



# SonShine Ministries

## First Baptist Church of Mebane

301 S. Third Street, Mebane, NC 27302

Office-(919) 563-3444 Cell-(336) 524-4576

### Preschool Parent Handbook

First Baptist SonShine Ministries is a ministry of First Baptist Church. We do not discriminate on the basis of sex, race, color, creed, national origin, ancestry or religion. Our program may not be equipped or staffed to meet the needs of children with severe handicaps, learning disabilities or health problems. Each situation that may arise will be reviewed on an individual basis and every possible effort will be made to accommodate the child.

### Philosophy

Children enter this world the unique individuals that God created them to be. We believe that early childhood is a valuable stage of the human life cycle and should be appreciated. Our work is based on our knowledge of child development and family dynamics. We believe children begin learning from the moment they open their eyes in the morning until they close them at night, while being influenced by their peers and their environment.

### Mission

Our mission is to provide children with a safe environment with age appropriate toys and furniture, loving, caring adults to supervise, play with, teach and love the children. We believe all children are different, learn at different rates, and that our job is to stimulate each individual child to help each child succeed. We work with parents offering encouragement and support, keeping in close contact with the family's developing needs.

### Program Information

We offer a morning preschool program for 6 week olds thru pre-kindergarten Monday-Friday each week from September through May each year.

### Hours of Operation

Our hours of operation are 8:15 am until 12 pm. Parents have until 12 pm to pick their child/children up before being counted as late, thus incurring a late fee. We offer early drop off at 8 am for an additional fee of \$1 per day. Any child that is brought in before 8:15 am will be charged the early drop off fee. Please make sure you let the person dropping off your child know about this time. It is not our staff's responsibility to let you or your drop off person know that they are dropping off early.

### Preschool Needs

Every child will need a book-bag with a complete change of weather appropriate clothing. This includes a top, bottoms, underwear, socks & shoes. Teachers may also have other requirements depending on the age of the class.

## Registration Fee, Tuition & Late Payment Fees

There is a \$50 non-refundable registration fee. This fee needs to be paid as soon as possible to guarantee a space in our program. Children currently enrolled have first option to available space in our program. Once capacity in a class is reached, your child will be placed on a waiting list.

Tuition is due on the 1<sup>st</sup> of each month with the first payment due the first day of school. **Tuition credits will not be issued for absences due to sickness, vacations, or inclement weather days. Full tuition for the month must be paid regardless of child's attendance each month.** If tuition is not received by the 5<sup>th</sup> of the month, a \$15 late fee will be charged to your account. If tuition is not received by the 10<sup>th</sup> of the month, your child will be dismissed from the program until your account is current. The monthly tuition rate already reflects deductions for the time the Preschool Program will be closed throughout the year for holidays and therefore will not be reduced during times that Preschool is closed. Payments should be dropped in the SonShine Ministries payment box outside the office. **A receipt will be given and is required for all cash payments brought in.** If you have questions regarding finances, please contact our Financial Director, Angie Patterson, at 919-563-3444.

**Infant/Creepers Class** - Tuition for 3 days per week is \$270 per month; tuition for 5 days per week is \$310 per month. Parents are required to provide diapers, bottles w/formula and baby food if needed.

**Toddler Class** - Tuition for 3 days per week is \$265 per month; tuition for 5 days per week is \$305 per month. Parents are required to provide diapers or pull-ups.

**Two's Class** - Tuition for 3 days per week (TWTh) is \$260 per month; tuition for 5 days per week is \$300 per month. Parents are required to provide diapers or pull-ups.

**Three's Class** - Tuition for 3 days per week (TWTh) is \$255 per month; tuition for 5 days per week is \$295 per month. Children entering the three year old class must be potty trained.

**Four's Class** - Tuition for 3 days per week (TWTh) is \$250 per month; tuition for 5 days per week is \$290 per month. Children entering the four year old class must be potty trained. There will be a charge for the cap & tassel for the 4's graduation that will be determined after ordering.

## Late Pick-up Fees

If you are late picking up your child/children, each child's account will be charged a \$1 per minute late fee. After the third time you are late picking up your child/children, the late fee goes to \$5 per minute per child for the duration of your child's attendance in our program.

***We reserve the right to dismiss a child from our program for late pick up.***

If your child/children's account becomes more than a week behind, your child may be dismissed from the program until the account is current.

