



# Parent Handbook

## 2026-2027



Welcome to Sonshine Preschool at Immanuel Church  
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## Mission Statement

The purpose of the Immanuel Sonshine Preschool Ministry 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) operates as an outreach ministry of Immanuel's Children and Family Team and is one of the most recognized preschools in Northern Kentucky.

Immanuel Sonshine Preschool has 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 staff 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 parents 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. Contact our Preschool Director 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 Sonshine Preschool. Children learn through direct, hands-on experiences with people, objects, events, and ideas. Immanuel Sonshine Preschool is 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 Sonshine Preschool staff 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 staff 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 staff directed but they still allow the flexibility for students to independently explore areas of interest.

At Immanuel Sonshine Preschool, we are committed to a multicultural program. Multicultural education is approached not as a subject area, but throughout each component of the preschool day. Staff 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 Sonshine Preschool staff 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 Sonshine 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 with 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 staff of Immanuel Preschool 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.

## Enrollment and Admissions

Immanuel Sonshine Preschool does not discriminate based on national origin, ancestry, or gender, in accordance with state law. 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, contact the Director in writing as early as possible.

### Enrollment Tuition

Should a child be enrolled mid-school year, depending upon the child's first day, tuition payments will be determined as follows:

- First Day falls between the 1<sup>st</sup> of month through 14<sup>th</sup> of month = Full months tuition
- First Day falls between the 15<sup>th</sup> of month through end of the month = Half month's tuition

### Withdraw Tuition

Should a child be withdrawn from the program mid school year, depending upon the child's last day, tuition payments will be determined as follows:

- Last Day falls between the 1<sup>st</sup> of month through 14<sup>th</sup> of month = Half month's tuition
- Last Day falls between the 15<sup>th</sup> of month through end of the month = Full months tuition

## Tuition and Fees

Tuition is due online through the Procure system by the **5th day of each month** to avoid late fees. Invoices will be available in Procure and sent via email on the 1st of each month. Payments not received by the 5<sup>th</sup> will incur a \$25 late fee. To help avoid missed payments, we strongly recommend setting up automatic payments through Procure.

Accounts that remain unpaid after the 10<sup>th</sup> of the month will result in disenrollment from the preschool program. To reinstate enrollment after disenrollment, all outstanding balances must be paid in full. This includes:

- Current month's tuition
- Any accrued late fees
- Registration fees
- The upcoming month's tuition

Please ensure your Procure account information is up to date and that payments are scheduled accordingly to prevent any disruption to your child's enrollment.

We strongly encourage that all families pay tuition electronically through Procure by using a credit/debit card or through their bank account (ACH). There are no fees for paying by debit card or through a 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: Accounting Manager, 2551 Dixie Hwy, Lakeside Park, KY 41017. Make checks payable to Immanuel Sonshine Preschool. If more than one child is enrolled in the program, one check may be written for the family. Write the child/children's name in the memo line for record keeping. If a check, online ACH, or credit card is returned for insufficient funds, the student's account will incur overdraft fees.

A Flexible Spending account may be used to make payments. First contact the card issuer and use the SIC Code 8299 to set up the account. **For assistance, contact the Accounting Manager at [accounting@immanuel-nky.org](mailto:accounting@immanuel-nky.org).** Families are liable for tuition whether their 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 \$230.00 per month. Every student is required to pay a \$150.00 non-refundable registration fee upon registering. Tuition payments during the school year will be nine equal monthly installments of \$230.00 each, due on the 5<sup>th</sup> day of the month.

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

Tuition for children enrolled in the enrichment day is \$315.00 per month. Every student is required to pay a \$150.00 non-refundable registration fee upon registering. Tuition payments during the school year will be nine equal monthly installments of \$315.00 each, due on the 5<sup>th</sup> day of the month.

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

Tuition for children enrolled five days per week is \$525.00 per month. Every student is required to pay a \$150.00 non-refundable registration fee upon registering. Tuition payments during the school year will be nine equal monthly installments of \$525.00 each, due on the 5<sup>th</sup> day of the month.

Tuition is monitored by Immanuel's Accounting Manager. Notify the Accounting Manager if timely tuition payment becomes problematic; it may be feasible to negotiate an alternative payment schedule. ***For tuition-related questions, contact the Accounting Manager by calling the church at 859-341-5330 or by email at [accounting@immanuel-nky.org](mailto:accounting@immanuel-nky.org).***

## Late 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.

Anytime a family may be faced with a problem making timely payment of tuition for their child, contact the Accounting Manager in the Finance Office for help. All situations will be handled confidentially, and our goal is to keep the children at our preschools until they are ready for kindergarten, or until a family chooses to leave.

