



Sunshine School

Registration Agreement and Operational Policies 2024-2025

www.sunshine-school.org
info@sunshine-school.org

(979) 693-8668

This page intentionally left blank.

Welcome to Sonshine School!

Mission Statement

To teach the unconditional love of God and exemplify His son, Jesus, to our students and their families. We believe that all children deserve access to the Word of God and the community of Christ regardless of their abilities or limitations. We further aim to provide a workplace that encourages the spiritual growth and development of every staff member.

Philosophy

Sonshine School's goal is to give children a positive self-image by providing them with a Christ-like surrounding filled with acceptance, love, and respect. We strive to provide an environment in which the children can grow to love Jesus and learn about themselves and their expanding world through exploration, experimentation, and good decision-making.

The School believes in laying a good foundation spiritually, developmentally, physically, and academically, so that children can build upon this foundation for the rest of their lives. The key to Christian education is Jesus Christ, "in whom are hidden all treasures of wisdom and knowledge." Colossians 2:3

"Train up a child in the way he should go and when he is old he will not depart from it."
Proverbs 22:6

Government

Sonshine School Ministry is overseen by a Board of Directors composed of volunteers from the body of A&M Church of Christ. This committee reports to and has been approved by the elders elected by the congregation at the A&M Church of Christ. A school director has been selected to oversee the operation of the program.

Discipline

Discipline is based on Christian love, individual needs, and development. It will be consistent in positive ways by use of guidance, example, and instruction. Our behavior modification program is designed to help minister to each child and share in the guidance role with parents. **Corporal punishment is not considered an acceptable method of dealing with the behavior of young children.**

Open Door Policy

You may visit your student during their Sonshine School day at any time. Please check in at the School Office to receive a name tag first. For safety reasons, the only entry point during the day is the A&M Church of Christ's Administrative Office. Please remember to park by this entrance in order not to cause alarm by trying to enter the building through a locked entrance.

Discipline and Guidance Policy for Sonshine School

- ❖ Discipline must be:
 - 1) Individualized and consistent for each child;
 - 2) Appropriate to the child's level of understanding; and
 - 3) 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:
 - 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - 2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - 3) Redirecting behavior using positive statements; and
 - 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, 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 types of discipline and guidance are prohibited:
 - 1) Corporal punishment or threats of corporal punishment;
 - 2) Punishment associated with food, naps, or toilet training;
 - 3) Pinching, shaking, or biting a child;
 - 4) Hitting a child with a hand or instrument;
 - 5) Putting anything in or on a child's mouth;
 - 6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - 7) Subjecting a child to harsh, abusive, or profane language;
 - 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

PARENT COPY

Signature

Date

parent employee/caregiver household member of child-care home

God's love and His words are interwoven with all of our activities.

A Typical Day at Preschool & Pre-K

9:00 am—1:30 pm

- The students experience our center-based classrooms, including blocks, creative expression, music, literature, manipulatives, dramatic play, and STEAM (science, technology, engineering, art, & math) based on monthly themes. The monthly thematic structure is provided through the Mother Goose Time curriculum. Play and the freedom to explore and make decisions are very important in the process of learning.
- Students are encouraged to explore each area of the classroom and through this exploration, encounter vast opportunities to experience decision-making, social, and emotional growth and develop their cognitive skills.
- Students have circle time, which may include prayer, sharing, calendar, stories, singing, number recognition and counting, letter recognition and phonics, writing, and other cognitive concepts.
- Students have Bible Enrichment daily, which consists of large group Chapel time as well as a Bible enrichment time for their individual class that may include songs, scripture, prayer, stories, and crafts.
- Students have a teacher-directed outside enrichment period which includes large motor activities and creative expression.
- Students will have many art experiences: ***process, not product is the emphasis.***

A Typical Day in Our Infant & Toddler Program

9:00 am—1:30 pm

- Our toddlers are challenged with an age-appropriate environment, and our infant room is based on the development of the student. The classroom is set up as a learning environment with a rotation of teaching manipulatives incorporated. The monthly thematic structure is provided through the Mother Goose Time curriculum.
- Students have Bible Enrichment daily, which consists of large group Chapel time as well as a Bible enrichment time for their individual class that includes songs, scripture, prayer, stories, and crafts.
- Colors, shapes, numbers, and literacy are the foundation of their curriculum.
- Play and the freedom to explore and make decisions under the close supervision and guidance of their loving teacher are very important in the process of learning.
- Students have a teacher-directed outside enrichment period which includes large motor activities and creative expression.
- Students will have many creative expression experiences: ***process, not product is the emphasis.***

Deuteronomy 6:5-7

Love the Lord with all your heart and with all your soul and with all your strength. These commandments I give you today to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

What to Bring Daily to Sonshine School

ALL ITEMS MUST BE MARKED WITH CHILD'S FIRST NAME AND LAST INITIAL

12 months - 17 months:

- 4 diapers or **velcro side release** pull-ups clearly marked with your student's first name and last initial. If your student uses cloth diapers, a wet bag for soiled diapers must be provided.
- School Backpack with the student's lunch, cup, and any other necessary items.
- If your student uses pacifiers please send AT LEAST 2 and BE SURE they are clearly labeled with your student's first name and last initial.
- Send all formula, breast milk, jar, and/or transition food that your student would possibly need throughout his/her Sonshine School day. Be sure to have everything pre-measured and with all necessary utensils, bibs, and burp rags in order to allow ease in preparation.
- If your student has a sippy cup, **it must also be spill-proof**. Please label it clearly with your student's first name and last initial. Please no sugary drinks such as kool-aid, soda, or sweet tea.
- If your student has table foods at lunch, make sure they are cut up small enough to avoid choking.

18 months - 35 months:

- 3 diapers or **velcro side release** pull-ups clearly marked with your student's first name and last initial. If your student uses cloth diapers, a wet bag for soiled diapers must be provided.
- School Backpack with the student's lunch, cup, and any other necessary items.
- If your student uses pacifiers please send AT LEAST 2 and BE SURE they are clearly labeled with your student's first name and last initial.
- 1 **spill-proof** sippy cup clearly labeled with your student's first name and last initial and filled with liquids that do not require refrigeration. If your student runs out of the drink provided, we will rinse out his or her sippy cup and refill it with tap water. Please no sugary drinks such as kool-aid, soda, or sweet tea.
- PLEASE send a lunch that includes bite-size portions that will promote self-help in order to allow your child to have a ready-to-eat lunch. Finger foods are recommended. For students who have not yet mastered the use of utensils (spoon and fork), foods that require adult assistance (such as soups, applesauce, yogurt, and pudding) are not allowed. Go-Gurts or other tube yogurts are not allowed.
- In order to avoid choking, for students under the age of 4 we require that grapes, cherry tomatoes, olives, and any other small round food be halved or quartered; cylindrical foods such as string cheese, carrots, and hot dogs must be halved lengthwise. Popcorn, nuts/seeds, and hard/sticky candy are not allowed for students under the age of 4.

