

# SonRise Preschool

## Monte Vista Baptist Church



## Parent Handbook

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## Welcome

Monte Vista Baptist Church welcomes you to SonRise Preschool! We are so honored that you have chosen our program for your early childhood education experience. You and your family are welcomed and invited to join us at any time in the classroom as well as for all worship services and events at Monte Vista. Please read this handbook carefully and let us know if you have any questions. We are looking forward to a great year!

## Ministry

SonRise Preschool is the weekday ministry of Monte Vista Baptist Church. The two-day a week program is for preschoolers. It is designed to reach out to families in our community by giving young children a safe, happy, loving environment to grow and develop. It is an opportunity to share a beginning knowledge of Jesus with the children and the message of Jesus' love and grace with the families.

## Mission

Our mission is to provide children with learning opportunities that meet their physical, mental, social, emotional, and spiritual needs. The program is committed to quality care and age-appropriate teaching that enhances each child's development. We provide a fun and loving Christian environment for your preschooler.

## Philosophy

Learning about Jesus and His love is taught in an age appropriate way through Bible stories, songs, and activities. Opportunities to grow academically, physically, spiritually, and socially are a part of each day. Preschoolers will participate in crafts, group games, learning centers, music, and much more.

**Mind**: Children are challenged to be creative and independent as well as develop language and listening skills. We believe in nurturing the child's age-appropriate, multiple intelligences through play, movement, problem solving, self-evaluation, drawing, singing, and listening.

**Body**: Children are encouraged to develop physically through a balance of nutrition, exercise, rest, and safety. We implement activities to enhance gross and fine motor development.

**Spirit**: Children are nurtured spiritually with Christian values, and Biblical learning. Their spiritual needs are met through friendships, prayer, and an understanding of God's love through Christ.

## An Invitation

Monte Vista Baptist welcomes your entire family and encourages you to participate in our faith community. Please call the church office at 982-6070 or visit the website at [www.montevistamaryville.com](http://www.montevistamaryville.com) for more information. You can also find the Children's Ministry of Monte Vista on Facebook.

Sunday-Bible Study-9:15 AM  
Worship-10:30 AM

Wednesday-Kid's Club for Christ &  
Life Groups- 6:00PM

**Program Days & Hours:** Families may choose one of the following programs:

**Mondays & Wednesdays, 9:00am-2:00pm or  
Tuesdays & Thursdays, 9:00am-2:00pm**

### **Director's Hours**

Mondays - Thursdays 8:30am - 2:15pm

## **2018-2019 SonRise Preschool Dates**

### **2018**

August 2<sup>nd</sup> - Parent Orientation 6:30pm

August 6<sup>th</sup> - First day for Mondays/Wednesdays Program

August 7<sup>th</sup> - First day for Tuesdays/Thursdays Program

September 3<sup>rd</sup> & 4<sup>th</sup> Closed in Observance of Labor Day

October 1<sup>st</sup>- 4<sup>th</sup> Closed for Fall Break

November 21<sup>st</sup> & 22<sup>nd</sup> - Closed for Thanksgiving

December 13<sup>th</sup> - Christmas Program 6:30pm. Children from  
Mon./Wed. class and Tues./Thur. class will perform.

December 17<sup>th</sup>-January 3<sup>rd</sup> - Closed for Christmas Break

### **2019**

January 7<sup>th</sup> - First day back for Monday & Wednesday Program

January 8<sup>th</sup> - First day back for Tuesday & Thursday Program

January 21<sup>st</sup> & 22<sup>nd</sup> Closed in Observance of Martin Luther King Jr. Day

February 18<sup>th</sup> & 19<sup>th</sup> Closed in Observance of President's Day

March 11<sup>th</sup> - 14<sup>th</sup> - Closed for Spring Break

May 13<sup>th</sup> - Last day for Monday/Wednesday Program.

May 14<sup>th</sup> - Last day for Tuesday/Thursday Program.

May 14<sup>th</sup> - Graduation Ceremony for children from both programs  
that will be going to Kindergarten 6:30pm.

## **Check In/Out:**

**Check-in procedures:** Parents are required to escort the children to the classroom and stay until a teacher is in the classroom. For safety reasons, please sign your child in when you arrive. Teachers have a meeting and prayer time 8:30-8:50am so please allow us to have this time together to prepare for the day. The teachers will be in the classrooms by 8:55.

**Check-out procedures:** Children will need to be picked up in their classrooms and signed out by an adult listed on the enrollment form by 2:00pm. Showing identification may be required if the teachers are not familiar with the individual.

## **School Closings**

SonRise Preschool will attempt to follow Maryville City Schools for inclement weather however; SonRise Preschool and Monte Vista Baptist Church may alter the schedule if the safety of the students and staff become a concern due to weather.

