

Suncreek Kids Christian Preschool



HAND  HAND

Learning with the Lord

Dear Parents,

Welcome to Suncreek Kids Christian Preschool. We are thankful that you have chosen us. We look forward to serving you and your child.

We realize that you are entrusting us with your most precious treasure, your child. Our promise to you is to provide an educational, social, spiritual, physical, and emotional environment that will benefit the children, the families and the community.

This handbook is designed to help you understand the policies and procedures of Suncreek Kids. Please read through it carefully, sign the parent acknowledgement form, and return it to the office.

Thank you again for the opportunity to serve you and your child.

Sincerely,

**Lisa Newman**  
Director  
Suncreek Kids Christian Preschool

## **HISTORY**

Suncreek United Methodist Church began their preschool program in January of 2000. It has since grown into a program that has 29 staff members and serves 160 children. SunCreek Kids is a non profit program and no part of its earnings shall be used to benefit any one party or individual. All funds accruing in the program will be reinvested in SunCreek Kids and used for operating expenses. The program was established to and will continue to operate as an outreach mission of SunCreek United Methodist Church.

## **VISION STATEMENT**

Suncreek Kids is a preschool for children ages 2 years to 5 years developed to provide an educational, social, religious, physical, and emotional environment which will benefit preschool children, their families, and the community. The program we are offering is geared toward enabling children to enjoy a very positive “first school” experience in a loving, safe environment which will prepare them for kindergarten, and more importantly, teach them about God’s love from a Christian perspective.

## **FUNDRAISERS**

Suncreek Kids is a nonprofit program and all of our funds are generated by tuition and fees. In order to continually improve our program, we will participate in fundraisers during our school year. We have in the past been able to provide wonderful enrichment supplies, playground equipment, and additional teacher resources with the funds that have been raised. When you see a chance to participate in a SunCreek Kids fundraiser, please consider helping us so that we can continue to bring new and improved ideas, programs, and supplies to our campus. Participation in these fundraisers is always optional.

## **SUNCREEK KIDS CHRISTIAN PRESCHOOL BOARD**

The preschool board for Suncreek Kids is an elected group of church members with children in the program, church members without children in the program, non-church members with children in the program, teacher representatives, and the Suncreek Kids administrative staff. The board oversees the use of all funds, approves and amends the bylaws for the preschool, approves the budget set by the director and the assistant director, and approves additional spending outside of the general operating budget. The members of the board serve for the two-year term and new members are nominated and voted on by the current board members.

## **ENROLLMENT**

Enrollment for each new school year begins in January. Enrollment will be for children 2 years of age thru 4 years old providing the program can meet the needs of the child. Suncreek Kids does not discriminate on the basis of race, color, religion, national or ethnic origin. Families currently enrolled will enroll first during registration time. This includes children currently enrolled and their siblings. Registration of church members will take place second. Open registration will take place for all remaining spots. A first come first serve system will be used in the event that registration exceeds room capacity. Children with special needs will be included in the program after an evaluation by the director and it is seen that the program can offer a positive environment which best meets the needs of the child. Observation and evaluation of the child will continue throughout the year to ensure a positive classroom experience. If this is not achieved, dismissal may be necessary.

Enrollment **DATES** and **FORMS** are available from the office staff. All forms must be completed and properly signed. All **FEES** are due upon Registration and are non-refundable.

Each child enrolled must have completed and have filed the following items before the child can attend class:

1. Enrollment Form
2. Paid Registration Fee (which is **NON-REFUNDABLE**)
3. Medical statement **SIGNED** by a physician and an up-to-date immunization record
4. Signed Parent Acknowledgement Form (on the front of the Suncreek Kids Parent Handbook)
5. Signed Healthy Eating Statement
6. Vision and Hearing Screening for all four-year olds as of September 1<sup>st</sup>. (required by the state)

To accommodate children desiring enrollment with no space available, an ongoing waiting list will be maintained. Names of children wanting to be added to the waiting list will be added once registration paper work is completed; however, no deposit will be accepted until space becomes available. Vacancies during the year will be filled in the order of the waiting list. Once notified of an opening, a family will receive 24 hours to respond via phone to accept this opening. If this time frame overlaps a weekend, the family will be given until the end of the next school day to respond.

