



SUNBEAM CHRISTIAN PRESCHOOL

Where children LEARN to LOVE, and LOVE to LEARN!

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Sunbeam Christian Preschool Parent Manual

Welcome! The purpose of this manual is to introduce you to our school and to provide important information and guidelines. Our goal is two-fold: to provide the best possible academic education to your child and to help your child learn and grow in faith.

Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it."

Luke 18:14-18

Our Philosophy:

Our program is designed to teach children Christian values with positive, developmentally appropriate learning experiences. We promote an atmosphere of confidence and respect as children experiment, make mistakes, and discover their abilities, thus, helping them develop feelings of accomplishment, security, and belonging.

Our Mission Statement:

To nurture souls in a stimulating, creative, and discovery-oriented program. We will cultivate an atmosphere in which all children are accepted and loved for who they are in a safe, Christian environment.

Our Vision Statement:

To help young children learn to love and love to learn. We want each child to know God as a loving friend who created each one of us with inherent value, significance, and individual worth.

Sample Schedule A:

- 9:00-9:10** Arrival, Name Recognition, Open play
- 9:10-9:30** Circle Time: Good Morning Song, Prayer, Calendar, Flag Pledge, Weather, Chore Chart, Daily lesson objective
- 9:30-9:55** Teacher guided activity related to theme/small group activity- students work in small groups or one on one with a teacher exploring concepts and strengthening skills based on Creative Curriculum for Preschool for pre-literacy, math, science, social studies and/or art.
- 9:55-10:10** Theme Related Centers– students choose- art, building, science, math, library, writing, practical life, and puzzles/games. Materials at centers will change based on the themes and lessons of the week and month.
- 10:10-10:45** Gross Motor (Outdoor or Indoor, weather permitting)
- 10:45-10:50** Bathroom Break/Wash Hands
- 10:50-11:00** Snack
- 11:00-11:15** Spiritual Time/Bible Lesson (In Sanctuary or Classroom)- making music, movement, singing, dancing and praying are all ways we praise God.
- 11:15-11:30** Daily Recap at Circle: Story/Song, Review Concepts from small group, End of day prayer, Goodbye song

Sample Extended Day Option:

- 11:30-11:50** Lunch
- 11:50-12:15** Exploration of Science, Technology, Engineering & Math (STEM) in a small group
- 12:15-12:35** Enrichment including developmentally appropriate crafts, cooking and music
- 12:35-12:50** Gross Motor activities including child yoga, times obstacle courses, instruments and dance
- 12:50-1:00** End of Day Daily recap

Our Programs

2 1/2 year old class-Little Lambs Program (age 2 by 4/1 of school year)

Our 2 1/2 year old class is designed for children who will be age 2 on or before April 1st 2019. In this program children will be exposed to early education through social skills, emotional development, letters, shapes and numbers as well as fine and gross motor skills all in a relaxed atmosphere. All learning is done through play, it's the perfect beginning class for your little learner!

3 Year Old: Caring Cubs Program (age 3 by 10/1 of school year)

Children grow and learn from teacher-planned activities and centers. Children will be busy having fun and discovering all that they can do through active learning with musical instruments; block construction; role play; painting; pencils; scissors; sensory tables filled with water, sand, and other surprises where students can experiment with the properties and behaviors of different materials. Children will develop friendships, begin to work together to problem-solve, continue to learn Christian character development themes, and work and grow at their own paces while being encouraged by loving teachers.

4-5 Year Old: Sun Bears Program (age 4 by 10/1 of school year. Children must be potty trained)

Further developing skills children have gained in the previous preschool year, children in this pre-kindergarten program are exposed to beginning literacy, print writing, and math skills that will help them excel as they enter Kindergarten the following year. Students are encouraged to be creative thinkers, problem-solvers, and communicators working in theme-based centers that provide a fun atmosphere of student choice and student directed learning. Centers allow each child to learn and discover at his or her own pace while "playing". Teachers also introduce more focused periods of learning during small group and individual instruction that is customized to help each student grow to his or her fullest potential. Students continue to learn about God's love through bible accounts, songs, and activities, and they practice modeling Christ-like habits as they interact with teachers and friends in class.

I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you. Psalm 32:7-9

What makes our programs and our teachers so extra-ordinary?

- Our loving teachers are Christians who infuse Christian character development through the entire preschool program, not only through saying a prayer before snack time or by reading a bible account.