3 to 5-year-olds:

- School Backpack with the student's lunch, cup, and any other necessary items.
- A healthy nutritious lunch that promotes independence and self-help.
- In order to avoid choking, for students under the age of 4 we require that grapes, cherry tomatoes, olives, and any other small round food be halved or quartered; cylindrical foods such as string cheese, carrots, and hot dogs must be halved lengthwise. Popcorn, nuts/seeds, and hard/sticky candy are not allowed for students under the age of 4.
- 1 **sport or straw-top spill-resistant cup** labeled with your student's first name and last initial and filled with liquid that does not require refrigeration. Please no sugary drinks such as kool-aid, soda, or sweet tea.

Sonshine School Operational Policies

Abuse or Neglect

To report abuse or neglect, please call 1-800-252-5400 or visit www.txabusehotline.org. A&M Church of Christ requires each staff member to receive 2 hours of child abuse training through the Youth and Child Protection Ministry. Additionally, the state of Texas requires each staff member to have another 2 hours of training in Preventing and Responding to Abuse and Neglect in Children. This training includes methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse and neglect. The training also provides strategies for coordination between the center and appropriate community organizations and actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

Alerts and Changes

If there is a health or safety alert, we will send a note home with your student, send an email, or call you.

If there is an amendment to any of our school policies, we will also send you a copy of the changes and request a signature upon your receipt of the aforementioned notification of change(s).

Animals on Campus

Other than formally trained service animals, Sonshine School does not allow animals on campus at any time during operation.

Attendance & School Closings

No credits or discounts will be issued for absence due to illness, in-service days, inclement weather, or school closings of up to eight (8) consecutive school days for the safety of students, or regularly scheduled holidays. (School closings exceeding 8 consecutive school days will result in a shift to Sonshine School at home.) Your student may only attend Sonshine School on the days for which you have enrolled your student. If your student is unable to attend on his/her enrolled days, no other days can be substituted for the days your student missed. A&M Church of Christ is currently a Red Cross Shelter. In the event of a natural disaster, evacuees may be housed in our facility; therefore, Sonshine School may be temporarily closed in order to ensure the safety of our students.

In the event Sonshine School is required to close for more than 8 consecutive school days, we will transition to Sonshine School At Home. Parents will be responsible for 50% of their student's monthly tuition amount for all days the school is operating Sonshine School At Home. Sonshine School at Home will include curriculum packages provided to parents for at-home use as well as weekly online resources and opportunities for interaction with classroom teachers.

Birthdays

Your student's birthday is important to us. Feel free to send a special treat or snack to celebrate his or her special day. This treat will be shared with your student's classmates at the end of lunch. Though we do not have time in our daily schedule to have a party for each child, we are happy to incorporate this small treat into the daily lunch portion of their day. If your student's birthday falls on a day that is not a school day, please make arrangements with your student's teacher to establish an agreeable date for celebrating his/her birthday at school. Please refrain from handing out party invitations at school unless **each** student enrolled in the class is to receive one. You may obtain a class roster from the school office if you would like.

Clothing

Students are encouraged to wear play clothes and closed-toed tennis shoes. Shoes with wheels are prohibited. **All young ladies are required to wear shorts or leggings (or something similar) under their dresses/skirts in order to maintain their modesty while involved in active play and sitting on the floor.** Daily schedules include active and messy learning; therefore, please dress your student appropriately for active and messy play. Sonshine School is not responsible for accessories that may be lost or broken during our school day such as hair bows, jewelry, etc.

At the beginning of each semester, you will be asked to send several complete changes of clothes for your child. These clothes will be kept here at school for the semester. In the event we use the extra clothes, we ask that you send back a replacement the next day that your child attends. At the end of each semester, all clothing will be sent home.

- Students aged 12-17 months, send 4 changes of clothing
- Students aged 18-36 months, send 3 changes of clothing
- Students aged 3+ years, send 2 sets of clothing

Communication

You will receive regular communication via email from both the school office and your classroom teacher. Teachers are expected to respond within 24 hours to emails you send during our regular school week. Emails received over the weekend (Friday - Sunday) will be responded to before 9:00 am on Monday morning.

If, at any time, you have a concern, comment, complaint, or question, do not hesitate to contact the School. You may schedule a meeting with the Director, send an email/write a letter, or call. The student's best interest is at the heart of everything we do. Please allow us to help resolve any matter which may cause you concern or grief.

Curriculum

Sonshine School utilizes the Mother Goose Time curriculum. Mother Goose Time is a comprehensive curriculum that aligns with State standards and Head Start indicators. This curriculum provides opportunities for social, emotional, and cognitive growth that is tailored to the student's age and development. Visit www.mothergoosetime.com for more information.

Emergency & Disaster Preparedness Plan

A full Emergency & Disaster Preparedness Plan is available in the school office. The plan includes Fire evacuation information, a Severe Weather Response Plan with specified designated interior space where children will seek shelter, an alternate evacuation location in the event we must evacuate school property, information regarding lockdown procedures, and frequency of all emergency & disaster drills.

Enrollment Changes

Changes in enrollment must be made by submitting a completed "Change of Enrollment Form" located in the school office. **There is a \$25 fee to change your child's enrollment after July 31st.** This includes increases/decreases in days of attendance as well as increases/decreases in extended care programming. Enrollment changes may take up to a week to implement once the form has been received. Neither the Supply & Curriculum Fees nor Extended Care Fees are prorated when adding or reducing days of attendance. Please see page 22 for more information.

It is our standard practice to suspend all enrollment increases between Parent Orientation and the end of September. Any requests for enrollment increases submitted during that time will be processed the last week of September. Families will be notified at that time if their request for increased enrollment has been approved.

Expulsion and Suspension of Students

Sonshine School strives to work with our families to prevent the need to expel or suspend a student. Unfortunately, there are times when such measures may need to be taken. Below is a list of situations that may result in the suspension of a student as outlined in our Enrollment Agreement:

- 3 biting incidents in a 30-day period.
- As part of a behavior modification plan to address repetitive aggressive behavior.
- Late payment of monthly tuition.
- Inadequate documentation of state-required immunizations and health information.

Expulsion is extremely rare and would only result for the following reasons:

- Refusal by the family to follow the school Enrollment Agreement.
- Refusal by the family to work with the school to develop a behavior modification plan when the student is exhibiting repetitive aggressive behavior at school.