## **TUITION/FEES**

Tuition is based on the **ANNUAL** expected cost of operating the program, broken into equal monthly payments. Fees are the same amount each month. The school year runs from September through May. **NO** adjustments are made for sick days, vacation days, or calendar holidays. There is also no adjustment to monthly tuition due to missed school days as a result of inclement weather.

Tuition is as follows:

Two's:

- \$230 per month

Three's & 3-Day Fours:

- \$290 per month

4-Day Fours:

- \$320 per month

**Note: Families who are church members will receive \$10 off the tuition of one child in the program. There is also a \$10 discount on one child's tuition for families with multiple children in the program. A family will only receive one \$10 discount per month.**

Checks can be made out to Suncreek Kids; **NO CASH** will be accepted. **TUITION** is due on the **FIRST** day of the month. Please drop tuition checks into the Tuition Box located on the wall at the Suncreek Kids front desk. **DO NOT** put tuition checks in your child's folder. A **LATE FEE** of \$15 will be charged for tuition received after the **15<sup>th</sup>** of the month. There is a \$30 fee for returned checks. After the 2<sup>nd</sup> Non-Sufficient Funds Check, a cashier's checks or money order will be required. If extended time for a tuition payment is needed, please contact the Director **BEFORE** the 10th of the month. If an enrollee becomes 45 days behind on tuition payments, the child will not be able to attend Suncreek Kids until **FULL** tuition has been received. If an enrollee has failed to meet with the director and cannot pay the full tuition within a week of being notified, Suncreek Kids will assume the enrollee has withdrawn from the program and the spot will be filled.

The Annual Registration Fee is \$125 and is due at registration. All fees are **NON-REFUNDABLE**.

### **SUPPLIES**

All supplies are provided by Suncreek Kids. Supply fees are due in full by April 1<sup>st</sup> and are as follows:

- Two's \$50
- Three's \$75
- Four's \$100

### **WITHDRAWAL**

If for any reason a child needs to drop out of the program, the parents are asked to give two weeks written notice. If an enrollee has not been present for one month and no written notice has been given, the enrollee will be dropped from the program and that spot will be filled from the waiting list.

### **HOURS OF OPERATION**

Suncreek Kids Christian Preschool operates from 9:00 a.m. to 2:00 p.m. Monday through Thursday. The two year olds attend on Monday and Wednesday or Tuesday and Thursday. The three and 3-day four year olds attend Tuesday, Wednesday, and Thursday. The 4-day four year old students attend Monday

through Thursday. Our school year runs from September through May. Suncreek Kids follows the Allen ISD School calendar.

All children must be escorted to their classroom by an adult. Each child must be signed in and out of class daily. Your child may only be picked up by persons listed in his/her file. No child will be released to anyone not authorized by their parent. We must have written authorization for any changes. We will need to see a **DRIVERS LICENSE** for any person that is not the normal pick up person. In an emergency, please call us as soon as possible to notify us of any pick up person changes.

**Drop-off** begins at 9:00 a.m. Please do not drop your child off prior to 9:00 a.m. This time is needed by your child's teacher for classroom preparation. Please help make drop-off easier by keeping it brief. This will help your child's teacher in calming down the room after parents are gone. After drop-off we do have an OPEN DOOR policy. Please try not to be seen by your child as this can upset the entire class. When children see parents, they think it is time to go home.

**Pick-up** is at 2:00 p.m. **PLEASE DO NOT BE LATE!** A \$5 fee will be charged for every 15 minutes after 2:15 p.m. (This fee will be used to pay the teacher for staying after hours with your child.)

