



Immanuel  
Sunshine  
Preschool

# 2023-2024 Parent Handbook



Welcome to Sonshine Preschool at Immanuel Church  
Kelly Potter, Director of Children's and Women's Ministries  
Dana Smith, Preschool Director  
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Remind App Class Code @bg3eg2

## Mission Statement

The purpose of the Immanuel Preschool Ministry (Sonshine Preschool and Kids Day Out Preschool) is to provide educational and creative opportunities in a nurturing Christian environment encouraging children to grow spiritually, intellectually, socially, and physically. We accomplish this through Christ-centered programming in a church setting staffed by competent, certified, and engaged adults who interact with children daily supporting their individual development.

## Welcome

Thank you for enrolling your child in Immanuel Sonshine Preschool. Sonshine Preschool (SSP) is operated as an outreach ministry of Immanuel's Children and Family Team and is one of the most recognized preschools in Northern Kentucky.

Immanuel Preschools have adopted a holistic approach to preschool education to maximize child development. By providing our students with such a program, we are fulfilling our mission and commitment to the community. Our daily curriculum is based upon the Kentucky Early Childhood Standards. These standards build on the goals set forth by the state of Kentucky for Elementary, Middle School, and High School students. Within our daily schedule, three "special" classes are incorporated each day. These specials include Art Express (art enrichment), Music and Movement, and S.T.E.M (science, technology, engineering, and mathematics). This unique environment will help children develop spiritually, intellectually, emotionally, socially, and physically while encouraging the enjoyment of learning.

Our teachers and assistants have strong backgrounds in providing a positive learning environment where students have multiple opportunities to learn and have fun. An environment is created where a love for learning is promoted through a student's natural curiosity.

The first few weeks of preschool can be an anxious time for parents/and children, especially when a child is young and has been with the parent most of the time. Reactions vary among each child. Some will explore the new environment and do not have a problem with their parent leaving.

While others may cry, cling, etc. when parents begin to leave. Usually in a short time after the parent leaves, the student becomes interested in the activities. Immanuel Preschool staff realize that leaving isn't easy and work with parents by assisting them with this adjustment period.

We look forward to being part of your child's life as he/she grows and learns. Please feel free to contact our Director, Dana Smith with any questions or concerns.

## Goals

Children will grow socially and emotionally by learning to:

- Listen
- Follow simple directions
- Think for themselves
- Make personal choices
- Express feelings in socially acceptable ways
- Share ideas, thoughts, and feelings with the group
- Feel secure away from home
- Make new friends
- Work both individually and in a group
- Take turns
- Share
- Cooperate as a group
- Expanding their minds by trying new things
- Gaining confidence from success
- Children will grow physically and mentally by:
  - ✓ Developing large and small muscle coordination
  - ✓ Strengthening balance, motor skills, and coordination
  - ✓ Developing language skills
  - ✓ Working creatively with their hands
- Children will grow spiritually by:
  - ✓ Practicing prayer at meals and snacks
  - ✓ Hearing age-appropriate Bible stories and devotions
  - ✓ Celebrating major Christian holidays
  - ✓ Hearing faith language such as *God, prayer, Jesus, love, and worship* used in the classroom.
  - ✓ Each month learning and practicing a Fruit of the Spirit

These goals are built into the preschool curriculum. The curriculum is a mixture of play, stories, songs, movement, activities, art, and learning projects.

## Your Child's Day

### *ADULTS AND CHILDREN — PARTNERS IN LEARNING*

Active learning, whether planned by adults or initiated by children, is the central element of Immanuel Preschools. Children learn through direct, hands-on experiences with people, objects, events, and ideas. The Immanuel Preschools are based on the belief that young children build or “construct” their knowledge of the world — they are “active learners.” This means learning is not simply a process of adults giving information to children. Rather, children discover things through direct experience with people, objects, events, and ideas. They learn best from pursuing their own interests while being actively supported and challenged by adults. Immanuel Preschool teachers are as active and involved as children in the classroom. They thoughtfully provide materials, plan activities, and talk with children in ways that both support and challenge what children are experiencing and thinking. This approach is called active participatory learning, a process in which teachers and children are partners. Classroom activities follow our curriculum with an emphasis on shapes, colors, numbers, letters, language, and writing skills. Classrooms are set up in learning centers and activities are teacher directed but they still allow the flexibility for students to independently explore areas of interest.

