



Parent Handbook  
2026-2027

## Letter to Parents

The staff at Sonshine School and Sonshine Academy want to extend a warm welcome to you and your children. Your children are your most precious possessions, and we are delighted that you have chosen to share them with us!

We believe the preschool years should be filled with happy, memorable experiences. Your child's early childhood education experience is very important. Our mission is to teach young children about God's love and His plan of salvation, to guide them in applying their faith to life and in sharing that faith with others, and to provide an outstanding preschool education from a Christian perspective.

Through teaching children devotion to God, love and kindness for others, respect for authority, obedience to divine commandments, self-discipline and self-control, humbleness of spirit, and to emphasize the child's worth in the kingdom of God, we believe that Sonshine School and Sonshine Academy will provide your child a place where he/she can grow and learn in God's grace and for His glory. Every effort will be made to assure each child a safe, happy, and stimulating experience in our program in an age-appropriate manner.

This Parent Handbook has been prepared for your use throughout the school year. We hope that it provides you with answers to any questions you may have regarding our school; we recommend that you read it thoroughly.

In His Service,

Cheryl Lochner  
Sonshine School Director

Ann Marie Lindig  
Sonshine Academy Director

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## 1. Important Contact Information

### **Sonshine School MDO**

[www.fbcsonshine.org](http://www.fbcsonshine.org)

469-200-7795

Director: **Cheryl Lochner**

[cheryl.lochner@friscofirst.church](mailto:cheryl.lochner@friscofirst.church)

Assistant Director: **Lindsey Abel**

[lindsey.abel@friscofirst.church](mailto:lindsey.abel@friscofirst.church)

### **Sonshine Academy Preschool**

[www.fbcsonshine.org](http://www.fbcsonshine.org)

469-200-7790

Facebook : Sonshine Acad

Director: **Ann Marie Lindig**

[annmarie.lindig@friscofirst.church](mailto:annmarie.lindig@friscofirst.church)

Assistant Director: **Kathy Bean**

[kathy.bean@friscofirst.church](mailto:kathy.bean@friscofirst.church)

### **First Baptist Church Frisco**

7901 Main Street  
Frisco, TX 75034

469-200-7708

[www.friscofirst.church](http://www.friscofirst.church)

### **Frisco First Program Staff**

Lead Pastor  
Executive Pastor  
Minister of Pastoral Care & Senior Adults  
Minister to Women  
Associate Minister  
Minister to Students  
Minister to Student Girls  
Student Ministry Associate  
Director of College & Career  
Student Worship Leader  
Minister to Children  
Assistant to Children  
Kids on Mission Coordinator  
Children's Worship Leader:  
Minister to Preschoolers Children  
Assistant to Preschool Children  
Minister of Worship Arts  
Minister of Technical Arts  
Director of Communications  
Event Coordinator  
Facilities and Grounds Manager  
Maintenance Technician

Dr. Chuck Martin  
David Fuquay  
Rick Crocker  
Christy Williams  
Mike McGee  
Chris Hurt  
Brittany Green  
Sean Kahlich  
Kade McDonald  
Josh Nivens  
Debbie Vallejo  
Cindi Wright  
Micah Weiler  
Patrick Casey  
Kay Barker  
Jenni Thomas  
Mike Gould  
Brett Everett  
Cori Weiler  
Rhonda Clausen  
Jerred Shideler  
Brady Darby

## 2. School Days & Hours of Operation

Sonshine School & Academy is a ministry of Frisco First Baptist Church and is a church-run program. As such, our program is exempt from CCR licensing and is not regularly inspected by the state.

Our hours are Tuesday & Thursday 9:10 am – 2:10 pm

We are open September through May. We follow the Frisco ISD school calendar and observe all holidays and school days off therein.

Should inclement weather or any other circumstance close Frisco public schools, Sonshine School and Academy will also close.

## 3. Registration & Enrollment

Placement in classes is based on age. All classes are filled based on the age of each child by September 1<sup>st</sup> of the current school year. For example, a child must be 2 years old by September 1<sup>st</sup> to be admitted to the 2-year-old classes.

Sonshine School and Sonshine Academy do not discriminate based on race, color, national, and ethnic origin.

Sonshine School admits newborns 3 months or older through young 3's. Children in our Sonshine School will have supervised bathroom visits and will receive help as necessary.

Sonshine Academy admits children 3 years old to 5 years old and requires that all children be toilet trained and able to wipe independently. No pull-ups.

Your child will not be considered enrolled until the registration fee is paid. **Registration is \$125 per child.** This is a non-refundable fee. A short wait list will be taken at the beginning of each school year to fill vacancies for the current year only. There is a \$25 fee to be added to the wait list. Once a spot opens, the \$25 wait list fee will be applied toward the registration fee, requiring the additional \$100 to be collected. **Wait lists do not carry over to the following school year.**

**2027-2028 Registration** for current students and siblings runs from January 7<sup>th</sup> through January 28<sup>th</sup>. All current students are guaranteed placement for the following school year.