Food

A snack will be offered to each student enrolled in Afternoon Extended Care daily. A snack menu is posted on the Parent Board in the Sonshine School Office.

Parents/guardians are required to provide lunch each day. Each student is encouraged to bring a healthy lunch. Do not send sugary drinks such as soda, kool-aid, or sweet tea. In order to avoid choking, for students under the age of 4 we require that grapes, cherry tomatoes, olives, and any other small round food be halved or quartered, hot dogs must be halved lengthwise. Popcorn, nuts/seeds, and hard/sticky candy are not allowed for students under the age of 4. Please refer to the lunch requirements of each age group on page 5 of this packet for age-specific information. Chewing gum is not allowed. Please do NOT send any glass containers. If your student's lunch requires utensils, please include these. **Please note that classrooms have no way to heat, refrigerate, or cut up food.**

Food Allergies

All students with medically documented food allergies must have an Emergency Action Plan signed by a physician on file in the school office. All staff members are made aware of food allergies on campus, and postings regarding food allergies are placed in the classroom and in the school office.

Gang Free Zone

Sonshine School is required under the Texas Penal Code to inform you that any area within 1,000 feet of our school, or any other child-care center, is a Gang Free Zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Head Lice

Due to the nature of school activities and the close proximity of classmates during those activities, any student with active nymphs or adult head lice will be sent home. Students may return to school after receiving an FDA-approved treatment for head lice. In accordance with the Minimum Standards for Licensed Childcare Centers, parents will be notified when there has been an outbreak of lice in their child's group or class.

Health of Your Child

Your student MUST be free of any signs of respiratory or gastrointestinal illness as listed on the Daily Health Screening Commitment for *at least* 24 hours without the use of fever-reducing medications in order to come to school. Every student must have a signed Daily Health Screening Commitment on file. This form can be found on page 19 of this packet.

You will be notified if your student should become ill at school. The student will be removed from the classroom and will remain separated until you arrive. If you will not be reachable, please make sure we have on file the name and phone number of someone who can come and pick up your student.

Please notify the school via email, phone, or by some other means if your student is out and/or sick.

Whenever your student visits the doctor for either an illness or a well-check, **we require that you provide us with a note.** If your student was seen as an ill patient, then the note from your student's physician should state when your student may return to school. If your student is seen for a well-check, please provide us with an updated immunization record (if applicable), and/or proof of good health and notice that your student may participate in an early education center.

If your student has a chronic condition that may otherwise look like sickness or illness in which he or she would be subject to exclusion, please contact the Director.

Immunizations/Vision and Hearing Screening

All student records must remain in compliance with State of Texas requirements regarding student health and wellness. In the instance that you receive notification from the school that your student is not current on a specific immunization or other health requirements, you will need to provide proof in writing from your student's physician that your student has an appointment to receive those updates. To remain enrolled, your student must complete the subsequent doses in each vaccine series on schedule as rapidly as is medically feasible and provide acceptable evidence of vaccination to the

school. For more information, please feel free to consult your student's physician or www.dshs.texas.gov/immunize.

Proof of Hearing and Vision screenings are **required** for students who are four years old or older by September 1st. More information concerning this requirement can be found at: www.dshs.texas.gov/vhs.

Current immunization records are required to be on file for every enrolled student. A **\$25 charge** will be added to your account if immunization records have not been received by the end of business on July 15th. Applications received **after** July 15th must be complete (i.e. must include immunization records, Statement of Health from your student's doctor, and all other forms completed), otherwise, they will not be processed.

Sonshine School encourages all staff members to maintain current vaccinations including, but not limited to HepA (Hepatitis), Pertussis (Whooping Cough), and Influenza (Flu). More information on recommended adult vaccinations can be found at www.cdc.gov/vaccines.

Inclement Weather

Sonshine School will follow the College Station ISD (CSISD) changes to their school calendar due to inclement weather. If CSISD delays the start of school, has an early release, or is closed due to inclement weather, Sonshine School will generally follow these changes. These changes will be delivered to you in the form of emails, posted notices, and/or phone calls.

Insect Repellent

Due to the short time students are outside, Sonshine School does not routinely apply insect repellent to students. If there is a medical need for a student to have insect repellent applied during the school day, a letter from a doctor documenting the need will be required, and the insect repellent will be treated like an over-the-counter medication.

Medical Emergencies

In the event of a medical emergency for a student or staff member, Sonshine School will first call 911, and then notify the parents and/or the emergency contact listed in the student or staff member's file of the situation.

Medication

Sonshine School will administer prescribed medications only if the medication **MUST** be administered during the hours of operation of Sonshine School. Prescribed antibiotics will only be administered as long as it has been **at least 24 hours after** the first dose was given.

*Acceptable medications will be administered only upon the written request of the parent or guardian of the student or from the student's physician. Forms are available in the office and a new form **MUST** be completed, signed, and dated for each prescription. Medications must be in the original container with the prescription label intact and left with a designated office administrator.*

We will NOT administer over-the-counter medications without Doctor's orders.

Nursing Mothers

Nursing Mothers are encouraged to be a part of their student's life and are welcome any time that they would like to be on campus to nurse. A mother can nurse her baby as often as needed or desired at Sonshine School. The mother will be provided her own space in a mother's room located next to the church nursery with several rockers/glidens in a relaxing and calming atmosphere. We also are able to properly store and prepare breast milk for use in her baby's bottle, cereal, etc.

One Day Fun Days

Each month our classes will have a variety of One Day Fun Days that encourage student participation through dress-up, show and tell, and special parent-provided snacks. Every month will include a color-themed day, a shape-themed day, and a curriculum-themed day.

In addition to the monthly One Day Fun Days, classes will have up to 4 seasonal fun days each year: FALL, THANKSGIVING, CHRISTMAS, and VALENTINE'S. These seasonal fun days depart from the standard monthly

curriculum and include special-themed activities throughout the day.

The Fall Fun Day in October is a day that students are allowed to wear costumes to school. We ask that your student not bring/wear anything that relates to violence, destruction, or witchcraft. If you have any questions concerning this policy, please feel free to contact the Director.

Parent & Family Involvement

There are many opportunities for parent and family involvement throughout the school year. Parents are welcomed and encouraged to come have lunch in their student's classroom to celebrate their birthday and when he/she is Star Student. Sonshine School is committed to providing many opportunities for you to actively support our program and connect with one another. From special snacks to teacher appreciation, attending social events for parents and families, and many opportunities to participate in fundraising efforts, there is sure to be an area where you can connect. Please complete a Family Involvement Information form (page 28) to get connected.

