



Revised 7/11/17

Mother's Day Out Parents:

We are thrilled to have your child join our program this school year! You will discover that our program differs from traditional MDO programs because our focus is "movement oriented learning". Research shows that movement is the young child's preferred mode of learning - and that children learn **best** through active involvement. In other words, "physical literacy leads to academic literacy". Our movement oriented focus will set your child up for effective learning and lots of fun! For a detailed example of research that illustrates the benefits of learning through movement, see the link listed below.

http://www.earlychildhoodnews.com/earlychildhood/article_view.aspx?ArticleID=593

This school year we are implementing a new curriculum! Preschool Palace offers a detailed 10 month curriculum for preschoolers. Your child will learn their letters, sounds, numbers, shapes, and colors. We will learn math concepts and work on fine motor and sensory activities! We are excited to start this curriculum because it, too, incorporates movement games and activities to help your child retain the most out of their lessons! In addition to the preschool curriculum, the 4 & 5 year old class will be introduced to "A Reason for Handwriting" curriculum. This will teach your child grips for handwriting, as well as how to form their letters! In addition to helping your child develop **academic** and **physical** literacy, we believe it is also important to build a **spiritual** foundation. We will share Bible stories with your children and look forward to teaching them how to imitate Christ's qualities.

Please read through this handbook and familiarize with our policies and guidelines. We look forward to this opportunity to assist in developing your child's ability to shine!



GENERAL INFORMATION

We will abide by DHS teacher/child ratio.

Age Group	Ratio
18-29 months	1:9
30 months-3 years	1:12
Pre-K (4-5 years)	1:15

ADMISSIONS

Sonshine Academy's MDO is for children 18 months through Pre-Kindergarten. They will be placed in a class according to their age as of **September 1**.

1. **Online Registration** must be completed by visiting the "Parent Portal" at www.sonshineacademy.com. (Instructions for registering are found in this packet.)
2. **Mother's Day Out Forms** included in this packet must be completed and returned along with a non-refundable registration and supply fee.
3. You will receive a confirmation email when all steps have been completed. *Your child will not be considered registered or allowed to attend until all steps have been completed.*

DAYS/TIMES

Sonshine Academy's MDO program will be held on Tuesdays and Thursdays. Class time begins at 9:05, and pick up time will be 2:00 pm.

Our start date: August 15

Our End Date: May 24

RULES, TERMS, AND CONDITIONS

IMMUNIZATION POLICY

Students should be current on their immunizations as defined by Arkansas Department of Human Services (DHS). Parents will need to provide a copy of their child's immunization record to Sonshine Academy so this documentation can be kept on file.

FEES AND TUITION:

The prices are based on your child's age.

Under 36 months	\$206 a month
36 months and over	\$185 a month

Tuition and fees are based on enrollment, not actual attendance. No refunds will be given for absence, vacation, or illness.

REGISTRATION

Parents may register their child by coming by the office at Sonshine Academy. The office is open Monday through Thursday 8:30 a.m. – 7:00 p.m., and Friday 8:30 a.m. – 6:00 p.m.

ANNUAL REGISTRATION FEE

The non-refundable annual registration fee of \$34 is due upon initial registration and is good for one year from the date of enrollment. **If your child's annual registration fee is already current, you do not need to pay this fee again until the time of your annual renewal.**

SUPPLY FEE

The non-refundable annual supply fee of \$40 is due upon initial registration. This fee helps to provide craft materials and snacks for the year.

BILLING (LATE) FEE

Tuition not paid by the 23rd of the month for the NEXT month will have a \$7 billing fee added to the account (for example, September tuition is due by August 23rd).

Please note: This is a program that requires a monthly tuition. You are responsible for payment WHETHER OR NOT YOUR STUDENT COMES until the time you notify the office that your child will no longer be participating. Please do not rely on your child to verbally let us know that he/she will no longer be attending classes.

DROP PROCEDURE:

PARENTS MUST NOTIFY THE OFFICE, by phone or in person, TO DROP THEIR CHILD FROM THE PROGRAM.

DISMISSAL FROM THE PROGRAM

Sonshine Academy reserves the right to dismiss students from the program. The following will be cause for dismissal:

- Failure to pay fees and tuition
- Consistent discipline problems (see page 8, "Discipline Policies")
- Physical or emotional needs which cannot be met by our staff
- Consistent failure to follow our policies

DRESS CODE

Children should wear clothing that allows them to run, jump, roll, turn upside down, hop, skip, jump and be active (i.e. shorts and t-shirt). If your daughter is enrolled in one of the 2:00 gymnastics classes, you may change her into a leotard before that class starts if you wish but please do NOT send her to MDO in a leotard because that would make any diaper changes or clothing changes difficult for the teachers.

