

# **SUNBEAMS DAYSCHOOL HANDBOOK**

**FIRST BAPTIST CHURCH, ROCK HILL SC**

## **MISSION STATEMENT**

We believe that every child is created in the image of God, and yet is a unique individual. We use a variety of activities such as music, art, crafts, free play, group games, field trips, stories, videos, as well as classroom instruction in numbers, letters, colors, shapes, animals, etc., in order to appeal to the interests of children and address their developmental needs.

Our goal is to assist parents as they guide their children's spiritual, emotional, physical, social and intellectual development.

We do this by:

- Teaching children about God's unconditional love through loving words and actions, Bible stories and chapel services,
- Providing a loving, caring, accepting environment and encouraging children to treat others as they would like to be treated,
- Providing play time, games, field trips and other activities,
- Providing opportunities for children to interact with other children one-on-one and in groups, and teaching them how to respond appropriately to teachers' directions,
- Providing classroom instruction and activities appropriate to the child's age.

Our preschool program operates Monday through Thursday, 9:00 a.m. until noon, with an optional Mothers Morning Out on Fridays. The Monday-Thursday program includes two, three and four-day classes based on an academic curriculum. Fridays are structured programs with theme-based activities.

## **EXPLANATION OF PROGRAMS**

**Beginner's class (15 months - 2 years):** Our beginners need to be walking and drinking from a sipper cup independently. Classroom activities include circle time, art, and gym, free play and snack. Keeping development in mind, the class goals emphasize social skills. Learning to sit for snack, sitting for circle time, manners (please and thank you), sharing and learning "I am special" are the primary goals. Children are exposed to colors, animals, shapes and holidays. Music, exercise, books and art projects are incorporated to enhance the child's learning experience. Class space is limited to eight children with a teacher and assistant.

**Twos:** Like our beginner's class, social skills are emphasized with our twos. Children sit for snack and circle, and enjoy gym and free play and begin "center" playtime (block center, etc.). In addition to colors, shapes, animals and holidays, numbers are introduced. Bible stories are included in circle time. Children learn to walk in line, march to music and follow simple directions. Class is limited to twelve children with a teacher and assistant.

**Threes:** The three-year-old begins to participate in our enrichment classes. One day per week, the children attend a 20-minute music class. Classroom time includes daily devotions, calendar, unit themes, the alphabet and work on their fine motor skills. Music, art projects, cooking, special snacks, and books are incorporated as learning tools. Class space is limited to fourteen children with a teacher and an assistant.

**Fours:** The primary goal of our four-year-old program is to prepare the child for Kindergarten. Writing skills are emphasized with letter and number formation. Circle time includes letter and number recognition, devotions, calendar, weather, pledges to the flags and unit themes. The children enjoy music, free play, chapel, and a daily Bible story. Class space is limited to sixteen children with a teacher and an assistant.

**Music:** Our music program is designed to enhance the learning experience of the threes and fours. Each week, the threes and fours attend a 20-minute class. The children move to music, as well as sing. Class unit themes such as holidays and colors are reinforced.

**Chapel:** Our four-year-olds attend chapel, which is held in the sanctuary. This provides the children with an opportunity to adjust to “big church.” Bible truths are taught using props, music and special guests.

**Library:** Our three and four-year-olds are visited on site by the York County Bookmobile each month.

**Mother’s Morning Out:** Each Friday, a mother’s morning out will be available from 9:00 - 12:00. A structured morning of activities will be planned for our beginners through four-year-olds. Daily activities will reflect a monthly theme. For a \$12.00 per day charge, you may bring your child to the Friday program, **as space is available.** Reservations need to be made by 1:30 p.m. on Thursdays. Please remember there is NO drop off on Fridays. You are responsible for bringing your child in to the classroom. We will offer pick up on Fridays from 11:50 to 12:10.

## **ADMISSIONS POLICY**

1. The Sunbeam program admits children of any race, color, gender, national or ethnic origin to all rights, privileges, programs and activities generally made available to the children in the Sunbeams program.
2. **A \$100.00 non-refundable registration fee** is due at the time of enrollment.
3. Priority for registration for a new Sunbeam year is given in the following order:
  - a. Children presently enrolled in the Sunbeams program and their siblings.
  - b. Applications will then be accepted in the date order in which they were received.
4. Parents are encouraged to attend Open House, which is conducted by the Sunbeam Director prior to the new school year.
5. **In order for a child to be registered for the next school year, the financial account must be current.**
6. To withdraw a child from school, parents should notify the Sunbeam Director and give a two-week notice. Registration fees are non-refundable. Tuition paid beyond the two-week notice will be refunded.

