



Revised 7/15/18

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

We will be implementing our Preschool Palace curriculum. This 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 love 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 **August 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 14

Our End Date: May 23

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:

| | |
|-----------|-----------------|
| All ages: | \$230 per 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. **You must create an account on our Parent Portal before you can officially register.**

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.)

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. 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.



What can YOU do?- Please note that we have a Mother's Day Out page on Facebook! (Sunshine 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. We encourage you to greet your child's teacher, make sure your child is comfortable, and leave quickly.

We have a 10 minute cry policy. If your child is upset for 10 minutes or longer and cannot be soothed, we will always call you!

Letter from the Director(s):

Hello! I am so thrilled you are interested in our Mother's Day Out program! We are so excited to start our 4th year of MDO at Sonshine Academy! I believe this program is the best for developing academic learning and social skills! My children have gone through this program since they were age 1.5, and now they will be in pre-k and kindergarten this fall! For this upcoming school year, I will be returning to teaching full time with Arkansas Virtual Academy! I am so excited that we have found another wonderful teacher to step in my place as the director! We have worked closely this summer to plan for the '18-'19 school year and I know our program is going to thrive with our new director, Jessica Vick!

-Lindsey Marrs

Hi! I feel so privileged to be a part of Sonshine Academy's Mother's Day Out program! I am a former teacher, having taught 2nd grade, kindergarten, and pre-school. I have most recently been a stay-at-home mom to my 18m old little boy, but am so excited that the opportunity arose for me to teach again! I feel that children learn best in a movement-centered environment and I am excited to step into this curriculum! Pre-School aged children are my most favorite to work with and I cannot wait to meet all of the new children and families this year!

- Jessica Vick



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

Sonshine 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:_____
