



Sonshine School

**Kaufman
Church of Christ**

**Parent Handbook
2026-2027**

**Start children off on the way they should go, and even
when they are old they will not turn from it.**

- Proverbs 22:6

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Welcome to Sonshine School!

We are excited that you have chosen to join our Sonshine School family for our 49th year. In addition to learning about the Bible and God's love for us, we will be getting your children ready academically and socially for kindergarten and beyond. We pray that by partnering with you, we can make your child's preschool years fun, rewarding, educational, spiritual, and the best they can be.

Our contact information is as follows:

Address: 27 Oak Creek Drive
Kaufman, TX 75142

School office: 972-932-4229
Church office: 972-932-6576

Email: sonshineschool2@gmail.com
michelle@sonshineschool.org

Website: www.kaufmanchurch.org
Facebook page: Sonshine School!!



Remembering Helen Edwards 1909-1988

Sonshine School has been in continuous operation since opening in 1977 as Tuesday School.

The school was the brainchild of Mrs. Helen Edwards, a retired schoolteacher and member of the Kaufman Church of Christ.

Mrs. Edwards taught fifth and sixth grades and home economics at Ola Rural School from 1929-1940. After 1941, she taught second grade in Kaufman, directed Summer Head Start from 1965-1977, and served as principal from 1973-1977.



Mrs. Edwards is honored and remembered in our community with the establishment of the Helen Edwards Early Childhood Center.

Sonshine School has grown from a one-day Mother's Day Out to a thriving preschool operating five days a week.

Though many things have changed over the years, one thing will never change - a commitment to serving God by loving His children.

Enrollment

Sonshine School is a privately funded school and may not be equipped to meet the individual needs of the physically impaired, emotionally disturbed, or the learning disabled child who requires instruction beyond our training.

The parent must submit the following forms when school starts:

- Admission form
- Statement of health from a health care professional (For first time students only)
- Immunization records, insurance card

Registration Fee (nonrefundable)

- \$225 due at time of enrollment

Placement

- Class placement is based on age as of September 1.

Tuition

- Tuition is due in advance on the 1st of each month (except August - due when school starts).
- A \$20 late fee will be assessed after the 7th.
- If the account is not current by the 30th of the month, the child could be excluded from school until the account is current. Sonshine School relies on the tuition and fees to cover expenses.
- Payment may be made in the office or through our Child Pilot app.

Licensing

- Sonshine School is licensed by the Texas Department of Family and Protective Services (DFPS). A copy of our inspections may be viewed online or in the school office.

Minimum Standards

- A copy of Minimum Standards is available to parents in the office or online at www.dfps.state.tx.us
- The state requires licensed facilities to follow these guidelines to ensure the safety of all children.
- The state requires certain information to be obtained on each student. That information is in the Application for Admission (via Child Pilot) and must be completed for a child to retain their enrollment in our program.
- Our tax ID#: 75-1923428

The Ins & Outs Of Admission

February

- Registration begins for current students and siblings.

March

- Registration opens to the public and continues as long as spaces are available.

August

- Meet the teacher
- First day of school

One Week After Admission

- Health statement must be on file in the office.

Thirty Days After School Begins

- All students must have their enrollment documents on file with the office.

New Student's Nine Week Trial Basis

- New students will be accepted on a nine week trial basis. Students whose needs cannot be met by Sonshine staff will be notified by the Director of their non-acceptance.

Hours of Operation

Sonshine School follows the Kaufman ISD calendar for holidays, early release days, and in-service days. If KISD students are out of school, including for bad weather, Sonshine School is out as well.

Normal school hours are from 9:00 a.m. to 3:00 p.m.

The school offers an Early Bird service from 7:00 a.m. until 8:45 a.m. and a Late Day service from 3:15 p.m. until 5:00 p.m. There are additional charges for these services. Early Bird and Late Day may be used on a regular basis or as a drop in. Children arriving before 8:45 a.m. need to go to Early Bird or remain under the supervision of a parent.

Morning drop-off is 8:45 - 9:10 a.m. All children need to be checked in **no later** than 9:10 a.m. Doors are locked after 9:10 a.m. Please make every effort to have your child at school on time so that the staff may focus on the day's activities.

Afternoon pick up will begin at 2:55 p.m. If you need to pick your child up early, please let the office or the teacher know.

Children who have not been picked up by 3:15 p.m. will be signed into Late Day. It is very important that children be picked up by 5:00 p.m. or a charge of \$1.00 per minute will be assessed to your account.



Check In and Check Out - QR Code and Number Codes

Minimum Standards require that the school keep check in and check out logs. We use the Child Pilot app for check in and check out. Either the QR code or the numeric code may be used.

Small Class Size

Our classes are small to ensure individual attention for each child. All classes have a teacher and an aide.

Visitors

All visitors are required to stop by the office before going to the classroom.

