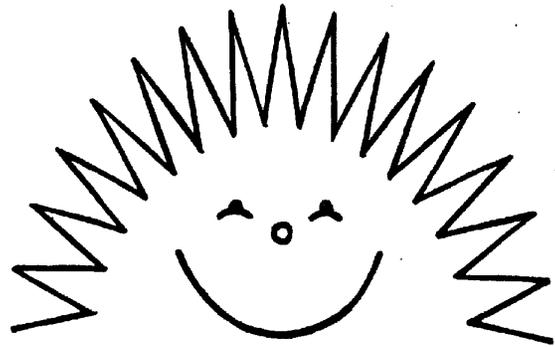


Handbook for Parents

2018-2019



SUNBEAMS
Nursery School
A Christian Preschool

A Ministry of:
IMMANUEL CHURCH
253 MYERS CORNERS ROAD
WAPPINGERS FALLS, NEW YORK
297-3408
www.immanuel-church.com

I. OUR SCHOOL PROGRAM

A. PHILOSOPHY

It is our desire that every child be allowed to grow and develop at his own rate and in his own way with minimal pressure and stress. We provide developmentally-appropriate activities to encourage learning through exploration, experimentation and participation.

In a loving, Christian environment we attempt to model Christian virtues and attitudes, to reflect God's love, and to genuinely praise every child and never to ridicule or alienate any child. Our goal is to give them confidence in their specialness in God's eyes.

Each child is a unique gift from God and we thank you for bringing your child to us. It is a privilege to be partners with you in helping your child grow.

B. STAFF

Our staff is experienced in teaching and play supervision. In addition to their educational background, staff members are chosen for their:

1. love for children.
2. understanding & commitment to the individual needs of each child.
3. application of Christian values to their treatment of each child.

C. SNACKS

Snacks are donated by parents on a rotating basis. We ask you to bring healthful snacks, including crackers, cheese, vegetables, fruit. Please, no cookies! A snack schedule is provided monthly for your convenience. Birthday snacks are special, so we do allow cookies and cupcakes for these special times. Children are scheduled for birthday treats on the school day closest to their birthday. Please do not send balloons, party favors, candy, and the like.

If your child has a food allergy please be certain to indicate this on the form entitled, "Help Us Know Your Child."

D. CLOTHING & TOYS

Please dress your child in comfortable clothing, sneakers, or hard-soled shoes that will allow him to freely participate in all activities. Also, provide clothing that will allow your child as much independence as possible for toileting.

In winter your child will need a hat, mittens, boots and warm pants. Be certain to provide shoes on the day he wears boots so he will not have to wear his heavy boots inside. It's important to mark all clothing clearly, including each boot and mitten, with your child's name. We suggest attaching mittens to jackets such as with a string through the sleeves.

For "Show & Tell" days, we encourage your child to bring items that are pertinent to the topics we discuss or that would be of interest to the others from an educational point of view. Generally we discourage children from bringing small toys or dolls to school because they are often misplaced, broken or forgotten.

E. FIELD TRIPS

Field trips to local areas of interest are made during the year. Permission slips will be provided and must be signed by a parent before a child can participate. Parents will provide transportation for their own child. The NY State car seat law is strictly followed.

F. TYPICAL DAILY SCHEDULE

9:00AM (12:30 PM) - Arrival; Free Play
Activity Centers, Center Clean-up
Group Circle Time, Singing
Hand Washing, Snack
Project/Special Activity
Story
Gross Motor (Outside as Possible)
11:30AM (3:00PM) - Pick-up Children

If you need to know specific times, please check with your child's teacher. The schedule is adjusted to meet special needs throughout the year as the children mature.

Classroom doors are not opened before 9:00 AM. Do not drop off your child prior to that time. Also, please be prompt in picking him up. If an emergency arises and you will be late, let us know by phone.

II. PEOPLE, DATES, AND TIMES

A. CANCELLATION & SNOW POLICY

When Wappingers Central Schools are closed for snow days, **Sunbeams** is also closed. A snow day is considered a cancelled day. Please check our website at www.immanuel-church.com (click *Sunbeams*, then *Delays & Cancellations*) or check Wappingers Central Schools at www.wappingersschools.org, then delays and cancellations. We will not contact each family.

When Wappingers Central Schools are on a delayed opening, our AM classes will open at 10 AM. In the event of an early dismissal for the Wappingers Central Schools, you are asked to pick up your child as soon as possible.