**Registration will officially open to the public on February 3, 2027.** Registration is done online and is on a first-come, first-serve basis. The link to register will be on the home page of our website. It will go live @9:00am on Feb. 3, 2027.

Registration requires a \$125.00 non-refundable fee. To further guarantee placement, both schools require that each child's first month's tuition be paid in full by **Wednesday, June 16, 2027**. This tuition must be paid on time to secure placement for the upcoming school year.

## 4. Tuition Policies for 2026-2027:

Tuition is based on the cost of operating the preschool. Tuition is payable by the first school day of the month or annually. The total cost of our program is prorated monthly (September – May); therefore, a full month's

**tuition is due each month regardless of the number of days attended therein.** (Student daily rate is ~ \$39.50/day = \$285/month X 9 equal payments)

**Fees for 2026–2027:**

- \$125 Enrollment Fee (non-refundable)
- \$285 Tuition Due Monthly
- \$10.00 Discount for each sibling enrolled

**Supply Fees:**

- \$150 fee for the year, due in September (non-refundable)

**Payments:**

All payments will be made through Brightwheel via credit card or ACH. *Credit card payments have an additional 2.95% service fee. ACH payments have an additional 0.6% fee (\$0.25 minimum fee/\$2.00 max fee).*

Parents will have access to all invoices, payments, and monthly tuition receipts through the Brightwheel App.

**Late payments:** will be incurred/dealt with as follows:

- \$10 late fee automatically applied if tuition is not received by the 10<sup>th</sup> of the month
- If tuition is not received within the month it is due, student will be given a two-week grace period in which to become current with tuition (both previous month & current). During this time, student will remain home. If tuition is not received after this period of time, student will be unenrolled from program.

May tuition must be paid in full by **May 1<sup>st</sup>** for your child to continue in school through the end of year. **There are no tuition refunds for the month of May.** The total cost of our program is prorated monthly (September – May) to keep our program affordable for all students enrolled: \$39.50/day.

**Withdrawal Policy:**

If it becomes necessary to withdraw your child from the program, at least two weeks' notice must be given in writing. Tuition for the two weeks in attendance will be due. Registration and supply fees are non-refundable. No refunds will be given for days when children do not attend due to illness. There is no fee reduction for holidays, snow days, or school closure. Tuition reimbursement will not be given during the month of May. Student accounts must be current to attend school the following year.

Tuition refunds during times of quarantine will not be available to students. Should our entire school close due to an extreme circumstance (i.e. a pandemic) for an extended amount of time, we will not invoice parents for further fees during the closure.

## **5. Emergency Contacts**

For both schools we ask if someone else will be picking up your child from school, please notify the teacher in advance in writing. Your child will only be released to those designated on the Emergency and Pickup Contacts you have listed in your child's profile without written notification.

It is entirely the parent's responsibility to keep the school updated on any address, telephone, or

emergency contact changes. There must be at least one additional contact listed besides mom and dad in the event of illness or emergency in your child's profile.

## 6. Toilet-Training Requirements

For newborns, toddlers, and two who are not yet potty-trained, please bring an adequate supply of diapers, with your child's name on all items (including individual diapers).

If your child is in the potty-training stage, your child **must** wear diapers (preferred) or pull-ups. Please be sure to pack extra clothing: pants, shirts, and socks. Our focus is teaching your child and the other children within the classroom setting in addition to handling each child's toilet training as is needed throughout the day. To be considered potty-trained, your child must be able to recognize and express verbally their need to use the bathroom and independently pull their pants up and down with minimal assistance.

Sonshine Academy admits children 3 years old to 5 years old and requires that all children be toilet trained and in underwear. We encourage children to use the bathroom during several scheduled bathroom trips throughout the school day. As all parents know, sometimes these scheduled trips are not always enough! The children in our care may be permitted to go to the bathroom with a staff member should these needs arise.

To be considered toilet trained a child must be able to:

- recognize when he/she needs to use the bathroom,
- verbally express their needs,
- Independently pull pants up and down and independently clean themselves.

Please send children in clothing that they can manage independently. Children will be encouraged to do the best they can and reminded to wash their hands.

## 7. Immunization Forms

State law requires us to have an updated immunization form or waiver from the state for each student. Please send a copy of any new immunizations that your child receives throughout the year to be added to your child's file.

## 8. Drop off & Pick up Procedures

**All Students:** Our school day begins at 9:10. Pick up will begin promptly at 2:10. After three (3) late pick-ups your account may result in a late fee being charged. Parents are asked to park and walk their infants, toddlers, and two's (Sonshine School students) into the building. Parents who do not have a child in Sonshine School are asked to use carline for drop-off & pick-up. Parent or Guardian will check-in each child in attendance using the Brightwheel App for security purposes. Please read below for specific information related to each program.

