



**SUNSHINE**  
— PRESCHOOL —  
AT BROADWAY CHRISTIAN CHURCH

**2020-2021**  
**Parent Policy Handbook**

**1205 S. 9<sup>th</sup> Street :: Mattoon, IL 61938 :: 217-235-4009**

## **SUNSHINE PRESCHOOL STAFF**

Kyla Zastrow: Preschool Director

Rhonda Howard: 4-year-old Teacher

Ashley Toner: 4-year-old Teacher

Jamie Andersen: 3-year-old Teacher

Tara Fonner: 4-year-old Teaching Assistant

Anna Lawless: 4-year-old Teaching Assistant

Kalie Hyder: 3-year-old Teaching Assistant

## **CHURCH STAFF**

Ian Stamps: Lead Minister

Jenny Camfield: Adult Ministry Director

Donna Flight: Early Childhood Director

Dillon Kinsey: Student Minister

Jodie Stamps: Elementary Director

Todd Zastrow: Worship Minister

Allie Adair: Facilities Director

Terry Brotherton: Maintenance

Hannah Ellermets: Lead Admin

Tricia Hyder: Communications Director

Amy Lawless: Financial Admin

Jessica Sharp: Early Childhood Admin

## **PURPOSE**

The purpose of Sunshine Preschool is to provide a loving Christian environment for children to reach their God-given potential.

The children learn and play in a warm, inviting, and stimulating environment with a well-balanced, structured program. We believe that a Christian program, in a loving atmosphere, can make a major impact on a child's confidence, sense of identity, personal worth, and spiritual growth.

# **ADMISSION**

## **Classes Available:**

### **3 year olds**

Monday & Wednesday 8:30a-11:00a  
 Tuesday & Thursday 8:30a-11:00a  
 \*\*Tuesday & Thursday 12:00p-2:30p

### **4 year olds**

Monday – Thursday 8:30a-11:00a  
 \*\*Monday – Thursday 12:00p-2:30p

*\*\*We will offer these sections if we have enough students*

### **Admission:**

In service to Broadway members and current students attending Sunshine Preschool, there will be an early registration period in which members/students will be allowed to register their children for the following school year. This will be based on a first come, first serve basis. Once the early registration period has ended, all available spots will be opened up to non-members/non-students.

### **Qualifications:**

Children should reach the appropriate age for their class by the school cut-off date, September 1<sup>st</sup>, unless special arrangements for your child have been made with the Preschool Director. Children must be potty trained; pull-ups must not be required during class time.

### **Tuition:**

3-year-old program.....\$1,125 + registration fee  
 4-year-old program.....\$1,575 + registration fee

*See chart below for payment options & discount incentives for different payment plans*

PAYMENT OPTIONS	SAVINGS	TUITION PRICE (WITHOUT REG. FEE)	
		3-year-old program	4-year-old program
Year in Full	\$10/per month	1 payment of \$1,035	1 payment of \$1,485
Trimester	\$5/per month	3 payments of \$360	3 payments of \$510
Monthly*	\$0/per month	9 payments of \$125	9 payments of \$175

*\*Monthly payments require an automatic withdrawal for all tuition payments. These payments are due by the 10<sup>th</sup> of each month, starting in September and ending in May.*

**Registration Fee:**

There will be a \$120 registration fee (payable by cash or check) to help cover the cost of materials, field trips, and special events. Payment of the registration fee will guarantee your child's spot for the school year. **Should you decide not to keep this spot, this fee will not be refunded.**

**Payment Policy:**

All families (with the exception of those who pay tuition in full for the school year) will be required to fill out an Electronic Funds Transfer (EFT). Tuition payment will be withdrawn from your bank account on the 15<sup>th</sup> of every month (September-May).

Families who pay quarterly will have their tuition withdrawn on September 15, December 15, and March 15.

You will be mailed a Welcome Packet which will include your EFT form in the beginning of August.

**Late Payment:**

Failure to comply with the Sunshine Preschool Payment Policy may result in your child being asked to leave the school. Sunshine Preschool is a non-profit organization. Therefore, we cannot allow tuition payments to be more than 30 days past due. Please contact Kyla Zastrow, Preschool Director if you are unable to meet the payment deadlines.

**Tuition Assistance:**

Forms for financial assistance are available upon request. Assistance will be given based on family income. There is a limited amount of funding available.

**QUICK GUIDELINES:**

Our goal at Sunshine Preschool is for every child to learn, grow, and succeed. We want children to reach their full potential. However, we are not equipped and staffed for children who have needs beyond what we can provide. We have the right to terminate enrollment of a child that is not succeeding in our preschool environment or is disrupting the success of other students.

**Rules:**

These are some of the rules in the classroom. The child may not:

1. bring harm to others
2. bring harm to self
3. destroy property
4. interfere with the rights of others

**Discipline Procedures:**

The staff shall use disciplinary measures designed and carried out in such a way to help individual children develop self-control and assume responsibility for their own actions. (No child shall be subjected, under any circumstances, to corporal punishment.)

This includes:

1. Simple rules that the students can understand.
2. Discipline shall be related to the child's act and shall not be out of proportion to the inappropriate behavior. The teacher will be sure the child is aware of the relationship between the act and the consequence.
3. If your child causes harm to another student or your child is harmed by another student, your child's teacher will discuss details of the incident at pick up or by phone.

### **First Day of School:**

We realize that the first day can be a big change for your child and for you. Please let your child's teacher or assistant know if your child is having a difficult time. Your child's teacher and assistant will help you and your child with this big transition. Additional details regarding your entry passcode will be included in the Welcome Packet you will receive at the beginning of August.

