



**A MINISTRY OF
FAITH LUTHERAN CHURCH**

**Providing Early Childhood Education
in a Christian Environment to
“Help Kids Shine”**

Faith Lutheran Church
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Son Shine Academy Staff

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Son Shine Academy Committee Members

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Philosophy

Son Shine Academy is a Missouri Synod Lutheran early childhood education program with both 3 year old and 4 year old preschool levels. We believe each child is a blessing from the Lord, with unique, God-given gifts and abilities. Our Academy focuses on each child's personal development: spiritual, intellectual, social, physical, and emotional. We believe that the first few years of a child's life create the foundation for all later learning.

Objectives

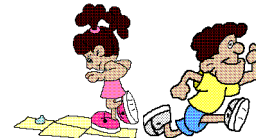
Son Shine Academy offers two levels of Christian education: a 3 year old preschool program and a 4-5 year old preschool program. Each will incorporate the following:



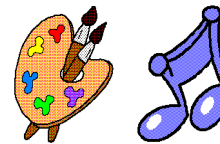
Spiritual- The foundation of both levels of the program is "Voyages," an exciting Bible curriculum that creatively teaches the gospel in an age-appropriate manner to meet the spiritual growth of the child.



Intellectual- The curriculum will provide age-appropriate experiences to stimulate intellectual development, with emphasis on exceeding kindergarten readiness recommendations in the preschool level.



Social- A loving environment will provide opportunities for the child to foster caring relationships with others through interaction and cooperation.



Physical- Large and small motor skills will be developed and strengthened through the integration of games, crafts, music, and movement in many of our activities.



Emotional- Each child will be regarded as a unique and precious part of God's creation, and thereby each child will be encouraged to grow in confidence and develop a positive self image.

Admission Policy

Age requirements:

3 year old Preschool Level: Any child who is 3 by September 15 may be enrolled.

4 year old Preschool Level: Any child who is 4 by September 15 may be enrolled.

All forms must be completed and returned to Son Shine Academy before a child will be admitted into the preschool. Note: This includes the child's immunization record and physical form.

Please understand that this is a state regulation.

Son Shine Academy admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs (when available), and athletic and other school-administered programs.

Our building is handicapped accessible.

Schedule

Please listen to radio FM 105.5 (KILJ) for cancellation announcements. If the Mt. Pleasant Community School cancels classes due to inclement weather (blizzard, icy roads, etc.), Son Shine Academy will also cancel classes for that day. If the Mt. Pleasant Community School has a late start due to inclement weather, Son Shine Academy will open its doors at 9:00am. Parents are urged to use their best judgement regarding road conditions on whether or not to bring their child(ren) to the academy when there is a late start.

Our schedule will be listed on our Son Shine Academy calendar; this calendar will show holidays, and major events dates. We start our calendar after Labor Day and end before Memorial Day.

Classes and Tuition

The chart below lists the two class levels, the scheduled day & time, the cost per month, and the non-refundable registration fee.

According to state regulations, our class size is limited to 16 children for the 3 year old level and 22 children for the 4-5 year old level. The non-refundable registration fee will be required at the time of registration. This fee will secure a place for your child. Please inform us as soon as possible before school starts if you move or choose not to have your child attend Son Shine Academy.

Tuition is due the first week of each month. A \$5 penalty will be charged for late payments. For your convenience, the yearly tuition has been divided into nine equal installments (September-May); this is a fixed amount regardless of the number of days the classes meet each month. Additional days are scheduled into our yearly calendar to make up for bad weather cancellations.

All tuition payments must be made by check or money order. Cash will no longer be accepted to pay for tuition since it is more difficult to track. The bank fee will be charged on all returned checks.

If two or more children from the same family are enrolled at Son Shine Academy, the younger child(ren) will receive a 10% off discount on tuition.

Preschool Level	Age	Day	Time	Tuition/ Month	Reg. Fee
3 yr old	3 yr	Tues & Thurs	8:30-11:30am	\$85/month	\$25
4 yr old	4-5yr	Mon,/ Wed,/ Fri.	8:30-noon	\$110/month	\$25

Note: • For the 3-yr old classes, we are offering a two year registration option for \$45; if you move out of the area the 2nd year, we will refund \$20.

Policies

(Our Son Shine Academy Staff Handbook lists all our policies in full detail, as required by the state. Below is a brief description of some of these policies. Parents are welcome to see our staff handbook at any time for more information regarding any policy or to see the book in its entirety. Just ask the director to see the staff handbook.)

Keeping Our Children Healthy

State requirements do not allow a child at the Academy who has any of the following symptoms: fever, diarrhea, vomiting, yellow secretions from the eyes or nose, or an uncontrollable cough.

Children requiring antibiotics should be on them for at least 24 hours prior to class.

The Son Shine Academy staff does not administer medication on a regular basis since the children are at the preschool for only 2 3/4 hours. Emergency medications (allergy, asthma, diabetic) will be handled on a per child basis. Parental and physician consent forms will need to be completed.

Children enrolled in our programs must be toilet trained.

Please notify Son Shine Academy if your child will not be attending classes on any specific day (illness with symptoms listed above, prior arrangements, vacation, etc.)

Safe Arrival and Dismissal

Please do not drop off your child at the Academy any earlier than 10 minutes prior to the start of class. Please be prompt in picking up your child. A late fee of \$5 per 30 minutes will be charged for each late pickup.

Please enter the west drive and form a line beginning at the north entrance and continuing **into the parking lot**; *for everyone's safety, please keep the line of cars off the street.* A teacher will assist each child out of the car and into the preschool. Please do not drop off your child if a teacher is not present. Cars should form a line in the same manner at dismissal time.

If anyone other than a parent is picking up your child, please notify the teacher in writing (prior to the time the child is to be picked up).

Discipline

All discipline will be handled with Christian love and understanding. We verbally reward acceptable behavior, and we redirect unacceptable behavior in various ways. If an incident occurs between children, we will find a quiet place, talk over the problem, resolve their differences, and then encourage the children to say, "I'm sorry" and "I forgive you." Physical discipline will not be used.

Son Shine Academy reserves the right to dismiss a child if irresolvable problems arise. If problems do arise, a problem-solving meeting will first be held between parent and teacher. If the problem is still unresolved after this meeting, the Son Shine Academy committee members will hold a conference with the parent and teacher. Please be assured that all alternatives will be explored prior to dismissal.

Clothing

Please send an extra set of clothing with your child at the beginning of the year.

Field Trips

Occasionally, we will be taking short field trips which will include using transportation. A parental consent form will need to be completed to allow your child to participate; this form is included in your enrollment packet and is in effect for all field trips throughout the year. Details will be sent home with your child (in the newsletter/reminder notes) regarding upcoming field trips. All transportation volunteers must sign a form stating they have a good driving record, insurance coverage, and that they will follow all rules set by the preschool when going on a field trip. If you choose not to send your child on a specific field trip, your child must be kept home the day of the field trip since no one will be left at the preschool facility to watch your child.

Nutrition

State regulations require that all snacks given to the children be nutritionally balanced. Each child will have an opportunity to bring snacks from home. A list of acceptable snacks will be sent home with your child.

Parental Participation

Parents shall have unlimited access to their children and are encouraged to visit Son Shine Academy at any time. If you would like to volunteer to assist the class in any way, please contact the director.