Should your child require an alternative pick-up time or have special needs, please contact one of the directors to determine the best way to handle such accommodation. Please keep in mind that to run drop off and pick up smoothly, we will need to focus complete attention to that process and parents with accommodation may need to adjust arrival times.

**All Sonshine School & Academy families will enter the campus via Hummingbird for drop off and pickup.**

**The maximum speed limit at all times on the school grounds is 5 MPH.**

**Cell phones must NOT be used in the parking lot or drive lane.**

**Sonshine School:** Park in the southeast parking lot. **(Parking at the houses is not permitted.)**

For the safety of you and your child, please walk from your car toward the building with the “blue b” and follow covered walkway to the main entrance of the north building. Please avoid walking in the drive-thru lane on the north side of the parking lot as this is the car lane for Sonshine Academy.

All Sonshine School parents will enter through the main lobby doors. Parents will be given a map and pickup sign in your student's folder. The pickup sign is very important as this instantly identifies for us your child's teacher and pod information that is relayed to the teachers which will ensure a smoother pickup transition. Parents or caregivers who do not have a pickup sign may use a license for pickup; however, they will be asked to step aside while we verify identity. Parents, family members, and approved pickups will be able to check children **in and out** by opening their Brightwheel app and scanning the QR code (placed in lobby and hallway prior to entering the SS wing) and entering your unique 4-digit code. Check-in/out button is located at the bottom of your home screen. Select each of your children that will be in attendance and optionally, leave any notes for teachers/staff to be aware of about your child as needed.

Once you have completed checking in your child(ren) using the QR code proceed to the double glass doors. When directed, you will be allowed to enter the east wing where you will meet your child's teacher at the Pod entrance. Before your child is released at end of day, parents, family members, or approved pick-ups must scan the QR code to sign each child out. Once complete, proceed to the glass doors and when directed, proceed to your child's POD entrance to collect your child(ren). All exiting parents will then be directed out the south-east doors. For the safety of school students, students will be dropped off and picked up from the **pod entrances**. There will be no parents who drop off or pick up directly at the classroom doors.

**Sonshine Academy:** Our school operates a car line system on most school days (rain or shine).

Car line allows us to maximize the time in our school day. Parents will be required to drop off and pick up their Academy students via the car line unless they also have a child in Sonshine School. Parents will be given a pickup sign to use during pickup. The pickup sign is very important as this instantly identifies for us your child's pod and teacher and helps to make pickup run faster. Parents or caregivers who do not have a pickup sign may use a license for pickup; however, they will be asked to step aside while we verify identity. For safety & security purposes, parents/adults are not allowed in the Academy hallways during drop-off and pick up. Should procedures need to be modified, parents will be notified of all changes.

**Academy No Car Lane Days:** At least once a month, parents will be dropping off and picking up directly at the classrooms. Parents are asked to park in the west parking lot located to the west of the south building. All families will enter the main lobby of the north building.

**Academy Indoor Drop off or Pickup:** (For families who have a child in **both** programs only.) Parents will follow the guidelines listed above for Sonshine School drop-off & pick up. Sonshine Academy drop off and pick up will be at the west doors inside the main lobby. Staff members will take your child from the door to their classrooms and will be bringing students from their classrooms to the doors for pickup.

**Academy Car Lane:** Entrance to the car line is from Hummingbird ONLY. Depart the campus via Hummingbird ONLY. Please be careful as you enter the parking lot and **drive slowly**. Be aware that there are little ones who will be walking, and they are prone to wander. The car lane wraps around the north building. You will form 2 lanes. Drop off and pick up will take place in the covered circle.

**The maximum speed limit at all times on the school grounds is 5 MPH.**

**Cell phones must not be used in the parking lot or drive lane.**

Parents and children are asked to remain in the car until a staff member approaches to assist the child from the car. If at all possible, please **have your child sitting on the driver's side of the vehicle**. It is more dangerous for our staff and students to walk behind or in front of a vehicle. As you are waiting for car line drop-off to begin, it is helpful if you will unbuckle your child from their car seat. This will speed up our drop off lane.

We ask that parents DO NOT exit their vehicles in the pick-up line. If your child is unable to strap their self in, we ask that you pull your vehicle to the west parking lot to safely park and secure your child.

**Checking In/Out-** Parents, family members, and approved pickups will be able to check children **in and out** by opening the Brightwheel app and scanning the QR code (placed in the lobby and on outside stations). Each person will enter their unique 4-digit code. The check-in/out button is located at the bottom of your home screen. Select each of your children that will be in attendance and optionally, leave any notes for teachers/staff to be aware of about your child as needed.