At Immanuel Preschools, we are committed to a multicultural program. Multicultural education is approached not as a subject area, but throughout each component of the preschool day. Teachers recognize that students learn to value diversity both through the study of other cultures and from the attitudes and behaviors that are revealed to them each day.

Daily routine: Immanuel Preschool teachers give preschoolers a sense of control over the events of the day by planning a consistent daily routine that enables the children to anticipate what happens next. Lesson plans are posted outside of each classroom and based on Kentucky’s Early Childhood Standards that are aligned with curriculum for grades K-12.

Immanuel Preschool students spend a large part of their day within their classrooms involved in a daily routine that includes:

- art activities that stimulate creative thinking
- devotions
- free time for imaginative play
- story time
- circle time devoted for sharing and learning as a group
- center activities
- science activities
- sharing lunch time with classmates
- multicultural programming

Our classrooms are stocked with carefully chosen toys, equipment, and materials to help in your child's growth and development. Imagination corners for make-believe, small manipulative toys for enhanced eye-hand coordination, craft supplies, and many books keep us busy all day long.

## Discrimination Policy

Students, their Parents/Guardians, and all employees of Immanuel Preschools are hereby notified that this program does not discriminate based on sex, race, color national origin, age, religion, marital status, or handicap in its educational activities, admission practices and policies, nor its employment practices and policies.

## Enrollment and Admissions

Immanuel Preschools do not discriminate based on national origin, ancestry, or gender, in accordance with state law. Non-Denominational Christian values and attitudes will be practiced through the curriculum.

The age requirements for enrollment are:

- \* 2-year-old students must be 2 before August 1 of this year
- \* 3-year-old students must be 3 before August 1 of this year
- \* 4-year-old students must be 4 before August 1 of this year

A registration fee is paid by all students at the time of enrollment. This fee is non-refundable. Children are considered enrolled, and liable for tuition, until the Director is notified that they are withdrawing from the program. If there is a need to withdraw a student, please contact the Director as early as possible. We do require a two-week notice to withdraw. Tuition obligation will be figured on a prorated daily rate, based on the number of school days that the child was enrolled. You will not be liable for any tuition beyond the student's last day.

## Immunizations

Licensing regulations require that all children have a current and completed State of Kentucky Immunization Certificate in their permanent file. Please be specific when contacting your care provider. Children will be permitted to enroll; however, an immunization certificate must be provided to the office within 2 weeks of enrollment. Failure to provide a current immunization certificate will result in a student being denied admission to Immanuel Preschools.

## Confidentiality

All Immanuel Preschool staff will hold all private and personal information regarding the students and families whom we serve in strict confidence. Staff is not permitted to discuss any issues/situations that may arise and compromise confidentiality regarding other students or families enrolled at Immanuel Preschools.

## Preschool Hours and Attendance

Sonshine Preschool is open from 9:30 a.m. until 1:30 p.m. Monday through Friday and operates September – May except for Christmas Break, Spring Break, and specified holidays.

A student will not be released to any individual not listed on their Registration Form. Advanced written permission may be given for an individual not listed to be authorized to pick up a child. Any individual that the teacher does not recognize will be asked to provide photo identification.

If a parent/caregiver cannot have access to a child under a court order, Immanuel Preschools must have a copy of the order in the student's file. Immanuel Preschools will not deny access of a student to a parent without the order stating that parent has been denied access.

If a child is going to be absent from school due to a vacation or planned absence, advance notice is requested. Please inform the teacher or the Director. For illness or unexpected absence, please call the school as early as possible to inform the Director or teacher of the absence and illness. It is very important to keep your child home if they are showing symptoms of illness or have a sore throat, fever, earache, diarrhea, upset stomach, pink eye, etc., or if your child has had diarrhea, vomiting or a fever within 24 hours. Please do not send your child into school ill. All health issues will remain confidential; however, it is especially important if other children have been exposed to a contagious disease they will be notified of the disease and time of their possible exposure. This is considered best practices in the prevention of the spread of communicable disease.

## Weather Policy

In the event of inclement weather, a decision will be made by 7:30am if school will be closing due to inclement weather. The closing will be posted on Facebook and a Remind message will also be sent. Sometimes the roads may be passable by 9:30am, but we are unable to wait that long to make the decision whether to close school. There are snow days built into the school calendar. Refunds will not be issued for days missed due to inclement weather.

Should the preschool have to dismiss early for inclement weather, each family will be notified and will be informed to pick their child up from school. It is important during these times for the school to have a parent's cell phone number.