### **WHAT TO BRING**

Your child will need a backpack or bag large enough to hold the following items:

- Nutritious lunch including a juice box or cup (no carbonated beverages). We cannot heat up lunches. If lunches need to be kept cool, please put an ice pack in your child's lunch box. (**Grapes, apples, etc. should be cut up for smaller children.**) Suncreek Kids is not responsible for the nutritional value of a child's lunch. We provide nutritious snacks that meet state requirements. A healthy eating statement is completed and signed by the parent prior to the start of school and placed in the student file
- A change of clothes (weather appropriate)
- Jacket, coat and/or sweater as needed
- 4 **Clearly Labeled** diapers/pull-ups for younger children
  - Please provide the pull-ups that can be put on and taken off like diapers to prevent the teachers from having to fully undress the children each time there are changes.
- A labeled "lovey" to be used during nap/quiet time (Please wash weekly)

Please label everything in your child's bag. Please do not bring any other items from home, unless instructed by your child's teacher. (These extra items can be disruptive to the entire class, lost or broken.)

### **HEALTH / ILLNESS / MEDICATION**

**Any child who has any of the following conditions listed below should not attend school that day & free of these symptoms for a full 24 hours before returning to school.**

- A fever within the last 24 hours (child must be fever free for 24 hours without medication)
- Heavy nasal discharge that is green or bloody. Please have a doctor's note stating that your child is not contagious if the nasal discharge is any other color than clear.
- Other signs of illness such as vomiting, diarrhea, bad cough, etc. (symptom free for 24 hours without medication)
- An open sore that cannot be covered
- Eye infections/pink eye

- Skin rashes or skin conditions such as Fifth's Disease, head lice, boils, ringworm, Impetigo, Thrush, Hand-Foot-Mouth disease

If your child becomes ill during school hours, he/she will be cared for in an isolated area. Parents will be required to take the child home. PLEASE inform the office or teachers if you are not going to be able to be reached by phone. **It is VERY IMPORTANT that you keep your cell phone turned on when your child is in our care and that your contact numbers are current.**

### **MEDICATION POLICY**

Our Staff does not administer any medication of any kind other than topical treatments. If your child is in need of medicine or special care during the day, we encourage you to keep them home until they are well. Exceptions may be made for breathing treatments and inhalers at the discretion of the director. This is for the best interest of all of the children. If there is any question regarding your child's condition, please see the Director. If your child appears to have symptoms of illness or becomes ill during the day, we will contact you or someone on your emergency list to pick up your child.

### **EPI-PEN POLICY**

If a child has been prescribed by a physician the use of an EPI-PEN and it is required to be at the preschool the parent will need to obtain the appropriate paperwork in the preschool office to have it on hand and administered to the child if there is an emergency. Please see the director to obtain the forms needed.

### **COMMUNICABLE DISEASES**

We ask that you inform us right away if your child has been exposed to and/or contracted a communicable disease. Under the direction of the director, all parents of facility children must be notified when there is an outbreak of a communicable disease. The director must also notify the State Department of Health. Children diagnosed with a communicable disease will not be readmitted to Suncreek Kids until a medical evaluation (signed note by a physician) determines that the child is no longer communicable and is able to return to school.

TB Tests are not required for students.

**\*\*PLEASE ADVISE US OF ANY AND ALL ALLERGIES.\*\***

This includes food, medication, or other.

### **SAFETY**

Keeping Suncreek Kids safe for the children is our top priority. Please remember these important safety tips for the benefit of all our children:

- ❖ Never leave children unattended in a car while dropping off a child at Suncreek Kids.
- ❖ Exercise extreme caution when driving into and out of our parking lot.
- ❖ Keep a tight hold on your children when traveling through our parking lot.
- ❖ Do NOT talk on your cell phone when driving through our parking lot.
- ❖ If carpooling, make sure each child is checked into his/her classroom and welcomed by a Suncreek Kids staff member.

- ❖ When playing on the playground or in the courtyard/garden area after school, parents must stay with their children at all times. We also respectfully ask that parents be *actively watching* their children while at play. Suncreek Kids will not be responsible for injuries to children after school hours.
- ❖ The front door to the building is locked from 9:30 a.m. to 1:45 p.m. as a safety precaution.
- ❖ All staff at Suncreek Kids are CPR and First Aid certified. They are also trained in recognizing and reporting child abuse. In addition, each staff member has completed Ministry Safe training through the United Methodist Church.