ARRIVAL

Children **must** be escorted to classrooms and **signed** in on the attendance sheet. They may not be dropped off at the facility front doors and they may not enter their classroom alone. Children may not be signed in and then taken to another area of the facility to drop off siblings. Teachers are responsible for an accurate attendance count at all times.

REST TIME

Parents must provide a **2" nap mat or sleeping bag nap mat**. Parents also must provide bedding for their child to use during nap time. Bedding consists of at least 1 but no more than 2 blankets per child. Bedding should be labeled and will be sent home every other week for laundering.

LUNCH/SNACK

Snacks will be provided daily. Parents need to send their child with their own healthy lunch each day. Keep in mind NOT to send items that need to be refrigerated or heated and NO nut products because of the possibility that other students may be allergic. Please send a water bottle daily in addition to whatever drink they have for lunch. Our kids are very active and need their water!

DIAPERS AND EXTRA UNDER GARMENTS

For diapered students: Sonshine Academy will provide baby wipes and a changing station, but parents need to send an adequate supply of diapers (at least 3) for their child for the day.

For potty-trained students: Parents need to send at least one change of clothes per day and if appropriate, can also send a “pullup” diaper for nap time. **Note:** If your child cannot tell us they need to potty *before* they go, do not send them in underwear.

PICKUP

Please pick up your student on time. Please drive slowly and carefully through the parking lot. NO PARKING IN FRONT OF THE DOOR. You must park in a space and come in to pick up your student. Please inform us if you know you will be late picking up your student.

PARENT COMMUNICATION

Sonshine Academy will keep parents informed through newsletters, emails, and social media!

Please notify our staff of any allergies. Some food items may be prohibited in certain classrooms due to extreme allergies.

Toys will be provided. Please leave personal toys at home.

Label everything with your child’s name!

We want to know your child, which means we like to know when things are going on in their life! Please inform us if there are any changes going on in your household that would affect your child (death in the family, deployment, separation etc.)

WEATHER RELATED CLOSINGS

Generally, Sonshine Academy will follow the Conway School District for inclement weather closings. However, occasionally it makes sense for us to be open even if schools are closed so be sure to check either our website, social media pages, or answering machine message.

HEALTH AND WELLNESS

Each child should be well when attending MDO at Sonshine Academy. Children must be able to participate in all regular activities scheduled for the day. If your child is not feeling well, they should remain at home. Children may not be kept indoors during outdoor play. Children presenting symptoms will be separated from the group and parents will be notified for pick up. A child with a temperature of 100 degrees or above (taken orally) will not be allowed to attend until he/she has been fever free and symptom free for 24 hours.

A child may not attend with any of the following:

- **Diarrhea (3 or more times) during the previous 24 hours**
- **Vomiting (2 or more times) during the previous 24 hours**
- **Other conditions requiring examination by a physician such as skin rashes or red eyes with discharge**
- **Fever of 100 degrees or above (orally) during the previous 24 hours**

MEDICATION

No medication of any kind may be left in diaper bags, classroom cubbies, backpacks, or any area of the classroom. This includes Tylenol, teething gels, gas drops, or any substance with the label "Keep out of the reach of children".

Labeled medication for your child may be given with a written consent form.

ALLERGIES

Please notify our staff of any allergies. Allergies will be posted on each classroom.

EMERGENCIES

In the event of a medical emergency, parents will be called immediately. In a life threatening situation, an emergency medical service will be called to transport the child to a medical facility. If a child sustains an injury that does not require immediate medical attention, parents will be notified by phone or at pick up with a copy of a written incident report. Cuts and abrasions will be washed and bandaged.



A Letter From Our Mother's Day Out Director

Dear Parents,

My name is Lindsey Marrs and I am so proud to be directing the Mother's Day Out program at Sonshine! Sonshine Academy is near and dear to my heart. I coached cheerleading at Sonshine throughout college, and then went on to practice my degree as an elementary school teacher. I have taught 4th grade, 1st grade, and 3 years of kindergarten! When I had my second baby I decided I needed to stay home. When the opportunity came for me to be back at Sonshine, and my babies could be a part of it, I knew this was my next step! This will be our 3rd successful year at Sonshine Academy, and I am proud to say our program is progressing each year! I am very passionate about teaching and truly believe that allowing kiddos to move while they learn is the best strategy...especially when they're still little! I am looking forward to getting to know you and your children and can't wait to see what this year has in store for our program!