### **Arrival and Pick Up:**

The preschool has its own entrance (the west doors of the church). Preschool begins at 8:30a/12:00p. Please do not arrive before 8:25a/11:55a. Parents will drop off and pick up their child at their classroom door. Upon arrival, your child needs to hang up their backpack and coat on the hook with their name. There is a place near your child's classroom door to sign your child in and out each day. Preschool ends at 11:00a/2:30p. Please pick up your child no later than 11:05a/2:35p. All exterior doors to the building are locked. Each family will be assigned a numeric passcode to enter the building. This code is only valid during preschool hours.

### **Weather Cancellations:**

Our school schedule follows the Mattoon Public School System with regards to school closing due to weather. Please listen to the radio, watch television, or check the Mattoon School District website, Facebook Page, or call the Mattoon School Closing Hotline (217-238-8891) for school closure info. School closure information will also be posted on the Sunshine Preschool Facebook page. Our final day of school will remain the same regardless of how many snow days occur.

### **Health and Emergencies:**

Sunshine Preschool makes every effort to ensure safety for all children. We ask parents to keep their child home if he/she shows signs of illness. This includes vomiting, diarrhea, fever, redness of the eyes or throat, nagging cough or rash. If your child becomes ill at school, he/she will be isolated and must be picked up at once. Please do not bring your child back to school until 24 hours have passed after the illness.

In case of an emergency or accident, a parent will be contacted immediately. Please notify your child's teacher immediately if they contract head lice. In order for your child to return to school, parents must use the proper treatment to ensure your child is nit-free.

**Absences/Early Pick-Up:**

Parents are asked to call the preschool if the child will not be in attendance. If a child is to leave with someone other than a parent, a verbal or written notification is necessary and a picture ID must be shown by the person picking up the child for the first time. Additional info will be included in the Welcome Packet you will receive in the beginning of August.

**Immunizations:**

All children must be up-to-date for all immunizations to enter Sunshine Preschool. A copy of your child's most recent physical and a list of vaccinations is needed on file by the first day of school.

**Preschool Screening:**

For your convenience, the Early Childhood staff screening team from Eastern Illinois Area of Special Education Department will come to our school to do preschool screenings in the spring semester.

**ADDITIONAL INFORMATION:****Clothing:**

Children should wear comfortable play clothes. Paint, glue, shaving cream, and markers are used regularly. Even though we have paint smocks and use washable paints, occasionally, accidents happen. Tennis shoes are recommended for active play, which occurs daily.

We ask that you bring a change of clothes for your child to keep in their backpack. You will need to exchange outfits as the seasons change. We ask that you dress your child with the appropriate outerwear according to the weather outside. We will try to take the children outside as often as possible. Please be sure they are dressed accordingly, especially during the colder months.

**Snacks:**

We ask that parents bring in snack items once a month. The preschool will provide snacks for the additional days. You will receive more information from your child's teacher to designate your snack day. If your child has any food allergies, please be sure that the teacher is aware of these.

**Birthdays:**

We will reserve a day close to your child's birthday for your child to bring the snack for that day. If your child has a summer birthday, we will designate another day of the school year to celebrate your child's birthday. Homemade treats are allowed.

**Parties/Special Events:**

We have several parties throughout the school year (Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter). Parents/grandparents and siblings are welcome to attend. There will be class sign-ups for parents wanting to bring items for these special days.

We will have an evening Christmas Program in December in our auditorium. Parents, siblings, relatives, and friends are invited to join us.

We will have an evening Preschool Graduation Program for the 4-year-old classes in May. Parents, siblings, and relatives are invited to join us. The children will be wearing caps and gowns for the program. The children will get to keep their caps. The cost for the cap is included in the child's registration fee.

**Family Fun Day:**

To celebrate the end of a successful year, the preschool invites all students and their families to a picnic lunch and play date. This takes place during the last week of school.

**Zaner-Bloser Handwriting:**

Sunshine Preschool uses Zaner-Bloser handwriting. Zaner-Bloser is also the style used at the public elementary schools in Mattoon. This makes an easier transition into Kindergarten. As your child begins learning to write their name, please remind him/her that only the first letter of his/her name is to be capitalized.

**Toys brought to school:**

To eliminate loss, breakage, or disagreements, we request that no toys be brought to school. Gum and candy are not permitted.

**Field Trips:**

We will take a few field trips throughout the year. Parents will provide transportation to and from field trip sites. Parents and siblings may accompany their student.

**Sunshine Preschool T-shirts:**

Your child will receive a class t-shirt. The cost of the shirt is included in your registration fee. The children will wear their class shirts for field trips and special events.

**Christian Teaching:**

Reading the Bible is an important part of our daily curriculum. We also pray at various times during the school day.

**School Pictures:**

We have fall and spring portraits taken of each student. You will be given additional information closer to picture day.

If you do not have a church home, we would love to have you join us at Broadway Christian Church. Our church services are Sundays at 9 and 10:30a. We offer classes for children birth-5<sup>th</sup> grade during both services.

**Contact Information:**

During the school year as questions, concerns, or issues arise; we ask that you please contact your child's teacher. At the beginning of the school year, your child's teacher will provide you with their contact information. You may also speak with the teacher prior to or immediately following your child's class. If the teacher is unavailable or the issue is not resolved, please contact the Preschool Director, Kyla Zastrow.

For questions regarding registration, please contact  
Kyla Zastrow, Preschool Director

217-235-4009 (Church Phone)  
217-317-0034 (Cell Phone)  
kzastrow@broadwaycc.org