### **LOCK-DOWN PROCEDURES**

The lock down procedure will take place if an emergency arises due to a suspicious person entering the building or a warning from the Allen Police Department. In the event this does happen teachers will be given a code word over the intercom system that alerts them to lock their rooms, pull down the curtain on their door, turn lights off and take their class to the furthest corner of the room until an all clear is given out over the intercom from administration. If at any point during the school day we lock down the building, we will inform parents with a letter and email that day. Please feel free to call the office at 972-727-4300 with any further questions.

### **RELOCATION PROCEDURES (EVACUATION PLAN)**

In the event Suncreek Kids would need to evacuate the building due to an emergency (such as a gas leak or a water main break) and leave the property completely our plan is listed below:

- An announcement would be made over the intercom that teachers would need to evacuate the building like we do in the event of a fire. The teachers will take their clip boards and personal cell phones (to make phone calls) with them that have the parents contact number for the day and staff has an account of what children are there for the day. One teacher leads the class out of the building and the other teacher in that class is at the end of the line. They count heads as they leave the room and they count heads again as they arrive outside where they line up. In the event we have to leave the property we would have each class form one line and follow each other to the end of the Suncreek parking lot and cross Suncreek Drive as a class on the sidewalk to the east side of Suncreek Drive. The students and teachers walk down the street on that sidewalk until they arrive at Ereckson Middle School – 450 Tatum Drive, Allen, TX 75013 which is (quarter of a mile walk at the most) where they will enter the school’s gym. Teachers will count heads again and start contacting the parents on the sign in/out sheets to make them aware we have evacuated our building and to pick up their child up from this alternate location. Each parent would be required to sign the sign in/out sheet before they can leave with their child from the alternate location. For parents the contact number to reach us is 972-747-3308. The office staff will lead the group to Ereckson and one of the office staff will be at the end of the entire group and have on hand a bag that has a copy of every child registered at the school’s registration form, a first aid kit and some bottles of water. We will also have some children’s books in that emergency bag to share with the children in the alternate location. An email will be sent out from the Director of Suncreek Kids alerting parents to the evacuation and providing details to explain the process of the evacuation. In the event of an evacuation, the Director of Suncreek Kids will contact childcare licensing at 469-229-6905.

## **IN CASE OF EMERGENCIES**

Suncreek Kids will not hesitate to call 911 if an emergency arises. Suncreek Kids will not be responsible for any expense incurred for emergency care. Parents will be notified by phone in the event of an emergency.

## **DISCIPLINE AND GUIDANCE PRACTICES**

All discipline is done in a loving, positive manner, with guidance and not punishment as the motivation. Your child will **NEVER** be handled roughly, yelled at, or have any form of corporal punishment administered at Suncreek Kids. Discipline is as follows:

1. We will first attempt to correct improper behavior with verbal guidance and redirection.
2. After two attempts to correct improper behavior, we will use “Time-Out”. (One minute per year of age).
3. Further difficulty of adjusting to the rules and/or routines will result in a parent conference with the director and teacher(s). At this time a plan will be created for improving the child’s behavior.
4. If the created plan does not help correct the behavior, a second conference will be held at which time it may be determined that the child be released from the program.

## **TOILET TRAINING**

All children entering the three’s class are expected to be toilet trained. If he/she is not completely toilet trained, he/she must be diligently working on toilet training and completely toilet trained within a reasonable amount of time. Suncreek Kids considers a child toilet trained when he/she...

- Is able to anticipate the urge to use the toilet
- Communicates that need to his/her teacher
- Pulls down his/her pants
- Uses the toilet
- Pulls up his/her pants
- Washes up after him/herself
- 

Suncreek Kids policy is to take children to the bathroom every 1 to 1½ hours. Children are allowed to ask to use the bathroom more frequently as needed. If your child requires more frequent visits, please discuss with the teachers. After two accidents in a two-week period, parents will be contacted by the director to discuss the child’s toilet training process and may be asked to put the child back in protective pants. Protective pants are required until a child is completely toilet trained due to health/sanitation issues in the classroom. Suncreek Kids staff is willing to help your child with toilet training. It is important though to remember that teachers are also needed in the classroom to safely facilitate and supervise the learning activities of the class.

