

Medication

We will give **only** prescription medications when medication forms are completed by the parent. The medication must be in its original container with the child's name on the prescription. Please give the form and the medication to your child's teacher. Medications should not be left in backpacks or diaper bags.

Immunizations and physicals must be kept up to date. Due to illness or appointments, some enrolled children's immunizations may not be current.

Emergency Preparedness Plan

Please be sure to update your information when changes are made to your home address or work information, work or cell phone numbers, or authorized contacts. All changes must be made in writing to the office.

Please review the emergency preparedness plan that is found in your enrollment folder. Our evacuation location is the church building located to our north. Our reunification location is West Bradenton Baptist Church, 1305 43rd St. W., Bradenton, Fl. 34209.



SUNSHINE CHRISTIAN ACADEMY

Early Learning Center • Elementary • Middle

Parent Handbook

2520 43rd St. W.

Bradenton, Fl. 34209

Phone 941-794-3143

Fax 941-794-1819

Email: ssaoffice2@yahoo.com

License # C12MA0223

Sunshine Christian Academy's Objectives

We believe that Sunshine Christian Academy's objectives help to offer you and your child a well-rounded educational experience. We believe that we support all of the developmental areas in the following ways:

Spiritually: To present to each child the fact that God is our Creator, that God is love, and that Jesus Christ is Lord and Savior.

Socially: To teach kindness, sharing, and honoring authority.

Physically: To promote motor development with outside play and manipulatives in the classroom.

Emotionally: To offer a safe and secure environment. To facilitate a warm and comfortable surrounding so that the child feels welcomed and a part of our school and community. To build self-esteem, self-confidence and acceptance of others.

Cognitively: To challenge each child, offering an atmosphere where they can grow and develop into strong, healthy, happy children. To encourage learning by providing children with a wide range of developmentally age appropriate materials and activities.

Classroom Activities: To introduce to the following in an age appropriate manner: Alphabet/Numbers, songs, Bibles stories, Arts/Crafts, Color/Shapes, Center Time, Memory verses, outside play, chapel, and Pledges/Prayers.

Guidance Policy

We believe that all learning is supported during play and through strong, positive, interactions with adults. Promoting healthy social and emotional development, including self-control, is one of the fundamental responsibilities of our program. The preschool period is a critical time for children to learn to control their thoughts, feelings, attention, impulses, and behavior. They are learning how to get along with others and how to be a friend. Children are not born with these skills. Teachers must teach social-emotional skills just as they teach washing hands, or learning colors and shapes. We know that when children are given the opportunities and support to develop (learn, practice, discuss, etc.) self-control and other social and emotional skills, it gives them the foundation needed for academic and life success. We believe that our environment and our teachers work together to prevent and respond to challenging behaviors.

Our Environment

We provide children with materials and engage them in activities that are appropriate for their age and respectful to them as individuals. We develop schedules to meet the needs of young children and avoid long periods of wait time without activity. We are flexible in our schedule and follow the interests and needs of the children's cognitive, physical, and biological needs. We regularly observe the environment and the children as they interact in it to ensure it promotes healthy social interactions (ex. Having multiples of the same toy).

Our Teachers

Our teachers work to develop a relationship with each child. They encourage peer relationships by creating social opportunities and working with children to resolve conflict. They always speak to children in a calm tone, especially during redirections. They put words to children's emotions (ex. "Billy, I can tell you were mad when James took your block.") and use social stories with young children to teach healthy social skills.

We are committed to each child's social emotional development, and so we closely monitor behaviors that put other children at risk of harm. Behavior concerns tell us that children need more time, support and practice to develop their social and emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social and emotional health. On rare occasions, we may work with families to seek the best care for their child, when we feel that our program can no longer meet the needs of an individual child. Sunshine Christian Academy reserves the right to end child care services at any time for any reason.

Operating Hours

We are open Monday through Friday from 6:30 am until 6 pm. Our infant room is available from 7 am until 5:30 pm. We ask that students be in their classroom by 9:00 am to ensure that everyone receives our healthy breakfast. A late fee of \$1.00 per minute will be charged for anyone picking up after 6pm. Cash payments are expected before children may return to school and are paid to the office.

Holiday Schedule

We are closed for the following holidays: New Year's Eve / New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after, Christmas Eve and Christmas Day.

Weather

In the event of severe storms/hurricanes, Sunshine Christian Academy will follow the Manatee County School District's decision concerning opening/closing.

Tuition Policies

Upon enrollment, we charge a \$100.00 registration fee. In August, we also charge an annual \$75.00 supply fee to all students. This fee helps to cover program expenses and supplies for the classrooms.

Tuition is based on a weekly fee. Full tuition is expected even if your child is absent, due to illness or family events.

There is a tuition payment box on the office door. Please use an envelope for all cash payments and include the **amount, child's full name** and **date**. Please include your child's name on the memo line of your check. If a check is returned, a \$60 fee will be charged to your account. If we receive two NSF checks, all future payments must be made with cash or money orders.

In fairness to all concerned, the Sunshine Christian Academy's Board of Directors has determined that a payment in arrears over two weeks is considered a risk. Should this situation arise, the family will be asked to leave the program until all financial obligations are met.

Weekly Tuition Rates

Infants	\$260
One year olds	\$235
Two year olds	\$215
Three year olds	\$205
Vpk Wrap around	\$155

We do offer a 5% discount if tuition is paid by the month and a 15% discount for siblings.

Vacation

We offer two weeks of vacation time per year. Vacation weeks do not carry over. You must be enrolled 90 days before vacation time can go into effect. If the child begins July 1st or after, you are allotted one week for that calendar year. You must be current on billing for vacation entitlement. Vacation forms must be filled out and given to the office one week prior to vacation date. Each week must be used in a whole week increment. January begins the renewal of the two vacation weeks per year. Illness can be used as a vacation week, if all requirements are met. One week per year may be reserved for school closing due to renovation/repairs etc. You will be notified well in advance of this occurrence.