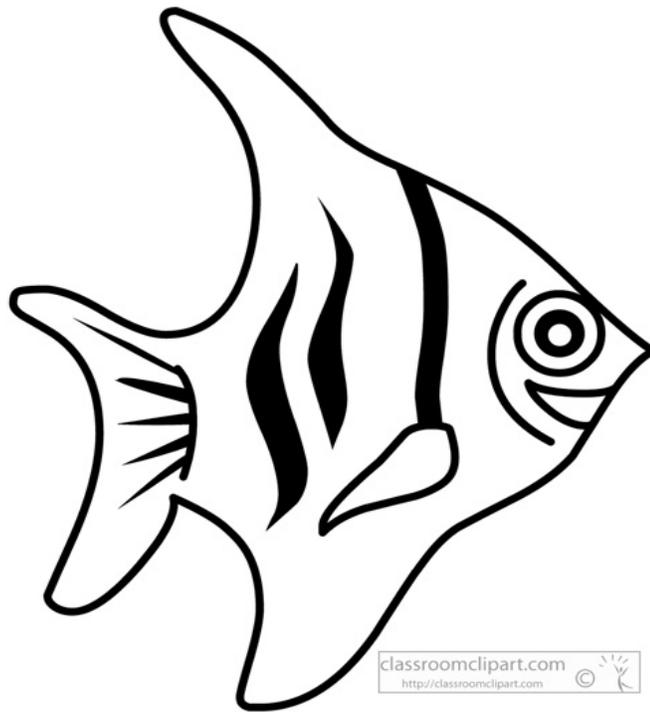


# Preschool 1 Handbook



2014/2015

Sonshine Preschool  
West Lafayette Christian Church

Dear Parents,

Welcome to Sonshine Preschool 1! We are so excited to begin the school year with your child and looking forward to getting to know them. Our classroom time will be spent learning, reading, singing, and having fun! Activities are planned to encourage growth socially, academically, physically, emotionally, and spiritually. We will go to the playground each day as weather allows or have large motor time downstairs. Art will be available each day to develop creativity. Get ready for a busy year!

My name is Sherry Coffing. I have two grown daughters and one son still at home in middle school. I also have three grandsons. My children and I enjoy animals so we have two dogs, a cat, and a Guinea pig at home. I am currently enrolled at Ivy Tech in the Early Childhood Education program. In the past I have worked at a Montessori Preschool, the YMCA, and Wabash Center. I love to watch young children grow and develop. It is fascinating how each and every child is unique and similar at the same time. What an amazing God!

As you browse through the packet you will find:

- \*An information sheet (please return no later than Tuesday, September 2nd)
- \*A daily schedule
- \*A snack schedule
- \*Our curriculum plan for the entire school year
- \*Information on what to bring to school
- \*Information about your child's school & classroom

If you ever need to speak with us regarding questions or concerns that you may have please feel free to address us at the end of the day after all of the children have left or by phone/text/e-mail.

Thank you so much for sharing your child with Sonshine Preschool. We are thrilled to have the opportunity to work with them.

Sincerely,

Sherry Coffing and the rest of the Sonshine staff

Sherry  
(765)409-5350  
skcoffing@gmail.com

In preschool I, we have lots of fun playing and learning! For most children, this is their first experience in a group setting, away from their parents and with children of the same age. The main objectives we plan to focus on include (but of course are not limited to):

- \* Introducing children to a classroom setting
- \* Encouraging cooperative play with peers
- \* Learning to separate from parents and to have confidence in autonomy
- \* Having success in listening to adults in a supervisory role
- \* Having the opportunity to express one's self verbally and through their creations
- \* Exposing children to age-appropriate learning concepts such as the alphabet, numbers, colors, shapes and more
- \* Including God and His word in our daily activities
- \* Promoting large motor development through daily recreation time
- \* Providing opportunities for independence through daily routines and self-help skills
- \* Developing problem solving skills that are both creative and successful
- \* Making preschool a fun and positive experience for both children and parents that promotes a life time love of learning

### **Drop off & Pick-up**

Please walk your child to the classroom each day before class and help him/her hang their belongings in their cubby inside the classroom. Your child will then take their white fish card and put it in the blue hanging overalls for attendance. They may then choose an activity to start the day.

After school, we ask that you remain in the hallway by the classroom for your child to be dismissed. Teachers will dismiss each child individually to their parent or another adult that has been designated by their parent. We will not release anyone without WRITTEN parental permission.

### **Saying Good-Bye**

Saying good-bye to parents is sometimes hard for young children, because they are not sure when you will return. Even the very best childcare program can seem scary to a young child simply because it is new or different.

