

2016-2017



Sunrise Preschool
Parent Handbook of Policies and
Procedures



Unity

by Cleo V. Swarat

I dreamed I stood in a studio
And watched two sculptors there,
The clay they used was a young child's mind
And they fashioned it with care.

One was a teacher:

The tools she used were books and music and art;

One was a parent:

With a guiding hand and gentle loving heart.

And when at last their work was done,

They were proud of what they had wrought.

For the things they had worked into the child

Could never be sold or bought!

And each agreed she would have failed

If she had worked alone.

For behind the parent stood the school

And behind the teacher stood the home!

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Staff, Telephone Numbers

Sunrise Preschool
4485 Sunrise School Road
De Soto, Missouri 63020
Phone 636-586-6660

Dear Parents

We are so excited to be able to offer our Preschool program at Sunrise R-IX. We are looking forward to a wonderful year with your child! The following information should be beneficial to you now and throughout the year. Please read through this booklet and keep it as a reference.

As a staff we recognize that the family and home are the first and most significant influence in the child's life. It is our hope as the poem "Unity" infers, to collaborate with the family to see that the child is provided with the best possible education. We will be keeping in close contact with you all year long through daily conversations, weekly newsletters, Parent Advisory Meetings, and Parent/Teacher Conferences. Any time you have any questions or concerns, please call the school and leave a message. We will return your call as soon as possible.

Thank you for your cooperation and support!
Sincerely,
Mrs. Perry and Mrs. Govro and Mrs. Gillam

Early Childhood Education Philosophy

At Sunrise R-IX School, we believe that all children can learn. We know that learning is encouraged by a safe, orderly, and caring environment where children feel they are capable, connected, and contribute to our learning environment, community, and world. With our early childhood education program we hope to provide a special opportunity to open a new door to the child's future. We believe that preschool should be child-oriented with the teacher acting as a facilitator for learning and creativity. We believe that children are active learners and encourage "hands on", "minds on" discovery geared to their developmental ages and abilities. We believe that by providing the children with an enriched learning environment the children will feel empowered to make choices, contribute, and learn based on their individual strengths. With our early childhood education program we will strive to promote cognitive, social, physical, and representational development. We believe that this early age is an important period in the growth of a child. We believe the foundation for how children perceive themselves as engaged learners, as confident and competent individuals, and as caring members of the community and the world lays in the quality of their early experiences. We believe that by building a strong foundation we will increase the likelihood of our children becoming productive citizens.

Preschool Curriculum

At Sunrise we use "The Emerging Language and Literacy Curriculum" in our preschool class. This curriculum is based on 12 guiding principles.

Principle 1: Children learn best in the natural environment when they are engaged in active, functional learning activities that center on their individual strengths.

Principle 2: Children learn best when they are respectfully perceived as learners and learning is made enjoyable.

Principle 3: Children learn best when they are in a consistent environment that is child-centered in all developmental domains.

Principle 4: Children learn best when they are approached at developmentally appropriate levels in all developmental domains.

Principle 5: Children learn best when consideration is given to family values and cultural diversity and when content of learning is meaningful in the home environment, where parents can enrich the school curriculum in functional activities.

Principle 6: Children with special needs learn best when a team of professionals and the child's parents collaborate to develop a thoughtful individual intervention plan, implement the plan as a team, and strive toward common goals that move the child forward to developmentally appropriate levels.

Principle 7: When young children are exposed to emergent literacy activities, they learn world knowledge that is critical in later school years.

Principle 8: A language-rich and literacy-enhanced environment is necessary for the development of listening, speaking, reading, and writing skills.

Principle 9: When young children are provided with a language-rich and literacy-enhanced environment their oral language, listening, reading and writing develop interdependently.

Principle 10: When young children are provided with a language-rich and literacy-enhanced environment their oral

language, listening, reading, and writing skills develop on a continuum from an early age.

Principle 11: Children learn about literacy through active participation in everyday language and literacy events.

