



1840 E. Niagara Road
Montrose, Colorado 81401
970-249-5152

www.sonshinepatchpreschool.com

Family Handbook

A Guide to Policies and Procedures



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Mission Statement

Sonshine Patch Preschool is a Christian preschool committed to providing quality care and education, serving the children and families of Montrose and the surrounding communities.

Value Statements

Education

We are a network of professional teachers prepared to encourage and support children with faith-based learning and play.

We exist to educate young children and fulfill our responsibility to use our skills, talents, and facility to minister to children and work towards school readiness.

We teach to inspire a love of learning, Jesus, and others.

We use best practices and guide learning by providing exploration and interaction with real materials and objects.

Children and teachers are actively engaged in activities that are planned with intentional purpose.

Teaching is structured to celebrate a child's individuality and personal growth.

The focus of our teaching through both teacher-led and child-led activities with consideration to a child's abilities, skills, and interests includes the following areas:

- Cognitive Development – Learning basic skills in language, math, science, and social studies: numbers, patterns, shapes, colors, letters, sounds, print, reading, and speech.
- Social and Emotional Development – Learning to cultivate healthy peer and adult relationships, regulate and express emotions appropriately, show respect and kindness towards others and self, gain problem-solving skills, and to make smart and safe choices.
- Physical Development – Strengthening skills in fine motor ability: writing, cutting, pasting, working with a puzzle, and in large motor ability: running, jumping, balancing, throwing/catching balls; as well as supporting healthy growth focusing on good nutrition, exercise, adequate sleep, and hygiene.
- Spiritual Development – Learning and studying Bible stories, the practice of prayer and encouragement, and fostering a love and knowledge of Jesus Christ.

Staff

Our staff are state certified, maintain a high level of quality credentials, and are dedicated to ongoing professional development.

Our staff model integrity through their faith, good communication, work ethic, and commitment to the school and the families.

Families and Community

We value a collaborative relationship between Sonshine Patch Preschool and the families it serves, and provide ongoing opportunities for family involvement in our school, particularly through the Parent Action Committee – PAC.

We engage with the community through different social media platforms; and with families through emails, newsletters, texting, phone calls, bulletin boards, and Parent/Teacher Conferences.

We host a variety of fundraising and programming events which encourage family and community participation.

Safety and Facilities

Our building and playground are secure and well maintained.

Doors are kept locked during school hours.

We utilize outdoor security cameras to ensure school safety.

Visitors are required to check-in and be approved before entering the facility.

We use a school-wide system for checking children in and out for the day.

Our playground is newly remodeled and nature-based, allowing us to bring the classroom outdoors.

Rooms are designed for small class sizes to allow for low teacher-child ratios.

As a Colorado State licensed center, we are committed to complying entirely with all the rules and regulations that govern our school, including but not limited to regular safety and fire drills.

First Presbyterian Church (FPC)

With gratitude, we recognize the roots of Sonshine Patch Preschool are founded by FPC and its members. Through decades of their love, teachings, involvement, prayer, and support our school has flourished. We remain closely attached and deeply appreciative of their financial giving.

Goals

1. To provide a safe and welcoming environment reflecting Christ's love, where children feel wanted and cared for, allowing for hope, faith, and truth to take root and grow.

2. To provide rich opportunities for intellectual, physical, social-emotional, and spiritual development.

Licensure & Ages of Children Accepted

Sonshine Patch Preschool is a state licensed large child care center under Colorado Rules and Regulations and is approved to provide care and education for children ages 2.5 - 7 years. We comply with all governing agencies including the Health Department and Fire Department to keep an active status of operations.

Hours of Operation

Preschool services are provided from 8:30 AM to 3:30 PM Monday through Thursday, with Extended Care offered to families from 7:30 AM to 5:30 PM Monday through Thursday.

Holidays & School Closures

Thanksgiving Break: 1 week (see calendar)

Christmas/New Year's Day: 2 weeks (see calendar)

Martin Luther King, Jr. Day

President's Day

Spring Break: 1 week (see calendar)

Weather Closures

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced via text, email, and social media platforms.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Admission & Enrollment

All interested families are invited to set up a tour of the facility prior to the enrollment process.

All registration and enrollment forms must be completed, and enrollment fees paid prior to your child's first day of attendance.