## Programs, Field Trips & Field Trip Fees

A parent or guardian must accompany all children on field trips, trick-or-treating and the Easter egg hunt. A parent or guardian is required to attend our Thanksgiving Feast, Christmas program and any events that the program feels necessary. All parents or guardians must pay for the cost of field trips for themselves as well as their child.

## Payments

We accept cash, check or money orders in house or we accept payments made by debit or credit cards online on the website. If you would like to pay online by debit or credit card you may do so by going to the Church website, [www.fbcmebane.com](http://www.fbcmebane.com), click on the SonShine link, click-make a payment, follow the instructions. ([fbcmebane.com/sonshine/sonshine-ministries/](http://fbcmebane.com/sonshine/sonshine-ministries/)) There is a 4% fee associated with making payments online and you must choose to pay this fee when making your payment or it will be deducted from the payment amount made and you will still be responsible for that amount. Payments need to be dropped off in the payment box next to the preschool office or mailed to the address on the front page. Please put the child's name in the memo line on checks or money orders. If mailing payments, they must be received by the date the payment is due or a late fee will be applied to your child's/children's account. If paying with cash, please have it in an envelope with your child's name and the amount on it. If you have questions regarding finances, please contact our Financial Director, Angie Patterson, at 919-563-3444.

*We reserve the right to dismiss a child from our program for late payments or if the child's account is behind a week or more.*

## Returned Check Fee

If a check is returned by our bank for any reason, a \$35 per check returned check fee will be charged to your child's/children's account and will be required to be paid immediately. After 1 returned check, all fees must be paid by cash, money order, or certified bank check.

## Appropriate Attire for Preschool

Children should wear safe, comfortable, weather appropriate clothing, including sunscreen, hat, coat & gloves when necessary. Weather permitting, daily outside play is a part of your child's preschool experience. If your child is unable to participate in outside activities, please make arrangements to have your child picked up before their class goes outside to play. We have blue rubber mulch on our playground and the color can get on shoes and clothing. It is non-toxic and the color will wash out. Sandals, Crocs and flip-flops on the playground are not safe and are discouraged.

## Snacks

We provide a morning snack only. If parents would like to provide snack for their child's class or for the entire Preschool for special occasions such as a birthday, please speak with your child's teacher.

## Inclement Weather

We follow the Alamance-Burlington School System (ABSS) for closings for inclement weather. The first day ABSS is closed, Preschool will be closed. After the first day they are closed we will make a decision based on road conditions and if we can get staff in place safely. If they are on a 2-hour delay, Preschool will open at 10:00 am and close at 12:00 pm. If ABSS is on a 3-hour delay, Preschool will be closed that day. We will send out an automated phone message and/or text message to the phone number you have on file notifying you of closings and delays. Tuition is still due when we are closed for inclement weather.

## **Sick Policy**

If your child has diarrhea (2 or more loose bowel movements), vomiting or a fever, please do not bring him/her to school until he/she has gone 24 hours without a loose bowel movement, vomiting or has been fever free for 24 hours without the aid of medications. Example: If your child vomits on a Monday night at 7:00 pm, they can not return to preschool until Wednesday morning. If a fever breaks during the night, the child **cannot** return to preschool the next morning. This is to protect your child as well as the other children and staff members in our program. Remember, your child's tuition is still due regardless of attendance. Please notify the preschool of any cases of infectious diseases which include but are not limited to COVID, flu, conjunctivitis (pink-eye), strep, chicken pox, measles, mumps, ringworm, hand-foot-and-mouth, impetigo, hepatitis, or meningitis, as well as head lice & nits (we have a NO NIT policy). You may need a doctor's note to return to class.

## **Sign In/Out Policy**

We will sign-in your child in the morning, please sign your child out each day. This is for safety purposes. If someone other than the regular pick-up person is coming for your child, please let us know when you drop off or by calling 919-563-3444 or 336-524-4576. We check I.D.s.

## **Suspected Neglect or Abuse**

We are required by North Carolina Law to report any suspected abuse or neglect to the local police department as well as the North Carolina Child Protective Services.

## **Contact Information**

If you need additional information or have any questions or concerns you may contact us at the following phone numbers or email address:

Libby Isaac-Director

Office-919-563-3444  
Cell-336-524-4576

Email-lisaacfbc@gmail.com

Angie Patterson-Office/Financial Director

Office-919-563-3444  
Cell-336-524-4576

Email-apatersonfbc@gmail.com