Parent Rights

Section 42.04271 to the Human Resources Code states that a parent or guardian of a child at a childcare facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the childcare facility;
- Review the childcare facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the childcare facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Pest Control

A&M Church of Christ has regular quarterly Pest Control treatments in which pesticides are applied inside and outside the building. A notification will be posted in the Sonshine School Office within 48 hours of treatment. Any further information may be obtained from the Director.

Registration

There is a \$100 **nonrefundable** application fee for new students. Returning students have a \$75 **nonrefundable** application fee. We will not accept a student's registration application without this fee. This fee is due once a year at the time you submit your student's application and may be paid by cash, check, or through ProCare. **Your student's registration will not be processed until the registration fee has been received.** All application fees will be immediately deposited and the Registrar will contact you within 15 business days to inform you of your child's enrollment status (if he/she has been placed in a class or on the waiting list). The classrooms are filled on a first-come, first-served basis. Each class is subject to a minimum enrollment to make. Registration begins February 1st for students currently enrolled in Sonshine School, their siblings, and any students on the current year's waiting list, February 15th for members of the A&M Church of Christ and Community Bible Study, and March 1st for the public.

It is our school practice to suspend new student enrollment and enrollment increases from the day of Parent Orientation until the end of September. This allows our teachers and students to get to know one another and settle into the routines

of school without disruption. Any new student enrollments and enrollment increases received in this timeframe will be reviewed the last week of September to allow for changes to take effect in October.

Registration must be submitted to

Sonshine School
A & M Church of Christ
2475 Earl Rudder Freeway S.
College Station, TX 77845
(979) 693-8668

Questions regarding registration: registrar@sonshine-school.org

Rest Time (Afternoon Extended Care)

All students enrolled in Afternoon Extended Care must provide a nap mat. Sonshine School requires a tri-fold waterproof nap mat. The school strongly recommends the 1-inch two-toned nap mat by KinderMat. Sonshine School will clean, disinfect, sanitize, and store the nap mat for the duration of the school year. Failure to provide a nap mat will result in a phone call from the school requiring the pickup of the student from Extended Care.

If your child's nap mat is damaged or worn in such a way that it is no longer waterproof (torn so the foam is exposed) you will be required to replace the mat.

Blankets and/or lovies may be sent for use during Afternoon Extended Care. These items should be sent in the students School Backpack and they will be sent home each day. Sonshine School is not responsible for the cleaning or sanitizing of these items.

Safety Procedure for Arrival and Dismissal

Arrival Procedures

Morning Extended Care Opens at 8:30 am

If your student is in morning extended care, you will use the entrance next to the Church Office (First Parking Lot). Upon entering the building, you must take your child to use the restroom and wash their hands prior to checking in with school staff at the kiosk located outside of the school office.

If you are dropping off after 8:50 am, you must follow the Regular School Day Arrival Procedure.

Regular School Day: Doors Open at 8:55 am

- Arrival will take place in the great hall near the covered drive
- All parents must park to drop off students
- Parents/Caregivers and Students will be visually health screened at the check-in kiosk before entry
- Once you have been signed in, you must take your child to use the restroom and wash hands and then wait near your child's class animal sign for a staff member to receive your child.
- Parents will not be permitted in the gym or on the children's hall during arrival/drop-off
- Please exit the building promptly after dropping off your student
- ***If you arrive after 9:15 am please use the door by Church Administrative offices and proceed to the Sonshine School office to be checked in.***

Dismissal Procedures

You are **required** to pick up your student **NO LATER than 1:30 pm** at the designated area (or NO LATER than 2:30 pm if your student is enrolled in Extended Afternoon). **Late fees will be assessed per the policy in the Enrollment Agreement on page 24.**

Students will NOT be permitted to leave the school with any person who is NOT listed on that student's admission form, even IF we know this person. Please make sure to keep the list of approved people for picking up your student updated. Each person picking up your student is subject to having his or her state driver's license checked. If someone comes to pick up your student who we do not know and they DO NOT have a picture ID, we will be unable to release your student to them EVEN IF they are on your approved list. Please contact the Director with any questions.

Regular School Day: Doors Open at 1:20 pm

- Dismissal will take place in the great hall near the covered drive
- All parents must park to pick up students
- Sign your child out with a staff member at the kiosk and then wait near your child's class animal sign for your student and their belongings to be brought to you
- Please exit the building promptly after picking up your student
- ***If you arrive after 1:35 pm, please use the door by the Church Administrative offices and proceed to the Sunshine School office to sign out your student***

Afternoon Extended Care Closes at 2:30 pm

If your student is in afternoon extended care, you will use the entrance next to the Church Office (First Parking Lot). Proceed to the Sunshine School office to sign out your student.

School Hours

Sunshine School is a part-time nine-month school year program:

September - May

Monday, Tuesday, Wednesday, and Thursday 9:00 am - 1:30 pm

Extended Time (optional): 8:30 am - 9:00 am, 1:30 pm - 2:30 pm

State Licensed Facility

As a state-licensed preschool, we must inform you where you may find a copy of the State Minimum Standards which serves as our guidelines in operation. We have a copy for your convenience located in the Administrative Office. In that office, you will also find posted our most recent inspection by the state, as well as our annual fire inspection and sanitation inspection. You may view our most recent state inspection and review the minimum standards at <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards>. You may contact our local licensing agency at 979-731-0118.

Sunscreen

Due to the short time students are outside, Sunshine School does not routinely apply sunscreen to students. Parents are encouraged to apply sunscreen to their students before dropping them off. If there is a medical need for a student to have sunscreen applied during the school day, a letter from a doctor documenting the need will be required, and the sunscreen will be treated like an over-the-counter medication.

Toilet Training

All students three years old and older are typically potty trained. If your child is not potty trained before August and he/she is three years old, please notify the Director so appropriate accommodations can be made. If your student is potty training,

he or she must wear pull-ups that have **velcro side release**. We will do our very best to help your student stay in a dry pull-up throughout the day. Please provide 3 extra pull-ups in your student's backpack.

You may send your 2-year-old and younger student in underpants when he/she has had at least TWO WEEKS of no accidents during his/her waking hours.

You may send your 3-year-old in underpants when he/she has had at least ONE WEEK of no accidents during his/her waking hours. If you have questions regarding this policy, please contact the Director.

Toys

Students should leave ALL TOYS at home. The school provides adequate equipment for the students to be involved with during the day. There is an opportunity for each student, during the year, to bring prized possessions to share with his or her teacher and classmates when he or she is the Star Student. Your teacher will let you know when your student is designated to be the Star Student.