What to bring

- Lunch
- Sippy cup for water
- Diapers / Pull-Ups (if needed)
- Naptime items (sleeping bag, small blanket, travel-size pillow, soft toy if wanted)
- Change of clothes (labeled with child's name)

What to leave at home

- **Toys (Please! Kids tend to fight over them, they may get lost or broken)**
- Bottles
- Pacifiers (exception - 18 months/2's may have a pacifier until they get adjusted)
- Money
- \Candy & gum

Staff Qualifications

Each staff member:

- Is at least 18 years old.
- Has a high school diploma or its equivalent.
- Completed at least eight hours of pre-service training or provided documentation of exemption before being responsible for children.
- Attended orientation to Sonshine School.
- Had CPR and First Aid training.
- Passed a background check.
- Will attend 24 clock hours of training per year.

Safety Procedures

Special Circumstances for Release of a Child

Legally, the school cannot prevent a child from being picked up by a parent or person designated by the parent. However, the school reserves the right to refuse the release of a child to anyone who appears to be under the influence of drugs or alcohol, or in any other way presents a physical danger to the child. In such cases, the police may be called for assistance.

Law enforcement officers and DFPS (the Department of Family Protective Services) staff have the authority by law to remove a child without a parent's permission.

If parents are divorced/not living together, the school needs a copy of the custody and visitation papers or other legal documents to prevent an unauthorized parent from picking up a child.

Teachers are given a list of who can and cannot pick up each child.

Other Safety Precautions

The school conducts fire drills monthly, and bad weather and lockdown drills at least three times a year.

The facility is inspected by the Fire Department yearly. Documentation is displayed in the office.

Classrooms and common areas are checked regularly for plug covers, cleaning supplies, and any other physical dangers.



Dressing for Preschool Success

Send your children to school in durable play clothes. We paint, glue, play outside, and get dirty during the day.

Clothing should be easy for the child to manipulate when using the restroom. **Please make sure there is always a change of clothing in a resealable ziplock bag to leave at school.** Even those who are completely potty trained sometimes have accidents or spills.

Girls wearing dresses need to wear shorts underneath.

Tennis shoes with Velcro or other closed-toed athletic shoes are recommended. Please save the flip flops and Crocs for non-school days.



Communication is The Key

Our Open Door

Our doors are always open and we want to stay in touch with you to ensure the best preschool experience possible for your child.

Any issue that cannot be resolved by direct communication with the teacher may be brought to the director. If still unresolved, parents may request a meeting with the school board.

Child Pilot

Please use the Child Pilot app to communicate with teachers/director.

Student Folder

One of the ways we promote communication is through a daily folder. Please check your child's folder after school each day.

Calendars

We will send home monthly calendars to help you stay informed about special events and weekly themes.

Let's Talk

In preschool, the lines between fact and fiction can be pretty blurry. We won't believe everything we hear about you, if you won't believe everything you hear about us! Anytime you have a question, please ask.



Behavior Expectations

Sonshine School sets limits for children that will keep them safe and help them succeed socially. Children can find comfort and security in knowing the rules and boundaries.

Discipline must be:

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding.
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements.
- Redirecting behavior using positive statements.
- Using brief supervised separation or time out from the group which is limited to no more than one minute per year of the child's age.



There must be no harsh, cruel, or unusual treatment of any child. The following are examples of types of discipline and guidance that are prohibited:

- Corporal punishment or threats of corporal punishment.
- Grabbing or pulling a child.
- Humiliating, ridiculing, rejecting, or yelling at a child.

Consequences

If a child struggles to regain control of their behavior, the child may be moved to the office to discuss appropriate behavior. The parents may be called at the director's discretion.

A parent may be called to pick up their child if the child engages in behaviors such as, but not limited to, intentionally hurting another person, disrespect, or any inappropriate behavior that they refuse to modify.

Suspensions

- If a child is sent home for misbehaving, the child may not be allowed to return on the next school day. (one day suspension)
- If the inappropriate behavior continues, the child may receive multiple day suspensions.
- If the issues are not resolved after suspensions, a parent may be required to withdraw their child from Sonshine School.



Snacks

Please provide a school appropriate morning and afternoon snack for your child each day.

Some suggested snacks are:
Cheerios, crackers, pretzels, popcorn (3's and 4's only), Goldfish, Cheese Nips, peanut butter/cheese crackers.

Please let the teacher know about any food allergies!

Lunch

Please send a daily lunch for your child. Only send foods that the children can manage to feed themselves and do not require preparation by the teacher such as assembling or heating.

Suggestions for Things To Bring

Sandwiches, Lunchables, chicken nuggets, meat sticks, lunch meat rolled up, cheese, fruits - cut up, peeled, and ready to eat, peanut butter w/apples, soup, spaghetti, or other hot food in a thermos, yogurt, fruit snacks, raw veggies with Ranch dressing, pickles, chips, pudding or Jello cups, milk, juice, water



Choking Hazards

Examples of foods that present a choking hazard (per Child Care licensing) and cannot be served in the 18 month/2's classes are:

- Hot dogs or string cheese (unless cut lengthwise or into bite-size pieces)
- Whole grapes (unless sliced)
- Chunks of meat larger than can be swallowed whole
- Hard candy
- Nuts of any kind
- Raw peas
- Dried fruit
- Pretzels
- Chips
- Popcorn
- Marshmallows



Not allowed at any age:

- Candy
- Nuts of any kind
- Carbonated drinks



Naptime

Children of all ages have a rest period after lunch, with length varying according to the age group. All classes are up by 2:30 p.m.

