



***Parkview Sunshine Academy Early Education Center
Parent Handbook***

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Welcome

Welcome to *Parkview Sonshine Academy* Early Education Center. We're glad that you are a part of our family. Clear communication is one of the keys to a successful early education program. This handbook contains specific information and requirements set forth by *Parkview Sonshine Academy*, ACSI (Association of Christian Schools International), and the State of Illinois. After reading it, please sign the handbook verification stating that you have received, read, understand and agree with this information. This verification will be kept in your child's file and must be turned the day of his/her enrollment at the center. The handbook is designed as a handy reference for you.

Revision Policy

Parkview Sonshine Academy reserves the right to change policy or procedure in the Parent/Student Handbook at any time when, in the discretion of the administration, it deems the change to be in the best interest of the school.

Statement of Faith

We believe...

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant; there are no contradictions, no historical inaccuracies, and no false scientific information in the original manuscripts (II Timothy 3:16). We believe that the Old and New Testaments not only contain the Word of God, but are the Word of God in their entirety, and are the final authority in all subjects on which they speak (II Peter 1:21).
2. We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit (Matthew 28:18-19; Mark 12:29; John 1:14; Acts 5:3-4).
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary (Matthew 1:20-23), and is true God and true Man (John 1:1, 14).
4. We believe that man was created in the image of God (Genesis 1:26), from dust, as a perfectly created individual named Adam, that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God (Genesis 2:17; 3:6; Romans 5:12); that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed (Romans 3:10-23).
5. We believe that the Lord Jesus Christ died for our sins and for the sins of the whole world (I John 2:2), was buried and bodily rose from the dead according to the Scriptures (I Corinthians 15:1-4). We believe that He died as a representative and substitutionary sacrifice, and that all who believe in Him are justified by grace

Statement of Faith cont.

on the basis of His shed blood (John 3:16; Titus 3:5). We believe that those so justified are eternally preserved (e.g. the eternally secure position of the believer in Christ, as opposed to the concept that a believer in Christ could ever lose his salvation) through the present ministries of our risen, ascended, glorified Lord Jesus Christ and the Holy Spirit (John 10:27-29; Hebrews 7:25).

6. We believe that all who receive by faith the Lord Jesus Christ are born again of and indwelt by the Holy Spirit and thereby become children of God (John 3:3; 14:16, 17). We believe that regenerate man must walk in dependence upon the Holy Spirit in order to please God (Galatians 5:16).

7. We believe in "*that blessed hope*", the personal and imminent return of our Lord and Savior Jesus Christ (John 14:1-3; I Thessalonians 4:13-18).

8. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the just and the everlasting punishment of the unjust (e.g. there is no second chance in hell or the lake of fire for a restoration or universalism in salvation). A person's eternal destiny is set when they die with no hope of a second chance of salvation (I Corinthians 15:51, 52; Revelation 20:11-15).

9. We believe that the Church, composed of all those who truly believe on the Lord Jesus Christ as their Savior, is the Body and Bride of Christ. We believe that Christ is the Head of the Body, the Church (Ephesians 1:22, 23); that all believers are baptized into the Body of Christ by the Holy Spirit, and thus having become members of one another, we are responsible to keep the unity of the Spirit in the bond of peace (I Corinthians 12:13; Ephesians 4:3).

Mission and Purpose

MISSION STATEMENT

EQUIPPING STUDENTS, SERVING OUR COMMUNITY, TOUCHING THE WORLD... WITH EXCELLENCE AND LOVE

THE PURPOSE of Parkview Sonshine Academy, in cooperation with the home and church, is to educate our students from a Biblical worldview. With the Bible as the foundation of all instruction, Parkview seeks to equip the whole child - spiritually, intellectually, emotionally, socially, and physically - in order for them to have a godly influence on their own families, their community, and the world. We at Parkview strive to instill a Christian education that inspires students to pursue excellence and to lead them to a saving faith in Jesus Christ, encouraging them to live lives of Biblical integrity and service.