Required forms include

- Enrollment paperwork
- Current health appraisal
- Immunization records
- Tuition and Education Agreement

- CCCAP Agreement may apply for approved families

A registration and materials fee of \$150 is due at the time of enrollment. This fee is non-refundable and will hold your child's placement in our school.

The first month's tuition is due at the time of enrollment.

Families will need to re-enroll each year and will have priority of class placement before open enrollment is available for new families.

Inclusion and Non-Discrimination

Sonshine Patch Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

At Sonshine Patch Preschool equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/guardian political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

We believe that God wonderfully created each person as male or female and respect those genders as biologically created. If this is an issue that your family is currently facing, please see our Director for a further conversation.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Health & Safety

In the event of outside temperatures being greater than 100°F or less than 20°F, children will not play outdoors.

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Our state regulations regarding attendance of children who are not immunized due to religious, medical, or personal reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Well Child Check Up

Annual visits with a health care provider are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's general health appraisal should be turned during the enrollment process but is required to be turned in no later than 30 days after your child's first day to continue care. This form must be updated every year based on the date the child was seen, not the date the form was signed. An appointment card or confirmation email may serve as a temporary document for an upcoming visit.

Illness

For the protection of all staff and children, sick children may not attend school. We reserve the right to refuse to care for a sick child. Should your child develop illness symptoms while at school, you will be notified and asked to pick up your child immediately and he/she will be removed from the class and normal activities until you arrive.

Illness symptoms for exclusion include but are not limited to the following:

- Fever (100°F or higher)
- Diarrhea
- Vomiting
- Runny nose with colored discharge
- Rash
- Discharge from eyes or ears
- Lice – child needs to be treated and nits removed and medically cleared by a physician before returning
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza, Covid

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all normal activities.
- They have not been given any fever-reducing medications in the previous 24-hour period.
- They are free of open, oozing skin conditions and drooling (not related to teething)
- The child's primary health care provider signs a note stating that the child is fit to return.

Communicable Diseases

When an enrolled child or an employee of the center has a reportable disease, it is our legal responsibility to notify the local Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox

- Diphtheria
- Haemophiles Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the preschool area in order to prevent injuries. First aid will be administered by trained staff in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom and the playground are equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we contact you or an emergency contact.

Supervision, Attendance, & Facility

Families will need to set up a personal account with our operating system, Early Learning Ventures (ELV). Access to the parent portal will provide families the ability to check each child in and out of school, maintaining accurate attendance records.

Regular attendance is both important and required. Absences should be reported to the Director as soon as possible. More than 4 unexcused absences could result in the discontinuation of care and education. Additionally, please inform staff if your child will be late, picked up early, or have a different schedule.

Children attending Sonshine Patch Preschool are supervised by a staff member at all times, and regular head counts are conducted during transitions and other times throughout the day.

Children will only be released from school to persons with written authorization from parents/guardians.

If an attempt to pick up a child is made by someone not authorized to do so, staff will inform the person of school policies and any applicable laws and direct the person to leave the premises. The parents/guardians will be notified of the event.

If a child is not picked up from school at the end of scheduled classes, families and authorized pick-up persons will be contacted to come pick up the child. Staff will wait until all children have been picked up for the day before closing the school. Late fees may apply. If no parent/guardian, authorized pick up person, or emergency contact can be reached after 1-hour, local child protective services will be notified.

If staff has reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child, to protect your child, Sonshine Patch Preschool may request that another adult listed as an Emergency and Release Contact pick-up the child or staff may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

As noted below, all staff members at Sonshine Patch Preschool are mandatory reporters under Colorado law, and all suspicions of child abuse and/or neglect will be reported promptly to the local child protection services agency.

The school building is kept locked during hours of operation with a window of 20 minutes around the start and stop time of class schedules allowing families entry at drop off and pick up. Video surveillance is also set up at exterior doors.

Visitors coming to observe Sonshine Patch Preschool including, but not limited to, licensing specialists, health department personnel, health and human services representatives, and other professionals are required to adhere to the Visitor's Policy. In addition, a Statement of Purpose will be recorded in the Visitor's Log and proper identification/credentials will be required.

Visitor's Policy

All visitors to Sonshine Patch Preschool excluding parents/guardians and authorized pick-up/drop-off persons, must check in and sign the Visitor's Log with name, date, time, and purpose/location of visit. ID will be requested of all people unknown to staff.