To be added to our Immanuel Sonshine Preschool Remind page, please add the Remind app on your mobile device, search for our school (Immanuel Sonshine Preschool) and enter class code @bg3eg2 to join. The Director will have to approve anyone that asks to join our page.

## Well Policy

To assist in reducing the spread of illness at Immanuel Preschools we ask you take the following steps:

- Encourage your child to wash their hands often with soap and water. When they are unable to wash, use an alcohol-based hand sanitizer. It is important that every person, adult, and child, practice this habit.
- Encourage your child to use a tissue to cover their coughs and sneezes. When tissues are unavailable, veering their sneezes or coughs with their elbow or arm, is beneficial.

- All children, caregivers and staff should be screened at home prior to coming to school for fever and contagious symptoms. Any child or staff member displaying a contagious fever of 100.4 degrees or higher and/or flu-like and covid type symptoms should stay home until they are more than 24-hour symptom and fever free.

To ensure a healthy, safe environment for all children, efforts are made to keep the spread of communicable diseases to a minimum. If a child becomes ill while at preschool, all efforts are made to keep the student away from the other students to minimize the risk of exposure and until the student is released to an authorized adult. Parents will be notified of an outbreak of contagious illnesses that occur.

## Health and Safety

Immanuel Preschools maintain and exceed compliance with licensing standards and state and local regulations for the safety and health of our students. No student will be left alone or unsupervised at any time and safety regulations are always observed.

Home, work, and cellphone numbers are kept on file for each student. Three alternate phone numbers of relatives or friends who may be contacted in case of illness or emergency are also required. For a child's well-being, it is imperative that changes in phone numbers be reported immediately.

Each student must have a signed emergency medical release form signed in their file. All staff receive First Aid and CPR training. Should an emergency arise for a student while at Immanuel Preschools, immediate attention will be given, and a life squad called, if necessary, to transport the student. The parent or guardian will then be notified. If a student experiences a minor accident, an incident report will be completed by a staff member at the time of an incident and the parent or guardian sign the report.

## Medication Administration

Medication is administered only if the parent/guardian completes a Medication Administration form and signed by their child's Physician and signs a consent form each day. All medication must be in the original prescribed container, with the original label and directions. All medications will be administered according to the directions on the container. Medications will not be administered if the expiration date on the container has passed. Only designated staff will administer medications. The name of the medication, the dosage, the time, and the person administering the medication will be documented in a medication log.

## Child Abuse and/or Neglect

As required by law, the staff of Immanuel Church and Preschools will report any suspected child abuse to the proper authorities. Emergency scenarios are outlined within the Immanuel Safe Sanctuary plan to be followed for the safety of our students and staff.



## Security Measures/Emergency Procedures

All doors are locked during preschool hours. If you need access to the school, please ring the doorbell located on the right side of the main doors and someone will let you in. Please check in at the Welcome Desk and someone will notify a member of our preschool staff to let us know that you are here. All teachers are issued a walkie talkie to be used during any emergency situations. In any event, the Director will be notified, and actions will be taken. Emergency scenarios are outlined within the Immanuel Safe Sanctuary plan to be followed for the safety of our students and staff. The law states that it is the duty of anyone who suspects or has reasonable cause to believe a child is dependent, neglected or abused to report his or her suspicions to authorities. Fire drills are conducted monthly. Tornado, earthquake, and intruder drills will be completed quarterly. Evacuations plans are posted within each classroom.

## Drop Off and Pick Up Procedures

### Drop Off

School starts promptly at 9:30am. Doors will open as early as 9:25am for drop off in the morning and will remain open until 9:40am. Students must be brought into the Children's Check-In area where they will be greeted by a preschool staff member and your child(ren) will be escorted to their class(es). Any family that arrives at 9:40am or later will need to bring their child(ren) to the Welcome Desk located in the Welcome Center where a preschool staff member will be notified that you are there to drop off your child(ren). A preschool staff member will meet you in the Welcome Center and escort your child(ren) to their classroom.

### Pick Up

Doors will be opened at 1:30pm. Children must be picked up and signed out at their classroom door.