Children are not forced to sleep, but all are expected to rest quietly on their mats for a minimum of one hour. After one hour, children who are awake may sit up and participate in quiet activities as long as they do not disturb those who are sleeping.

Your child will need a sleeping bag, blanket, pillow, or an all-in-one combo.



Curriculum

The Sunshine School curriculum combines weekly themes with appropriate Bible stories, Fruits of the Spirit, Bible verses, letters, numbers, colors, literature, Spanish, sign language, and other preschool concepts.

Letters, numbers, shapes, and colors are taught using the same award-winning Celebrate by Frog Street materials that are used in KISD preschool and kindergarten.



Open House/Graduation

At the end of the year, our 18 months - three-year-old classes will host an Open House to showcase the many things they have learned.

Graduates from our four-year-old classes will walk the stage in caps and gowns.

Special Days/Holiday Parties

- Grandparent's Day
- Muffins with Mom
- Donuts with Dad
- Thanksgiving Feast
- Pictures with Santa
- Valentine's Day
- Easter Egg Hunt

Birthdays

Parents are welcome to send food to school to celebrate a child's birthday. Parents, siblings, and grandparents are welcome to celebrate their special day with them. Special decorations, gifts, or additional guests are not allowed. Please check with your child's teacher to work out arrangements.

If you want the school to hand out invitations for a party, please invite all the children in the class or just girls or just boys, so no one gets their feelings hurt.

Chapel

All classes meet together weekly for songs, puppets, Bible stories, memory verse practice, and pledges to the Bible and the flags. Sunshine School places a high value on faith development and social skills.

Health & Wellness

Please keep children at home if any of the following conditions exist:

- Armpit temperature of 99.4 degrees or higher
- Lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill

Children may not return to school until they have been fever free and symptom free without the aid of medicine for 24 hours.

Hearing & Vision Screening

Children who are four by September 1st need to have a hearing and vision screen by their physician. The result needs to be documented on the Statement of Health by the end of the first semester.



Medical Emergencies

If critical illness or injury requires immediate attention of a physician, the school will:

- Contact emergency medical services or take the child to the nearest emergency room.
- Give the child first-aid treatment or CPR when needed.
- Contact the physician indicated in the child's record.
- Contact the child's parent.



We will let you know immediately if your child

- Is injured and needs medical attention by a health-care professional.
- Has a sign or symptom requiring exclusion from school.
- Has been involved in any situation that placed the child at risk.
- Has been involved in any situation that renders the school unsafe, such as a fire, flood, or damage to the building as a result of severe weather.

We will provide first aid treatment in the office for minor injuries and will call you if there is any question about the severity of the injury.

Dispensing Medicine

We will be happy to give your child medicine under the following conditions:

- Parents must sign an authorization including the time to give the meds.
- The medication must be in the original container, labeled with the child's full name and the date brought to the school.
- Medication can be given only as directed on the label (or with written doctor's note).
- The medicine can only be given to the child for whom it is intended (no siblings).
- Medication cannot be given after the expiration date.
- Samples must have a note from the doctor that includes the child's name, amount to be given, and time to be given.

All medications will be stored and dispensed in the school office.



Notifications

Parents will be notified within 48 hours after becoming aware that a child in our care or an employee has contracted a communicable disease that the law requires us to report to the Texas Department of Health. Examples of such diseases are hepatitis, e-coli, tuberculosis, or COVID-19.

You will be notified within 48 hours if there is an outbreak of lice or other infestation within a group of children.

Parents will also be notified of any changes to our operational policies and enrollment agreement.

Physical Activity

Students in the four-year-old classes will have a minimum of 90 minutes of moderate to vigorous active play daily, 60 minutes of which will be outdoor play. Three-year-old and younger classes will have at least 60 minutes of outdoor play daily. Play will be divided into shorter time frames, and indoor play may be substituted if needed.

Outdoor play will be in a designated outdoor area, and indoor activities will be in the gym, fellowship room, or classrooms.

Unless weather conditions are extreme, children will be outside. They need to be dressed appropriately for the weather. Tennis shoes are always best.

Indoor and outdoor activities will be a combination of child-initiated activities and teacher-initiated activities.

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. It also offers opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

Insect repellent and sunscreen will be applied by staff with parental permission as needed.

Additional Information

Texas Department of Family and Protective Services

214-951-7902 / 800-582-6030

www.dfps.state.tx.us

Child Abuse Hot Line 800-252-5400

www.txabusehotline.org

Texas Dept. of State Health Services

www.dhsh.state.tx.us

Immunizations

www.dhsh.state.tx.us/immunize

Minimum Standards

www.hhs.texas.gov/minimumstandards

Health and Human Services

www.hhs.texas.gov

Poison Control 800-222-1222

www.poisoncontrol.org