## **9. School Security Procedures**

It is the purpose and intent of Sonshine School and Academy to provide a safe, secure environment to teach and care for the children in our programs. To maintain security to the best of our ability, all paid staff within First Baptist Church - whether part-time or full-time, are required to complete a confidential application form and background check prior to being hired within our school. Background checks are ongoing. All staff are also required to complete a comprehensive training through Ministry Awareness.

Entry into our building is left unlocked during arrival and dismissal times each day. Between these times, doors are locked, and entry can be obtained through the doorbell located on the left wall beside the main glass doors, which will notify our staff assistant.

Our teacher/student ratio follows the guidelines mandated by the state of Texas. Students are never left unattended. All doors within our building have glass windows and/or "dutch" style doors to maintain security and safety. Children in our care may only be dismissed to people who are listed on that child's approved list of caregivers or by written notification. Identification (or pick-up sign) is required.

### **Media and Privacy Policy**

*As a Christ-centered preschool, we are committed to honoring the dignity, safety, and privacy of every child and family entrusted to our care.*

In the spirit of love, respect, and community, we ask all families to abide by the following guidelines regarding student wireless communication devices, photography and video recording:

#### **No Wireless Communication Devices**

Students are not allowed to have wireless communication devices including smartwatches and cell phones.

### **No Video Recording on School Grounds**

Out of respect for each child's privacy and to maintain a peaceful, focused learning environment, video recording or filming is **not allowed** during the school day on preschool grounds. This includes classrooms, hallways, playgrounds, and any space used by the children. Exceptions to this will include special events where the children are performing for parents or graduation. This policy is in place to protect the privacy of all students and staff.

### **Photographing Other Children**

Parents and guardians are welcome to take photographs of their own children during school events when permitted by staff. However, photographing other children is **strictly prohibited** unless **explicit consent** has been obtained from the other child's parent or legal guardian.

### **Church Property Coverage**

As we are blessed to share space on church grounds, this policy extends to **all areas of the church property** during preschool hours and at school-related events. Please be mindful of all families' expectations of privacy.

### **Staff Photography and Communication**

Our staff may occasionally take photos or short videos for classroom use or our Facebook page (Sonshine Academy only). If your child's image may be shared outside of our school community (such as on our website or social media), we will only do so with your prior, written consent, as outlined in our permission forms.

### **A Community of Trust**

We strive to cultivate a culture of trust and mutual respect. Repeated disregard for this policy may lead to administrative follow-up. We appreciate your partnership as we work together to create a safe and respectful environment for all of God's children.

*"Let all that you do be done in love." – 1 Corinthians 16:14*

## **10. Illness Mitigation Guidelines and Health Policies**

We learn more about health policies every day, and the CDC recommendations change as new information becomes available. Therefore, our staff and student policies may also be updated and modified during the course of the school year. Our Health Policy plan includes many different strategies that are designed to keep our students and staff safe.

**Staying home:** It is important for staff and students to stay home if they are sick. Symptoms can be similar in a variety of illnesses. However, to protect everyone from the spread of any virus students who show signs of illness should stay home until 24 hours after the fever is gone and all symptoms subside. The presence of fever suggests an infectious cause, but fever is not always present with an infection. If the student's symptoms worsen, the parent should contact a health care provider to determine whether further testing is recommended.

It is expected that all staff and students will screen themselves before coming to school each day.

|  |                                                                                                |
|--|------------------------------------------------------------------------------------------------|
|  | Temperature 100° or higher                                                                     |
|  | Sore throat                                                                                    |
|  | New uncontrolled cough                                                                         |
|  | Shortness of breath or difficulty breathing                                                    |
|  | Diarrhea, vomiting, or abdominal pain                                                          |
|  | Congestion, runny nose, or allergies that cause them to be listless or obviously uncomfortable |
|  | Headache                                                                                       |
|  | Muscle pain, aches, fatigue                                                                    |
|  | Unknown rash: fever plus rash may indicate communicable disease                                |
|  | Earache/ Ear infection that is causing pain/discomfort                                         |

**If you answer YES to any question the child is asked to stay home** until symptom free for 24 hours **without fever reducing medications** or have received another diagnosis from a healthcare provider.

**Healthy hygiene practices:** As part of our curriculum, students will be taught the safest way to cough, sneeze, and wash hands. Students will be washing their hands with soap and water or using hand sanitizer throughout the school day. Staff will also be washing hands when they are more likely to spread or get infected by germs.

**Cleaning and disinfecting:** Our facilities staff will be disinfecting the rooms at the end of the day.

**Isolation:** If a child becomes sick during the school day, the child will be separated from other children and will be supervised until they are picked up. If the parent cannot be contacted, the contact person listed on your child's profile will be contacted and asked to come for your child. Be sure to keep your phone available so that you are always reachable. **We expect the child to be picked up within 30 minutes of notification.**

### **Other Health Policies:**

A medical note may be required upon return for any **rash** or communicable illness.