- Our classes are student-centered: students are given choices in daily centers and activities. We place an emphasis on providing rich, hands-on experiences to facilitate social-emotional growth and language development.
- We focus on literacy using books, stories, and Bible accounts; we encourage our students to develop their own story-telling, pre-writing, and writing skills.
- We offer a print-rich environment: classroom items are labeled, we display and read child-made and teacher-made books that have recorded the students' spoken words and stories. A variety of fiction and non-fiction reading materials are available for students.
- Students are provided time and encouragement to work at their own paces, they are given daily opportunities for exploration and experimentation.
- Our preschool promotes students' development of reasoning and critical thinking skills by focusing on having students think about how? and why? rather than memorization.
- We use teaching methods that provide learning experiences that reach students' varied learning styles.
- Teachers evaluate student progress throughout the year and offer students opportunities to learn new skills and master new concepts in a loving, encouraging atmosphere.
- Common Core State Standards and *New Jersey State Department of Education: Preschool Teaching and Learning Standards* drive our focus on skills and our selection of content and curriculum (The Creative Curriculum for Preschools and a Bible Kit Curriculum) for our students.

Hours of Operation

Our school is open Monday through Friday with hours according to the programs offered. Please see our school calendar for scheduled holidays/vacation days when school will be closed. We offer a 10 month September through June schedule.

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

Proverbs 22:6 (NIV)

Bible

Lessons, Praise and Worship

Students will have a special time to be introduced to worshiping the Lord and getting to know the Good News of Jesus Christ. We will learn about Old Testament Biblical Accounts and will get to learn about the life of Jesus. Students will have fun using our large sanctuary space celebrating with music and movement, as well as our bible curriculum infusing singing, finger plays, skits, interactive prayer, books, and bible poster cards during our Children's Chapel time.

Students learn song lyrics, dancing, and signing to music modeling after teachers and video projected in our sanctuary. This introduction to worship will help our students begin the life-long journey of getting to know Jesus Christ and learning about Christian love, kindness, and forgiveness.

Some of our Monthly Bible-Based Character Development themes (but not limited to):

<i>Helpful</i>	<i>Thoughtful</i>	<i>Self-Control</i>
<i>Attentive</i>	<i>Courteous</i>	<i>Obedient</i>
<i>Gentle</i>	<i>Truthful</i>	<i>Unselfish</i>

Preschool teachers will share with families activities, discussions, and bible lessons that are used with each class related to these themes.

Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

Ephesians 4:32

Students will need the following items: (Please remember to label *EVERYTHING*)

- Backpack (full sized to hold a folder and papers)
- Large Ziploc bag containing a complete change of clothing appropriate for the season including underwear and socks
- Pull-ups (Ones that open on the sides only)/diapers/wipes. (4 year old must be potty trained)

Conferences

Parent/teacher conferences are scheduled one a year, although a parent or teacher may request a conference at any time. Due to the fact that our day is very structured and our teachers are constantly engaged with our students, teachers will be unable to have detailed discussion with a parent during class time. Please feel free to request a conference with the teacher and/or director any time that the need arises.

Special Days

Preschool Meet n Greet

Special Person Day

Harvest Festival

Stepping Up/ Graduation Celebration

Christmas Celebration

Dr. Seuss Day

Special Mission Projects

Children learn that everyone can make a difference! Throughout the year we invite all children to help others in our local community and to help those in our global family through projects including:

Food Pantry Donations

Easter Baskets

Christmas Giving Tree Donations

Operation Christmas Child

Recycling/Earth Day Activities

Coat Drive

‘Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.’ Matthew 25:40

Snacks

The preschool will provide a snack each day. Snack choices are rotated throughout the month. Snack time will include juice/water and an item such as fruit, pretzles, goldfish, or crackers.

We encourage healthy eating habits among our students. If a family would prefer to send a child with a snack from home, please try to avoid sugary beverages, candy, etc. Students with any food allergies will only be allowed to eat food brought from home. Sunbeam is a *peanut sensitive* facility. We strive to not have peanut products brought in or supplied during school hours. Please take this into consideration when sending in snacks for your child.

Drop off/Pick up Procedures

Please walk your child into the building and escort your child to his or her classroom. The teachers will take attendance. At pick-up, only a parent or authorized emergency pick up person with proper identification will be allowed to pick up your child. Please use caution in the parking lot, especially during active drop off or pick-up times.

Outdoor Play

We have a fenced and gated playground space. All students will have min 20 minutes of playground time as long as the weather permits. Please send students with appropriate closed-toe shoes, jackets, hats, etc. as weather conditions can vary throughout the day. We will plan to go outside as long as it is not too cold and it is not raining.