## DISCIPLINE

Individual teachers, for the most part, will handle discipline cases according to the individual child. The Sunbeam Dayschool Discipline Policy of “Time Out” will be one that is used by all the teachers in most instances in harmony with their own methods & abilities.

Teachers will use positive reinforcement in disciplining the children. In the event a teacher and the Director decide that a child’s behavior is such that it interferes with the teacher’s ability to maintain a safe, positive and productive atmosphere, one in which she can make herself available to all students; then a child may be asked by the Director to withdraw. Parents will be contacted and asked to help alter their child’s behavior before this occurs and will be given a two-week notice.

## ATTENDANCE POLICY

1. Please notify the Sunbeams Director when a child must be absent.
2. Regular attendance is essential to the success of a child’s preschool experience. One can never really make up or completely compensate for an absence from class. However, absences do occur and, when they do, it is important that the parents, child and teacher cooperate in bridging the gap in classroom experience created by the absences.
3. Being on time builds a good habit of promptness, allows the child to be prepared and included. Parents are encouraged to have children at Sunbeams on time. **This will help minimize any disruption to the class. Please make every effort to arrive on time, as it is very disruptive for the teachers and other students when a child arrives late, after the day’s activities have begun.**
4. **Doors to the Sunbeams Preschool area will automatically lock at 9:15 AM. It will be necessary to use the Call Button located on the wall to the right of the inner doors in order to come into the building after 9:15AM.**

## TUITION

**Tuition is payable by the 10<sup>th</sup> of each month, after which, a \$15.00 late charge will be added unless prior arrangements are made with the director.** Monthly envelopes will be provided for you. Your check or money order should be made payable to “FBC Sunbeams Day School”. Please deposit them in the lock box outside the Sunbeam office or in the main Church Office or mail your tuition to the address listed on the front of this handbook. **PLEASE DO NOT SEND TUITION CHECKS IN YOUR CHILD’S BOOK BAG AS THEY MAY GET LOST.**

**In the event that your check is returned, there will be a \$25 returned check fee. Also, after the second returned check, all further payments will need to be in the form of a cashier check or money order. Accounts must be kept current. In the event that an account becomes more than 15 days delinquent, the child/children cannot attend school until the account is brought current.**

### **2018-2019 monthly tuition rates:**

2 days per week	\$ 120.00
3 days per week	\$ 145.00
4 days per week	\$ 160.00
5 days per week	\$ 180.00
Mother’s Morning Out:	\$12.00/day

A discount will be given for multiple children attending Sunbeams. The first child pays full tuition. Each additional child pays 90% of the full tuition (a 10% discount).

**Teacher salaries, equipment and other necessary materials are dependent upon the prompt payment of tuition fees. We must request that all fees be paid on time for the orderly and successful operation of our program.**

## **DROP OFF/PICKUP**

School begins at 9:00 a.m. **Please do not bring your child before 8:50 a.m. unless they are going to Early Stay.** Please be prompt in picking up your child. Children not picked up on time will be taken to Late Stay and the parent will be responsible for the charges. **Children not picked up by 12:10 will be charged a late fee of \$5.00 per every 5 minutes you are late.** Children may be dropped off and picked up at the lower covered entrance (Building is labeled Preschool). Morning drop off begins at 8:50 a.m. and ends at 9:10 a.m. **Please do not drop your child off unless there is a teacher to accept them!** This policy is for your child's safety. Pick up begins at 11:50 a.m. and ends at 12:10 p.m.

When you drop off your child in the morning, **please remember not to block the lanes of traffic** at the covered drop off area. If you need to come inside, please park in the parking lot area and come inside.