Principle 12: Young children with communication disorders and/or other risk factors require specialized instruction in the foundation of literacy for success in later school years.



Arrival and Dismissal Policies

Children can arrive and be dismissed in a variety of ways. The bus (four and above), the pickup and drop off line at the main entrance, and pick up and drop off at the classroom door. Staff will be available at all entrances to help your child. These options are offered for your convenience, please make sure to let the teachers know what your child's normal routine will be. A schedule for arrival and dismissal times is listed in the "School Hours" sections. Occasionally there will be circumstances that may prevent a parent from being on time. Please call the school to let us know that you will be late. We will reassure your child and let him/her know that he/she will be picked up according to your planned arrival. Please be safe in traveling to pick up your child if you are running late! We will not leave a child unattended and your safe arrival is more important than a late arrival!

Please use the Preschool entrance when entering the building. For the safety of our students, the doors will remain locked from the outside during our sessions. These doors are always unlocked from the inside and

have a release bar for emergency exit. If you need to pick up your child early from school please enter through the main entrance and have the office contact the classroom.

Bus transportation will be available for four year old preschool students in the district. Transportation can be provided during the regular bus routes in the AM and PM, not mid-day. This service is provided without any extra cost.

Sign In, Sign Out

You will need to sign your child in and out of the school each day. A sheet will be provided. Please sign your name next to your child's along with the time. We feel safety is of the utmost importance. We will only release the children to parents or guardian unless you have given us written permission to release your child to someone else. You will be given a form to fill out for this purpose. Please be sure to include all people who may pick up your child on this form. They will also be required to show their driver's license to verify who they are. We ask that you also bring your license the first week to allow us time to become familiar.

If your child is riding the bus, or you use the parent pick up drop off line, you will not be required to sign your child in or out daily, but an adult will be required to be present for their release.

School Hours



The full day session is from 8:15 a.m. to 3:00 p.m. The morning half day session is from 8:15 a.m. to 11:15 a.m. The afternoon half day session is from 12:00 p.m. to 3:00 p.m. Bus riders will depart at 3:15 p.m. If your child attends the full day or morning session they will, for an extra cost, be able to participate in breakfast and lunch. If you would like your child to eat breakfast at school they will need to arrive by 7:55 a.m. If your child is in the morning session and you would like them to eat lunch at school you will pick them up around 11:55 p.m., an exact time for our lunch schedule is hard to keep. Children in the afternoon half day session can also eat lunch at school. If your child is in the afternoon session and you would like them to eat lunch you will need to bring them to the classroom by 11:15 a.m. In preschool school lunch is optional. Please indicate as you sign your child in if they will be staying for lunch or breakfast so the teachers can plan accordingly. The cost for breakfast is \$1.20/reduced rate is .60 and the cost for lunch is \$1.80/reduced rate is .60. Remember, lunch and breakfast costs are not covered under tuition. Full day students are welcome to bring their lunch. Lunch boxes/bags must be labeled with the child's first and last name. Health requirements do not allow home canned items in student lunches.

Orientation to Family and Child

Those first few days....

As the big day draws near, some students may be apprehensive about their new adventure. They may be a little homesick, develop an "ailment," or just cry! Please

try to bear with them as they adjust. Do not keep them home! The sooner they see that everything will be fine, the sooner the tears will end. If your child is having difficulty, please contact us and we will work with you to help make this adjustment period go smoothly.

Clothing

We will be very busy people and we don't want to worry about messing up our best clothes! Please dress your child in comfortable clothing that you would not mind getting paint, dirt, food, etc., on. We are going to have a great time and it may show on our clothes!

The child's clothes should be free of complicated fastening for easy manageability. You know your child, can he/she fasten those jeans or manage that belt? The child should keep a change of clothing in their book bag in case of emergencies. Any child can have an accident or spill their milk. Check the clothing periodically to be sure the things will still fit and that they are appropriate for the weather of the season. Think about the weather as you dress your child. We will be going outdoors for play when the weather permits. Jackets or sweaters are always a good idea. The weather can be unpredictable and the classroom may be cooler than the child is used to. Remember when dressing your child that they will be very active. Sandals and clogs are very fashionable, but not always practical.