Emergency Procedures

To ensure the safety of children within our program, we respond to all emergency situations to include, but not limited to, fire, flood, tornado, and active shooter. In case of these emergencies, we will contact the proper authorities and call families immediately. We practice emergency drills regularly to ensure the staff and children are familiar with emergency procedures. Please refer to our disaster preparedness plan for more detailed information on these procedures.

Evacuation Assembly Areas include Montage Creek Senior Living Center, VISTA Charter School, Rosemont Baptist Church, and St. Mary's Catholic Church. Communication during emergency situations will be shared via text or phone calls.

All children with special needs will be assisted with all emergency situations in accordance with their individual needs.

If during an emergency it becomes necessary to lockdown the school or evacuate the children to another area, there will be a designated “parent reunification site” determined and communicated to parents via text or phone calls. Parents/Guardians will be notified and should be prepared to present acceptable identification. Children will only be released to authorized persons as designated on their enrollment forms. Individuals who are attempting to pick up children and their name is not on the enrollment forms, will not be authorized to pick up the children. Families wishing to learn more about our Emergency Action Plan are encouraged to review this document.

Our facility is fully equipped with smoke detectors, appropriate alarms, and a sprinkler system.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis. The Montrose Fire Department conducts a yearly evaluation of the preschool and our fire safety procedures.

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Transportation

As activities or events arise, a walking field trip may be organized. Prior to any children leaving the school campus detailed information will be communicated with families and written permission must be completed. Written permission forms, emergency contact information, medication and illness information, first aid kits, and a current attendance list will accompany children during any field trip.

Staff members will provide supervision at all times with classroom ratio maintained. Staff will have access to communication via a cell phone and/or radio.

All traffic and pedestrian laws will be followed while on sidewalks, crossing streets, and on private or public property.

If a child arrives to school after a field trip has already left the child will be supervised by a remaining staff member at school or the family can take the child to meet up with the group.

Children will not be transported by Sonshine Patch Preschool in any vehicle.

Curriculum, Guidance & Activities

Learning Environments

We provide a rich learning environment with various curriculum options that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: physical and health, social & emotional, language & literacy, logic & reasoning, mathematics, science, social studies, and creative arts. We encourage and teach respect for differences among people and instill the values of collaboration and cooperation in the classrooms. Our primary resources for lesson planning come from the Colorado Early Learning & Development Guidelines and the Purposeful Design Bible curriculum.

Positive Behavior Instruction

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all the children.

Our approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding him/her only for as long as is necessary for control of the situation.

If a child's behavior/circumstance is of concern, staff will first work to identify the source, pattern, and/or indicator leading to the problem. Second, a meeting will be planned with the family and teachers to discuss observations and findings. This is in place to allow both parties to offer ideas and plan out solutions, choosing the best course of action for all involved. If a successful outcome cannot be reached at this point, the situation will be brought to the Director and other administration as needed for additional support and problem solving.

On rare occasions and as a last resort, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child is a constant danger to self and/or others.
- Continued care could be harmful to, or not in the best interest of a child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

An early childhood mental health consultant or other specialists can be contacted as needed.

Meals & Snacks

Our facility is not available to prepare and serve food for children. All snacks and meals are required to be brought to school from home.

- Lunch boxes should be labeled with the child's name.
- Foods are not allowed to be microwaved.
- Children will not be allowed to share lunch items with other children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially wrapped package that was never opened.
- Each child needs to bring his/her own water bottle for use during the day. All water bottles are sent home at the end of the day for washing. Please make sure to return a bottle each day.

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the classroom and any designated eating area. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Personal Belongings

Please label all items brought from home with your child's name (i.e., clothes, helmet, diapers if needed, bedding, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Upon enrollment each child will be assigned a cubby. Cubbies are labeled with your child's name. This space is reserved for each child to store any personal items kept at school. Toys from home should not be brought to school unless they are part of a show-and-tell activity or to be shared with the class.

Medications

All medications must be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. Only staff delegated by the Child Care Health Consultant (school nurse) may administer medication.

Prescription and non-prescription medications require a signed, written order from the child's physician. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Medications will be stored according to the labeling and out of reach of children.

