



P. C. A.
SUNSHINE
PRESCHOOL

2011 - 2012

Handbook

Princeton Bible Church/Academy
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Princeton, IL 61356
(815) 875-2933

www.princetonchristianacademy.org

Sonshine Preschool Take-Home Note

Each Friday you will receive the Sonshine Preschool take-home note. Please read through this as it will include the weekly activities for the Preschool, including the ABC BAG/SNACK schedule.

Daily Schedule

| | |
|-------------|---------------------------------|
| 7:45 – 8:00 | Arrival |
| 7:45-8:30 | Learning Centers |
| 8:30-8:45 | Clean Up Centers |
| 8:45-9:15 | Bible Lessons/Prayer and Praise |
| 9:15-9:30 | Carpet Time |
| 9:30-9:45 | Restroom |
| 9:45-10:15 | Snack |
| 10:15-10:40 | Story/Music/Games |
| 10:40-11:00 | Large Motor |
| 11:00 | Dismissal |

Note: This is the schedule we will attempt to follow each day. We will, if necessary, make changes on some days.

Philosophy

SonShine Preschool offers an age appropriate program designed to help children develop a positive self-image and positive attitude as well as grow emotionally, socially, spiritually and physically.

The process of learning comes about through self-directed and group activities that will enhance each child's development in all areas.

Your child's education and welfare are important to us. Our goal is to prepare the children for kindergarten in all of areas of learning.



Arrival

Arrival time is from 7:45 – 8:00 AM. Class time begins at 8:00 AM. Please remember that it is in your child's best interest not to stress tardiness. This creates feelings of apprehension and makes for an uncertain beginning to the day. For this reason, we will begin our devotional and prayer time as soon as all students have arrived.

If, for some reason, I am not in the classroom or the gymnasium with the older children, please do not leave your child alone in the classroom.

For safety's sake, please do not leave your child unattended!

Field Trips

We will attempt to go on a few field trips during the year depending on schedule, weather, and transportation.

Guest Speakers

We encourage you to feel free to come in and share with the class any hobby, interest, or talent you may have. We also welcome any suggestions you may have for guest speakers.

Parent Info Wall

The parent wall is located on the left as you enter the classroom. This wall is your connection to our activities and special events. Please check this wall frequently.

Departure

Our daily sessions end at 11:00 a.m. At the conclusion of the session, please come to the classroom to pick up your child. If we are outside for recess please wait to pick up your child either in the classroom or gym. If we are at recess in the gym, please wait outside the gym doors.

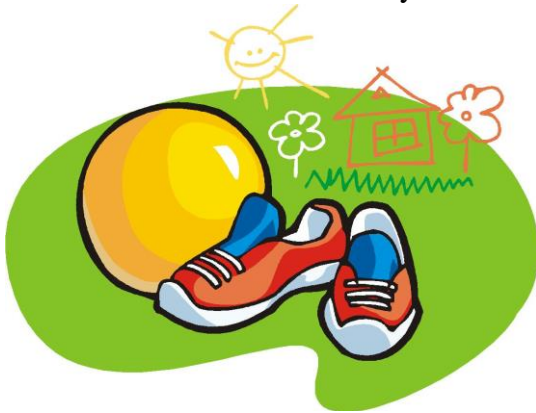
Clothing

Send your child to school in play clothes. Some activities may be messy and your child should be able to enjoy playing without worrying about clothes becoming dirty.

Send your child in clothing appropriate for the temperature of the day. (Hats, coats, sweaters, mittens, boots, etc.) Please mark outdoor clothing with your child's name. We will venture outside even in cold weather.

Provide an extra set of clothes (pants, shirt, underwear and socks) in a plastic bag labeled with your child's name. These will be kept at school in case a change of clothing is needed.

Because of the running, jumping, etc. that we will do, tennis shoes and socks should be worn to school each day.



Discipline

Acceptable behavior is encouraged through positive verbalizations. We encourage children to verbalize with one another to resolve disputes and we will redirect and model expected behaviors. If necessary, children will be removed from the group for a time out period. This is a time where the child may calm down and remember what behavior we are asking for. If the behavior cannot be corrected by time outs, the child will be escorted to the office and the parents will be contacted. No child will be subjected to corporal punishment or verbal abuse.

Conferences

Parent-Teacher conferences are held in February; however you may request a conference at any time. These conferences are very important. I encourage you to please make an appointment at the time of sign ups. Your child's development is very important to us. Please communicate any concerns you may have to me via: school- 815-875-2933; my cell- 815-303-2019; my email- elishapollok@yahoo.com.

Special Holidays

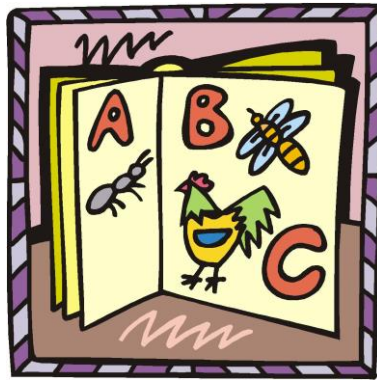
We do not participate in the PCA Christmas program and feel that



low key celebrations best meet the needs of preschool children. We will, however, have a short open house presentation in October and a Christmas program in our own classroom.

Birthday/Star Student of the Day

Each child will be chosen one day during the year to be the star student of the day. This day will be scheduled around the time of your child's birthday. Parents will receive a questionnaire to complete prior to their child's special day.



ABC Bag and Snack

At each session we will introduce a letter of the alphabet. The children will take turns taking the ABC bag home and bringing it back with three items that begin with the letter we are introducing that day. On the day a child brings in the ABC bag, they will also provide snacks for the class.

We like to promote healthy snacks as much as possible. We will save the cupcakes, donuts, cookies, for birthdays and holiday parties. If you are not sure what snacks are acceptable just ask me! We provide the juice and water to drink. However, if you would like to donate the beverage with your snack that is acceptable.

Preschool Shirts

We have our own shirts for sale designed by John Stier. He has his own graphics design business in Princeton. There is no obligation to purchase but they do make great advertisements for our school and keepsake for your child.

TEACHERS BIO

Elisha Pollok – I live in Dover with my husband, Marc, who is a teacher at Princeton High School. We have 2 daughters, Jordyn, almost 17, a junior at PHS and Gracie, 12, is in 7th grade at PCA and our son, Colby, 5, is in preschool with me.

I have been teaching preschool for 16 years total. I have been at Sonshine Preschool for 10 years. I enjoy teaching preschoolers. They are a fun age group to work with.

Pam Friel - I live in Tiskilwa with my husband Cory and our daughter, Kaylyn 5.5 years old and she is in Kindergarten at PCA. We attend Princeton Bible Church and I am active in various areas of the church body. I am also the co-coordinator of Bureau County Mothers of Preschoolers (MOPS).