School Shoes

Jellies are cute.
Sandals are cool
Swim shoes are neat
For a backyard pool.
BUT ...

When coming to school.
Where we jump and run
Tennis shoes, please,
For safety and fun!
Betty Koch

Items to be Provided by Parents

Your child will need a bookbag or backpack of some type. It should be large enough to hold a two-pocket folder and a complete change of clothing. Backpacks and folders are especially important for those students who ride the bus. Please place any information for the teacher in your child's folder and the teachers will send any correspondence home in the same manner.

We would like for each child to bring 2 boxes of tissue, 3 rolls of paper towels, and two containers of wet-wipes.

Rest or Nap Time

Full day classes have approximately 75 minutes daily set aside for rest or nap time. This time is immediately following lunch. We will provide each child with a mat and sheet. We ask that you send in items that will help your child feel relaxed. Items such as small blankets, pillows, stuffed animals. The items you send in will be kept at school through the week and sent home weekly for cleaning.

Newsletters

Newsletters will go home weekly in your child's folder. Please read them over carefully. Through these letters we try to provide you with information about what we

are doing in class, and what events may be going on in school. As a reminder, half day students only attend four days a week, so their schedule of events may differ from the rest of the school, the newsletter will help in keeping clear the varying information.

Volunteers

We love having extra hands to help us! If you would like to volunteer at school, please let us know. We will give you a list of possible duties that you would help with while you are here. If you have an area of expertise, culture, or other talent that you would like to share with us, that would be great!

If you are a working mom but would still like to help, let us know. At times we have projects that you may help with doing sometimes at home in the evenings. The children love it when family members visit school. Remember, dads, grandparents, aunts, uncles, etc. could volunteer too.

We also like to celebrate our diversities. If you have any special customs, music, wardrobe, etc. that you would like to share with us, please let us know. We would love to have you visit!

Book Orders

Students will receive a book order form from Scholastic Books once a month. Ordering is optional. The children do enjoy these books and they are geared to their age level. They are also priced very reasonably. Please place your child's order form along with a check made out to Scholastic Books in an envelope marked "book order,"

and returned by the date (usually the second Tuesday of the month) indicated in the weekly newsletter or you can order online.

Snacks

We receive a daily snack from the kitchen. We also occasionally, as a classroom activity, make a snack. If your child has food allergies please let the teachers know. We will try to work with you to provide an alternate snack. If a child does not wish to eat snack because he/she is not hungry or does not like the snack, he/she will not be forced to eat.



Toys

We have many new and exciting things for the children to play with at school. Therefore, we ask that children leave their toys at home. The preschool is not responsible for any article brought from home.

Parent Conferences

A conference will be held in October to discuss your child's progress. As the date approaches more information will be provided in your child's weekly newsletter. If the set conference times do not work out for you please let the teachers know and they will be happy to work with you to schedule another date. Please feel free to schedule a conference any time you feel it is necessary throughout the school year.

Holidays/Snow Days

We will follow the Sunrise School District schedule for holiday or snow school closings. The District provides School Reach calling to keep families



informed of closings, special events, etc. This system uses phone numbers that parents provide to notify families of any changes in school hours. Please be sure that the school office has current, correct numbers for this purpose. Contact the office as changes are needed. In addition closings are announced on the local television and radio stations.

Holiday/Birthday Parties

We will have Halloween, Christmas, and Valentine's Day celebrations. A sign-up sheet will be posted near holiday times for those wishing to send special treats for the party. Parents are invited to attend all parties. Party times will be the last 60 minutes of the session.

Birthdays are special and important occasions. You are welcome to bring treats to share with your child's class. Please make arrangements with the teachers for any special plans to make your child's birthday one of a kind.

