



SUNSHINE SCHOOL • MATTHEW 5:14+16  
PRESTONCREST CHURCH OF CHRIST

# INFORMATION

## 2019-2020

# 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 & Anna Gscheidle  
SUNSHINE SCHOOL DIRECTORS

## 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.

# **SCHEDULE & CLASSES:**

School begins in September with "Meet the Teacher" on the day after Labor Day. Children go to their new classroom while parents attend a short, informational meeting in the auditorium. The first day of school is that Thursday. 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.

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 in each child's folder. 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 activities:

**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:** Sunshine School is blessed to have a music teacher on our staff and Sunshine School students love their time in her class. 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 more.

**ART:** Through hands-on activities, children learn various art techniques and explore art history. 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!

## **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. Directors are available at any time! A complete school directory with contact information for staff, directors, 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. 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.) Finger foods work best!

## **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. 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.

## **PROGRAMS:**

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. Programs are on Monday nights at 6:30 pm.

## **BAD WEATHER DAYS:**

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.

## **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 24 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.

## **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 1:45-2:15.

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.

## **CARLINE & PARKING:**

You are welcome to come in the building each day to drop off your child. Please enter through the north doors, which are unlocked at 8:55. For pick up we ask that all families (except nursery parents) use the carline.

Carline begins the 2nd day of school. All morning drop off is done at the north entrance. For afternoon pickup we dismiss our youngest students from the north end and the oldest students from the south end 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, parents will be invoiced \$50.

# ENROLLMENT:

Enrollment begins each year in January. Children will be placed in a class based on their age as of September 1. Prestoncrest church members and returning students are allowed to enroll before enrollment opens to new families. Enrollment information is sent home to all current students to allow parents time to complete their enrollment before Open Enrollment begins. 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 Fee is nonrefundable. Supply Fees are refundable only if we cannot place your child. May's Tuition is non-refundable after June 1, 2019. Please note that students entering the 3's and PreK's classes must be completely potty trained before the school year begins.

# TUITION & FEES:

The 2019 fee & tuition rates are:

	Nursery	Two's - PreK4	PreK5
Application Fee - One time fee, paid online	\$50	\$50	\$50
Supply Fee - One time fee, paid by credit card with May 2020 tuition	\$150	\$150	\$175
Monthly tuition - paid monthly by credit card or in full by check (in August)	\$250	\$225	\$300
Total Due to Enroll	\$450	\$425	\$525

We have implemented 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 by check, but prior notice must be given and payment must be received on time, or you will automatically revert to monthly charges.

*For assistance with tuition payment, contact Teresa in the church office: 972.628.4987 or [teresa@prestoncrest.org](mailto: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/youth/sunshine-school](http://www.prestoncrest.org/youth/sunshine-school)

Sunshine School Office: (972) 628-4996 (Mon, Tues, & Thurs, 9a-2p)

Dana Palacios: (214) 675-7482 | Anna Gscheidle: (214) 405-1332

Email: [sunshineschool@prestoncrest.org](mailto:sunshineschool@prestoncrest.org)

# **CALENDAR DATES TO NOTE:**

“Spirit Days” are the last Thursday of every month - wear a SS Shirt!

SEPTEMBER: Meet the Teacher Night (Tuesday after Labor Day)

First Day of School (Thursday after Labor Day)

OCTOBER: Columbus Day (No School)

Fall Party at the end of the Month

NOVEMBER: Thanksgiving Break (No School for the Week)

DECEMBER: Christmas Program & Open House (2's-Pre-K 5)

Christmas Party (last day of school before the break)

JANUARY: Martin Luther King Jr. Holiday (No School)

Enrollment Begins for the next school year

FEBRUARY: Valentine's Day Party

President's Day (No School)

MARCH: Spring Break (No School)

APRIL: Easter Egg Hunt

50th Day of School

MAY: Teacher Appreciation Week

Spring Program (2's-PreK 5)

Last Day of School (usually the 3rd Thursday in May)