-Lindsey Marrs

Mother's Day Out Program Director



Permission to Treat and Transport:

I, _____ father/mother/guardian of
_____ do hereby give my consent to the Director
of the Child Care Facility, or his/her duly appointed representative, for said child to
receive medical or surgical aid as may be deemed necessary and expedient by a duly
licensed or recognized physician or surgeon in case of an emergency when the parents
cannot be reached. Consent is also given for the Director or his/her duly appointed
representative to transport said child for emergency medical treatment, if the parents
cannot be reached.

Signed _____ Date _____

Witness _____ Date _____



Discipline Policies for Mother's Day Out

Sunshine Academy uses the following methods in its discipline of students:

1. Acceptable Behavior
 - a. The teachers look for and praise behavior that is acceptable.
 - b. The children are reminded daily of the rules using clear, positive statements regarding how they are expected to behave.
 - c. A different "Character Trait" is emphasized each week through various stories, games, crafts, etc... to reinforce behavior that is desired.
 - d. When a misbehaving child begins to have appropriate behavior, the child is praised immediately for the appropriate behavior.
2. Unacceptable Behavior
 - a. A brief supervised separation from the group is used when the child does not respond to a verbal command instructing the child as to how he should behave.
 - b. If a child continues the inappropriate behavior after being warned verbally then the child is placed in supervised time out (not to exceed one minute per year of the child's age).
 - c. If a child does not change his behavior after having been in time out, a staff member will phone the parent or guardian of the child and inform them of the situation. The parent will speak to their child on the phone in order to affect a behavior change or determine if the parent needs to come pick the child up, whichever the parent and staff member together deem appropriate.
 - d. If a pattern (i.e. more than once) of unacceptable behavior becomes evident, and the above outlined procedures do not help change the child's behavior from unacceptable to appropriate, then the child can be dismissed from Mother's Day Out.
 - e. Any child attempting to seriously harm another student or teacher will be dismissed from Mother's Day Out.

“I have read and understand the discipline policy of Sonshine Academy Mother’s Day Out Program. I give my permission to use all of the methods set out above.”

If the parent/guardian disagrees with any disciplinary method above, please list method preferred in the space below (use back if necessary): **[PLEASE NOTE: Physical or corporal punishment will not be administered to students by Sonshine Academy staff members.]**

Child’s Name

Parent/Guardian Signature

Date

TURN THIS PART IN, SIGNED.

1. I give permission to the Mother's Day Out program to post pictures only on the Mother's Day Out/Sonshine Academy facebook page of my child.

Parent Signature_____

2. Sonshine Academy does not tolerate aggressive behavior (hitting, biting, pushing, rough playing). I understand that if my child has a consistent problem in these areas, my child can be dismissed from the program. (Our rule for biting: if a child bites 3 times in a semester, they will be asked to leave.) *We will always communicate to you if there are any problems or incidents*

Parent Signature_____

3. If you have any questions/concerns you would like to discuss with the director, please list below:_____

SAMPLE SCHEDULES

1-3 year olds

4&5 year olds

9:05	Drop off/Free Play	9:05	Drop off in classroom/sensory table
9:30	Circle Time/Curriculum/Craft	9:30	Circle Time/Curriculum/
10:00	Classroom Play	10:00	Letter Sounds and Number recognition
10:30	Motor Skill Development	10:30	Story Time
11:00	Lunch	11:00	Imagination Play
11:30	Rest Time	11:30	Lunch
1:00	Free Play Pre School Gym	12:00	Free Play
1:30	Story Time/prepare for dismissal	12:30-1:15	Rest Time
2:00	Dismissal	1:15-1:30 2:00	Free Play Pre School Gym Dismissal

What can YOU do?- Please note that we have a Mother's Day Out page on Facebook! (Sonshine Academy's Mother's Day Out)

Please go and "like" our page on Facebook! I update it weekly with reminders and pictures of the kiddos!

-Always feel free and open to come to your child's teacher and/or director with any questions or concerns you have! We understand you are sending us your very best every week and we do not take that lightly!!

-Drop off quickly! Drop off time can be very challenging, just as much so for the parents as the child...especially if this is their first time spending the day away from you in this setting. Here are some tips for drop off success: Talk to your child on the way to Sonshine. Remind them of where they are going and that they will have so much fun, that mommy will be back very soon. As you walk them in, be cautious of your worried face! Babies read their momma better than anyone else! If you are hesitant, they will be more than hesitant! Greet your child's teacher and assure them that the teacher is safe. Remind them of how they will have lots of fun and you will be back. If your child starts to cry, smile at them and wave bye...and keep walking. We have a policy in our program that if a child cries for 10 minutes and we cannot soothe them, we will ALWAYS call you! It turns out, 9 out of 10 cases, the child is completely happy and enjoying themselves in less than 5 minutes! ---If they aren't, you will get a call.