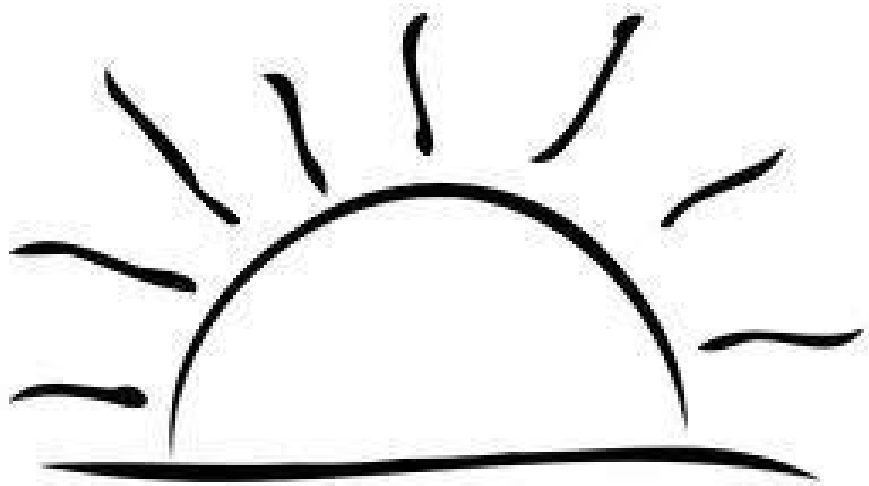


Sunny Hill Preschool

Parent Handbook



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The First United Methodist Church has housed a nursery school since 1960, when Virginia Evans started Mrs. Evan's Nursery School. In 1975, Marcy Harcey became director and the name was changed to Sunny Hill Nursery School. In 1979, Mary Beth Leifeld joined the staff as co-director and in 1986, became owner and director of Sunny Hill Preschool. During 2005, Janna Meline and Mary Morelli became directors and continued teaching.

Sunny Hill Goals

1. To provide varied and meaningful activities to aid in the positive development of the total child based on the child's needs, interests, and abilities.
2. To provide an atmosphere of trust and friendship and to allow the child to be as creative and productive as possible, while learning about positive interaction with other children and adults.

As we consider the total child, we will include such activities as structured and unstructured play, emphasizing acceptance of self and others. Development is enhanced by such activities as creative dramatics, art, role-playing, music, rhythm and movement, cooking, experiments, field trips, children's literature, resource people, and a variety of materials and equipment for large and small muscle development. The activity-interest center approach is used.

Eligibility and Enrollment

The program is geared to 3-, 4-, and 5-year-olds. Enrollment is granted without discrimination regarding race, sex, creed, or political belief. Enrollment shall be open to any child provided the school can meet the needs of that child. The school is licensed by the Minnesota Department of Human Services for 40 children at one time: 2 classes, each with 20 children. Each class is in the care of 2/3 teachers. All teachers and assistant teachers meet the qualifications of the Department of Human Services, Division of Licensing.

Classes are 2, 3, 4 or 5 **half days** per week. Morning classes are from 9:00 to 11:30 am. **Full day** classes are also offered from 9:00 to 3:00. Lunch Bunch is available daily from 11:00am to 1:00pm.

Questions and Concerns

If at any time during the school year you have questions for the director or teachers, please contact us.

We will be happy to discuss any concerns you might have. We look forward to a wonderful year ahead. Please read through the following information and keep it handy for quick reference.

Thank you, The Sunny Hill Staff

1. Arrival and Departure

Enter the parking lot from Greeley St. and exit onto Williams Street. Please tell others who will be driving for you. Bring your child to the entryway and teachers will escort them to classrooms. Do not drop children off to enter by themselves.

Promptness at the time of pick-up is also very important, as a young child may become anxious if the parent does not come when the others do. There is a late charge of \$15 for the 1st 15 min and \$2 per min after that.

Children will be released only to those specified by the parents. Please send a note or call if the driver will not be the usual person. Ask the driver to introduce him/herself to the teachers. Remind them to come in the parking lot from the Greeley St. side and exit onto Williams.

2. School Calendar, Vacation and Snow Days

Sunny Hill runs from the day after Labor Day through the Thursday before Memorial Day. We operate on a similar vacation schedule as School District 834. See the calendar in the back of this book.

Snow day closing: If District 834 announces school will be closed, or is closing early due to the weather, we will also be closed or close early. If a late start is announced we will also start late; if 1 hour late, we will start at 10am. If 2 hours late, the morning session will be cancelled, and afternoon classes will start at 12:00pm.

3. Clothing

Simple, comfortable play clothes are best for school because they encourage the child to take part in the total program. Tempera paint, although it is water based, does not always wash out. We do use paint shirts, but still have accidents. Because of this, school clothes should be play clothes. Our play ground can get messy too.

