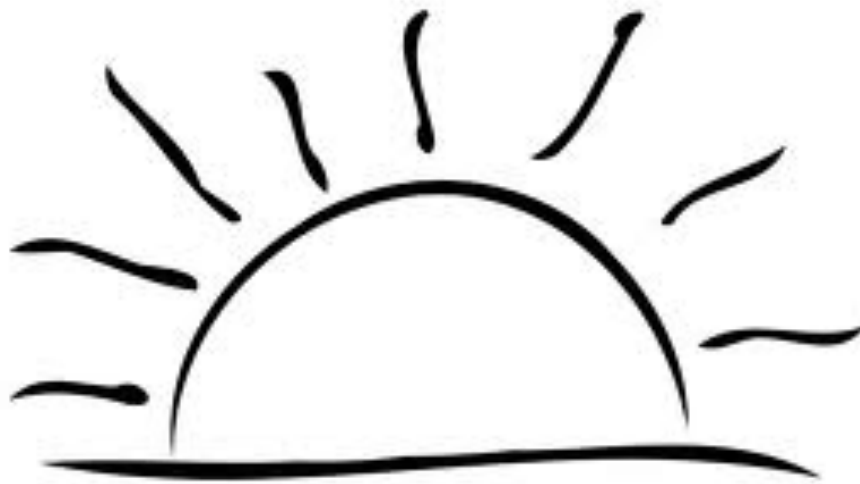


# Sunny Hill Preschool

## Parent Handbook



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## Sunny Hill Preschool Parent Handbook

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 in regard to 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 teachers. All teachers and assistant teachers meet the qualifications of the Department of Human Services, Division of Licensing.

Classes are 2, 3 or 5 half days per week. Morning classes are from 9:00 to 11:30 am. And afternoon classes are from 12:30 to 3:00pm. Full day classes are also offered from 9:00 to 3:00. Lunch Bunch is available daily from 11:00am to 1:00pm and on extended days from 9am to 3pm.

## **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 into the classroom and pick him/her up again in the same room. Do not drop children off to enter by themselves.

Please respect the teacher preparation time by arriving no more than 5 minutes before the beginning of the class session.

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.

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 Friday before Memorial Day. We operate on a similar vacation schedule as School District 834. See 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 12:30pm as usual. Unless school is closed for the day, Lunch Bunch will continue as usual.

### **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.

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 child's name.

### **4. Items from Home**

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. We also encourage children to bring items from home when they lend themselves to our curriculum or would be of interest to the class. Let us know if the items need special care.

Please do not bring toys 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. Stick objects, guns, action figures and mouth toys should also be left at home.

While we understand that some children need a blanket/stuffed animal brought with 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.

## **5. Pets**

Sunny Hill Preschool will on occasion have a classroom pet. This ranges from, fish, hermit crabs, bunnies, guinea pigs and/or hamsters. Please be aware that at times these animals may be in your child's classroom and please notify teachers if your child has allergies or a concern over one of the pets.

## **6. Sharing of Talents and Supplies**

The sharing by parents of their talents and interests is encouraged and appreciated. Special talents, jobs, recent trips, cultural differences, family traditions, etc. are all excellent stimuli and educational for the children. Please volunteer and share your talents with us.

To keep expenses reasonable, we must depend on collecting bargain materials. This enables a wider variety of experiences for the children as well. Many of you have the opportunity to pick up free or inexpensive items that we can use. Before throwing things away, consider whether we might be able to use it.

Materials 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, soft wood scraps, ice cream pails, aluminum pie tins, pine cones, T.P. and paper towel cardboard rolls, etc.

We would also appreciate it if each family could donate the following items to our program. A roll of paper towels, a box of Kleenex, a box of 3 oz. Dixie cups, a roll of scotch or masking tape, washable markers and glue sticks. With all of 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. The children are often involved in preparing the snack and are always encouraged to clean up their area after they have eaten. 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 and nutritious. **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 for an additional 1 ½ hours and interact with some of the children from different classes.

Children may bring a bag lunch and come early or stay late for the lunch hour. Children in the afternoon classes may come at 11am and will be taken to their class at 12:30pm. Children in the morning classes can stay until 1pm. All the children eat lunch together at 11:40am.

You must reserve a place in Lunch Bunch by 9am on that day so we can arrange for adequate staffing. One staff person is needed for every 10 children. Sign up sheets are posted in the hallway for the current week as well as the following week so you may plan ahead. 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 \$10 per day.

**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 on Tuesdays for the 2-day classes and Thursdays for the 3-day classes. This program gives the children the opportunity to spend a full day at Sunny Hill. Children from the morning class will stay until 3pm and children in the afternoon class will start their day at 9am. These days are offered as an extension to our Lunch Bunch program. There are planned activities, an a.m. or p.m. snack provided, and many opportunities for learning through play. The cost for extended day is \$20 per session.