It is our school policy that a child who has lice must be nit free before returning to school. The returning child will need to be checked by the director before being allowed to attend class.

**Parents are required to notify the school whenever a child has been exposed to or been diagnosed with a contagious disease, including, but not limited to, hand/foot/mouth; strep; staph infection; lice, flu, etc.**

## **11. Medications**

Parents are encouraged to give all medications at home. When medications are to be administered by school staff, the following procedure must take place:

Please space the administering of the medication to be at lunchtime if it may be taken with food.

Prescription and non-prescription medications will be accepted only in the original containers. The

medication must be handed directly to Staff or Administration.

Written instructions must be provided by the person prescribing the medication. This can include instructions on a prescription label.

Because the medication will be in the original container, the label will clearly indicate the name of the medication and the name of the child to whom the medication is to be given.

Place all medication in a zipper bag, clearly labeled with child and teacher's name.

At Sonshine School and Sonshine Academy we acknowledge the importance of sun protection and want staff and children to enjoy the sun safely. Parents are encouraged to apply sunscreen, and/or bug spray, prior to the start of your child's school day.

## **12. Medical Emergencies**

While all precautions will be taken to ensure the safety of your child on campus, accidents do occur. Please note that all injuries are documented. If your child is injured at school, you will be notified verbally and/or in writing.

In the event of an accident, the teacher or staff will administer the needed first aid for minor injuries. If it is necessary, paramedics will be called. Parents are financially responsible for the emergency services, including, but not limited to, ambulance and emergency room costs. Sonshine School and Sonshine Academy are covered with appropriate liability insurance.

## **13. Substitutes**

School: Substitutes will be paired with a current staff member to minimize any disruptions to routines the students are familiar with.

Academy: Substitutes will usually take the place of a Teacher's Aide. If a teacher is absent, the most natural replacement for that teacher is the teacher aide who is normally in the classroom.

## **14. Curriculum**

Sonshine School and Sonshine Academy curriculum is based on the concept that children are created uniquely and develop at different rates. It is our desire to grow Sonshine students spiritually, socially, and intellectually. Using Abeka, Handwriting Without Tears, and other resources for ages 1 year and up, we have designed a program that develops essential pre-reading skills from the earliest age. As the students progress through our program, they will begin putting letters together to form words and even sentences. We also integrate theme concepts as we teach key literacy skills. Our math curriculum promotes hands-on learning activities around basic math concepts. Through music & movement, students will reinforce the skills they are learning in class and a love for praising God. Our Bible curriculum uses fun and exciting formats to teach our basic doctrinal beliefs. The key ingredient to our whole program is FUN with a purpose!

## **15. Communication**

One of the keys to ensuring the best Sonshine School and Academy experience possible for your child and you is open communication. We hope you will speak to us often about what your child is doing at home. For our part, we have many ways to keep you updated on what your child does while here and what is happening at school. You will receive a monthly newsletter, monthly calendar, and daily or weekly reports from your child's

teacher to keep you informed of your child's day.

Parents are encouraged to address concerns or share ideas with the teachers at any time. Parents should bring any problems or concerns to the attention of their child's teacher. If the matter cannot be resolved at this level, parents should contact their child's school Director or Assistant Director.

Our teachers will be using Brightwheel to send photographs and to establish an open line of communication with each family. If you contact your child's teacher with a question or concern during the school day, you may not receive an immediate response as your child's teacher will be teaching and unable to quickly respond. Therefore, if you have a question that requires a quick response, we ask you to contact the school office. Teachers will try to respond during a break in their day or after the school day has finished.

When contacting teachers after school hours, please allow your child's teacher to respond at a time that fits in with their responsibilities and family life. Teachers will do their best to answer any questions before the next school day. However, we ask that you please respect their off-duty hours as much as possible.

**Conferences:** Sonshine Academy will plan individual parent-teacher conferences during the fall and spring to discuss your child's progress. However, we can arrange a parent-teacher conference for any parent for Sonshine School or Academy at any time during the year.

## 16. Discipline

*"Train a child in the way he should go, and when he is old he will not turn from it."* Proverbs 22:6

*"Do not withhold correction from a child."* Proverbs 23:13

Discipline is not the same as punishment. Discipline involves teaching children right from wrong, how to respect the rights of others, which behaviors are acceptable, and which are not, with a goal of helping to develop a child who feels secure and loved, is self-confident, self-disciplined, and knows how to control his impulses.

We discipline because children thrive with boundaries. Another reason we discipline is to help the children learn to love their Lord. Therefore, we do have rules and expect appropriate behavior from everyone.