Training

The Sonshine School staff is required to attend an Orientation for Sonshine School within 7 days of employment. Each staff member is required to have 24 hours of Preservice Training within their first 3 months of employment, of which 8 hours are required prior to being responsible for any students. Each staff member must also have 24 hours of early childhood education training annually. The school director must have 30 hours of annual training in early childhood education and professional development. Each staff member is CPR/1st Aid Certified. Each staff member also receives annual training on the recognition and prevention of abuse and neglect.

Tuition and Payments

Tuition is based on our entire nine-month school year and then divided into **nine equal monthly payments** according to each program (2 - day, 3 - day, and 4 - day). The monthly tuition for each program is constant although the number of school days in each program and each month may vary. Tuition is due on the first day of each month.

ALL STUDENTS are required to participate in automatic payment drafts via Tuition Express through ProCare. All tuition and fees charged in the school year (with the exception of the Application Fee) are drafted on the 1st of each month. **The application fee is due at the time of registration.**

There is a fee of \$25.00 for Insufficient Funds. If your account is found to be insufficient through our Payment Processing Software, Sonshine School will contact you to collect an alternative method of payment. After the 3rd occurrence of Insufficient Funds, you will be required to make all payments in cash on the 1st of each month. Tuition received after the 10th of the month is subject to a \$25.00 late fee, and your student will NOT be able to attend until your account is current.

All accounts MUST be current in order to enroll for the following school year as well as to receive the end-of-year Portfolio that your student creates throughout the school year. Delinquent accounts are subject to your student being dismissed from the program. Please see the Director for any special circumstances. Extended Care fees are in addition to your monthly tuition if you choose to utilize this program. See page 14 for further details.

Withdrawal

Sonshine School requires a minimum of **30 days written notice** of plans to withdraw your child from the program. There are withdrawal notices located in the Sonshine School Office. Once you have completed this form and it is received by the Registrar, your child will be eligible for withdrawal. **There is a half-month tuition charge for withdrawal from the program.** See page 24 for more information.

In the event of a school closure lasting more than eight (8) consecutive school days, the above requirement and fee will be waived. No refunds or credits will be given for tuition and fees already collected.

Enrollment Options & Tuition Pricing

Students must be 1 year (12 months) old as of September 1, 2024 to enroll.

YOUNGER THAN 36 MONTHS (AS OF SEPTEMBER 1, 2024):

Two (2) day week (Monday/Wednesday or Tuesday/Thursday):

\$250/month & \$100 supply & curriculum fee/per semester

Three (3) day week (Monday/Tuesday/Wednesday or Tuesday/Wednesday/Thursday):

\$390/month & \$100 supply & curriculum fee/per semester

Four (4) day week (Monday-Thursday):

\$500/month & \$100 supply & curriculum fee/per semester

36 MONTHS OR OLDER (AS OF SEPTEMBER 1, 2024):

Two (2) day week (Monday/Wednesday or Tuesday/Thursday):

\$230/month & \$100 supply & curriculum fee/per semester

Three (3) day week (Monday/Tuesday/Wednesday or Tuesday/Wednesday/Thursday):

\$360/month & \$100 supply & curriculum fee/per semester

Four (4) day week (Monday-Thursday):

\$460/month & \$100 supply & curriculum fee/per semester

****\$15 DISCOUNT OFF TUITION FOR 2ND AND SUBSEQUENT SIBLINGS ENROLLED IN THE PROGRAM.****

EXTENDED CARE: Extended Care does not have to match all days of enrollment, but it is only available on days the student is enrolled in school. Students enrolled in afternoon Extended Care have the option of enrolling in morning Extended Care as well. A student can only be enrolled in Morning Extended Care if they are enrolled in Afternoon Extended Care on the same day.

Morning Extended Care (8:30 am - 9:00 am):

- One (1) day a week \$15/month
- Two (2) days a week \$20/month
- Three (3) days a week \$25/month
- Four (4) days a week \$30/month

Afternoon Extended Care (1:30 pm - 2:30 pm):

- One (1) day a week \$35/month
- Two (2) days a week \$45/month
- Three (3) days a week \$55/month
- Four (4) days a week \$65/month

This page intentionally left blank

Sonshine School Admission Information

Operation name: Sonshine School		Director: Sarah Foster	
Child's Full Name:		Date of Birth:	
Physical Home Address (include City, State, Zip):			
Date of Admission: OFFICE USE ONLY	Date of Withdrawal: OFFICE USE ONLY	Mailing Address (if different):	
Parents' or Guardians' Names		Child's Home Phone Number	
List telephone numbers below where parents/guardian may be reached while child will be in care:			
Mother's Cell Phone Number	Mother's Work Phone	Father's Cell Phone Number	Father's Work Phone
Mother's Profession:	Mother's Employer	Father's Profession	Father's Employer
Mother's Primary Email Address:		Father's Primary Email Address:	
EMERGENCY CONTACT: List the name, address, and phone number of a person to call in case of an EMERGENCY if parents/guardian cannot be reached:			
I authorize Sonshine School to release my child to leave the child care operation ONLY with the following persons. Please list name & telephone number for each. Children will only be released to a parent or guardian or to a person designated by the parent/guardian after verification of ID.			
Name & phone number:	Name & phone number:	Name & phone number:	Name & phone number:

Consent Information	
WATER ACTIVITIES: I give consent for my child to participate in: <input type="checkbox"/> water table play	
MEALS: I understand that the following meals will be served to my child while in care: <input type="checkbox"/> Morning or Afternoon Snack <input type="checkbox"/> Lunch (parent provided)	
RECEIPT OF WRITTEN OPERATIONAL POLICIES:	I acknowledge receipt of Sonshine School's operational policies located within this packet. _____ (Signature of Parent or Guardian)

Authorization for Emergency Medical Attention:		
In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:		
Name of Physician:	Address:	Phone Number:
Name of Emergency Medical Care Facility:	Address:	Phone Number:
I give consent for Sonshine School to secure any and all necessary emergency medical care for my child:	_____ Signature of Parent or Guardian	

List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of _____

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Signature of Parent or Guardian

Date

Sonshine School Admission Information

Student Name:	Date of Birth:
Admission Requirement:	
One of the following must be presented when your child is admitted to the child care operation. Please check only one option:	
<input type="checkbox"/> HEALTH CARE PROFESSIONAL'S STATEMENT: I have examined the above-named child within the past year and find that he or she is able to take part in the daycare program.	
Health Care Professional's Signature:	Date Signed:
<input type="checkbox"/> A signed and dated copy of a healthcare professional's statement is attached.	
<input type="checkbox"/> Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, to which I adhere or am a member. I have attached a signed and dated affidavit stating this.	
<input type="checkbox"/> My child has been examined within the past year by a healthcare professional and is able to participate in the daycare program. By July 15th, I will obtain a healthcare professional's signed statement and submit it to the childcare operation.	
Name and Address of Health Care Professional:	
Signature - Parent or Legal Guardian:	Date Signed:

IMMUNIZATIONS
<input type="checkbox"/> I have provided the childcare operation with a copy of my child's most current immunization record.
<input type="checkbox"/> I have attached a signed and dated affidavit stating that I decline immunizations for reasons of conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code.