Label all removable clothes (i.e.: jackets, sweaters, boots, mittens, hats, etc.) with the child's name. The lost and found is in the hallway. Please help us return your lost items to you. Please send a backpack clearly labeled with the child's name.

4. Items from Home

While we understand that some children need a blanket/stuffed animal brought with them for comfort, we are unable to allow these items in the classroom.

Please leave such items at home or in their backpacks, germs from these items can spread illness in our school.

A Show and Tell bag will be sent home with one child each day. Your child's teacher may specify what items to bring or perhaps items dealing with our letters, colors, or shapes of the month. Please return the Show and Tell bag the next class day.

Please do not bring an iPad, toys or stuffed animals to school. They are difficult to share, and it is traumatic if the toy is broken or lost. Fragile and valuable items should not be brought. Pacifiers/Nuks and other mouth toys should also be left at home. Licensing does not allow us to have these at school.

5. Pets

Please be aware that at times animals visit your child's classroom. Please notify teachers if your child has allergies or a concern/fear of pets.

6. Supplies

To keep expenses reasonable, we must depend on collecting bargain Materials. Things that are always needed are paper of almost any kind and things we can make "creations" out of, such as: yarn, ribbons, buttons, lace, material scraps, feathers, egg cartons, aluminum pie tins, pinecones, T.P. and paper towel cardboard rolls, etc.

We would also appreciate it if each family could donate the items on our school supply list. With all the children in our program we go through these supplies very fast, and a trip saved to the store is greatly appreciated.

The generosity of our families helps Sunny Hill succeed.

7. Snacks and Birthdays

A snack is provided during each class. We try to have a nutritious variety of foods that are fun to eat. Children are encouraged to try it, but it is their choice to eat or not eat. If your child has a food allergy, please remind the teachers of the allergy during the year.

We try to make each birthday special for the child. On the day of the birthday celebration, the child may bring a snack. **It is required that snacks are store bought.** NO CANDY PLEASE! If your child has a summer birthday, pick a day during the school year to celebrate it in class.

8. Lunch Bunch

Lunch Bunch is an optional program available to all children in our program. It gives the children the opportunity to stay until 1:00 and interact with some of the children from different classes.

You must reserve a place in Lunch Bunch by 9am on that day (If space is available), so we can arrange for adequate staffing. One staff person is needed for every 10 children. Please call and cancel if you are signed up but not coming or you will be charged for that day. Instead of paying daily, we will keep track of your Lunch Bunch days and add them to the following month's tuition, watch for a notice attached to your newsletter. The cost for lunch Bunch is \$14 per day. (for non full day kids)

Important Notice: Due to licensing regulations regarding food preparation, we are **unable** to microwave/heat any lunch items. Please provide a lunch that is ready to eat.

9. Extended Days

Extended day options are offered **as long as we have PM availability.** This program gives the children the opportunity to spend a full day at Sunny Hill. These days are offered as an extension to our Lunch Bunch program. Until 3pm. The cost for an extended day is \$35 per session.

10. Summer at Sunny Hill

Sunny Hill offers 10 weeks of summer sessions. Mon – Thur. The classes meet from 9am to 3pm. Registration for the Summer Sessions is in March. The 1st session runs during June. The second session runs during July and early August.

11. Tuition

Tuition is announced at the time of registration and will not be raised during the year. Tuition is due by the 7th of each month.

A \$25 late charge will be added for the 1st week and \$5.00 per day after that. The monthly newsletter will serve as a reminder that tuition is due.

2-day Am tuition - \$220	2- day Full Day tuition - \$415
3-day Am tuition - \$300	3- day Full Day tuition - \$605
4-day Am tuition - \$380	4- day Full Day tuition - \$795
5-day Am tuition - \$465	5- day Full Day tuition - \$985

We will include a bill for Lunch bunch, Before and aftercare each month with the newsletter, Just include that amount with that month's tuition. A Credit card swipe option is available (New this year) there will be a 3% transaction fee to run a card. Venmo is also available with a 3% transaction fee.

Checks should be made out to "Sunny Hill Preschool". Cash payments should be placed in an envelope and clearly labeled with students' class and name. Both can be put into the tuition box located just inside the door of the south room, across from the drinking fountain. We appreciate your prompt payment each month. If there is a problem, talk to the director to make arrangements for paying. A \$35.00 service fee will be added to all returned checks.

*****REFUNDS OR SWITCHING DAYS CANNOT BE MADE DUE TO ABSENCES FOR SICKNESS OR VACATIONS.**

12. If you need to leave our program

Notification of withdrawal should be made two weeks prior to departure. You are responsible for tuition until proper notification has been made to the director. We will prorate the last month if you choose to leave.

At the time of registration, you pay the last month's (May) tuition. This assures us that you will let us know if you'll be leaving the program before the end of the school year and will be using your "last months" tuition before May.

***All Schedule changes will require a \$15 fee per change.

13. Insurance Coverage

Insurance coverage for general liabilities and non-owned auto is in compliance with the State regulations. Sunny Hill does not provide transportation to and from school.