*"Love is patient, love is kind."* 1 Corinthians 13:4

Discipline is always approached in a loving, positive manner. The staff will voice to the child the desired behavior rather than denounce the negative behavior the child is demonstrating. The goal is to make the child pause and think.

Teachers will use praise, practice, consistency, and redirection to teach the desired behaviors.

If we feel a behavior warrants further action, we will use different age-appropriate consequences. These include a short time out or "thinking chair", natural consequences, removal from an activity, a phone call to parents, or a visit to the Director. Any consequence will be done without embarrassment or humiliation.

The goal of the consequence is to give the child an opportunity to rethink their behavior and practice to make better choices. The guideline we use for the "thinking chair" is one minute of time for the age of the child. If we feel it is necessary, we will inform you of any incident through your child's daily report or via an email/phone call.

If the child exhibits uncontrollable behavior or threatens his/her own safety or the safety of others, his/her parents will be called to pick the child up immediately.

## 17. School Rules

*"Be courteous to all men."* Titus 3:2

*"We work together."* 1 Corinthians 3:9

*"Be kind to one another."* Galatians 5:13

Our school will consistently stress the importance of the following rules to children. Your assistance in sharing these rules with your children is greatly appreciated!

We say "please" and "thank you." Children should be respectful of staff and friends. This would include using appropriate terms of respect (ma'am, Mrs. etc.) and the importance of saying, "I'm sorry" or "I forgive you."

We keep our hands to ourselves. Children should be courteous. This would include disruptive behavior.

We follow directions.

We pick up our toys. Students should be respectful of their surroundings. This would include school property, picking up after their self, and pushing in chairs.

We take turns. Patience does not always come naturally; patience is developed and taught.

HAVE FUN!

## 18. Biting Policy

Biting is, unfortunately, not unexpected when toddlers/twos are in a class. It is always upsetting when children are bitten. We recognize how upsetting it is for parents of both the child who is bitten as well as the child who is biting. Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of every child is our primary concern. As a staff, we will be sensitive to circumstances in which biting occurs and use preventive measures to stop biting behavior. Here are the ways our staff will work to prevent a typical biting incident and how we will respond to biting.

We try to program the day to avoid boredom, frustration, or over stimulation. We provide a calm and cheerful atmosphere with a mix of stimulating and soothing, age-appropriate activities and with multiples of favorite toys. We work to model acceptable and appropriate behaviors for children, helping them learn words to express their feelings and giving them tools to resolve conflicts with our help.

If a bite occurs, we help the child who was bitten. We reassure him or her and care for the bite. If the skin is not broken, we use a cold pack. If the skin is broken, we follow medical advice and clean the bite with soap and water. If it is likely the bite may get dirty, we will cover it to keep it clean. If your child is bitten, we call the parent to let you know about the bite. The teachers fill out an incident report and have it signed by our director or assistant director. A copy is kept on file, and the original given to you in your child's folder. We also respond to the child who bit. We show the child strong disapproval of biting. Our specific response varies depending on the circumstances, but our basic message is that biting is the wrong thing to do. We help the child who bit to learn different, more appropriate behavior or responses, and we let the child's parents know that there is a problem so we can work together to solve it. An incident report is completed and sent home in the child's folder and a copy kept on file.

Teachers and directors will try to analyze the cause of ongoing biting. We work to develop a plan to

address the causes of the biting. We put all our energy into keeping children safe and helping children who are stuck in biting patterns. When we need to develop such a plan, we share the details with parents, so they know specifically how we are addressing the problem.

Parents are notified if their child starts to bite. We ask parents to keep us informed if their child is biting at home. Children who bite in our program do not necessarily bite at home. But if your child is biting in both places, it is important for all of us to be consistent in dealing with it. Communication is very important to help your child stop biting.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. Our staff has been trained to deal appropriately with biting so that the behavior will end as quickly as possible. We will support your child whether they bit or are bitten. We want the best for every child in our program. If a biting incident occurs, these are the general actions that will be taken. If you would like more information on our biting plan of action or have any questions or concerns, please contact your child's director.

## **19. Withdrawal Policy**

If it becomes necessary to withdraw your child from the program, at least two weeks' notice must be given in writing. Tuition is due for these 2 weeks.

**Registration and supply fees are non-refundable.**

**Tuition reimbursement will not be given during the first or last month of school for early leave.**

Also, at the discretion of the teacher and administration, a parent may be requested to withdraw their child for these or other reasons:

If the child does not make the proper adjustments to school or is considered in any way to be a detriment to the other children or program.

If the special needs of a child cannot be met after an adequate period of time (determined by director)

Physical and/or verbal abuse of staff or children by parent or child will not be tolerated.

If a child's biting becomes habitual or dangerous and all methods of resolution have been exhausted.

