



Sunshine School · Matthew 5:14 & 16

Information 2023-2024

Thanks For Your Interest!

We're so glad you want to know more about Sunshine School! We are excited to get to know you and your children, and are here to serve you in any way we can. This brochure will provide you with information about our program, but please contact us if you have questions or would like to schedule a tour!

Dana Palacios
SUNSHINE SCHOOL DIRECTOR

Philosophy:

We believe that preschool is an important part in a child's development where they can learn social skills and important foundations of academics. These skills are essential in preparing children to enter Kindergarten and other educational opportunities. In addition to these skills, we also want to teach our students to love God's Word, have a positive attitude, and treat others with respect.

Curriculum:

Our curriculum is individualized to meet the needs of the children at each stage of development. Children spend time in different activities teaching them letter recognition and sounds, awareness of numbers and shapes, pre-reading and writing skills and sight word recognition. Our curriculum includes hands on activities, fine motor skill practice, social skill practice, imaginative play, and more. We have learning goals for each age level in our preschool and our teachers build their daily lessons with these goals in mind.

Teachers & Class Size:

Sunshine School is blessed to have a loving, caring group of women to serve as our team of teachers. Teachers in our Pre-K classes are certified teachers, and many of our teachers have teaching experience in public and private schools. We strive to keep our classes small so that children and families receive close, personal attention from the teacher. In general our nursery classes cap out at six students, and the older classes go up to eight students.

Safety & Security:

All doors to the church building are locked during the school day. The north doors are unlocked from 8:55-9:15 and 1:55-2:15.

If someone other than a parent will be picking up a child, please let us know their name and let them know that we may be checking their ID.

Schedule & Classes:

School begins the last Friday in August with "Meet the Teacher". Children go to their new classroom while parents attend a short, informational meeting in the auditorium. The first day of school will be the following Monday. We dismiss for holidays and Spring Break based on the Richardson ISD school calendar. Our last day of school is normally the 3rd Thursday of May, but can vary each year. In the event of icy roads or inclement weather, check your local news station – if Richardson ISD is closed or has a delayed start time, Sunshine School will not meet.

Classes are conducted Mondays and Thursdays from 9 am to 2 pm. (Our three-day Pre-K classes also meet on Tuesdays from 9 am - 2 pm). We do not accept children prior to 8:55 am. This enables our teachers and staff to prepare for their day. Children need to be picked up promptly at 2 pm. Many teachers have family obligations that require them to leave school in a timely manner.

A schedule of the day's activities will be posted in each classroom and sent home at the beginning of the school year. Rest time occurs each day after lunch for our Nursery, 2's, and 3's. Each class in the 2's through Pre-K 5 participate in the following:

CHAPEL: During Chapel time, all of our classes meet together in the Backyard, a special room for children's events. Children spend time singing together, as well as hearing a lesson from the Bible pertaining to the month's virtue. Children practice their monthly memory verse as a group and end the time in prayer. Chapel is also a special time for our Chapel teacher to recognize individual birthdays and achievements. Proverbs 22:6 says, "Train a child in the way he should go, and when he is old he will not turn from it." We believe children are never too young to learn scripture and develop a desire to learn God's word.

RHYTHM & MOVEMENT: During Music time, children are able to express themselves through singing and learning new songs as well as movement. Children are encouraged to experiment with age-appropriate musical instruments such as bells, rhythm sticks, drums, and even create their own instruments from time to time. Students also explore different genres of music and practice different types of movement.

ART: Through hands-on activities, children learn various art techniques and strengthen their fine motor skills. Every month, our art teacher follows a thematic curriculum to lead children to discover art through the use of different materials, textures, and mediums. Each child will come home with a monthly "art portfolio" to share with their families!

Our 2's - Pre K 5's practice and perform a program each semester. Programs are held in Prestoncrest's auditorium and all parents, family members, and special friends are invited to attend our programs. Following the Spring Program we have a treat to enjoy as a family and an Open House in each classroom.

Communication:

Communication between parents and teachers is key to a great school experience! Teachers send home reports every day in a folder, along with schoolwork and notes about upcoming activities. Parents are asked to review and clean out their child's folder before the next school day. Information about school activities is also emailed as needed to keep everyone informed.

Should you need to talk to your child's teacher, please schedule a conference during her break or contact her after regular school hours. The preschool director is available at any time! A complete school directory with contact information for staff, students, and teachers will be sent home after the school year begins.

Food & Clothing:

PLEASE LABEL EVERYTHING!

What to wear? Clothes that are easy to wash and sturdy shoes like tennis shoes are best for school. Please, no cowboy boots with pointed toes or high heeled "dress up" shoes. Both can potentially cause accidents or injuries. Please keep a change of clothes in a Ziploc bag in your child's backpack in case of an accident, spills, etc. Also, be sure to send a jacket/coat on cold days. We have a covered, enclosed playground and we like to go outside even when it's chilly!

Lunch & Snack: A mid-morning snack is provided each day, but neither cups nor food for lunch are available. Please send either a drink for snack/lunch, or send an empty cup and we will fill it with water. Pack a lunch every day for your child that contains foods that do not require heating or refrigeration and can be eaten without assistance. (Nursery teachers do help children eat and they do have a microwave to warm bottles and meals.)