Diapering & Toilet Training

Children requiring diapers will be checked for wetness or feces at least every two hours, or whenever the child indicates discomfort or exhibits behavior that suggests a soiled or wet diaper. The child shall be changed when found to be wet or soiled. A diaper changing area shall be provided and located separate from any food preparation, storage or serving area and will comply with Colorado Department of Health and Environment Rules and Regulations Governing the Health and Sanitation of Child Care Facilities.

Toilet training is designed to support children interested in and capable of using the toilet. No child will be forced to toilet train but positively encouraged to try as ready. Prizes and rewards are not used as incentives. Families are requested to communicate with staff certain routines and helpful information to best support children in this area.

Television and Media

Our normal daily routine does not include television watching, but from time-to-time, we may use video and digital materials as a teaching aid and discussion stimulator. The use of a video will be no longer than 1 hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material.

Children at Sonshine Patch Preschool do not have access to any electronic media, internet sites, or any other online tools.

Photo Usage

Unless otherwise indicated with written communication submitted to the Director, children may be photographed with images shared in, but not limited to, classrooms, newsletters, on bulletin boards, websites, and/or on social media platforms.

Rest Time

After lunch, all children less than 7 years of age participate in rest time. A minimum of 30 minutes is required per State regulations. Daily class schedules indicate rest time and after 30 minutes, awake children will be able to read or provided with a quiet activity. Children are not forced to sleep but encouraged to rest as part of healthy child development. Families will need to provide bedding for a rest mat that fits comfortably in your child's cubby. Bedding is required to be taken home at the end of the week to be laundered and then brought back to school.

Family Communication

- Daily/Weekly Communications: Notes and other communication will be sent out at the end of the day. Teachers may also use texting or an app to communicate frequently with families.
- Bulletin Boards: Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

- Newsletters: Monthly newsletters provide center news, events, announcements, etc. These newsletters are available from your child's teacher and will provide valuable, important information.
- Emails: Families are encouraged to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates.
- Parent Action Committee (PAC): Sonshine Patch Preschool offers families the opportunity to be involved in planning and organizing different events and fundraisers. The group meets at least once a month and helps families get connected. Families may join at any time.
- Conferences: Family & teacher conferences are held twice a year, once in the fall and once in the spring. Conferences are designed to foster healthy relationships between staff and families. This is a time set apart to become more familiar and connected and to review your child's semester assessment, discussing development, areas of strengths and weaknesses, goals, and next steps. Conferences are important and attendance by at least one parent/guardian is required.

Families may request a conference regarding your child's progress at any time. We encourage you to communicate any concerns. If you have any concerns prior to conference time, please contact your child's teacher and/or the Director. It is best to set up a meeting with your child's teacher as it is difficult to address concerns at drop-off or pick-up time.

Abuse Reporting & Complaints

Sonshine Patch Preschool provides a childcare program that is licensed by the Colorado Department of Early Learning. The license indicates the program has met the required standards for the operation of a childcare facility. For additional information regarding licensing or if you have a concern about the childcare facility contact the agency.

Division of Early Learning Licensing and Administration (DELLA)

710 S. Ash St.

Denver, CO 80246

Email: cdec_eclchildcarelicensing@state.co.us

Website: cdec.colorado.gov

Phone: 1-800-799-5876 or 303-866-5948

Fax: 303-866-4453

Our licensed facility makes every effort to provide a safe and healthy environment for children. In accordance with Colorado state law, any staff member who has reasonable cause to believe or suspect that a child is being abused or neglected or has observed a child being subjected to circumstances or conditions which could result in abuse or neglect, is mandated to file a report to the state hotline, county department of social services, or the local law enforcement agency.

Montrose County Department of Health and Human Services

1845 S. Townsend Ave.

Montrose, CO 81401

Phone: 970-252-5000

State Hotline: 1-844-CO-4-KIDS (1-844-204-5437)

Montrose County Police Department

434 S. First St.

P.O. Box 790

Montrose, CO 81402

Phone: 970-252-5200

Dispatch: 970-249-9110

Fax: 970-252-5216

Child Custody

Without a court document, Sonshine Patch Preschool presumes that all parents/guardians have equal rights to custody. Sonshine Patch Preschool is legally bound to follow custody orders, based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. In the event of a conflict between parents/legal guardians, Sonshine Patch Preschool will not determine which parent/guardian has legal custody without court documentation.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the preschool are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use or possession of alcohol or illegal drugs is prohibited on the premises of Sonshine Patch Preschool.

Any person who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately, and local law enforcement may be alerted, as appropriate.