- The school year will include two built in days for unplanned closings such as inclement weather or unforeseen situations that are not planned for such as power outage, etc. **These days will not be made up and tuition will not be prorated.**
- After those two days are used, we will calculate how many days we are out for unplanned closings then May's tuition will be discounted accordingly. The tuition amount already includes planned holidays and breaks so these closings do not affect the cost of tuition.
- Any adjustments made to tuition will only apply to students who are not already receiving discounted tuition such as staff. Also, individuals who are behind on tuition payments will not receive adjustments on tuition.

## **Enrollment & Withdrawal**

Children are considered enrolled for the entire school year, August through May. Registration is completed, and the spot held only after completing a registration form and paying the required registration fee.

We understand that certain circumstances may require you to withdraw your child from our program, however, we ask for a notice before withdrawal. We reserve the right to terminate enrollment when tuition is not paid and/or policies are not followed.

### **Non-Discrimination Policy**

Monte Vista Baptist Church and SonRise Preschool do not discriminate against any student based on race, color, and religious affiliation, national or ethnic origin in administration of its educational policies, admission prices or other school-administered programs.

## **Tuition**

**Tuition Rates: \$1,500 for the school year per child.**

**Tuition can be paid in 10 monthly installment payments of \$150 (August-May). Monthly installment payments will be due by the last day of each month.**

Tuition for 2 or more full time students will be given a 10% discount which will be \$1350 per child for the school year. Monthly installment payments would be \$135 for each sibling. Siblings who only attend one day a week do not receive a discount.

**Tuition is per school year (August - May).** Tuition is not based on the number of days in a month your child attends. Tuition is not based on your child's attendance. Tuition will not be pro-rated when children are out for any reason. Tuition does not change when school is closed for scheduled breaks.

Online payment is the preferred form of monthly installment payments. Payments can be made online at [www.montevistamaryville.com](http://www.montevistamaryville.com). At the top of the page, you will see the word "connect"

which is a drop-down menu. Click on SonRise Preschool and there will be a button that says "pay tuition" at the top right of the page. We accept check, credit card, or debit card online.

## **Fees**

### **Registration Fee: \$75**

This is a one-time payment that is required by all students per school year.

### **Preschool Graduation Fee: \$15**

If your child will be graduating from the preschool at the end of the school year, we will ask for this fee to be paid for the graduation ceremony and supplies.

**Late Fee:** Due to the increasing number of late installment payments each month, a \$25 late fee will be added to monthly installment payments that are not paid by the last day of the month. If payments continue to be late, setting up online automatic monthly payments will be required.

## **Age Divisions**

SonRise Preschool offers classroom instruction for children up through 5 years old. All classes are divided by chronological age according to enrollment. Our classrooms are staffed according to Monte Vista Baptist Church and NAEYC guidelines.

## **Health and Safety**

SonRise Preschool is committed to the health and safety of each child enrolled in our program.

**Facility-** On the days that SonRise is in operation, there will be only one entrance that everyone must enter, and it is monitored by camera surveillance. This entrance will automatically lock at 9:30 and anyone entering will have to ring a bell and given access to enter the building for safety purposes. We also have a camera in each of the classrooms to monitor security.

**Staff-**Our entire staff has undergone a background check and screening. They are also trained in infant & child CPR and First Aid. Each classroom is staffed with two teachers.

**Injuries-**Minor injuries will be treated at the preschool. If first aid is administered, parents will be informed at pick-up. If a child needs professional care, parents will be notified immediately. If a parent cannot be reached, an emergency contact person will be notified.

**Emergency Preparedness-**A written plan of action for emergencies (fire, severe weather, etc...) is on file and posted in every classroom. Staff members are routinely trained in procedures. A copy is available for review in the preschool office.

**Outdoor Play-**We do believe that children benefit in many ways from playing outdoors, and all classrooms spend a quality amount of time outside weather permitting. We ask that you please apply sunscreen before bringing your child to preschool and clothe children in appropriate garments for the weather.

**Medications-**SonRise Preschool staff does not regularly administer medications of any kind, prescription or over-the-counter however, children's ibuprofen and acetaminophen are available at parent's request. In an extreme circumstance, Benadryl and/or Epi-pen will be given for severe allergic reaction with parental consent.

**Illness-**Because this is a social environment, children may come into contact with contagious illnesses while attending SonRise. We make every effort to maintain a sanitized and disinfected atmosphere. We ask that if a child has any of the following symptoms present, to please not bring the child to preschool for at least 24 hours:

- Fever of 100 degrees
- impetigo
- Vomiting
- conjunctivitis (pink eye)
- Diarrhea
- head lice
- Rash
- when known to have a contagious illness
- Sore throat
- when under physician advisement to remain isolated

**\*SonRise Preschool reserves the right to send a child home anytime they exhibit signs of illness.**

**Allergies & Special Needs**-We require that parents and guardians provide updated, accurate, WRITTEN information concerning their child's allergies and special needs.