Fundraising

As a non-profit organization, Sunbeam Christian Preschool of Jackson United Methodist Church is self-supporting. Our only means of income are tuition and fundraising. Fundraising supported by our school and church families helps us to purchase new classroom materials, maintain the building, support special events, and purchase new equipment. We appreciate all of the support that each family is able to give!

Medication Policy

- Whenever possible, please give medications at home.
- If medication is needed by a child during school hours, it is to be administered following these policy guidelines:
- All prescription and over the counter medications must be ordered in writing by a health care provider for a specific child, with additional written permission from the parent/guardian. All medications must be in the original container/packaging. The student's name must appear on prescription medication. Sunscreen can be administered without a doctor's note, however the parental permission portion of the Permission to Give Medication in Childcare form must be signed.
- All medication must be in the child's name, in the original container, and not be past the expiration date. Proper dosing spoon or cup must be supplied for liquids. Request for Medication Administration Form must be filled out by a doctor and parent for each medication. All medicine will be kept away from children, in the preschool office, in a locked medication box and administered by assigned designate.
- Upon entering the building, a parent should bring all medications immediately to the Director. Medication must not be transported to or from school in the student's belongings or lunch box.

If Your Child Is Ill

Our school is a Well Child facility. If your child is not feeling well for any reason, please do not send your child to school. A parent will be called to pick up a child if the child has vomited or has diarrhea, if a child has an approximate temperature of 99.5 degrees or more, or if there are other symptoms that prevent the child from participating regularly in the school day activities. Emergency contacts will be called if a parent cannot be reached. The child will be isolated from other children in another part of the classroom until he or she is picked up from school. A child can return to school when he or she is symptom free and fever free for 24 hours without fever reducing medication. If your child requires prescription medication, we ask that you keep him or her home for at least 48 hours or until he or she is no longer contagious. This is to try to prevent the spread of illness to other children.

Policy on the Management of Communicable Diseases

All classroom parents will be made aware of a classmate diagnosed with a communicable disease. These notices will be posted on our bulletin board.

Absences/Fever

Any absence of one week or more due to illness requires a doctor's note stating that the child is able to return to school. A child who is sent home with a fever may *not* return to school the next day. He or she must be fever-free for 24 hours before returning to school.

TV-Technology Policy

The use of technology in the means of (but not limited to) touchpads and smart board is limited to no more than 15min at a time.

Toilet Training (Little Lambs 2 ½ & Caring Cubs 3 year old Program)

- Please provide Pull-ups/Wipes if your child is still working on toilet training. We integrate toilet training into the Caring Cubs 3 Year Old Program. All students entering the 4 year old Sun Bears program must be fully trained.

Late Pick-up Policy

Teacher/student ratios are extremely important to the safety of your child, and we will abide by them. If a parent fails to pick up a child at the time scheduled, Sunbeam Christian Preschool will adhere to these procedures:

- The child will be supervised at all times.
- 5 minutes after pick up time, a parent/guardian will be called.
- After 5 minutes there is a \$20 fee for every additional 5 minutes the pick-up is late
- At one hour or more past pick up time, if attempts to arrange pick up by a parent or authorized person have failed and the staff member cannot continue to supervise the child at Sunbeam Christian Preschool, the staff member will call the DCF 24 hour Child Abuse Hotline at (1-800-792-8610) to seek assistance in caring for the child.

If a parent or authorized pick up person appears to be physically or emotionally impaired to the extent that in the judgment of the staff member or Director the child would be placed at risk of harm if released to such an individual, the following procedures will be followed:

- The child may not be released to the individual who appears physically or emotionally impaired.
- Staff members will attempt to contact another parent and/or other authorized pick-

up person.

- If Sunbeam Christian Preschool staff is unable to make alternative arrangements as stated above, a staff member will call the DCF's 24-hour Child Abuse Hotline to seek assistance in caring for the child.

Discipline Policy

We believe in setting age-appropriate limits, guiding behavior, and helping children to learn positive appropriate behavior. Discipline is handled in a fair, safe, consistent, and responsible manner. The students learn discipline by example, from guidelines by adults while students are in new experiences, from limits set on certain actions, and from learning to work in a cooperative manner with peers.

If inappropriate behavior occurs, the teacher and/or Director will explain to the child why the behavior is not appropriate and model an alternative, appropriate behavior. Children are often encouraged to find an alternative, healthy behavior to replace the inappropriate behavior. Our staff members are trained to use re-direction, distraction and resting as forms of discipline if needed.