Statement of Nondiscrimination

Parkview Sonshine Academy admits students of any sex, race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to *Parkview* students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, admissions procedures, and athletic or other school-administered programs. We do reserve the right to deny admission to any individual who we feel will not benefit from our educational program based on past academic achievement. We also reserve the right to deny admission to a student whose life style is not in harmony with the stated purpose of *Parkview Christian Academy*.

History of Parkview

The cornerstone for what was then known only as the Yorkville School was laid in 1887. The original structure was a small two-story brick building that accommodated all classes from first grade through high school. Although the high school classes attracted students from as far as 20 miles away, the grade school students were primarily town residents.

After 20 years, more room was needed at the Yorkville School. In 1907 an addition was made on the east side of the building. It included what was called the first grade room and an extension of the "assembly." "Portables"--wooden classrooms--were added to the back of the building in 1922 and remained until 1960. The west wing of the building and the gymnasium were added in 1928.

All classes continued to meet at Yorkville School until Yorkville Grade School was built in 1952. Shortly thereafter (1959), Yorkville High School was built nearby on Game Farm Road and the old school became the junior high. When Waubensee Community College was formed in 1968, the building was one of many scattered campuses. It was then used for special education classes before Yorkville School District again began to use it as a middle school. At some point in the early 1970s, a contest was held and the name *Parkview* was chosen for the building. Yorkville School district continued to use the building for fourth and fifth grade until 1991. The building was purchased by Cal and Rena Pedersen on December 30, 1992. Mr. and Mrs. Pedersen, through the *Parkview Foundation*, put many improvements into the property.

Parkview Christian Academy began its first school year in the New Life Assembly Church in Yorkville in 1997 with eight students. In the spring of 1998, parents, teachers, and others began working to continue to renovate and restore the *Parkview* building. Classes in the *Parkview* school building began in the fall of 1998.

Regulations

In compliance with the State of Illinois Department of Human Services, *Parkview Sonshine Academy* is required to have the certain information in your child's file. Please supply the center with the forms and information requested.

Authorization for Pickup

The parent or guardian must provide *Parkview Sonshine Academy* with permission for person(s) other than the parents to pick up the child from the early education center. Any person other than the child's parent or guardian will be asked to show identification. It is a good practice for the parent to notify the staff or director when other person(s) are picking up the child on a given day. In emergency situations, parents sometimes need other person(s) not on the "Authorization for Pickup" form to pick up the child. In such cases, the parent must give written authorization or verbal authorization over the phone. The authorization for pickup also includes information indicating anyone who is not allowed to pick up a child. Any extenuating circumstances regarding pick-up must be arranged with the Director.

Emergency Form

The parents' (guardians') home and work emergency contact information, the child's known allergies to foods or medications, a release permitting emergency medical treatment, and a release for field trips shall be obtained at the time of admission

Handbook Verification

A parent/guardian-signed verification that the parent has received, read, and agrees to abide by the policies and practices in the *Parent Handbook* is kept in the child's file. This information shall be obtained at the time of admission.

Health Status

A dated, written statement about the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child less than seven years old, or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission or within 30 days after admission.

Immunization Form

Information regarding all immunizations the child has had, including the month and year when each immunization was administered. Immunizations must be recorded on the certificate of immunization form supplied by the Illinois Department of Public Health. The immunization form shall be obtained at the time of admission.

Photo Release

A parent/guardian-signed consent for your child to be photographed shall be in the child's file.

Reenrollment

Reenrollment will be held during the month of February at *Parkview Sonshine Academy*. During this month you will have an opportunity to enroll your child in a class for the following school year.

Sign-in/Sign-out Procedures

Each child must be dropped off at the classroom and signed in by an adult. Sign-in logs for students are located in the classroom with the teacher. At dismissal, children will be picked up by a parent or guardian at the carpool area (the parking lot at the north side of the building). Specific instructions for carpool pickup will be given at Preschool orientation in August.

PAYMENT PROCEDURES

Late Pickup Fee

Parents who fail to pick their children up on time after school will be charged a late pickup fee of \$1.00 per minute, rounded up to the nearest minute.

Tuition and Fees

The tuition, registration fee and curriculum fee are non-refundable. A spot will be held for your child once the registration fee and the curriculum fee has been received.