**Records**-Although we are not licensed by the state, we do follow as many guidelines as possible. Therefore, we ask to have a current copy of each child's immunization record from the health care provider. **The enrollment of a child who has not received immunizations due to religious or medical reasons (which are exemptions allowed by the state) will be considered on a case by case basis and requires an exemption form from the Health Department. \*Please be aware there is a possibility that your child may be in a class with a child who has not received immunizations. \***

**Emergency Contacts**-We require that parents provide two emergency contact individuals outside the immediate family who are authorized to pick up the child and make decisions concerning their care. Parents must update all emergency numbers as changes occur throughout the year.

**Custody**- In the event there are custody issues, we do require a court certified copy of the custody arrangement for the child's file. If there is an order of protection for the child, we need a court certified copy of the document and a photograph of the person(s) who is a threat to the child, to be kept on file.

## **Disciplinary Actions**

SonRise Preschool only uses the redirection and 'time-out' methods in the event of any misbehavior. Our goal is to help teach children choices and consequences at an age-appropriate level. Some classrooms may also use a positive behavior chart due to the visuals being easier for children to understand. If a child has excessive behavior issues, a conference will be held with the parents, teachers, and the Director of Preschool Ministries to address the problem and come to a solution.

## **What to bring**

**Bags and Backpacks**-We ask that each child bring a labeled backpack or bag to store their personal belongings in. **Each child should have a seasonal change of clothing in their bag.** If a child needs a security item to help him/her separate at drop-off time, it is acceptable if the item fits in the child's bag. All items in each child's bag or backpack need to be labeled with their name. This also includes jackets and sweaters. We ask that you please not store sunscreen, medications, or other items that may be harmful to children in your child's backpack or bag.

**Diapers**-If a child has not yet been potty-trained, parents are responsible for supplying diapers or pull-ups. Please make sure that your child's bag is adequately stocked each day with enough diapers or pull-ups to last them through the day. The preschool supplies wipes, unless parents prefer a specific brand, then it becomes the responsibility of the parents to supply enough for their individual child.

**Lunch**-Each child needs to bring their own lunch everyday, unless the teachers are planning a specific event. Please make sure that your child has a lunchbox, and/or cold packs, that will keep items cold that would need to be refrigerated. We do not have access to refrigerators in every classroom. We ask that parents pack a lunch for their child that is nutritious and child-friendly. Some great websites to visit for ideas are [www.healthychild.org](http://www.healthychild.org), [www.eatingwell.com](http://www.eatingwell.com), and [www.parenting.com](http://www.parenting.com). Also, please notice if there are any allergy alerts in your child's classroom before sending specific foods.

**Snacks**-Snack helper sign up lists are available in each classroom so that parents may assist with daily snacks. Please be aware of food allergies in the classroom when being the snack helper. We ask that snacks please be nutritious. Examples of appropriate snacks: cheese sticks and crackers, goldfish crackers, fresh fruits and/or veggies, low-fat yogurt, sugar-free pudding cups, popcorn, pretzels. SonRise provides apple juice for all classrooms.

**Nap Items**-Each child should have their own nap mat and blanket. Travel size pillows are acceptable. For hygiene purposes, each child will be supplied with an individual storage container to place naptime items. Please make sure that the blankets and/or pillows that you have brought for

your child fit into the container. Teachers will send home nap items periodically for them to be laundered.

**Items & food from home-**We ask that you please not allow children to bring toys and electronic games from home to preschool. There is always the risk of these items being broken or lost. We also ask that you please feed your child breakfast before bringing them to preschool and not allow your child to bring in candy, unless there is enough to share with all classmates.

## **Policies**

It is our policy that all information on the enrollment form is kept current and accurate, so we ask that any changes that must be made throughout the year be done so in writing with the parent(s) signature(s) and dated. It is also our policy to attempt to respect the wishes of all parents and guardians. We will require information be given for all custodial parent(s) and/or legal guardian(s) on the enrollment form. SonRise Preschool also requires that all custodial parents and/or legal guardians read the handbook and information given on the enrollment sheet. It is our preference that each custodial parent and/or legal guardian signs the enrollment sheet. **By signing the enrollment form, each parent has agreed to all information on the form including the individuals listed who can pick up the child and that each parent or legal guardian has read and agree to information in the handbook.**

Changes to the emergency contacts and individuals listed that can pick a child up must be done in writing and must be signed and dated by both parents so we know both parents agree to who can pick up a child.

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Changes may be made to the **Parent Handbook** when it is deemed necessary and appropriate for the best interest of the families, SonRise Preschool, and Monte Vista Baptist Church.

**\*The parent handbook and enrollment forms can be viewed online at <http://montevistamaryville.com>.**

**(on the home page, go to connect and select SonRise Preschool from the drop-down menu)**