All treats for parties must be store bought.



Policies

Fees

A yearly tuition has been established by calculating expenses for running a quality program for our students. To make this more convenient for our families, the yearly fee will be divided into weekly installments. We offer a sliding scale tuition based on family income. We encourage parents to fill out the "National School Lunch

Programs/School Breakfast Program" form through the office. The school uses this form to rate the sliding scale tuition. The weekly payment for a full day for the school year is \$50.00 weekly for full tuition and \$32.50 or \$16.50 weekly depending on income. The weekly payment for half day for the school year will be \$30.00 weekly for full tuition and \$20.00 or \$10.00 weekly depending on income. The weekly payment for two days of half day for the school year will be \$15.00 weekly for full tuition and \$10.00 or \$5.00 weekly depending on income. Fees are set on your child's allotted spot whether in attendance or not.

Payment

Tuition payment is due weekly on Thursday by the end of the day. Arrangements for a different schedule of tuition payment must be established with the Administrative Assistant. Letters will be generated monthly to tell you of any unpaid balance. Payments should be dropped in the payment box located in the classroom.

Enrollment

Enrollment for the next school year is based on current enrollment and age. Students that are currently enrolled in the preschool program will automatically rollover to the next school year if age appropriate. Students turning age 5 prior to the following August (entering kindergarten the following year) will receive the next slots available. Annual physical forms must be up-to-date on file.

Notification of Changes

It is the responsibility of the parent to notify the school of any changes in information provided on the enrollment form. We must have current address, phone number, etc. Please put any new information in writing and give it to the teacher. Changes should be made as they occur.

Files will be reviewed at parent/teacher conference. At this time we will check to see that all information is current.

Illness

If the child becomes ill at school, parents or a person designated by the parents will be called and asked to make arrangements for the care of the sick child. Any child who has symptoms of illness such as fever, vomiting, diarrhea, etc., should not be sent to school.

Communicable Diseases Policy

Children with contagious or infectious diseases will be excluded from school for the period of time that they are liable to transmit the disease to others. The administration may require an examination by a physician to determine the diseased condition and the liability of transmitting the disease. The period of exclusion for contagious or infectious disease will be as follows:

Chicken Pox: Until all blisters have dried into scabs.

Conjunctivitis (Pink Eye): Until appropriate treatment has been initiated or discharge from eyes has stopped. Children may return 24 hours after the start of antibiotic treatment.

Diphtheria: Until two consecutive negative cultures each from nose and throat, taken not less than 24 hours apart, are secured after cessation of therapy.

German Measles (Rubella): Until 7 days after the rash appears, unvaccinated students and staff excluded for at least 3 weeks after the onset of rash in last reported person.

Hepatitis, Infectious (Epidemic Jaundice): Recommended for the first week of illness.

Impetigo Contagiosa: Until 24 hours after treatment has been initiated.

Measles: Until 4 days after the rash appears, unvaccinated students and staff excluded for at least 2 weeks after the onset of rash in last reported person who developed measles.

Mumps: Until 5 days after swelling begins unvaccinated students and staff excluded, if 2 or more cases of mumps occur excluded for 26 days after onset of parotid gland swelling in last person with mumps.

Pediculosis Capitis (Head lice): Until 1st treatment is completed and no live lice are seen.

Pertussis (Whooping Cough): Until 5 days after appropriate antibiotic treatment begins, if untreated exclude for 21 days after onset of cough.

Ringworm: Until treatment has been started or if unable to cover until 24 hours after treatment has started, no gym or other close contact activities until 72 hours after treatment has begun or the lesion can be completely covered.

Scabies (Itch): Until 24 hours after treatment begins.

Streptococcal Sore Throat and Scarlet Fever: Until 24 hours after antibiotics treatment.

The above information is from the Prevention and Control of Communicable Diseases, Department of Social Services, Missouri Division of Health, Jefferson City, Missouri.