Tuition:	ALL DAY CARE (PRESCHOOL INCLUDED)	\$80/WEEK	\$320./month
	PRESCHOOL 3 YEAR OLDS	\$60/WEEK	\$240./month
	PRESCHOOL 4 & 5 YEAR OLDS	\$60/WEEK	\$240./month
Fee:	Registration	\$100.	
	Curriculum (PRESCHOOL 2 YEAR OLDS)	\$75.	
	Curriculum (PRESCHOOL 3 YEAR OLDS)	\$150.	
	Curriculum (PRESCHOOL 4 & 5 YEAR OLDS)	\$150.	

Tuition Policy

It is the policy of *Parkview Sonshine Academy* that all tuition be paid on or before the 1st day of the week or the 1st of the month. Failure to do so will result in the child's being withdrawn from the school. If using the FACTS tuition program, automatic withdrawals will be made the 5th of every month.

MEDICAL/EMERGENCY INFORMATION

Absences

We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend the center, please notify the office. If your child is absent because of illness with a communicable disease, please let us know as soon as possible. We are required to notify all parents of communicable diseases.

Accidents

All head teachers are certified in infant/child care and infant/child first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form that requires the signature of the parent.

Allergies

All allergies to medication and/or other substances must be stated on the emergency and medical forms. Illinois law requires that we have a signed note from a physician explaining any food allergies that a child may have. The physician must recommend alternate food choices for the child. Information about children with allergies will be posted in all classrooms and in the kitchen.

Medication

Tranquilizers and sedatives, or special medical procedures, shall be given or applied only when the child's parent(s) or guardian(s) has provided a written order or a prescription from a physician. Without a written prescription from a physician, the center will not administer over-the-counter medications to the child, including cough syrup, aspirin, and allergy medications. All prescribed medications must be in their original containers, and parents or guardians must sign the Medication Release stating the kind of medication, the amount to be given, and the time it is to be administered.

Sick Children

A Medical Release/Parental Permission form must be signed by a parent/guardian and kept on file in the office for each student.

A child who is ill upon arrival at the center will not be admitted or will be separated from the other children until parent or guardian can pick the child up.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents or guardians of children shall be notified immediately by the center. For any infectious

Sick Children cont.

disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at the center, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival.

The following information is for your convenience and to help you understand our school's policy regarding these conditions:

Chicken Pox: All the chicken pox must have a dry scab and no new pox must have appeared for the last 3 or 4 days.

Pinkeye: Eyes must be clear (no redness or secretion) or bring a doctor's note verifying that the child may return to school.

Ringworm: The child must be using a doctor-prescribed medication and a Band-Aid must cover the ring.

Strep Throat: We must have a doctor's note or the child must be on an antibiotic for a minimum of 24 hours.

Lice: When a case of headlice is found in the school, all students in the class will be inspected. If another student in the class is found with head lice, a note will be sent home from the office. The office will need to check the child before he returns to the classroom. All nits must be removed from the hair before the child will be admitted back into the classroom. If nits are found, the child will return home with the parents.

Fever: Once the office has determined a child has a fever, he must be picked up within 30 minutes and may not return to school until he has been fever-free for 24 hours. This will aid in preventing sickness among the other children.

Vomiting and diarrhea: If a child is vomiting or has diarrhea (even though he/she may not have a temperature), the parent will be required to pick up the child within 30 minutes of our call. Also, if a child has been vomiting or has diarrhea during the night, before school, or on the way to school, he/she needs to stay home that day. He/She must be free from vomiting or diarrhea for at least 24 hours before returning to school.

Weather

Inclement and Excessively Hot Weather

On days of inclement or excessively hot weather, children will be kept inside the school. However, it is our goal to enjoy all seasons.

Tornadoes

In the event of a tornado warning, students will be escorted to a safe shelter in one of our inner rooms (kitchen, staff bathroom, office) and instructed in proper safety procedures.