## Immunizations

Licensing regulations require that all children have a current and completed State of Kentucky Immunization Certificate in their permanent file. Be specific when contacting your primary care provider. Children will be permitted to enroll; however, an immunization certificate should 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 Sonshine Preschool.

## Confidentiality

All Immanuel Preschool staff will hold all private and personal information regarding the students and families whom we serve in strict confidence. Staff are not permitted to discuss any issues/situations that may arise and compromise confidentiality regarding other students or families enrolled at Immanuel Sonshine Preschool. The only exceptions to this are if situations of abuse or the intention to harm oneself or others is shared. Immanuel Preschool staff are required by the State of Kentucky to report such information with the Cabinet for Health and Family Services.

## 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.

If a child is going to be absent from school due to a vacation or planned absence, advance notice is requested by informing the teacher and/or the Director.

## Parking and Entering

- Do not park in the fire lane alongside the church. This area needs to be left open for emergency vehicles.
- All cars parked in handicapped spaces must have a valid permit.
- Do not park on Arcadia for the safety of our students.

Do not leave children or personal belongings in cars unattended. When arriving at the church, drive into the lower parking lot. Parking is available there or continue to the upper parking lot by the Welcome Center entrance/exit.

## Drop Off and Pick Up Procedures

### Drop Off

School starts promptly at 9:30am. Doors will open at 9:30am for drop-off in the morning and will remain open until 9:40am. Students should be brought into the Children's Check-In area where they should be signed in with the time and initials of the caregiver dropping off. Each child will be greeted by a preschool staff member and escorted to their class. 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 should be picked up at their classroom door and signed out with the time and initials of the caregiver picking up.

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 staff 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 Sonshine Preschool should have a copy of the order in the student's file. Immanuel Sonshine Preschool will not deny access of a student to a parent without the order stating that parent has been denied access.

## Well Policy

For illness or unexpected absence, call the school as early as possible to inform the Director and/or teacher of the absence and illness. It is very important to keep a child at home if they are showing symptoms of illness or have a sore throat, fever, earache, diarrhea, upset stomach, pink eye, etc., or if a child has had diarrhea, vomiting or a fever within 24 hours. Do not send any 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 the best practice in the prevention of the spread of communicable disease. To assist in reducing the spread of illnesses at school, take the following steps:

- Encourage children 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 children to use a tissue to cover their coughs and sneeze. 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.

## Weather Policy

In the event of inclement weather, a decision will be made by 7:30am if school is closed. The closing will be posted on Facebook and a Procure message will also be sent. Should the preschool have to dismiss early for inclement weather or unforeseen circumstances, each family will be notified through Procure to pick their child up from school. It is important to ensure all information in Procure is up to date, especially all phone numbers and/or email addresses.

Refunds will not be issued for days missed due to inclement weather or for unforeseen schoolwide closures.

## Health and Safety

Immanuel Sonshine Preschool maintains and exceeds compliance with licensing standards and state and local regulations for the safety and health of our students. Students will not be left alone, or unsupervised and safety regulations will be observed. Immanuel Sonshine Preschool uses Rule of Three to ensure that at least three individuals (at least one of whom is an adult staff member) to be present at all times.

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 recommended. For a child's well-being, it is imperative that changes in phone numbers, emails, and addresses be updated in Procure and reported to the Director immediately.

Each student should have a signed emergency medical release form in their file. All staff receive First Aid and CPR training. Should an emergency arise for a student while at Immanuel Sonshine Preschool, 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 should 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 Sonshine Preschool will report any suspected child abuse and/or neglect to the proper authorities. Emergency scenarios are outlined within the Immanuel Child Abuse Prevention Policy to be followed for the safety of our students and staff. Should a parent want to review this policy, please notify the Director.

## Abuse Prevention Immanuel Church

Immanuel Sonshine Preschool, in collaboration with Immanuel Church, is dedicated to offering a "safe sanctuary" for children, youth, and vulnerable adults. We have instituted policies that safeguard our children, students, volunteers, staff, and ministries. We pledge to adhere to compliance and anticipate the same from those who entrust their children, youth, and vulnerable adults to our care. The Immanuel Abuse Prevention policy promotes the *\* Rule of Three*.