## Tuition and Fees

Tuition is due by the 1st of the month. We strongly encourage that all families pay tuition electronically through Procure by using a credit/debit card or through your bank account (ACH). There are no fees for paying by debit card or through your bank account (ACH). There is a \$10 processing fee for payments made by check and/or cash that the payee must add to their tuition payment before submitting. All cash or check payments should be taken or mailed to Immanuel Church, Attn: Nicole Wells, 2551 Dixie Hwy, Lakeside Park, KY 41017. Make checks payable to Immanuel Sonshine Preschool. If you have more than one child enrolled, you may write one check for your family. Write your child/children's name in the memo line for our record keeping. If you need assistance, please contact Nicole Wells at [nwells@immanuel-nky.org](mailto:nwells@immanuel-nky.org). Families are liable for tuition whether your child is present or not. We have three tuition plans:

### **Plan 1: Two Days per Week Classes**

Tuition for children enrolled two days per week is \$200.00 per month. Every student is required to pay a \$150.00 registration fee upon registering. Tuition payments during the school year will be nine equal monthly installments of \$200.00 each, due the first day of each month.

### **Plan 2: Three Days per Week Classes**

Tuition for children enrolled in the enrichment day is \$250.00 per month. Every student is required to pay a \$150 registration fee upon registering. Tuition payments during the school year will be nine equal monthly installments of \$250.00 each, due the first day each month.

### **Plan 3: Five Days per Week Classes**

Tuition for children enrolled five days per week is \$440.00 per month. Every student is required to pay a \$150.00 registration fee upon registering. Tuition payments during the school year will be nine equal monthly installments of \$440.00 each, due the first day of each month.

Tuition is monitored by Nicole Wells. The Director is not aware of your balance or anything regarding your account. If you have tuition-related questions, you can reach Nicole by calling the church at 859-341-5330 or email her at [nwells@immanuel-nky.org](mailto:nwells@immanuel-nky.org).

## **Late Fees**

- If tuition is not received by the 15th of the month, a \$25.00 late fee will be assessed per student. Notify the Director if timely tuition payment becomes problematic for your family; it may be feasible to negotiate an alternative payment schedule.
- If no attempt is made and tuition is twenty-five (25) days overdue, a student's participation will be withdrawn from the program.
- If a check, online ACH, or credit card is returned for insufficient funds, the student's account will incur overdraft fees.

When there is a disruption in the flow of tuition payments for any reason, the Church must make difficult decisions about how to continue operating the preschools, including limiting enrollment, reducing teacher salaries, reducing the number of operating days, or some combination of these measures - and Immanuel aims to avoid all of them! We truly appreciate the vigilance of our children's parents and guardians in ensuring that preschool continues to run as needed for all our students, since we depend on regular tuition payment to keep our preschools thriving.

We want you to know that anytime you may be faced with a problem making timely payment of tuition for your child, you can call on us for help. We promise that your situation will be handled confidentially and that our goal is to keep your child at our preschools until they are ready for kindergarten, or until you choose to have them leave.

## Communication

Parents are encouraged to call, email, or send in a note to arrange a meeting with their child's teacher at any time. Classroom updates along with school updates will be sent electronically through email.

Every classroom has a private Facebook page and / or parent-teacher communication app. This is a place where the staff often posts pictures, reports important information, sends reminders to the classroom families, and families can ask questions/make comments. To be a member of this group, a family must be invited to join. Our preschools have a public Facebook page where general information and updates are posted.

## Clothing

As adorable as our students are, we encourage parents to dress their children in comfortable, play clothes. It is important that the student can manage what they wear in the restrooms. Certain clothes such as one-piece outfits, belts and overalls can be extremely difficult to maneuver. Crocs and flip flops are not permitted to be worn. Dress shoes and sandals are also difficult for preschoolers to wear at school and are discouraged. Shoes should be comfortable and safe for climbing and running. It is recommended children wear shorts under their dresses.

Please send an extra change of clothes that could be used all year. These clothes are used in emergency situations such as spills or toileting accidents. Clothing should be sent in a Ziploc bag with the student's name on the outside and should include:

- underwear
- pants
- shirt
- socks
- disposable diaper/pull ups if not fully toilet trained

Please be certain to label everything your child brings to school including coats, jackets, backpack, and lunch boxes.

## Class Pets

Occasionally, classroom teachers will introduce class pets to their students. They will not include undomesticated, wild, or exotic animals. It may include fish, hamsters, gerbils, guinea pigs, hermit crabs, turtles, non-poisonous amphibians, or rabbits. Childcare regulations state an animal shall not be allowed in the presence of a child in care unless the animal is under supervision and control of an adult. All students will need written permission to have class pets within the classrooms.