Missouri Statute No. 210.003.1 states that parents or guardians of students in our preschool program may request notice of whether there are children currently enrolled in or attending the facility for whom an

immunization exemption has been filed. The statute in its entirety can be viewed at www.moga.mo.gov by entering 210.003.1 in the Missouri Statute search field.

Injuries at School

The school attempts to provide an environment in which the child will be safe from accident and injuries. If a minor injury occurs, first aid will be administered. If the injury is serious, the school will notify the parent or someone designated by the parent. The parent or designated person will be asked to assume responsibility for securing further treatment for the injured child.

Absences

If your child is going to be absent from school, please call the office (586-6660) and leave a message with the secretary or our voice mail, or send a written explanation upon the child's return to school. If your child has a contagious illness, please give us that information also.

Behavior Management Policies and Procedures

Purpose of Behavior Management

- *Provide a safe learning environment for all students
- *Help students develop responsibility and self-regulation behaviors
- *Create a caring community of learners

Behavior Management Steps and Guidelines for Staff

- *Teachers set clear, consistent, and fair limits for children's behavior
- *Teachers hold children accountable to standards of acceptable behavior

- *Teachers engage children in establishing rules
- *Teachers redirect children in more acceptable behavior or activities
- *Teachers frequently remind the children of rules prior to activities
- *Teachers listen to and acknowledge children's feelings

Behavior Management Steps and Guidelines for Children

- *Students help establish classroom rules
- *Students are held accountable for demonstrating acceptable behavior
- *Students function as a caring community of learners

Behavior Management Techniques Used by Staff

- *Teachers establish personal relationships with children
- *Teachers adapt responses to the needs of the individual
- *Teachers continually observe children's interactions
- *Teachers are alert to signs of stressful situations for children and use effective strategies to reduce stress
- *Teachers foster children's collaboration with peers

Students will work together to establish classroom rules and possible solutions to problems that may arise. If a child is having a problem, he/she may be encouraged to go to the "Safe Place" to be away from the situation and think about the problem. He/she may return to the group when he/she determines. If problems continue, the child may be encourage to go back to the "Safe Place" for more "thought."

Behaviors of a serious, recurring nature which may jeopardize the safety of the children attending Sunrise Preschool will lead to the dismissal of that student from the program.

Resolving Differences Access to School Information

Unresolved Situations

Parents should make efforts to resolve differences and concerns with the preschool teacher. When circumstances are not resolved with the preschool, parents should address these concerns with the Principal. If issues are still unresolved, parents should address these concerns to the Superintendent. All unresolved issues at the district level may be presented to the Board of Education at their regularly scheduled meetings with one week prior notification.

Accessibility to School Information

In accordance with Missouri Department of Health, parents have access to the following materials: child abuse and neglect policies and procedures and student developmental records. The main office maintains records for employees and students. Please make requests to the preschool teacher to review student files.

Phone Numbers

The school number is 636-586-6660, our extension is 135. We will often be away from the phone if you have an important matter and are unable to reach the teacher please notify the office staff and they will be able to locate someone. The teachers can also be reached through email. The email addresses are yperry@sunrise-r9.org, tgovro@sunrise-r9.org, and sgillam@sunrise-r9.org.

Staff/Administration

Superintendent

Dr. Armand Spurgin

Principal

Angelina Rowden

Teacher

Yvonne Perry holds a B.S. degree from Jefferson College, and a Master's Degree in Elementary Education from Missouri Baptist University.

Teacher

Teresa Govro holds a B.S. Degree from Southeast Missouri State University in Early Childhood and Elementary Education with a Minor in Special Education. She holds certification in the area of Special Education Cross Categorical areas. She has Master's Degree from Southwest Missouri Baptist in Elementary Education Administration she also has Master level courses in the area of Psych-Examiner from Missouri Baptist University.

Teacher

Samantha Gillam holds an AAT Degree in Elementary Education from Jefferson College and is currently taking courses with Missouri Baptist University to obtain her B.S. Degree in Early Childhood and Elementary Education.