VISION EXAM RESULTS (for children 4 years old by Sept. 1)			
R 20/	L 20/	Pass	Fail
Health Care Professional's Signature:		Date Signed:	

HEARING EXAM RESULTS (for children 4 years old by Sept. 1)				
Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail
R				Pass Fail
L				Pass Fail
Health Care Professional's Signature:			Date Signed:	

ENROLLMENT OPTIONS	
Select your desired program and days	
<input type="checkbox"/> 2-DAY PROGRAM <input type="checkbox"/> Monday/Wednesday <input type="checkbox"/> Tuesday/Thursday	
<input type="checkbox"/> 3-DAY PROGRAM <input type="checkbox"/> Monday/Tuesday/Wednesday <input type="checkbox"/> Tuesday/Wednesday/Thursday	
<input type="checkbox"/> 4-DAY PROGRAM (Monday - Thursday)	
EXTENDED CARE OPTIONS DESIRED:	
<input type="checkbox"/> No Extended Care Options Desired	
<input type="checkbox"/> Morning Extended Care (8:30-9:00) [check desired days] <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	** Morning Extended Care is ONLY available to students enrolled in Afternoon Extended Care on the same day. **
<input type="checkbox"/> Afternoon Extended Care (1:30-2:30) [check desired days] <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	

Discipline and Guidance Policy for Sonshine School

- ❖ Discipline must be:
 - 1) Individualized and consistent for each child;
 - 2) Appropriate to the child's level of understanding; and
 - 3) 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:
 - 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - 2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - 3) Redirecting behavior using positive statements; and
 - 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, 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 types of discipline and guidance are prohibited:
 - 1) Corporal punishment or threats of corporal punishment;
 - 2) Punishment associated with food, naps, or toilet training;
 - 3) Pinching, shaking, or biting a child;
 - 4) Hitting a child with a hand or instrument;
 - 5) Putting anything in or on a child's mouth;
 - 6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - 7) Subjecting a child to harsh, abusive, or profane language;
 - 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

parent/guardian employee/caregiver household member of child-care home

Daily Health Screening Commitment

Sonshine School requires that each child's parent/caregiver perform daily health screening measures before his/her child attends Sonshine School. Each day you are to evaluate your child for the following criteria:

1. Fever (100.4 or higher)
2. Symptoms of a respiratory infection, such as cough, shortness of breath, or sore throat that are new, worsening, or atypical for you.
3. Symptoms of a gastrointestinal illness, such as vomiting or diarrhea, that are new, worsening, or atypical for you.
4. Received a positive test result for COVID-19 or any other communicable disease.

If your student meets any of these criteria, he/she may NOT attend school and you must notify the school of the reason for absence.

Children who are in close contact with COVID-19-positive individuals, especially household members, should stay at home even if they do not have symptoms. Check with your local health department for further guidance.

By signing below, I acknowledge that I have received and read the Daily Health Screening Requirements for Sonshine School. I agree to perform this Health Screening daily for my student. I understand that if my student meets any of the listed criteria they may not be present on the School campus and my student will be denied entry to the program. I further agree to notify the school if my student is absent because he/she meets one of the listed criteria.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Introduce Us to Your Child & Family

Student's Full Name: _____
Preferred Name: _____ Birth Date: _____ Sex: _____
Name as you would like your child to learn to write: _____

Race/Ethnicity: _____
Language spoken in the home: _____
Name of Church Home: _____
How did you hear about Sonshine School? _____
Whom may we thank for your referral? _____

Parent and Family Information

Parents' Names: _____
 Married Separated (How Long): _____ Divorced (How Long): _____

 Stepfather (How Long): _____ Stepmother (How Long): _____

Custody/Visiting Arrangements: _____

Adoption Information (if applicable)

Age at adoption: _____ Does the child know that he/she is adopted? _____
Remarks: _____

Sibling Information

Name: _____ Age: _____ Sex: _____
Name: _____ Age: _____ Sex: _____
Name: _____ Age: _____ Sex: _____
Other members of the household: _____

If both parents are away from home during the day, please state the arrangement for the child's care when not at school: _____
Family pets: _____
Recent family experiences that have influenced child (i.e. move, illness, pregnancy, vacation): _____

Developmental History

Age at which child crawled? _____ Sat? _____ Walked? _____
Began toilet training: _____ Completed? _____
Can child dress unassisted? _____ Undress? _____ Right or Left handed? _____
Additional Information: _____

Behavior Habits

Does child follow daily routine? _____
How does child react to change in routine? _____
What time does child eat breakfast? _____ Lunch? _____ Dinner? _____
Naptime? _____ How Long? _____
Bedtime: _____ Awakes at what time? _____
Does child sleep well? _____ Any special fears? _____
What causes child to show temper? _____
What methods of behavior control are used in your home? _____

Health History

Frequent colds? _____ Runs high fever easily? _____

History of ear problems (infections, tubes, etc.) _____

Ever had a seizure? If so, explain: _____

Have you suspected or detected any speech problems? _____

Please check any and all that apply:

- | | | |
|--|--------------------------------|---|
| <input type="checkbox"/> Hearing Problems | Wears hearing aids? _____ | |
| <input type="checkbox"/> Vision Problems | Wears corrective lenses? _____ | |
| <input type="checkbox"/> Food Allergies | | <input type="checkbox"/> Down syndrome |
| <input type="checkbox"/> Eczema | | <input type="checkbox"/> Concussion |
| <input type="checkbox"/> Speech/Language Delay | | <input type="checkbox"/> Motor Development Delay |
| <input type="checkbox"/> Sensory Processing Challenges | | <input type="checkbox"/> Autism Spectrum Disorder |
| <input type="checkbox"/> Asthma (Asthma Action Plan from a doctor is REQUIRED if any medication is used to manage asthma.) | | |
| <input type="checkbox"/> Any other disease, illness, or diagnosis that would affect his/her Sonshine School day | | |
| <input type="checkbox"/> None of the Above | | |

If any boxes above are checked, please provide additional information here:

Any hospitalizations or injuries in the past year? If so, what? _____

Any medications prescribed for long-term or continuous use? If so, what? _____

Children with special needs due to challenging or limiting conditions will be required to submit care recommendations from a qualified specialist prior to admission to the Sonshine School program.