If school is cancelled due to a Sunbeams facilities problem (ie, no heat), the day will be considered a *cancelled* day.

The first three cancelled days are built into the schedule - they are not made up. Starting with the fourth cancelled day, each cancelled day will be made up. The schedule for make-up days will be determined by the teachers and approved by the Board.

B. CONFERENCES AND VISITS

Parent/teacher conferences will be held in March. If you have any concerns or questions about your child anytime during the year, please make arrangements to talk to the teacher outside of school hours.

During the first month of school, children are making the transition from home to school. For this reason please refrain from visiting your child's class at this time.

C. SCHOOL DIRECTORY

A list of students' names, street and e-mail addresses and phone numbers is compiled in September. If you want your address or phone number withheld, please contact the office during the first week of school. This list will be posted before distribution for your review/correction.

D. PICTURES

The children enjoy our picture displays, so photographs will be taken in the beginning of the term and during the school year.

School photos will be taken at school in the fall, including professional individual portraits and class pictures. Sufficient time exists for pictures to be returned for holiday giving.

III. HEALTH AND SAFETY

A. PHYSICALS AND IMMUNIZATIONS

Every child must have a complete medical examination by a physician within 6 months prior to their first day of school. Physician's written documentation of the following immunization is required by law:

Diphtheria, Tetanus, Pertussis (DTaP, DTP)

Polio (IPV or OPV)

Measles, Mumps, Rubella (MMR)

Hepatitis B (HepB)

Haemophilus influenzae type b (Hib)

Varicella (chicken pox)

Lead screening results or waiver

Medical Report (white)

Permission/Pick-up Authorization (gold)

Emergency Medical Release (blue)

B. DEPARTURES

Your child will only be released to you or to a designated person, as indicated on the *Permission/Pick-up Authorization* form. This person must be authorized by you in writing!

C. EMERGENCY MEDICAL TREATMENT

Parents will be informed if their child needs to be taken to the hospital. It is our policy, unless notified, to go to Vassar Brothers Hospital, Poughkeepsie.

If you are covered by a Health Maintenance Organization (HMO) or another company which may not cover services at Vassar, we need the following information:

1. name of the HMO
2. participating local hospital
3. your policy number

D. ILLNESS

In the best interest of all the children and staff we request that you report any communicable diseases to us.

If your child has any symptoms of illness, please keep him at home and call the school to let us know. Fevers indicate viruses or infections that are contagious. Your child **MUST** be fever-free for 24 hours before he returns to school. When symptoms are recognized at school, you or someone authorized by you will be called to pick up your child

immediately. Common signals of illness are:

- | | |
|---|--------------------|
| Fever/chills | Earache |
| Nausea/vomiting | Runny nose |
| Skin rashes | Swelling |
| Diarrhea | Glassy or red eyes |
| Headache | Stomach ache |
| Body aches | Sneezing/Coughing |
| Unusual fatigue/listlessness/irritability | |

NOTE: Our staff is not authorized to administer any medication.

E. OTHER

We will comply with any public health official's request for additional health-related information (as in the 2009 possible swine flu pandemic),. We will also notify involved families that this information had been provided.

IV. TUITION

Payment should be received **before** the 1st of each month. Checks should be made payable to "**Sunbeams Nursery School**" and placed in a marked envelope and dropped in school office lockbox.

Sunbeams depends on tuition to pay its current expenses. Most of the money pays staff salaries, which must be paid whether or not a child is present. It is not possible to accommodate personal vacations. Normal childhood illnesses are not considered reasons for exemption because they affect all families. Prolonged illnesses will be considered by the Board on request.

One month's prior notice is required upon your child's withdrawal from the program before April 1. No refund of tuition can be made after this date.

The registration fee is not refundable. Tuition is due according to our payment schedule. Parents are expected to adhere to this schedule.

If you find yourself unable to make a payment, please contact the board president before payment is due. Every effort will be made to arrange an alternate payment plan. A child may be suspended if a payment is 30 days past due.

V. FORMS

All of the following forms are **due** on or before the first day of school.

- A. Medical Report - White
- B. Help Us Know Your Child - Green
- C. Emergency Medical Release - Blue
- D. Permission/Pick-up Authorization - Gold

VI. BOARD of DIRECTORS

A. BOARD MEMBERS

Bill Hanchett
Sara Velez
Ginny Sabetelli
Gary Nagelhout
Carolyn Toth