## Lunch

Parents are required to provide a healthy lunch containing items from each of the four food groups. The Commonwealth of Kentucky requires a student be served:

- 1 protein
- dairy (provided by SSP)
- 2 vegetable servings or 1 vegetable and 1 fruit
- 1 grain

Be advised, “Lunchables” or similar types of pre-packaged lunches do not meet dietary guidelines. If you choose to send these, you must supplement your child’s lunch. Due to regulations, we are not permitted to serve juice unless it is 100% juice. If a student’s lunch does not comply with regulations, Immanuel Preschools will supplement with whatever is missing and parents will be notified. Please remember we are a peanut and tree nut free school and any item containing peanuts/tree nuts will not be served. If you pack your child a peanut butter alternative such as SunButter or WowButter, please make sure their lunch is clearly marked letting the teacher know. It is important that the Director and teachers are informed of any food allergies to prevent those foods from being served to a child. Below you will find ideas to help incorporate variety into your child’s lunches while still fulfilling state requirements.

## Let’s Do Lunch

Below you will find ideas to help incorporate variety into your child’s lunches while still fulfilling state requirements.

State mandates that each child’s lunch have the following:

1 serving of Milk (provided by SSP)

**AND EACH OF THE FOLLOWING**

1 Serving Protein	1 Serving Grain	(One of the following combinations) 2 servings of Vegetables or 1 serving of each Vegetable and Fruit
Beans	Rice	Green Beans Grapes
Turkey	Bread	Peas Apple Slices
Chicken	Crackers	Edamame Orange
Meatballs	Tortilla	Carrot Sticks Banana
Hummus	Cornbread	Broccoli Cherries

Hardboiled egg	Croissant	Cauliflower Applesauce
Tuna	Muffins	Corn Peaches
Fish Sticks	Bagel	Potato Pears
Tofu	Biscuit	Sweet Potato Fruit Cup
Hot Dogs	Pancakes	Tomato Blueberries
Sunflower Seed Butter	Rolls Pretzels	Zucchini Raspberries Green Pepper Banana
Oats	Garlic Bread	Lettuce Blackberries
Quinoa Ham	English Muffin	Spinach Cantaloupe Pineapple Carrots
Roast Beef	Goldfish crackers	Red Pepper Kiwi
Plain Greek Yogurt	Pita	Mushrooms Plum
Low Fat Cottage Cheese	Croutons	Beets Watermelon
Beef Jerky Bacon	Pizza	Asparagus Mango

## Snacks

There may be times that your child would like to bring a snack to share with the class (a birthday or classroom party day) and we recognize that this is exciting for them. It is important to remember, however, that we are a peanut/tree nut free school. Please refrain from bringing anything that has peanuts or tree nuts in the ingredients or that may have been processed with them. Further, per state guidelines, we cannot serve the children anything that is not in a store-bought package. This year we are asking for any shared snacks be individually packaged. To aide you in finding a store bought, peanut free snacks to share, here are some ideas:

String Cheese	Mini Marshmallows	Teddy Grahams
Oreo Cookies	Veggie Straws	Cheese Its
Raisins	Nutri Grain Bars	Pudding Cups

Fruit	Wheat Thins	Vanilla Wafers
GoGurt	Apple Jack Cereal	DumDum Suckers
Animal Crackers	Fruit Loop Cereal	Graham Crackers
Goldfish Crackers Cheddar Only	Fruit Snacks	Hershey Kisses Plain Only
Popcorn	Junior Mints	Smarties
Skittles	Ice cream Cups	Twizzlers
Peeps	Cheetos	Sun Chips
Pringles	Pop Tarts	Applesauce Cups
Lofthouse Cookies	Lofthouse Cupcakes	Skeeters Cookies

**Birthdays**

If you are sending a birthday treat for your child's birthday, please let the teacher know so that adjustments may be made in the schedule. Please do not send in treat bags. We celebrate summer birthdays during the months of April and May. Coordinate a day with your child's teacher that works best for both of you.

Immanuel Preschools believe that birthdays are special occasions. Each teacher recognizes each student on their special day. If it is preferred that a student not be recognized, please notify the teacher.

**Fundraising**

Immanuel Preschools participate in several fundraising endeavors to raise money to pay for items that are above our normal operating expenses. We do not ask our families to be salesmen for us, but we do ask that you support our endeavors whenever it is convenient for your family. All fundraising activities are voluntary, and you may participate in as few or as many as you like. The better participation we have in our programs, the fewer we need to have. But above all, successful fundraising ultimately results in allowing us to keep tuition and fees down. Below you will find our easiest fundraising opportunity; others will be brought to your attention as the year progresses.

