





Thank you for your interest in our preschool! We offer a morning program for children eight weeks thru pre-kindergarten. Following is a brief overview of our program that starts on September 3, 2024.

- There is a \$50 non-refundable registration fee. This fee needs to be paid as soon as possible to guarantee a spot in our program. Children currently enrolled have first option to available spots in our program. Once capacity in a class is reached, your child will be placed on a waiting list.
- Our hours of operation are 8:15 am until 12 pm. Children must be in the care of a parent or guardian by 12 pm or a late fee will be charged. If you are late picking up your child, a \$1/minute late fee will be charged to your child's account. If you are late picking up your child more than 3 times, the late fee goes to \$5/minute. We reserve the right to dismiss a child from our program for late pick up.
- We offer early drop off starting at 8:00 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.
- Your child must meet the age requirements as set forth by the Alamance-Burlington School System (ABSS) in order to be enrolled in a particular class. The cut-off day for the ABSS is August 31<sup>st</sup> for a child to be enrolled in kindergarten and subsequent classes. For example, if your child will turn 3 on Sept. 6<sup>th</sup>, your child will be enrolled in the 2 year-old class for the school year. We try to keep children with the group they will be with in the public school system.
- Tuition is due on the 1<sup>st</sup> of each month with the first payment due the first day of school. We accept cash, check or ۷ money orders. Our program does not accept payments made by debit or credit cards but the church does. If you would like to pay online by debit or credit you may do so by going to the church website, www.fbcmebane.com, clicking on the give button and following the instructions. There is a drop down bar where you can select for the payment to come to SonShine Ministries. There is a 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. 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 may be dropped in the payment box by the SonShine Ministries office or mailed to the address above. If paying by check or money order, please put the child's name in the memo line. 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 \$255 per month; tuition for 5 days per week is \$300 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 \$250 per month; tuition for 5 days per week is \$295 per month. Parents are required to provide diapers or pull-ups.
- Two's Class Tuition for 3 days per week (TWTh) is \$245 per month; tuition for 5 days per week is \$290 per month.
  Parents are required to provide diapers or pull-ups.
- Three's Class Tuition for 3 days per week (TWTh) is \$240 per month; tuition for 5 days per week is \$285 per month. Children entering the three year old class must be potty trained. Parents are required to provide diapers or pull-ups.

- ♥ Four's Classes Tuition for 3 days per week (TWTh) is \$235 per month; tuition for 5 days per week is \$280 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.
- ◆ A parent or guardian must accompany children on all 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 event the program feels it necessary.
- ♥ All parents or guardians must pay for the cost of field trips for themselves as well as their child.
- If your check is returned by your bank, a \$35 returned check fee will be charged to your account. After 2 returned checks, fees must be paid by money order, certified bank check or cash.
- We follow the Alamance-Burlington School System (ABSS) for closings for inclement weather. We will send out an automated phone message to the phone number you have on file notifying you of closings and delays as well as have it on the SonShine Ministries answering machine. If ABSS is closed then Preschool is closed. 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. If you are unsure of the inclement weather schedule, you may call 919-563-3444 after 6:30am the message will be updated by this time. Tuition is still due when we are closed for inclement weather.
- 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 can not 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.
- Every child will need a book-bag with a <u>complete</u> 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.
- A light snack is served daily. If parents would like to provide snack for their child's class or for the entire Preschool for special occasions such as birthdays or holidays, please speak with your child's teacher. There will be several occasions through out the year where you may be asked to bring something for a class party or for a Preschool celebration.
- 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.
- ♥ Please sign your child out each day. This is for safety purposes. If someone other than the regular person is picking up your child, please let us know by a note or by calling 919-563-3444 or 336-524-4576. We check I.D.s.
- 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.

If you need additional information, please call us. Thank you for your interest in our program.

Libby Isaac, Director

Angie Patterson, Office/Financial Director