## **PICK-UP PROCEDURES:**

- Parents/guardians may walk up to the preschool entrance to pick up their child. A photo ID or a car tag will be needed in order for children to be released.
- Parents/guardians may proceed thru the pick- up line. A car tag or photo ID will need be needed in order for children to be released. At that time, a staff member will walk the child to the car and the parent/guardian will need to get out of the car and load the child. **Due to liability and safety concerns, Sunbeam staff members are prohibited from loading children into the cars.**

## PARENT/SCHOOL COMMUNICATIONS

**Inclement Weather:** We follow the Rock Hill School District Three decisions for school closings due to weather. **If the public schools open 1 hour late, we will open at 10:00 a.m. However, if the Rock Hill schools open 2 or more hours late, we will not open that day**

*For updated announcements and to see pictures throughout the school year, please check us out on Facebook at [www.facebook.com/FirstBaptistRH.FirstKids/](http://www.facebook.com/FirstBaptistRH.FirstKids/)*

**Appointments to Meet With Teachers:** Parents are encouraged to speak to their children's teachers any time they have a question or concern about the program. A parent desiring such a conference should make contact with the teacher to set up an appointment that is mutually convenient. **Please refrain from this type of communication during class times or during drop off or pick up.**

**Field Trips:** We must have a signed permission slip for your child to travel off campus. If a child does not have permission to go on a field trip, he or she will stay on campus with another class.

**School Communications:** Teachers supply parents with written letters and/or notices relative to classroom activities and other information of importance. Calendars with special schedules, tests, trips, etc. are sent home with the children.

**Classroom Visiting:** Parents or guardians are welcome to visit the classrooms, with the permission of the teacher. **Please stop by the Director's office for a visitor's badge.** Other visitors are not permitted to visit classrooms without the approval of the Sunbeam Director. Once a child is safely in his or her classroom, the parent or guardian should leave to prevent the child from being confused. We encourage all parents to use the drop off option, as this facilitates the child's adjustment to the program.

**Release:** At no time are children allowed to leave campus with anyone other than the parent/guardian unless the parent/guardian has authorized the day school to do so.



**Toys:** We request that you not allow your child to bring toys from home unless it is a designated “show and tell” day. On these special days, children should not bring any weapons (guns, knives, etc.) or dangerous toys.

**Changes in Family Information:** Please notify your child’s teacher if there are major changes in your family circumstances such as a new address or phone number, the birth of a new baby, the death of a person close to your child, a change in your marital status, or the prolonged absence of a parent, brother or sister. These things can have a very strong effect on a small child, and it is very important for you to work closely with your child’s teacher to make the transition as smooth as possible.

**School Pictures:** School pictures will be made in the fall and in the spring this school year. We will send a reminder home ahead of time with the schedule for pictures.

**Birthday Parties:** If you would like to celebrate your child’s birthday, we encourage you to bring cupcakes, cookies or your child’s favorite snack and a party napkin. We hope that you will plan to stay for the party. This is an excellent time for parents to visit with their child at school. Please contact the teacher well in advance so a date can be selected. Please do not bring gifts or party favors to the birthday parties. Also, we cannot be responsible for passing out birthday invitations. **Parents are welcome to hand out invitations only if all children in the class are invited.**

**Candid Pictures:** There may occasions during the year where your child’s picture could be taken for church publications etc... **If you do not wish for your child to be included in such pictures, please put this in writing for me to have on file.**

## **HEALTH/SAFETY**

### **Illness: Please keep your child home if he or she has:**

- Had a fever in the previous 24-hour period
- A cold that is less than 2-days old
- A heavy nasal discharge
- A constant cough
- Symptoms of contagious disease (reddened eyes, sore throat, headache, abdominal pain plus fever, vomiting or diarrhea).

**If your child is sent to school with any of the above listed symptoms, we will call and ask for pick them up. This is for the well-being of all the children.**

**First Aid:** First aid treatment will be rendered to children receiving minor injuries. Parents are contacted if there is the slightest indication of any serious injury. If an emergency medical situation arises and the parent cannot be reached, medical treatment for the child will be secured.

**Immunization:** Every child enrolled in Sunbeams is required to have a SC Immunization Form. This form must be on file in the Director's office within the first two weeks of school. When a child has more shots, the parent must furnish an updated Immunization Form.

**Emergency Drills:** Fire and tornado drills are conducted periodically, giving both teachers and children security in knowing what to do in times of emergency.

**Medications:** We do not give any medication. Please **DO NOT** send medication with your child.

**Nuclear Accident:** In the event of a nuclear accident, children will be transported to Lesslie Elementary School off South Anderson Road (four lane Highway 21). Children will be held there for four hours - where parents can pick them up. Children not picked up during the four-hour period will be transported to Lancaster High School.