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, 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 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 and includes two, three, and four-day classes based on an academic curriculum.

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, 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.

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.

Threes: 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.

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. Sight words and early reading skills are introduced. Circle time includes letter and number recognition, devotions, calendar, weather, pledges to the flags, and unit themes. The children enjoy music, free play, and a daily Bible story as well as monthly chapel time.

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 $125.00 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, and 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 and 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 10th of each month. After that time a $15 late charge will be added to the account.

- Tuition can be paid by cash, check, or money order made payable to **FBC Sunbeams Day School.** Payments can be mailed in or they may be placed in the drop box in the main office (Church Office).

- Tuition can also be paid via automatic draft. If you wish to use this option, you will need to request an authorization form from the director. Each school year a new form will need to be completed.

- Do not send tuition in your child's book bag or give to a staff member.

- There will be a $25 fee added to accounts for returned checks/insufficient funds.

- In the event that an account is more than 15 days delinquent, the child/children cannot attend school until the account is paid in full.

- A family discount will be given for multiple children. The first child will pay full tuition and each additional child will receive a 10% discount. This applies to tuition only and does not apply to early stay fees.

2022-2023 monthly tuition rates:

2 days per week	$ 155.00
3 days per week	$ 180.00
4 days per week	$ 200.00

Teacher salaries, insurance, and other supplies are dependent upon the prompt payment of tuition fees.

Drop off and Pick Up Procedures:

"Early Stay" drop off begins at 8:00 a.m.

"Regular" drop off begins at 8:50 a.m.

Adults should plan to park in a marked parking space and walk the child into the hallway to the preschool door. Children will then be walked to class by a staff member. Adults, other than staff members, will not be allowed on the preschool hallway in an effort to protect the health and safety of the children.

Pick up time begins at 11:50 a.m. and ends at 12:10 p.m.

At pick up time, adults should park in a marked parking space, bring their child's pick up tag, and walk into the hallway and form a line. The child will be walked from their class and down the hallway by a staff member.

(Bringing your child's pick up tag will make this process run more smoothly.)

Children not picked up by 12:10 p.m. will be charged
a late fee of $5.00 per every 5 minutes late.

Anyone picking up children should be prepared to show photo ID if needed.
Please notify the director in the event that someone different is picking up your child.

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/

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.

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.
Please check your children's communication folder daily.

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.

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.

Birthday: 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 a parent to 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.