will be notified to come immediately.

**Children may not return to school until they have been fever-free for 24 hours.**  Also, do not send your child until at least 24 hours after the last episode of vomiting. The director will have the final word on whether or not a child is too sick to attend class.

Prior to returning to preschool after having been diagnosed with impetigo, hepatitis, or pediculosis (head lice), a written release form stating that your child is free from all symptoms must be signed by your physician or the health department and presented to the director. Children diagnosed with mumps, chicken pox, or measles should not return to class for 7 to 10 days after symptoms subside.

If your child is on medication, please inform the teacher. It is our policy not to administer medications at preschool.

**Dress**

All children should be dressed in comfortable play clothes appropriate for the weather. Shoes must be worn at all times, preferably tennis shoes. Please label all sweaters, jackets, caps, mittens, etc. with your child’s name. Teachers will not be responsible for lost, stolen, broken, or torn articles.

**Supplies**

Send an ADULT SIZE school bag or backpack (NO WHEELED BACK PACKS ARE ALLOWED) with your child each day. Please make sure your child’s name is marked clearly on it. **Please check the bag daily for your child’s work.**

At the beginning of the school year and again second semester, we will ask for donations of various clothing items to help stock our cupboards. This is not mandatory, but if you would like to participate, it will be greatly appreciated.

At the beginning of the school year we will also ask that each child bring in a complete change of clothes, **including socks and underwear**, for emergencies. Please place all items in a large Ziploc bag and label it with your child’s name. Clothing will be kept at school and returned at the end of the school year.

**Snacks- SunRise Preschool is PEANUT FREE.**

Parents will be asked to help provide PEANUT FREE snacks on a rotating basis. Your child’s teacher will provide specific details before the school year begins. Please notify us if your child has any allergies.

**Toys From Home**

We ask that you not allow your child to bring toys from home. They may be lost, broken, or a source of conflict for the day. An exception will be special items brought for designated “show and tell” days.

**Field Trips**

All pre-k classes will take a field trip in the fall. Permission slips for your child to attend will be sent home for your signature. Parent helpers are required for the trip. While attending the field trip please make babysitting arrangements for siblings. That way, you can devote your full attention to your school child and our program.

**Birthdays**

Please make sure all birthday treats are from a peanut free facility. If your child’s birthday falls during the summer or when preschool is not in session, a special celebration day will be designated.

**Fire and Tornado Drills**

We will have regular fire and tornado drills preceded by an age-appropriate explanation as to why they are important. You can help by discussing these drills with your child so that he/she won’t be frightened.

**Inclement Weather Closings**

SunRise Preschool will be closed for snow days when Fort Zumwalt School District is closed. When checking the local news stations for closing, please look to see if Fort Zumwalt is closed.

**Conferences and Progress Reports**

Formal parent-teacher conferences will be held in the fall. Parents will receive a progress report at that time. You are always welcome to schedule a meeting with your child’s teacher as well. We encourage you to express any questions or concerns you may have about your child’s progress. Communication between parents and staff is vital.

**Newsletters**

Classroom calendars will be posted monthly on our website, www.sunrisefamily.org/preschool. Paper copies are available on request.

**Scholastic Book Orders**

We’re happy to offer you and your child the opportunity to order books from the Scholastic Book Club periodically throughout the year. If you would like to order (there is no obligation), all orders must be placed online using class activation code WFC3F. Your child’s teacher will provide you with order forms and deadlines.

**www.sunrisefamily.org/preschool**