

Welcome!

Welcome to Edmond Church of Christ Sonshine School. We sincerely hope this is the beginning of a rewarding and trusting relationship between your family and us. This handbook is meant to serve as a guide as to what you should expect from us as well as what your responsibilities are. Should you have any questions or concerns about these policies and procedures, please feel free to visit with us.

Here at Sonshine School, we are committed to providing quality Christian preschool education in a loving atmosphere. It is our goal to instruct, guide and nurture each child that he/she may develop into the special person that God desires.

Philosophy

At Edmond Sonshine School, we are dedicated to giving your child the best start on life by laying the foundation for a lifetime of learning. It is our desire to partner with you in training your child socially, emotionally, intellectually, physically and spiritually in the knowledge of God's Word.

We advocate helping children develop personal integrity and enabling them to think critically, work well with

others, and solve problems creatively – all while showing them the love of Jesus.

Our curriculum provides experiences that enable children to make sense of what they are learning and to connect their knowledge to everyday life. A child must feel secure in his/her classroom environment in order to reach such a level of development. Therefore, it is our goal at Edmond Sonshine School to establish a safe, secure and fun environment that fosters an enthusiasm for learning.

Security Procedures

Edmond Sonshine School is committed to your child's safety. You'll notice it begins at our front door. Once drop-off time is over, our doors remain locked at all times during the day until pick-up time. After the doors are locked, all visitors and parents/guardians will only be allowed access if they can tell us the monthly password. Only you, and the people you authorize to drop off or pick up your child(ren), will be allowed into our school while we are in session. Please join our Group Me to receive each month's password.

All our teachers have passed a background check and are up-to-date on their immunizations. It is important to us that our staff is our first line of safety!

Your Child's First Day

You have probably visited us on one or more occasions, and our intent is for you to have a smooth and informative enrollment and orientation process. In addition, we want you and your child to feel as comfortable and welcomed on your first day at Edmond Sonshine School as possible. We understand no matter how well prepared and excited a family may be, the newness can also be a little frightening for everyone.

Sometimes saying goodbye isn't easy. We recommend you keep it reassuring, short and sweet.

We don't consider any questions or concerns you may have unimportant.

Daily Procedures

Edmond Sonshine School is open from 9:45 am to 2:45 pm Tuesdays and Thursdays. We follow the Edmond Public School District calendar, which you can find online.

For drop off in the morning, please accompany your child(ren) to their classroom and sign them in. Your child's teachers will be in the classroom, ready and excited to receive your little one. Children on our older hall will be dropped off via car line on the west side of the building next to the playground.

When you pick up your child, please sign your name on the roll sheet outside their classroom. If you need to pick up your child(ren) before the end of day, you will find our doors locked. Once we let you in (with the password) please quietly collect your child, remembering that our napping children will likely be asleep already.

Please note we will only release your child to individuals you have designated as an "Authorized Person" on your child's enrollment form. In all cases in which you authorize the release of your child to a person who has not picked up your child before, or who is unknown to the staff members, we will ask that person to provide appropriate photo identification. And again, there will be no entry after doors are locked without providing the monthly password.

Parent/Teacher Communication

We understand that it is important to learn about your child's day and progress at Sonshine School. We are happy to have brief conversations when you drop off or pick up your child. If more time is needed, we'd ask that you schedule an appointment outside of class time.

Birthdays

We enjoy celebrating your child's birthday at Sonshine School! If you would like to bring a simple yet special treat for the class, please ask your child's teachers about any allergies in their class.

Discipline and Guidance Policy

We believe the best way to prepare children for future successes is to help them develop self-control, resolve conflicts, and become increasingly responsible for their actions and behaviors. We expect our teachers to model desirable behavior in order for children to learn to understand, acknowledge and cope with their feelings. We accomplish this through the use of positive guidance techniques that offer developmentally appropriate

choices and set clear and consistent rules and consequences. Children must be engaged and learn to work with each other, with teachers, and with materials and equipment to learn how to work and play harmoniously.