If a child creates an unsafe disruptive environment or perhaps exhibits behaviors or tendencies that are beyond our professional capabilities, we will request a conference with the parents to secure a course of action to improve that child's success and growth and ensure the quality of care we provide here at Sonshine School.

Sonshine School does not discriminate on the basis of race, color, religion (creed), gender, national origin (ancestry), or disability regarding the enrollment of students.

A & M Church of Christ Sonshine School Enrollment Agreement

****Initial each section to indicate your understanding of and agreement to the policy.****

Biting and Aggressive Behavior

Aggressive behavior, such as biting and hurting others, will not be tolerated by Sonshine School. When such behavior occurs we will attempt to redirect the behavior and parents will be notified. In instances of biting, each occurrence will be evaluated and addressed according to the frequency of occurrence.

- 1st Incident: The biter is redirected and the parents of both students will be notified. Staff will be made aware of the situation so we can be diligent in trying to prevent a second occurrence.
- 2nd Incident within 30 days: The biter is temporarily removed from the class to be redirected. Both parents will be notified and may be asked to conference with the Director. Staff will be made aware of this situation so that we can be diligent in trying to prevent a third occurrence. Typically, the teacher will receive reinforcement through the placement of an additional staff member to reduce the possibility of further biting incidents.
- 3rd Incident within 30 days: The biter is removed from the class and the parents are called to pick him/her up. After meeting with the teacher(s) and parents(s), the Director will determine how to best support the staff and the student in order to prevent further occurrences and help the student be successful.

The policy above is to be enforced at the Director's discretion. Special consideration will be made concerning the intent of the biting incident, the frequency, and each individual situation.

Repetitive aggressive behavior that puts students at risk, such as hitting, pushing, and kicking, will result in a conference between parent(s), teacher(s), and the Director to develop a behavior modification plan so that each student can achieve success in a safe environment. These situations will be handled on an individual basis. Please feel free to make an appointment with the school Director if you have any questions about how a situation is handled.

Enrollment Changes

- A. Any changes you desire to make to your current enrollment agreement must be submitted on a Change of Enrollment Form located in the Sonshine School Office. This includes but is not limited to: increasing/decreasing days of attendance OR adding/removing extended-care options. Submission of this form formalizes your request for changes but does NOT guarantee approval. Enrollment changes will be assessed by the Registrar and Director and you will be notified within 10 business days if your request is approved or if it is put on the waiting list.
- B. **THERE IS A \$25 FEE FOR ANY CHANGES TO YOUR STUDENT'S ENROLLMENT** (Including days of attendance and extended care options.)
- C. Neither Supply & Curriculum Fees nor Extended Care Fees are prorated when you increase or reduce your days of attendance.

Extended Care

- A. Morning Extended Care is only available for students who are enrolled in Afternoon Extended Care on the same day.
- B. Afternoon Extended Care is Rest Time.
- C. ALL students enrolled in Afternoon Extended Care must provide a tri-fold, waterproof nap mat.
- D. Sonshine School will clean, disinfect, sanitize, and store your tri-fold, waterproof nap mat. If your child's nap mat is damaged or worn in such a way that it is no longer waterproof (torn so the foam is exposed) you will be required to replace the mat.
- E. Failure to provide a nap mat will result in a phone call from the school requiring pickup of the student from Afternoon Extended Care.
- F. Blankets and/or lovies may be sent for use during Afternoon Extended Care. These items should be sent in the students School Backpack and they will be sent home each day. Sonshine School is not responsible for the cleaning or sanitizing of these items.

Financial

- A. **The \$100 (for new students) or \$75 (for returning students) Application Fee is NON-refundable** and due at the time you submit your application. This fee does not secure you a spot in a classroom. All classrooms are filled on a first-come, first-served basis.
- B. Supply & Curriculum Fee:
 - a. Fall semester supply & curriculum fee will be automatically withdrawn via bank draft on August 1st. **This fee will not be refunded for any withdrawals after August 1st.**
 - b. Spring semester supply & curriculum fee is automatically withdrawn via bank draft on January 1st along with January tuition.
 - c. Supply & curriculum fees are **not prorated**. If your student enrolls after the current semester has already started, a full semester supply & curriculum fee is charged.
- C. No credits or discounts will be issued for absence due to illness, in-service days, inclement weather, regularly scheduled holidays, or school closing for the closings of up to eight (8) consecutive school days for the safety of our students. Your student can only attend Sonshine School on the days for which you have enrolled your student. If your student is unable to attend on his/her enrolled days, no other days can be substituted for the days your student missed. *A&M Church of Christ is currently a Red Cross Shelter. In the event of a natural disaster, evacuees may be housed in our facility; therefore Sonshine School may be temporarily closed in order to ensure the safety of our students.*
- D. In the event Sonshine School is required to close for more than 8 consecutive school days, we will transition to Sonshine School At Home. Parents will be responsible for 50% of their student's monthly tuition amount for all days the school is operating Sonshine School At Home. Sonshine School at Home will include curriculum packages provided to parents for at-home use as well as weekly online resources and opportunities for interaction with classroom teachers.
- E. Tuition is due, in full, on the first day of each month. ALL FAMILIES are required to participate in automatic payment drafts via Tuition Express through ProCare. All tuition and fees charged during the school year (with the exception of the Application Fee) are drafted on the 1st of each month. The 2 options for automatic payment are listed below:
 - a. Automatic Payment via Bank Account Draft: **This is the preferred payment method for all Sonshine School families.** This payment plan automatically drafts your bank account on the 1st of each month in the amount of your monthly tuition (and Extended Care fees if you are enrolled in Extended Care). If you have incurred any additional fees (late fees, NSF, etc.), a separate draft for those charges may be made on the same day.