## **10. Summer at Sunny Hill**

Sunny Hill offers 2, 4-week summer sessions. The classes meet Tuesdays and Thursdays from 9am to 3pm. The morning runs just like a typical Sunny Hill day. Then at 11:30 we eat lunch (provided by parents) and have a fun filled afternoon. We take field trips to local parks and the library. Summer afternoons are spent outside with lots of running, bike riding, water play, and sand box exploration. The program is very beneficial in introducing the children to a full day away from home, something most of them will experience in Kindergarten.

Registration for the Summer Sessions is in March. The 1<sup>st</sup> session runs during June. The second session runs during July.



## 11. Tuition

Tuition is announced at the time of registration and will not be raised during the course of the year.

Tuition is due by the first class session of each month. A \$10 late charge will be added to tuition paid after the first week of the month. The monthly newsletter will serve as a reminder that tuition is due. 2-day tuition is \$165, 2-day full day tuition is \$365, 3-day tuition is \$240, 5-day is \$375, 3-day full day tuition is \$515, 4-day is \$645 and 5-day is \$770 per month.

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. Sunny Hill offers automatic payment; stop by the office for a form if you are interested. We appreciate your prompt payment each month. If there is a problem, talk to the director, to make arrangements for paying. A \$25.00 service fee will be added to all returned checks.

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

Notification of withdrawal should be made as early as possible and no later than two weeks prior to departure. You are responsible for tuition until proper notification has been made to the director.

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.

## **12. Insurance Coverage**

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

## **13. 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 of similar activity, or is separated from the others by a time out within the classroom.

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 weapons play is strongly discouraged.

## **14. 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 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. Our written "child Care Program Plan" is available to all parents upon request.

4. Should you have a concern with anything regarding our program, your child, a staff member or anything other issue, please contact the office immediately. We are always available to discuss the matter.
5. Conferences about child's intellectual, physical, social, and emotional progress are encouraged in November and April. 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.
6. Monthly newsletters explaining activities and upcoming events will be sent home each month and are available to view on our website.
7. Field trips are announced in the newsletters and permission slips will be sent home for each outing. Please sign and return the slip as soon as possible. It must be signed and returned before the child may leave the school with us. We usually use the First Presbyterian bus (the blue bus) for our field trips.
8. A onetime Activity Fee is due in October and covers the cost of all field trips, programs, and special guests that occur during the school year.
9. Any occasion of requests for research, experimental procedure, or public relations activity involving your child will be preceded by details and a permission slip must be returned beforehand.
10. Our telephone number is 651-430-2469, it is listed in the Stillwater and St. Paul phone books, white and yellow pages, under Sunny Hill. If you 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.
11. Classroom visits by parents are welcome.
12. Suggestion Box - Have a great idea? We would love to hear about it! Please place your suggestion in the Director's Mailbox/Tuition Box located just inside the South Classroom on the wall. Tuition checks, updates in information (like phone numbers, etc.) and comments can all be place in the box. It is checked regularly.

## 14. 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. **Keep children at home, who have fresh colds, diarrhea, fever or have vomited in the last 24 hours. With your help, we can stop the spread of germs! Thank You for your cooperation!**
4. Parents must contact school if their child has a Contagious disease, so that others may be notified. An informational flyer on that disease will be sent home with other children in the class and posted in the hallway.
5. 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.
6. 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:
  - Attempt to contact a parent or guardian
  - Attempt to contact parents through the persons named on the personal information sheet.
  - Attempt to contact the child's physician
  - If parents or child's physician cannot be contacted, we will do any or all of the following:
    - a. Call Stillwater Medical Group

- b. Take the child to Lakeview Hospital emergency room in the company of a staff person
  - c. Call 911
7. Staff members are certified in first aid and CPR.  
We do not administer any medication other than to cleanse minor wounds with soap and water and provide bandages.
8. Ipecac syrup would be administered if necessary according to the instructions from the Poison Control Center.
9. If your child has allergies to any food, or to any animals, please notify both teachers besides having it clearly printed on the Personal Information and Health Care forms.
10. A health consultant reviews our health policies and practices to certify that they are adequate to protect the health of the children and staff.

## **15. 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.

- Known or suspected immediate danger to a child should be reported to 911.
- 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.
- Any concerns with licensing issues at the center may be brought to the attention on The Minnesota Dept. of Human Services, licensing division at 651)-431-6500.
- 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 hopes you and your child enjoy your experience here!**

**Janna Meline 651-430-2469**  
Director

**Mary Morelli 651-430-2469**  
Director