Sometimes children may need to be separated from the group for short periods when they need a quiet place away from the overwhelming emotions of peers and play. At Sonshine School, this cooling-off period, often called “Time-Out,” is only used judiciously and as a last resort for serious behavior problems. We firmly believe children should never be made to feel humiliated or rejected. If we have concerns about a child’s behavior, we will inform his/her parents/guardians as soon as possible and collaborate on a plan of action for positive change.

We’ve also learned, after so many years of educating, that sometimes a hug and a cuddle solve many cranky situations 😊.

Immunization Records

At Sonshine School, we require that your child’s immunizations be current. We need a copy of your child’s immunization records by the end of September. These can be turned into the office.

When Your Child Is Sick

If your child becomes ill while at school, we will notify you immediately so you can make arrangements for pick up. A child who has become ill will be separated from the other children and brought to our office where we will do our best to comfort him/her.

Examples of when we would contact the parent:

1. *Child has had 2 or more diarrhea incidents*
2. *Child is running a fever over 100 F*
3. *Child is vomiting*
4. *Child is showing signs of Hand, foot & Mouth*

To attend school your child needs to be well enough to function in a group. If your child exhibits any of the following symptoms, he/she must be excluded from attendance:

****Has, or has had, a fever at or above 100 F within the past 24 hours, regardless of its cause.**

****Is vomiting or has an upset stomach accompanied by diarrhea.**

****Has diarrhea.**

****Shows evidence of a communicable disease, such as chicken pox, pink eye or hand, foot & mouth.**

****Has an undiagnosed rash.**

****Has discharge from the eyes, ears, and/or profuse colored nasal discharge.**

**** If you are unsure if your child's symptoms fall underneath this category, please feel free to contact us.**

In order to return to school, your child needs to be free from all symptoms for 24 hours.

We ask that Sonshine School be notified with a diagnosis so that, if necessary, a notification can be sent out to the other families if the children in the class have been exposed to a contagious illness.

Potty Training Policy

At Sonshine School, we understand that every child develops at their own pace. Potty training is an important milestone, and we want to partner with families to make the transition as positive and successful as possible.

No Age Requirement

We do **not** have a specific age by which your child must be potty trained. Every child is different, and we will support your child as they work toward becoming independent with toileting.

When to Send Your Child in Underwear

Before sending your child to school in underwear, we ask that your child be **accident-free at home for at least one full week**. This helps ensure that your child is ready to begin wearing underwear consistently while at school.

Accidents Happen!

We understand that accidents are a normal part of the potty-training process. Please do not feel discouraged if your child has an accident at school.

If your child has **two bathroom accidents during the school day**, their teacher will have them wear a pull-up for the remainder of the day. Please provide **Velcro-sided pull-ups** for your child so teachers can assist them quickly and easily while maintaining the child's independence and dignity.

Please also make sure your child has an extra change of clothing available at school in case of an accident.

Bathroom Breaks

Please remember that there are multiple children in your child's classroom, and teachers must balance the needs of the entire group. Because of this, teachers are **not able to schedule bathroom breaks every 30 minute** for

individual children unless the child is communicating that they need to use the bathroom.

We encourage children to communicate with their teachers when they need to go. Teachers will provide regular opportunities to use the bathroom and will support children in developing the ability to recognize and communicate their own bathroom needs.

Working Together

Potty training is a team effort between home and school. Consistency, patience, and positive encouragement are key. We appreciate your partnership and understanding as we help your child become more confident and independent with toileting.

When Your Child Is Absent

If your child will be absent due to vacation or illness, please notify the school as soon as possible so we can let his/her teachers know.

Severe Weather Days

If the Edmond Public School District is closed due to unsafe weather conditions, Sonshine School will also be closed. Information will be sent out via Group Me as soon as we know that school has been cancelled for the day.

Confidential Policy

All personal records of children and families are kept in the strictest confidence. Information pertaining to admission, progress, health or discharge of a child will be confidential, unless we have written permission for disclosure from the parent or guardian.