**Kroger Community Rewards** - This fundraiser is through the entire year and all you need to do is sign up one time! From that point, every time you use your Kroger Plus Card, Immanuel Sonshine Preschool will receive rewards.

From the Kroger App:

- Click on the ellipses in upper right-hand corner, choose Rewards from the drop-down menu
- Click on Community rewards and search for Immanuel Sonshine Preschool and click to enroll

**Lifetouch** will be providing our preschool families with an opportunity to purchase a photo package of your child. The preschool will receive 10% of all proceeds from the picture packages.

## Screening and Assessment

As part of the program, Immanuel Preschools screen every student within the first 90 days of the school year. Parent/Caregiver involvement and input is key to gathering screening information. Teachers use age-appropriate assessment tools to assist them in their lesson plans, curriculum, and room activities. This assessment process enables parents to understand their child's accomplishments and assists the staff in making necessary adjustments in the classroom to meet students' needs.

## Parent/Teacher Conferences

Formal parent/teacher conferences are held once a year and assessment information gathered on a student is shared at that time for our 3 and 4-year-old and Pre-K students. These are optional and will be set up by teachers and families.

## IEPs (Individualized Education Program) & IFSPs (Individual Family Service Plan)

If a student at Immanuel Preschools has a documented IEP/IFSP, please inform and provide the director with this document. Our staff will support and work to achieve the goals set forth by the IEP/IFSP. The director and the student's teacher will meet with the ARC (Admissions and Release Committee) writing the IEP/IFSP for suggestions and documentation protocol.

## Discipline

It is the policy of the Preschool to keep disciplinary issues minimized and to help children monitor their own behavior. The staff will present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The staff will encourage self-control, self-direction, responsibility, and cooperation. When practical, safe, logical, or natural consequences will be presented to the child.

Immanuel Preschools will use the process of positive discipline. Positive discipline instructs children as to what they should do. For example: "We use our walking feet inside the building vs. "No running." This philosophy of discipline is in accordance with the belief that children learn best in an environment where love, guidance and encouragement promote the development of self-esteem.

At no time will a child be subject to physical, corporal punishment (shaking, hitting, biting, pinching, etc.) humiliated, frightened, or verbally abused by the staff. Children will never be disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in

scheduled activities. At all times, a child's age, emotional state, and past experiences will be considered in discipline matters. Any violations of this discipline policy should be brought to the director's attention immediately.

The Preschool will make every effort to work with parents of children having difficulties. However, the Preschool must also serve and protect all children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of others may be required to withdraw from the school.

## Conflict Resolution

1. If a question or concern about your child or classroom arises, feel free to speak to your child's teacher.
2. After talking to your child's teacher if you still have questions or concerns, please see the director.
3. The director will bring any unresolved issues to the Director of Children's and Women's Ministry and the Pastor, if needed.

## Parking and Entering

- Please do not park in the fire lane alongside of the church. This area MUST be left open for emergency vehicles.
- Person's parking in the handicap spaces must have a valid permit.
- It is strongly recommended you not park on Arcadia for the safety of our students.

Please do not leave children or personal belongings in cars unattended. When arriving at the church, please drive into the lower parking lot. You may park there or proceed to the upper parking lot by the Welcome Center entrance/exit.



## Child and Parent Rights

**Our staff is mandated by law to comply with the following statute.**

*Children and Parent Rights pursuant to KRS 199.898 All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to 199.898, or from a provider or program receiving public funds shall have the following rights: - the right to be free from physical or mental abuse; - the right not to be subjected to abusive language or abusive punishment; - the right to be in the care of adults who shall meet their health, safety and developmental needs. Parents, custodians or guardians of children specified in subsection (1) of this section shall have the following rights: - the right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and where the children are in the care of the provider; - the right to be provided with information about child-care regulatory standards applicable; where to direct questions about regulatory standards; and how to file a complaint; - the right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child; - the right to obtain information from the cabinet regarding any type of licensure suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential; - the right to obtain information from the cabinet regarding the inspections and plans for correction of the day-care center, the family childcare home, or the provider or program receiving public funds within the past year; and - the right to review and discuss with the provider any state reports and deficiencies revealed by such reports. The child-care provider who is licensed pursuant to KRS 199.896, or certified pursuant to KRS 199.892 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian or guardian of the child at the time of the child's enrollment in the program. Division of Regulated Child Care 275 East Main Street, 6E-B, Frankfort, KY 40621 Telephone # 502.564.2800*