- b. Automatic Payment Via Credit or Debit Card: This payment plan automatically drafts your credit or debit card in the amount of your monthly tuition (and Extended Care fees if you are enrolled in Extended Care). If you have incurred any additional fees (late fees, NSF, etc.) a separate draft for those charges may be made on the same day. **If you choose to utilize this option there will be a 1.5% convenience fee added to your monthly payment.** The convenience fee for the current month will be applied and drafted with the next month's tuition. The convenience fee for May will draft on May 23rd.
- c. There is a fee of \$25.00 for Insufficient Funds. If your account is found to be insufficient through our Payment Processing Software, Sonshine School will contact you to collect an alternative method of payment.
- d. All payments received after the 10th of the month will incur a \$25 late payment fee.
- F. **There is a \$1.00 per minute late fee charged for pick-up after 1:30 pm for our regular program. In our Afternoon Extended Care, we charge a late fee of \$3.00 per minute for every minute past 2:30 pm you arrive to pick up your student.** The time of pick-up is determined by the clock in the kiosk, not the one you may have with you. If this fee is necessary, it will be billed to your account and will show on the following month's statement. A phone call/notification to the school stating that you are going to be late for any reason does not eliminate the charges and responsibility for penalty fees accrued.
- G. **After the 3rd Insufficient Funds and/or late payment in a school year, a move to cash payments will be required.**
- H. A current Immunization Record and a Health-Care Professional's Statement are required for your student to start school. Both of these documents are due in the school office by July 15th. **There is a \$25 fee if you DO NOT supply a current Immunization Record and Health-Care Professional's Statement by July 15th. If incurred, this fee will be automatically withdrawn via bank draft on August 1st along with your Fall Curriculum & Supply Fee.**
- I. **There is a \$25 fee to change your student's enrollment after July 31st. This applies to days of attendance and/or extended care enrollment.**
- J. **There is a Withdrawal Fee equaling half of your student's monthly tuition. A Withdrawal Form must be submitted no less than 30 days prior to your planned withdrawal date.** Tuition is not prorated for withdrawal. Failure to give 30 days notice prior to your withdrawal date will result in tuition charges equaling full tuition for the next 30 days. This will be in addition to the set withdrawal fee. In the event of a school closure lasting more than eight (8) consecutive school days, the above requirement and fee will be waived. No refunds or credits will be given for tuition and fees already collected.
- K. **There is an \$8 fee to replace your School Backpack if it is lost or damaged beyond use.**

Food and Nutrition

Sonshine School provides a daily snack to students enrolled in Afternoon Extended Care. Parents/guardians will provide lunch each day their student attends Sonshine School. Sonshine School will not be held responsible or liable for the nutritional value of the lunch provided by parents/guardians.

_____ **Incident/Illness Reports**

Sonshine School completes "Incident/Illness Report" forms for any incident that results in an injury, an offense, or significant conflict. Though many of the instances that warrant an Incident Form from Sonshine School are normal parts of growth and development, we want to make sure you are aware of the incident and have the opportunity to partner with us in growing your student in the likeness of Jesus by reinforcing good behavior and conflict resolution at home. Please be sure you have completed the **Release of Information Form** in this packet (page 27) regarding who is authorized to sign Incident/Illness Reports for your child.

_____ **Medication Policy**

Sonshine School will administer prescribed medications only if the medication **MUST** be administered during the hours of operation of Sonshine School. Prescribed antibiotics will only be administered as long as it has been **at least 24 hours since** the first dose was given.

*Acceptable medications will be administered only at the written request of the parent or guardian of the student or from the student's physician. Forms are available in the office and a new form **MUST** be completed, signed, and dated for each prescription. Medications must be in the original container with the prescription label intact and left with a designated office administrator. **We will NOT administer over-the-counter medications without a Doctor's order.***

_____ **School Backpack**

Sonshine School will provide 1 School Backpack for your student's belongings each year. All students are required to use their School Backpack to bring their belongings each day. Personal bags and backpacks are not allowed. If your School Backpack breaks due to a clear manufacturing defect, it will be replaced at no cost. **There is an \$8 fee to replace School Backpacks that are lost or damaged beyond use for any other reason.**

_____ **Spiritual Development**

All classes have daily Bible lessons taken from both the Old and New Testaments. Christian applications and attitudes are also emphasized during chapel and through association with loving, caring teachers and staff throughout our Sonshine School day.

Authentication and Agreement

I have read and understand the policies and procedures explained in the Registration Application/Enrollment Agreement and agree to honor them. All information provided by the undersigned in the Registration Application is true and accurate to the best of my knowledge.

Parent/Guardian Signature: _____ Date: _____

Permission to Photograph (sign one option only)

I, _____, (Parent/Guardian - print name) authorize Sonshine School staff and all of the approved representatives and those associated with the school to photograph and/or video record my student throughout the school day and during all school-related activities. Sonshine School will never publish a student's name with his or her image in an advertisement or online. Sonshine School has the right to use my student's image in the following ways (check all that apply):

- advertising (includes social media posts)
- online photo sharing with school families

Parent/Guardian Signature: _____ Date: _____

OR

I, _____, (Parent/Guardian - print name) do NOT grant permission for my child to be photographed for online sharing or advertising of any kind.

Parent/Guardian Signature: _____ Date: _____

Release of Liability

I understand and acknowledge that by enrolling my child in Sonshine School I am assuming all liability for illnesses contracted, injury, or accident that could occur to myself, my child, or my family during school, school events, or any event connected to Sonshine School. By assuming this liability I hereby agree to release Sonshine School, all Sonshine School staff members, or anyone designated by Sonshine School and/or the A&M Church of Christ from any and all liability.

Parent/Guardian Signature: _____ Date: _____

Release of Information

At times it is necessary for Sonshine School to complete an Incident/Illness Report for your child. This report is filled out anytime your child gets sick, sustains an injury, or experiences a significant behavioral challenge while in our care. When an Incident/Illness Report is necessary, you will sign and receive a copy on the day of the incident/illness. This report will contain the details of the incident/illness as well as your child's personal information (date of birth, address & phone number, etc.) You may use the form at the bottom of this page to specify other people who are allowed to sign and receive Incident/Illness Reports pertaining to your child in the event that you are not the person picking up him/her on the day of the report. This authorization pertains only to the Incident/Illness report and the information contained therein. *This form does not extend to the sharing of any other information pertaining to your child or your account with the school.*

Authorization for Release of Information

I (parent), _____, give permission to the following people to sign and receive Incident/Illness Reports and the information contained therein pertaining to my child, _____, in the event that I am not present when the child is picked up from school:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Child's Printed Name: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Family Involvement Information

At Sonshine School we are committed to creating a sense of community. Volunteering is a wonderful way to support our program and connect with other school families. If you are interested, fill out the form below to receive more information.

Please check all options you are interested in:

- Staff Sonic Days - Monthly
Drop off Sonic order at the Harvey Rd location
Pick up Sonic drink order and deliver to school
- Staff Appreciation Luncheon - 1 Per Semester
Partner with other school families to organize and provide lunch for school staff
- Scholastic Flyer Preparation - Monthly
Assemble flyers and monthly information sheet to be distributed
- Not sure, but I want to help!
Other needs arise throughout the year

Parent Name: _____

Email: _____

Family Contact Information

Each semester we compile a list of family contact information for each class. This information will only be given to families in your child's class. If you would like your family to be included in the class contact list, please indicate which information you give permission to include:

- Student's Name
- Parent/Guardian's name
- Parent/Guardian's email address
- Parent/Guardian's Cell phone number

Printed Name

Parent/Guardian's Signature

Date