14. Guidance Policy

Safety and positive growth are the reasons for these policies. Children are informed of the policy and our goal is that they understand why, and what is expected behavior. Activity diversion is used first, and only if the negative behavior continues, is the child asked to sit at a table with a puzzle or similar activity or is separated from the others by a time out within the classroom. Parents will be notified.

Our Basic Guidance Policy:

1. Respect for others and yourself physically.
2. Respect for the feelings of others.
3. Respect for property.
4. Listening at appropriate times.
5. Running only under safe circumstances.
6. Sharing toys and equipment.
7. Play guns and weapon play is banned.

15. Communication between parents and Sunny Hill

1. A pre-admission visit, by the parent and the child, is recommended to help the child feel comfortable on the first day of school.
2. A parent orientation meeting before school begins is held to acquaint parents with the rooms, equipment, the program, policies, and each other.
3. Should you have a concern with anything regarding our program, your child, a staff member, or any other issue, please contact the office immediately. We are always available to discuss the matter.
4. Conferences about a child's intellectual, physical, social, and emotional progress are encouraged twice a year. For fall conferences we will have sign ups and Spring conferences are upon request. Teachers are available by telephone before and after school. Do not hesitate to call if there is a question or concern you would like to discuss.
5. Monthly newsletters explaining activities and upcoming events will be sent home each month.
6. A onetime Activity Fee is due in October and covers the cost of all in house field trips, programs, and special guests that occur during the school year. This fee also covers our booklet photos.
7. Our telephone number is #651-430-2469 and our email is info@sunnyhillpreschoolmn.com If you call and get the answering machine, please leave a message. We are in the building during school time and may be assisting children or on another call. We will get your message shortly.

16. Health/Privacy Rights Policy

1. Each child must have documentation of current immunizations to begin school. (If not, a signed, notarized statement of parental objection to the immunization or a medical exemption must be presented.)
2. A health care summary signed by the child's source of medical care must also be on file at school. These files are available only to Sunny Hill staff.
3. A personal form must be on file
4. Keep children at home, who have fresh colds, diarrhea, fever (have not used fever reducing medication within 24 hours) or have vomited in the last 48 hours. With your help, we can stop the spread of germs! Thank You for your cooperation!
5. Parents must contact school if their child has a contagious illness, so that others may be notified. An informational flyer on that illness will be sent home with other children in the class and posted in the hallway. (Your child's name will not be disclosed)

6. If a child becomes ill, the parents or person specified by the parent will be contacted by phone and the child will be kept in isolation with a staff person until the child is taken home.
7. In cases where emergency medical care is needed, a staff member will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to:
 - a. Attempt to contact a parent or guardian
 - b. Attempt to contact parents through the persons named on the personal information sheet.
 - c. Attempt to contact the child's physician
 - d. If parents or child's physician cannot be contacted, we will do any or all of the following:
 - i. Call Stillwater Medical Group
 - ii. Take the child to Lakeview Hospital emergency room in the company of a staff person
 - iii. Call 911
8. All Staff members are certified in first aid and CPR.
9. We do not administer any medication other than to cleanse minor wounds with soap and water and provide bandages.
10. We will follow the instructions from the Poison Control Center if needed.
11. If your child has any known allergies (food, animals, environmental, etc) please have it clearly printed on the Personal Information and Health Care forms. An Individual Child Care Plan (ICCP) will also be required to be kept in your children's file along with documentation that all staff have been informed of the allergy and know how to respond to it. Inform school of any changes to allergy symptoms and/or treatments that occur during the school year. Parents will be notified immediately if their child has been exposed to a known allergy and staff will take proper steps in dealing with it, in accordance with their ICCP. Emergency Procedures will be followed and 911 will be called for allergic reactions and if an EPI pen (Provided for that specific child by their parent and doctor) is ever administered.
12. A health consultant reviews our health policies and practices to certify that they are adequate to protect the health of the children and staff at Sunny Hill.

17. Reporting Policy for programs providing services to children

Sunny Hill preschool is a licensed facility, legally required and mandated to report child abuse and/or neglect.

1. Known or suspected immediate danger to a child should be reported to 911.

2. **Reports concerning suspected abuse or neglect in a licensed facility should be made to the Department of Human Services, Licensing Division" Maltreatment Intake Line at (651)-431-6600.**
3. Any concerns with licensing issues at the center may be brought to the attention of The Minnesota Dept. of Human Services, licensing division at (651)-431-6500.
4. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to local county social services at (651)-430-6457 or local law enforcement at (651)-351-4900.

This handbook is not all-inclusive but meant to be used as a guideline for you to follow. Should you have any questions, please contact the Director.

The staff at Sunny Hill hope you and your child enjoy your experience here!

Janna Meline 651-430-2469
Cell # 612-598-5888 (text or call)
Director/Teacher

Mary Morelli 651-430-2469
Co-Director/Teacher