All classes and lessons are conducted in rooms with glass-paneled doors, equipped with audio and video recording devices, and occasionally, doors are left ajar for others to overhear.

*\*Rule of Three definitions: 1 student and 2 adults OR 2 students and 1 adult. Adults are defined as individuals aged 18 or older according to state law.*

## Security Measures/Emergency Procedures

All doors are locked during preschool hours. To gain access to the school, ring the doorbell located on the right side of the main doors and someone will let you in. 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 staff 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. Fire drills are conducted monthly. Tornado, earthquake, lockdown (intruder) and shelter-in-place drills will be completed quarterly. Emergency Procedures and Evacuation plans are posted within each classroom.

## 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 and through the Procure Messaging app.

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 should 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.

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

Be certain to label everything a child brings to school including coats, jackets, backpack, and lunch boxes.

## Potty Training

Immanuel Sonshine Preschool does not require children to be potty trained to attend our program. Children often learn this skill at home first and it may take additional time before a child shows interest or is developmentally ready to transition to underwear at school. If a child is in diapers or pullups, the teacher should be notified prior to sending them to school in underwear.

## 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 Sonshine Preschool)
- 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. 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 Sonshine Preschool will supplement with whatever is missing and parents will be notified. We are a peanut and tree nut free school and any item containing peanuts/tree nuts will not be served. SunButter or WowButter are safe alternatives to pack but make sure it is clearly marked to let the teacher know. It is important that the Director and staff are informed of any food allergies to prevent those foods from being served to a child. Below is a list of ideas to help incorporate variety into a child’s lunch while still fulfilling state requirements.

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 Green Pepper	Raspberries Banana
Oats	Garlic Bread	Lettuce	Blackberries
Quinoa Ham	English Muffin	Spinach Pineapple	Cantaloupe 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 a 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. Do not bring anything that has peanuts or tree nuts in the ingredients or that may have been processed with them. Further, according to state guidelines, we cannot serve the children anything that is not in a store-bought package. Below is a list of peanut/tree nut free snack 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**

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

Birthday treats should be coordinated with the child’s teacher so that adjustments may be made to their schedule, if needed. We celebrate summer birthdays during the months of April and May.

**Fundraising**

Immanuel Sonshine Preschool participates in several fundraising endeavors to raise money to pay for items that are above our normal operating expenses. All fundraising activities are voluntary. The better participation we have in our programs, the less we need to have. But above all, successful fundraising ultimately results in allowing us to keep tuition and fees down. Below is a list of our current fundraising opportunities.

**Kroger Community Rewards** - To enroll in this program, follow the directions listed below.

From the Kroger App:

- Click on the ellipses in the 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.

A **Scholastic Book Fair** is offered multiple times throughout the school year. This is an excellent way to purchase books and help foster a love of learning. Based on our proceeds, the preschool will earn Scholastic Bucks which can be used to purchase new materials for our classrooms.

**Screening and Assessment**

As part of the program, Immanuel Sonshine Preschool screens 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. If needed, the teaching staff and/or Director may refer the family to receive additional services through the Kentucky Early Intervention System, or through the child's pediatrician within 30 days of screening.

## 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 Sonshine Preschool has a documented IEP/IFSP, inform and provide the Director with this document. Our staff will support the goals set forth by the IEP/IFSP when possible. Staff will communicate with the Special Education team upon request 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 Sonshine Preschool 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.

Children will not be subject to physical, corporal punishment (shaking, hitting, biting, pinching, etc.) humiliated, frightened, or verbally abused by the staff. Children will not be disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in scheduled activities. 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 should 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 school. Immanuel Sonshine Preschool may refuse care at any time.

## Conflict Resolution

1. If a question or concern about a child or classroom arises, speak to the child's teacher first.
2. After talking to the child's teacher, if there are still questions or concerns, contact 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.