If medical or immunization records are not provided and current.

Non-toilet trained children in the Academy program.

Non-paid tuition and fees.

**Withdrawal policy concerning registration for 2027-2028 school year:**

**Registration fees are non-refundable.**

Tuition refund policy: Tuition is due by June 16, 2027.

Jan. 5, 2027-June 16, 2027- Full tuition refund

June 17, 2027-July 9, 2027- Full tuition refund -\$50 withdrawal fee (pending student replacement)

July 10, 2027-July 31, 2027- Half tuition refund (pending student replacement)

August 1, 2027-September 30, 2027- No tuition refund.

## **20. Clothing**

Please dress your children in play clothes suitable for playing and painting. We use tempera paint, but the children do not always wear their paint smocks and sometimes a brush or dot painter may go astray. We

do try to be careful, but as you know, accidents do happen.

Please select shoes that give support and allow freedom of movement for climbing, running, skipping and other activities. We advise no flip-flops, crocs, or backless shoes, as they do not provide the support and safety required. **Rubber-soled shoes or sneakers are best.** Sonshine School and Sonshine Academy are not responsible for lost or damaged clothing or belongings.

## 21. What to Bring Each Day

Please provide your child with:

A nutritious lunch and drink.

Change of clothes - weather appropriate, labeled with child's name (include socks, underwear, top, bottoms)

Nap mat for Sonshine School students, labeled with child's name.

Large towel for three-year-old "quiet time", labeled with child's name

Students will need a reusable water bottle or sippy cup. (Drinking fountains will not be available.)

Backpack (large enough to hold folder and lunch box), clearly labeled with child's name

Sonshine folder (provided by the school)

To ensure that your child's belongings stay together, be sure to label all clothing, backpacks, etc.

PLEASE leave your child's toys at home.

For Sonshine School (one year & up) and Sonshine Academy, please feed your child breakfast prior to arriving at school. Please do not send them into school with unfinished breakfast items.

Strollers will need to exit the campus with the parent. We will not be able to store strollers during the school day.

## 22. Lunches & Snacks

Sonshine School and Sonshine Academy will provide snacks for your child daily. Not all classes have a snack time. Please inquire with your teacher. If your child has any dietary restrictions that prevent him/her from having the snacks regularly provided, parents will be asked to provide their child's daily snack.

Sonshine School students will need to bring an adequate number of bottles, pacifiers, and cups, all labeled, for your child. A suggestion would be to use fingernail polish, as it will not wash off in water but can be removed later if needed. Students in 1- and 2-year-old classes: Please send your child with finger foods for lunch. While we would like to encourage healthy eating habits, we also want the children to be able to eat their food by themselves.

Sonshine School will offer Pizza Day **once** per month. Sonshine Academy offers Pizza Days **twice** a month. Please check your child's monthly calendar for exact dates.

Please note we are unable to heat lunches for children.

## 23. After-School Programs

Depending on availability each year, Sonshine Academy offers various after-school programs for students. These programs run independently of our program. Parents are encouraged to contact the program leaders directly with questions/concerns. Sonshine Academy will facilitate the transfer of students to the appropriate program with written permission from parents. However, we do strongly encourage parents to

watch students and be available to them during after school activities. In order to best utilize the time, we have with our students, we cannot be responsible for changes of clothes, shoes, or other preparations related to the after-school activity.

## **24. Celebrations (aka- Class Parties)**

Sonshine classes will celebrate holidays and theme days throughout the year. Sonshine School activities are scheduled within the students' regular activities of a school day. Sonshine Academy students love inviting parents to attend activities. Sonshine Academy will notify parents throughout the school year about upcoming events and will invite parents to attend.

## **25. Birthdays**

Birthdays are very special to young children. We would like to celebrate each child's birthday either on or near the actual birth date. If you would like to send special treats that day, we encourage you to do so. We suggest individual servings such as cookies, or easy-to-eat snacks. Please make arrangements with your child's teacher in advance to ensure there are no dietary or health restrictions for the class.

In Sonshine School and Sonshine Academy, we want to ensure that all children and staff feel recognized for their special day. For children, with summer birthdays (May 15 – August 30), we will recognize their half birthday. Feel free to bring treats or help celebrate their "Happy Half!" Please discuss with the teacher about what "treat" would be best for the students in the class.

## **26. Teacher Appreciation**

We like to praise our teachers for the work that they do. Both of our schools would like to encourage you to please let us know if your child has informed you of something wonderful they have learned from their teacher, positive feedback, or any praises you may have. Unfortunately, we cannot always be in the classrooms - so anything you have to offer helps us to truly recognize teachers for a job well done! Please feel free to email us with any praises.

Throughout each year we often have parents approach us about various staff's hobbies, favorite snacks, drinks, etc. If you would like such information, we have Teacher's Questionnaires on file in our offices.