Our preschool does not permit the use of any method such as, but not limited to: corporal punishment, yelling, withholding food, ridicule, embarrassment, or humiliation of the child.

- Parents are notified when their child has repeatedly displayed an inappropriate behavior.
- Withdrawal of a child for continual, uncontrollable misbehavior that endangers the welfare of others is at the Director's discretion.

Children Who Endanger Other Children

At Sunbeam, one of our primary goals is to provide a safe, nurturing, and pleasant environment for all of the children we serve. We recognize that one of our jobs is to help children learn appropriate ways to handle conflicts. We work on this as conflicts arise, helping children find satisfactory solutions. We also have "Conflict Resolution" and "Empathy Learning" as a part of our curriculum. We understand that many preschoolers may use misguided behavior because they have not yet learned what is acceptable behavior. However, at times a child's behavior may endanger others. We want to ensure parents that we will immediately address such behavior following these guidelines:

- A first incident will be documented and reported to the parent.
- A second incident will result in the incident being documented, parent pick-up and a

parent-teacher conference to discuss the behavior and establish a plan of action.

- A third incident will result in documentation of the incident, student pick up, and another conference will be set up with the teacher(s) and the Director to continue the discussion to understand what might be causing the problem. Referral for outside advice will be suggested. Sunbeam reserves the right to terminate any child's enrollment if any further incidents occur, or if we feel that any of following conditions exists:
 1. The school cannot meet the child's needs.
 2. The parents are not able to work with the school to find an acceptable solution.
 3. The continuing behavior endangers the well being of other children, and/or the child engaging in the behavior.

Expulsion Policy

There are some reasons for which the preschool may find it necessary to suspend or expel a child from our program, either on a short term or on a permanent basis. We will first make every effort to work with the family of the child(ren) in order to prevent this policy from being enforced. Below are some reasons we may have to expel or suspend a child from the center:

Parental Actions for Child's Expulsion-

- Financial situations - failure to pay/habitual lateness in payment
- Failure to complete required forms including the immunization record
- Violation of a preschool policy or procedure
- Habitual lateness when picking up your child
- Physical or verbal abuse to staff

Child's Actions for Expulsion-

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/ angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Biting
- Violation of a preschool policy or procedure

Immediate Parental or Child Actions for Expulsion-

- Grossly endangering the safety of themselves
- Grossly endangering the safety of others

Proactive actions that will be taken in order to prevent expulsion:

Assess classroom environment, supervision	Positive methods and language-praise
Consistent consequences	Verbal warning
Time to calm and regain control	Loss of certain privileges
Documentation/ log of behaviors	Parent/Guardian notified verbally
Parent/guardian given written copies of behaviors	

The Director, teacher and parent/guardian will have a conference to discuss how to promote positive behaviors and Director will provide a written plan of action. Parent/guardian will be informed of the length of expulsion, and the conditions required for return to school. A child will not be expelled if a child's parent makes a complaint to the Office of Licensing or reports an abuse or neglect occurring at the center.

Parent Observation and Participation

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities of operation of the center should discuss their interest with the center Director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the Director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each trip.

Programs Offered and Tuition Fees

Please refer to our current year's registration form for program offerings and prices

- The Registration fee is due at the time of enrollment in order to hold a child's place in a specific class program.
- Tuition is billed monthly. Unfortunately, we are not able to refund tuition if a child is withdrawn from a program or does not attend.
- September's tuition is due by August 25th.
- Each month's tuition is due by the 25th of the preceding month. September 25 is the due date for the October Tuition. A five day grace period will be allowed for late tuition, after which a \$20 late fee will incur. At the discretion of the preschool, the student may not attend class until the monthly tuition has been paid.

- Thirty days notice is preferred for cancellation of enrollment.

Other offers-

- 5% sibling discount.
- *JUMC Congregation – 5% off monthly tuition fee

*Other promotional offers are not valid with the JUMC Congregation offer

Keep in mind, Sunbeam offers scholarship to families in need. For more information about this please contact the school.

School Closings

Sunbeam will close a maximum of three (3) days due to inclement weather. Sunbeam will attempt to make up as many days as possible. An email will be sent to all families and our facebook page will be updated for official school closings. (Like us on FB at Sunbeam Christian Preschool at Jackson United Methodist Church). We will make every effort to make our announcement for full day closure by 7:30 am. Please keep your contact information up to date and watch for early dismissal postings, emails, and calls on poor weather days.

Calendar

A school calendar will be distributed at orientation. Generally, Sunbeam follows Jackson's school calendar for closings and breaks.