## Meet our Staff

Mrs. Michelle Asher, Teacher  
Mr. Christopher Cate, Church Administrator  
Mrs. Brittany Childress, Teaching Assistant  
Mrs. Paula Coyle, Pastoral Assistant  
Mrs. Danielle Daniels, Substitute Teacher  
Mrs. Kelly Hackman, Teaching Assistant  
Mrs. Amy Higgins, Art Express Teacher  
Ms. Samantha Keller, Substitute Teacher  
Mrs. Missy Kelly, Teaching Assistant  
Mrs. Allison Kriege, Teacher  
Mrs. Laura Long, Teacher  
Mrs. Chalice Lopez, Teaching Assistant  
Mrs. Amy Martin, Substitute Teacher  
Mrs. Kendra Martin, Teaching Assistant  
Mrs. Holly McClendon, Teaching Assistant  
Mrs. Alison Meier, Teaching Assistant  
Mrs. Delaina Nordloh, Teacher  
Mrs. Lauren Overmann, Teacher  
Mr. Chris Pangallo, Maintenance Custodial Supervisor  
Mrs. Emily Perdrix, Teaching Assistant  
Mrs. Betty Pratt, Teaching Assistant  
Mrs. Meaghan Richardson, Music Teacher  
Mrs. Maura Schleper, Substitute Teacher  
Mrs. Ashlyn Schulte, Teacher  
Mrs. Tara Shepherd, S.T.E.M Teacher  
Ms. Lara Stowers, Teacher  
Mrs. Brooke Stripling, Teaching Assistant  
Mrs. Kati Tomlinson, Teaching Assistant  
Mrs. Nicole Wells, Accounting Manager  
Mrs. Dana Smith, Director  
Mrs. Kelly Potter, Director of Children's and Women's Ministries

## Emergency Procedures

Sonshine Preschool				
Name of Child Care Provider/ Program	Sonshine Preschool			
Street Address	2551 Dixie Highway			
City, State, Zip Code	Lakeside Park, KY 41017			
Telephone Number	859-578-3562			
Number of children enrolled	160			
Number of staff (if applicable)	Monday-Thursday =19; Friday = 16			
Sheltering in Safe Place				
The designated safe place in this location is:	Classroom #108			
On-Site Safe Evacuate Location				
The designated on-site safe location for evacuation is:	Fenced Playground or Bottom Parking Lot			
Off -Site Safe Evacuation Location #1				
Name of Location	Gustin Construction			
Street Address	2527 Dixie Highway			
City, State and Zip Code	Ft. Mitchell, KY 41017-3058			
Telephone Number	859-331-0958			
Directions/Evacuation route to this safe location	Travel North on Dixie Highway one block			
Is there a written agreement with this location (Recommended as a best practice)	Yes		No	<input checked="" type="checkbox"/>
Insert Provider/Program Primary Emergency/Disaster Contact Information				
Name	Dana Smith			
Telephone Number	859-578-3562			
Cell Number	859-802-7603			

Email Address	<a href="mailto:dana@immanuel-nky.org">dana@immanuel-nky.org</a>
Hospitals	St. Elizabeth – 1 Medical Village Drive, Edgewood KY 41017
Local Emergency Management <a href="http://www.kyem.ky.gov/about/countyemdirectors.htm">http://www.kyem.ky.gov/about/countyemdirectors.htm</a>	Steve Hensley: <a href="mailto:Steve.hensley@kentoncounty.org">Steve.hensley@kentoncounty.org</a> ; 859-392-1480; Fax – 859-392-1489
Licensing (local/state)	Office of Inspector General 859-246-2301; Fax – 859-246-2768
Poison Control	1-800-222-1222
<b>Evacuation Plan</b>	
Evacuation Manager/Alternate	Dana Smith/Christopher Cate
Person responsible for "all clear"	Christopher Cate
Assembly site manager/alternate	Kelly Potter/Tara Shepherd
Staff-person with First Aid/CPR	All
Person responsible for copy and posting of building site maps	Dana Smith/Christopher Cate
Person responsible for marking evacuation exits	Christopher Cate
Location of evacuation exits	Welcome Center doors located on the first floor
On-site evacuation location	Fenced Playground or Bottom Parking Lot
Off-site evacuation site	Gustin Construction
<b>Shelter-in-Place Plan</b>	
Shelter- in -Place Coordinator	Dana Smith
Shelter- in- Place Coordinator Alternate	Christopher Cate
Coordinator responsibilities	Oversite of Emergency Operation Plan & Liaison between SSP and