## **27. Set Your Child up for SUCCESS**

Our school day begins at 9:10am. Please be prompt in getting your child to school and picking him or her up at 2:10pm. We cannot accept children early, as this would interfere with the staff's preparation time before class. Teachers are busy and distracted at this time, and unable to give a full welcome to your child.

Separation anxiety occurs in many different situations and at different stages in young children.

Check your own attitude. If you are anxious about a pending separation, your child will notice!

Teach your child self-reliance. Encourage him to do things for himself.

Confer regularly with the teacher about your child but refrain from discussing the child in his/her presence.

Take an interest in your child's daily experiences and whatever your child brings home.

If you do not already utilize a daily devotion with your child, now is the time! Our schools utilize the following books for our daily devotion time: *Jesus Wants All of Me* by Oswald Chambers, *The One*

*Year Book of Devotions for Preschoolers* by Crystal Bowman, as well as, *The One Year Devotions for Preschoolers 2 (Blessings Every Day: 365 Simple Devotions for the Very Young)* by Carla Barnhill.

## **28. Evaluating and Improving our Program**

Sonshine School and Sonshine Academy are dedicated to offering the best program possible. We are continually seeking your feedback to improve and evaluate our program. We believe that parent input is a valuable part of our program assessment. Please do not hesitate to send us your suggestions and concerns.

## **29. Job Opportunities**

Being a substitute teacher or assistant gives the parent an opportunity to see first-hand how their child is responding to the preschool experience and be involved in their learning process. If you are interested, please contact either of the Assistant Directors for more information and an application.

## **30. Frisco First Baptist Church of Frisco**

Consistent with the philosophy and objectives of Christian education, church and Sunday School attendance is highly desirable and important. Going to church does not just benefit *you*; it benefits the ones you are around.

Sonshine School and Sonshine Academy believe that children are unique and special gifts from God. He entrusts the care of these children to parents. The church can assist parents in this care, especially in spiritual matters.

*"But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, and how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."* 2 Timothy 3:14-17

*"Let us hold unswervingly to the hope we profess, for he who promised is faithful. And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another- and all the more as you see the Day approaching."* Hebrews 10:23-25

If you have no church home, we invite you to attend one of our worship services. Frisco First Baptist Church is a fellowship of people whose purpose is to love and worship God, to equip believers to live out their faith, and to introduce others to a living relationship with Jesus Christ.

Our goal is to minister to the entire family. We have a variety of programs and activities for all ages. We invite you to explore any of the programs which interest you.

### **Frisco First Baptist Church Morning Schedule:**

**Worship & Bible Study Hours: 9:30am & 11:00am**

Every Sunday, Frisco First Baptist Church offers worship and small group gatherings for all age groups. Attend adult worship service and LIFEGroup Bible study at either hour; Preschool, Children's and Student Ministries offer similar services during the same times. Toddler and Infant care are available for both service hours. For more information about times and locations check out our website at [www.friscofirst.church](http://www.friscofirst.church).

### **Weekday events:**

Frisco First Baptist Church offers many opportunities to grow in the grace and knowledge of our Lord and Savior, Jesus Christ. This includes men's and women's Bible studies, Wednesday night classes of varying topics, a variety of service opportunities for adults and children, and many other similar programs serving and supporting growing Christian families.

For more information about our church and programs that we have to offer, you may inquire in our office or visit our website at [www.friscofirst.church](http://www.friscofirst.church)

## **31. Doctrinal Statement**

We believe in the verbal inspiration and authority of all scripture. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.

We believe in God the Father, God the Son (Jesus), and God the Holy Spirit.

We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ our Lord.

We believe that salvation is "by grace" plus nothing and minus nothing. The conditions of salvation are repentance and faith.

We believe that men are justified by faith alone and are accounted righteous before God only through the merits of our Lord and Savior Jesus Christ.

We believe that it is the responsibility of all believers to live in a state of readiness for the Lord's return by living faithfully and with purity considering the teachings of Scripture.

We believe that Sonshine School and Sonshine Academy are a direct ministry of First Baptist Church of Frisco and have the mission to preach and teach Jesus Christ, in order to fulfill the Biblical commission of a daily ministry.

*"All scripture is inspired by God and is useful to teach us what is true and to make us realize what is wrong in our lives. It straightens us out and teaches us to do what is right. It is God's way of preparing us in every way, fully equipped for every good thing God wants us to do." 2 Timothy 3:16-17*

*"Jesus said, 'I am the way, the truth, and the life. No one comes to the Father, except through me.'"*  
John 14:6

*"If you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved." Romans 10:9*

*"To all who received him, to those who believed his name, he gave the right to become children of God-children born not of natural descent, nor of human decision or a husband's will, but born of God."*  
John 1:12-13