## **BITING**

Suncreek Kids has a strict NO BITING Policy. On the first offense, the child will be accompanied to the office and a Behavioral Incident Report will be sent home. An Accident Report will also be sent home with the child who was bitten. In both cases, there will be no names given. On the second offense, the child will be sent to the office, and the parents will be called to pick up the child immediately. A

Behavioral Incident Report will also go home with the child. On the third offense, a Behavioral Incident Report will be filled out and the child may be removed from the program.

## **ROOM PARENTS / VOLUNTEERS / SUBSTITUTES**

Suncreek Kids will ask one parent each year to lead all Room Parents. The Lead Room Parent will work closely with the Suncreek Kids office staff to make sure proper communication is given to the class room parents. The Lead Room Parent will also conduct an organizational meeting with the classroom room parents to cover dates and plans for the school year. One to two parents from each classroom may volunteer to be the Room Parent. These parents are asked to attend the Lead Room Parents meetings as needed and will help the teacher inform class parents about any special events. Suncreek Kids would also like for this group of parents to be willing to work with us in events such as fundraisers, programs, and other supportive roles. Our program is blessed to have wonderful teachers and parents. We encourage the team approach to making Suncreek Kids a place where children will continue to thrive and grow in God's love. It is only with the help of our parents that our program will reach its full capacity.

Volunteers are always welcome at Suncreek Kids. Throughout the school year there are opportunities for you to help support our program with your time. Please consider offering your help to your child's teacher once a month either with at school work or things that can be taken home. There is nothing that makes a teacher feel more supported than your willingness to help.

Paid substitute teachers at Suncreek Kids are always needed. If you would like to learn more about the program, involve yourself with the children, and earn some extra money, please contact Lisa for more information. All substitute teachers must have completed background checks and fingerprinting on file.

## **TRANSPORTATION**

- Transportation will not be provided at any time by Suncreek Kids.

## **WATER ACTIVITIES**

- Water activities are limited to sprinkler play, water table play and splashing/wading pools. Consent must be given for participation in these activities.

## **FIELD TRIPS**

- Suncreek Kids does not participate in field trips.

## **ANIMALS**

- Suncreek Kids does not permit animals.

## **PARENT PROCEDURES**

- All parents of children in the four-year-old classrooms will have a parent teacher conference in early spring to discuss their child's progress. All Suncreek Kids children will receive a progress

report in the fall and the spring that evaluates developmental milestones. Parents are always welcome to schedule a conference with the classroom teacher at any time throughout the school year.

- Parents are welcome to schedule a conference with the director for any questions and concerns about the program. Policies and procedures will be examined each year to ensure that they are to the benefit of the children. Those items in question by parents will be brought before the preschool board and discussed. Parents are welcome during this board discussion.
- We have an “*Open Door*” policy. Parents are welcome to observe their children at any time during the school day. They must first sign in with the preschool office.
- A copy of the latest state minimum standards as well as the most recent licensing inspection report will be available for viewing in the preschool office. In addition, the website address will be posted for those who wish to view the standards in their home.
- In order to report child abuse, please contact the local office of DFPS at 1-800-252-5400. For licensing information, please contact 469-229-6905. The Dallas Intake Hotline number is 1-800-582-6036. The website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us).
- If you need to contact the program Director, Lisa Newman, or any other staff member, please contact the office at 972-727-4300. Please leave a message if no one is available, all messages will be returned as soon as possible. You may also email Lisa at [lisa.newman@suncreekumc.org](mailto:lisa.newman@suncreekumc.org).

### **PROCEDURES FOR PARENT NOTIFICATION**

Parents will be notified of any changes concerning the program in the following ways:

- notes sent home in your child’s take home folder
- weekly email updates from the director
- at a minimum bi-weekly email updates from classroom teachers
- letters mailed to your home

# Parent Acknowledgement

Suncreek Kids Christian Preschool has set guidelines that must be followed to ensure a positive experience for all children. These guidelines are described in the Suncreek Kids Parent Handbook.

Please read the Parent Handbook and then return this form to the Suncreek Kids Director. Your anticipated cooperation is appreciated.

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I have read and understand the information in the Suncreek Kids Christian Preschool Parent Handbook. My child and I agree to follow these policies. If I ever have any concerns about these policies, I will speak to the Director.

Parent Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_