Feel free to stay in the room for a while each morning to help your child get settled before saying good-bye. Tell a teacher when you are ready to go and we can help by holding your child, or sit close by while he/she waves bye-bye.

It is important to tell your child you are leaving and that you will return when class is over. Even though this may cause some tears, we believe it is better to be honest in leaving so the children learn to trust all the adults. When parents sneak out, children may feel they have been deceived.

## **Dress / Attire & Backpacks**

We participate in a lot of fun and messy activities throughout the day. Please send your child in clothes that are comfortable for play. Also, keep in mind that the clothes your child wears to school may get dirty and even stained. Shoes should be closed toed and be appropriate for running and playing outside. We will go to the playground everyday that the weather permits so please dress your child appropriately for the weather, as well.

Each child should bring a backpack to school every day. In their backpack, please provide a change of clothes (pants, shirt, underwear, socks etc.). If your child is in diapers, please send a few extra diapers and wipes in addition to the spare clothes. Backpacks should be large enough to hold the set of clothes, diapers and wipes if needed and projects and artwork that will be sent home periodically.

## **Calendars & Newsletters**

Each month you will receive a calendar that will include an outline of our monthly themes along with a snack schedule. A copy of this will also be displayed on the bulletin board outside the classroom. Each month, you will also receive a monthly newsletter with general preschool information and a summary of the monthly activities from your child's preschool classroom.

## **Snack**

We work and play very hard at preschool and having snack is a very important part of our day. We will send a snack calendar home every month letting you know when it is your child's turn to bring snack. A snackpack (backpack) will be sent home each day with the child bringing snack for the next day. We have a few requests for you when choosing a snack to send to preschool:

1. Sonshine Preschool is a **NUT-FREE** center. This not only means peanuts but all tree nuts as well. All snacks **MUST** be free of nuts and **CANNOT** be processed on equipment with tree nuts or peanuts. Please read labels carefully because if these items are sent we will not be able to serve them. No exceptions.
2. Please do not send individual juice boxes or pouches. They are rather time consuming for teachers and are very easily squeezed and sprayed by the children.
3. We will supply cups and napkins for snacks. However, if your child brings a snack that requires bowls, spoons, forks, etc. please send those with your child and make sure that there are enough for all of the children.
4. If you are sending fresh fruit or vegetables, please wash and cut (if applicable) the produce before sending it to school.
5. If you forget to bring snack on your child's assigned snack day, the preschool will provide a snack substitute. If this occurs, we do ask that you bring a non-perishable snack to replace the snack we provided on the day you forgot.
6. Some examples of good snacks include: fruits, cheese cubes, crackers, applesauce, yogurt, fruit cups, graham crackers, muffins and 100% juice, milk or water to drink.

If you have questions about snack, please do not hesitate to ask!

## **Birthdays**

We will celebrate each child's birthday throughout the year. We will try to schedule this as close to the actual date as possible. Your child may bring the snack of their choice on their special day. If your child chooses to bring cupcakes, we ask that they be mini cupcakes. Birthday celebration will be included on the calendar as "Birthday Snack". (Please no treat bags.)

## **Parent / Teacher Conferences**

Conferences are held in the fall and spring semesters. This is a time for parents and teachers to come together to discuss your child's progress. Please feel free to contact us at any time during the year to share ideas or discuss concerns.

## **Field Trips / Special Events**

Throughout the year, Preschool I will take part in field trips, class parties and have special guests. Parental help will be needed for all of these activities. It is not required that you help with these activities, but would be greatly appreciated by both teachers and children. Please watch the bulletin board for sign-up sheets, permission slips, wish lists, etc.

## **Discipline**

Disciplinary methods used for Preschool I will be redirection, positive reinforcement or removing the child from an activity and helping them find a more appropriate alternative. More information on Sonshine Preschool's discipline policy can be found in the Parent Handbook.

## **Fish of the Day**

Children will take turns being the "Fish of the Day." Our special student will be the helper in many tasks such as line leader, snack helper and weather. Your child's turn will be on their snack day.

## **Toileting**

In preschool I, we recognize that children are beginning the process of toilet exploration and we will accommodate this to the best of our ability.

We have scheduled bathroom breaks in our daily routine just before snack. This allows the children time to use the bathroom and wash their hands. If a child needs to use the restroom at a different time they will be escorted to the bathroom. We will change diapers as needed. As children are starting to show interest in using the toilet, please send them in a pull-up. This makes it easier for your child to begin to navigate the toilet during this learning process. We ask that you communicate with us when you are actively in the process of potty training so that we can best assist your child. Especially let us know when your child is wearing underwear for the first time.