	local Emergency Management Agencies
Staff with First Aid/CPR	All
Storm Shelter Locations	Room #108
"Seal the Room" Shelter Location(s)	Room #108
Staff Responsible for Maintaining/Refreshing Emergency/Disaster Supplies	Dana Smith/Meaghan Richardson
Staff Process for Maintaining Personal Supplies for Shelter-in-Place	Review of supplies and checklist
<b>Communication System</b>	
How we will train our staff on emergency/disaster plans	Staff Meetings, Drills, Professional Trainings
How we will communicate our emergency/disaster plans to the children and parents to ensure family reunification.	Plan is given to all families
In the event of an emergency/disaster, how we will communicate with the staff/parents	Via mass email, Immanuel Sonshine Preschool Remind page, and telephone all call service with designated emergency phone numbers.

# IMMANUEL Sunshine Preschool

## Routine Schedule for Cleaning, Sanitizing and Disinfecting

### BEFORE SCHOOL

- All bathrooms, including sinks, toilets, diaper changing tables and trash cans, will be cleaned and disinfected (Teacher)
- All doorknobs, handles, light switches, and railings will be disinfected (Teacher)
- All classroom tables and chairs will be cleaned and sanitized (Teachers)
- Kitchen countertops will be cleaned and sanitized (Teacher)

### DURING SCHOOL

- All mouthed toys will be placed in separate container out of reach of children (Teacher)
- Tables and chairs will be cleaned and sanitized before and after lunch (Teacher)
- Diaper changing tables will be cleaned and disinfected after each use (Teacher)
- Children and staff will wash hands upon arrival, when visibly soiled, before and after lunch, after toileting/diapering, after contact with bodily fluids, after gym and upon leaving. Hand sanitizer will be used when soap and water is not available.
- Staff will wash hands after using chemicals or administering first aid procedures.
- Staff will use gloves when changing diapers, helping with toileting, preparing food.
- Gross motor toys will be cleaned and sanitized between classes (Teacher)

### AFTER SCHOOL

- All mouthed toys will be cleaned and sanitized (Teacher)
- All classroom materials and furniture will be cleaned and sanitized (Teacher)
- All bathrooms, including sinks, toilets and diaper changing tables and trash cans will be cleaned and disinfected (Cleaning Company or Teacher)
- All doorknobs, light switches, handles and railings will be disinfected (Teacher)
- All classroom tables will be cleaned and sanitized (Teacher)
- Kitchen countertops will be cleaned and sanitized (Teacher)
- All classroom floors will be vacuumed and mopped (Cleaning Company or Teacher rotation)
- All gross motor materials will be cleaned and sanitized (Teacher after each class)

### WEEKLY

- Clean Air Vents and Play Activity Centers
- Any classroom rug/carpet

### MONTHLY

- Clean refrigerator





Child's Name: \_\_\_\_\_

School Year: September 6, 2023 – May 31, 2024

### ***Receipt of Handbook***

I do hereby acknowledge that I have received and read the Sunshine Preschool Handbook which includes the condensed Sunshine Preschool Child Care Emergency/Disaster Preparedness Plan. I understand that I am accountable for all the information contained within this handbook and will abide by the policies and procedures set forth. I am aware that if changes should be made, I will be notified in writing.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Onsite Travel***

I give permission for my child to walk to other areas on the school/church premises. My child is also allowed to participate in programming and activities provided by staff from the licensed childcare program or school personnel upon the discretion of the staff. Supervision must always be maintained by a qualified adult staff. Programming options on the premises may include but is not limited to: The Wesley Hall, Chapel, parking lot, Sanctuary, and any youth rooms located on level 1.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Classroom Pet Notification***

To comply with Kentucky licensing, we are required to inform you that some classrooms may have class pets. These pets could include fish, hermit crabs, tadpoles/frogs, hamsters, gerbils, guinea pigs, turtles, non-poison amphibians, rabbits, chinchillas, birds, and caterpillar/butterflies. Please sign below giving your consent to have the classroom pet as stated or requesting that no classroom pet be permitted.

Yes, I give permission to have a classroom pet in my child's class.

No, I prefer there be no classroom pet in my child's class.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_