Dangerous Weapons

All dangerous weapons, including a gun, knife, razor, or any other object, which by the manner it is used or intended to be used is capable of inflicting bodily harm, are prohibited on the premises of Sonshine Patch Preschool, whether such possession is visible or concealed, unless carried by a law enforcement officer.

In the event that a dangerous weapon is found on the premises, the individual(s) involved will be immediately removed from the premises, and local law enforcement may be called as appropriate.

Suspension & Expulsion

Sonshine Patch Preschool reserves the right to exclude any child from attendance, temporarily or permanently, under any circumstances deemed in the sole and exclusive discretion of the School, to be interfering with the health, safety or educational development of the child or any other child(ren) or whose conduct is unsatisfactory. The school further reserves the right to deny continued enrollment, or re-enrollment, to any student if the School reasonably concludes that the actions of a parent/guardian are inconsistent or in nonsupport of the educational environment or counterproductive to a positive working relationship between the School and the parent/guardian.

Tuition and Fees

Tuition for the month and all rates are final. There is no discount, refund or other allowances for absences, illness, vacation, holidays, school closures, or any other reason.

Sonshine Patch Preschool charges a non-refundable Registration and Materials fee of \$150 due with the return of enrollment paperwork. This fee applies for each year of enrollment.

Late child pick-ups that exceed more than 5 minutes from the scheduled class time will result in an Overtime Fee of \$50.

Tuition payments paid after the 5th of the month will result in a Late Fee of \$150.

Parents/Guardians are to give two weeks of notice when terminating enrollment, submitted in writing to the Director. Tuition must be paid for the month even if the child has unenrolled during the pay period. Less than two weeks' notice will result in a \$100 fee.

Tuition, registration fees, late pick-up fees and all other fees are payable directly to Sonshine Patch Preschool.

A \$30 fee will be assessed for all checks or other forms of returned payments.

Tuition is due the 1st – 5th business day of each month. If tuition is not received by the close of the fifth business day, written explanation must be provided to the Director, indicating the reason for payment delay. If a written notice has not been provided, on the sixth business day the child will not be received for care until tuition is paid in full and the account is current. Late Fees will apply. If payment falls behind 2 weeks the child will be unenrolled at Sonshine Patch Preschool. Requests for a payment plan can be submitted in writing to the Director for approval by the Board of Directors.

Additional times and days are available according to set Drop-In Rates.

Approved CCCAP schedule may apply for tuition assistance.

Approved Universal Preschool hours may apply for tuition assistance.

Preschool Programs

| Class | Age | Days | Hours | Monthly Tuition |
|--------------|---------------|-------------|--------------|------------------------|
| Apple | 2.5-3.5 years | T,W,Th | 8:00-12:00 | \$386 |
| Willow | 3.5-5 years | M,T,W,Th | 8:00-12:00 | \$484 |
| Aspen | 3.5-5 years | M,T,W,Th | 8:00-3:30 | \$620 |
| Maple | 3.5-5 years | M,T,W,Th | 8:00-3:30 | \$620 |
| Cherry | 4-6 years | M,T,W,Th | 8:00-3:30 | \$620 |

Extended Care - Includes Above

| Class | Age | Days | Hours | Monthly Tuition |
|--------------|-------------|-------------|--------------|------------------------|
| Oak | 2.5-6 years | M, T, W, Th | 7:30-5:30 | \$726 |

Extended Care Drop-In Options

| Class | Daily Rate | Schedule |
|--------------|-------------------|-----------------------|
| Apple | \$80 | Add Monday |
| Apple | \$47 | Add Morning/Afternoon |
| Willow | \$47 | Add Morning/Afternoon |
| Aspen | \$25 | Add Morning/Afternoon |
| Maple | \$25 | Add Morning/Afternoon |
| Cherry | \$25 | Add Morning/Afternoon |



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Family Handbook

A Guide to Policies and Procedures

I have received the **Sonshine Patch Preschool Family Handbook** and reviewed it.

It is my responsibility to understand and familiarize myself the Family Handbook and to ask preschool management any questions I may have regarding any policy, procedure or information contained in the **Sonshine Patch Preschool Family Handbook**.

I have read and agree that my family and I will comply with the polices contained in the **Sonshine Patch Preschool Family Handbook**.

Parent/Guardian

Child

Signature

Date