Nap Mats & Backpacks:

Backpacks / Bags: All children need to have a backpack or bag that is large enough to hold a folder, which will be sent home every day with their papers.

Nap Mats: Children in our Nursery, 2's and 3's classes have a rest time after lunch. Parents need to provide a nap mat for 2's (optional for 3's as they have a shorter rest time that does not last all year). Nursery children sleep in cribs. Children can bring one item from home (stuffed animal, blanket, etc.) to help them rest. Nap mats are stored at school and sent home periodically to be washed.

Parties & Birthdays:

Class Parties: Parents will be asked to organize three classroom parties during the year (Halloween, Christmas, & Valentine's). We ask for parent volunteers to be "Room Moms" for each class and coordinate each event. These are simple but fun parties that can include any combination of snacks, crafts, books, games, etc. We love having parents volunteer and help out at Sunshine School!

Birthdays: You are welcome to bring treats for the entire class to celebrate your child's birthday at school. Please let your child's teacher know in advance and provide paper goods if necessary. Please note that invitations to parties away from school cannot be distributed at school unless everyone in the class is invited.

Illness Policy:

Please keep sick children at home – this includes runny noses and bad coughs. Children should not come to school until they have been fever free (without medication), as well as vomit or diarrhea free for at least 48 hours. If a child is ill with a highly contagious illness (such as stomach viruses, flu, or hand, foot, and mouth disease), we ask parents to let us know so that in addition to our normal cleaning, special care can be taken to disinfect the classroom. If a child becomes ill at school, parents will be contacted to pick him/her up as quickly as possible.

Carline & Parking:

You are welcome to come in the building each day to drop-off your child or use our carline at the North end of the building. Please enter through the north doors, which are unlocked at 8:55. For pick-up we ask that all families use the carline.

Carline begins the 2nd day of school. All drop-off and pick-up is done at the north entrance of the building. More information is given at Meet the Teacher. Unloading begins at 8:55 am. We dismiss school and begin loading at 2:00 pm sharp. If you arrive after 2:10, you will be invoiced a late fee.

There is a \$10 fee assessed for children picked up after 2:10 pm. For children picked up after 2:20 pm, parents will be invoiced \$25, and for children picked up after 2:30 pm the fee is \$50.

Enrollment:

Enrollment for Current Families and Prestoncrest Members will begin on Monday, January 9th at 7:00 am. Open Enrollment will begin on Monday, January 23rd at 7:00 am. Children will be placed in a class based on their age as of September 1. Should one of our age groups be filled to capacity, we will create a wait list. There is no charge to be on the wait list. The Application and Supply Fees are nonrefundable. May's Tuition is refundable only if you withdraw before June 1, 2023. Please note that students entering the 3's and PreK's classes must be completely potty trained before the school year begins.

In order to enroll your child for the 2023-2024 school year, please complete the Enrollment Form and pay the application fee online at prestoncrest.org/sunshine. You will receive a form by email that will enable you to pay the remainder of the enrollment dues through your credit card. These forms are not auto-generated and must be customized for each family, so please give us some time to get these sent out. The amounts are listed below.

Tuition & Fees:

The 2023 fee & tuition rates are:

	Nursery	Two's, Three's, 2 Day PreK	3 Day PreK
Application Fee - One time fee, paid online	\$50	\$50	\$50
Supply Fee - One time fee, paid by credit card along with May 2024 tuition	\$150	\$150	\$175
Monthly tuition - paid monthly by credit card or in full by check (in August)	\$275	\$250	\$325
Total Due to Enroll	\$475	\$450	\$550

We use a credit card autodraft system. A form will be filled out and signed which enables us to automatically charge the tuition amount to your card on the first of every month. Families may pay the year in full, but payment must be received before August 15, 2023 or you will automatically revert to monthly charges. Families who opt to pay in full will receive a 5% discount but must pay by check to avoid credit card fees.

For assistance with tuition payment, contact Teresa in the church office: 972.628.4987 or teresa@prestoncrest.org.

Contact Information:

Located at: 6022 Preston Crest Lane • Dallas, TX 75230
Mailing Address: 12700 Preston Rd, Suite 210 • Dallas, TX 75230
www.prestoncrest.org/sunshine

Sunshine School Office Hours: Mon, Tues, & Thurs, 9a-2p
Dana Palacios: (214) 675-7482
Email: sunshineschool@prestoncrest.org

Calendar:

This a general outline of holidays & events. We follow RISD's calendar for breaks and start/stop dates.

AUGUST/SEPTEMBER: Meet the Teacher
First Day of School

OCTOBER: Fair Day (No School)
Donuts with Dads
Fall Party at the end of the Month

NOVEMBER: Friendship Feast
Thanksgiving Break (No School for the Week)

DECEMBER: Polar Express Day
Christmas Program (2's-Pre-K 5)
Christmas Party (last day of school before the break)

JANUARY: Martin Luther King Jr. Holiday (No School)
Frosty Fun Day
Enrollment begins for the next school year

FEBRUARY: Valentine's Day Party
President's Day (No School)
Sunshine City

MARCH: Farm Day
Spring Break (No School)

APRIL: Easter Egg Hunt
50th Day of School
Teacher Appreciation Week

MAY: Muffins with Mom
Spring Program (2's-PreK 5)
Last Day of School (usually the 3rd Thursday in May)