## 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*

## Emergency Procedures

<b>Sonshine Preschool</b>				
Name of Child Care Provider/ Program	<b>Immanuel Sonshine Preschool</b>			
Street Address	<b>2551 Dixie Highway</b>			
City, State, Zip Code	<b>Lakeside Park, KY 41017</b>			
Telephone Number	<b>859-578-3562</b>			
Number of children enrolled	<b>155</b>			
Number of staff (if applicable)	<b>Monday-Thursday =19; Friday = 16</b>			
<b>Sheltering in Safe Place</b>				
The designated safe place in this location is:	<b>Classroom #108</b>			
<b>On-Site Safe Evacuate Location</b>				
The designated on-site safe location for evacuation is:	<b>Back Parking Lot</b>			
<b>Off -Site Safe Evacuation Location #1</b>				
Name of Location	<b>Burn Boot Camp</b>			
Street Address	<b>2505 Dixie Highway</b>			
City, State and Zip Code	<b>Ft. Mitchell, KY 41017</b>			
Telephone Number	<b>859-594-9008</b>			
Directions/Evacuation route to this safe location	<b>Turn right onto Dixie Highway and travel two blocks (0.2 miles)</b>			
Is there a written agreement with this location (Recommended as a best practice)	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>	
<b>Insert Provider/Program Primary Emergency/Disaster Contact Information</b>				
Name	<b>Dana Smith</b>			
Telephone Number	<b>859-578-3562</b>			
Cell Number	<b>859-802-7603</b>			
Email Address	<a href="mailto:dsmith@immanuel-nky.org"><b>dsmith@immanuel-nky.org</b></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	Alan Gill/Dana Smith
Person responsible for “all clear”	Alan Gill/Dana Smith
Assembly site manager/alternate	Dana Smith/Amy Higgins
Staff-person with First Aid/CPR	All
Person responsible for copy and posting of building site maps	Alan Gill/Dana Smith
Person responsible for marking evacuation exits	Alan Gill
Location of evacuation exits	Welcome Center doors located on the first floor
On-site evacuation location	Back Parking Lot
Off-site evacuation site	Burn Boot Camp
<b>Shelter-in-Place Plan</b>	
Shelter- in -Place Coordinator	Alan Gill
Shelter- in- Place Coordinator Alternate	Dana Smith
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)	<b>Room #108</b>
Staff Responsible for Maintaining/Refreshing Emergency/Disaster Supplies	<b>Dana Smith/Amy Higgins</b>
Staff Process for Maintaining Personal Supplies for Shelter-in-Place	<b>Review of supplies and checklist</b>
<b>Communication System</b>	
How we will train our staff on emergency/disaster plans	<b>Staff Meetings, Drills, Professional Trainings</b>
How we will communicate our emergency/disaster plans to the children and parents to ensure family reunification.	<b>Plan is given to all families</b>
In the event of an emergency/disaster, how we will communicate with the staff/parents	<b>Via mass email and Immanuel Sonshine Preschool Procure app.</b>

# Emergency Response & Family Reunification Overview

## Emergency Drills & Preparedness

Fire Evacuation (Monthly): Meeting point is the back of the parking lot. Drills are documented with date and time.

Earthquake Evacuation (Quarterly): Staff and students take cover under tables. Drills are documented.

Tornado Shelter (Quarterly): Director monitors the weather. Classes gather in Room 108 / Youth Lounge. Drills are documented.

Lockdown (Quarterly): 'Code ninja' alert via walkie-talkie. Staff do not open doors to unknown individuals. Report suspicious people discreetly. Call 911 if in danger. Drills are documented.

Shelter-in-Place (Quarterly): Staff find a safe indoor location and remain until 'all clear'. Drills are documented.

These drills are practiced regularly and reviewed with staff to ensure everyone understands their roles and responsibilities. Children are guided through each drill in a calm, age-appropriate manner. Evacuation maps are posted in each room.

## Reunification Plan

In the event of an emergency requiring evacuation or lockdown, we will implement our Family Reunification Plan to safely return children to their families.

### Designated Reunification Sites

- Primary (On-Site): Back parking lot
- Secondary (Off-Site): Burn Boot Camp, 2505 Dixie Highway, Fort Mitchell, KY 41017

### Reunification Process

- Parents/guardians will be notified via text, phone, and email.
- Only individuals listed on the child's emergency contact form may pick up the child.
- A valid photo ID is required.
- Staff will verify identity, document the release, and escort the child to the reunification point.

### Special Considerations

- Prioritize children with disabilities and/or medical needs.
- Provide emotional support and translation services as needed.



IMMANUEL   
**Sonshine**  
PRESCHOOL

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

School Year: August 31, 2026 – May 31, 2027

***Receipt of Handbook***

I do hereby acknowledge that I have received and read the Sonshine Preschool Handbook which includes the condensed Sonshine 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 qualified adult staff.

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. 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: \_\_\_\_\_