Weather-Related School Cancellations

When severe weather conditions exist, please check for school closings in one of the following ways:

- Radio Stations WSPY 107.1 FM, WGN 720 AM, or WBBM 780 AM
- Television channels 2 (CBS), 5 (NBC), 7 (ABC), 32 (FOX), WGN, or CLTV
- Internet at www.EmergencyClosingCenter.com

You may also call 847.238.1234 and enter the school's phone number, 630.553.5158. In addition, the school will send out a general phone call notifying Parkview families of the school being closed. In the event of a delayed opening, please listen for specific information about the early education center classes. *Parkview Sonshine Academy* will follow *Parkview Christian Academy* and the decision of the Yorkville Public School system as to whether to remain open or to close.

General Information

Adjustment Period

Starting school for the first time often causes anxiety for children. We recommend that you visit the early education center with your child before the first day of school, allowing him/her to meet the staff. There will be an open house scheduled before the start of school to give your child a chance to visit his/her classroom. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the early education center experience.

Asbestos Notification

The *Parkview* building has been inspected and found to contain asbestos-containing materials (ACM). Information relating to the extent of ACMs and Parkview's Management Plan are available in the school office. Parkview is required by law to notify all students and parents, as well as employees and visitors, that asbestos-containing materials are present in the school. All ACM has been contained and Parkview has passed all required inspections, being in compliance with the state and federal laws regarding asbestos.

Building Rules and Regulations

Parkview Christian Academy is housed in an historical building, which is 121 years old. It is of utmost importance that we treat the grounds and building with respect.

- 1) No running in the halls.
- 2) No jumping up or down the stairs.

Building Rules and Regulations cont.

- 3) Do not stand on furniture.
- 4) No gum chewing in the building.
- 5) Do not pick at or play with any of the stones or bricks that are part of the building or on the playground.
- 6) Do not go to any unattended or unused part of the building without adult supervision.

The rules can be summed up by saying that we require students to act responsibly and to treat others and the school with respect. Students and parents will be responsible for any willful act or carelessness that damages the building or other school property.

Child Abuse

The staff of *Parkview Sonshine Academy* are required by Illinois state law to report any suspicion of child abuse.

Conflict Resolution

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.

For *Parkview Sonshine Academy* to function best, it is imperative that our staff and administration be committed to harmonious relations with students and parents. Matthew 18 sets forth a guideline for communication and problem-solving. If parents, students, and staff all follow the spirit of Matthew 18, resolving to humbly approach anyone who has offended, or who has been offended, *Parkview* will remain a Christ-centered and Christ-serving community. Solve problems by involving the least number of people and at the lowest level possible. When trying to solve a problem, parents should first go to the teacher. If the problem cannot be solved there, the parent and teacher should go to the Director of Early Education. If the problem cannot be solved at this level, the parent, teacher, and Director of Early Education will go to the Head of School. If the problem cannot be solved at this level, the parent, teacher, and Director of Early Education will go to the Board.

Discipline

Child guidance has an important place in the program at *Parkview Sonshine Academy*. Parents and teachers will need to work together in order to be consistent and effective in training children to make appropriate choices in a classroom setting. We have developed a formula we feel is appropriate in shaping and

Discipline cont.

encouraging responsible behavior in children. If you have any questions about our discipline procedures, please talk to your child's teacher or the director.

Field Trips

Field trips are an integral part of the early education center experience. They enhance learning by offering opportunities not available in the classroom. Parents will be notified of a forthcoming field trip at least two weeks in advance.

Fire Drills

Fire drills are held on a monthly basis in order to familiarize the children with proper and safe procedures for exiting the building in an emergency. In the event of a fire, students will be evacuated according to plan. The school building is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the school office.

Gum/Candy

Please do not allow your child to bring candy or gum to school at any time.

Hours of Operation

Preschool: Monday through Friday
8:30AM to 12:00 PM

All Day Care Monday through Friday
7:00 AM to 6:00 PM

Lost and Found

A lost and found will be maintained near the office. The school assumes no responsibility for lost items. Please make sure all personal items are properly labeled with your child's name. If your child is missing something, please also be sure to check with the office. Lost and Found items will be kept for one month only.

Message Board

In the entrance to the center is a Message Board that contains the monthly newsletter, an updated snack list, and other information that may be of interest to you.

Parent Communication

We want to do our best to keep all our families informed about what is happening here at *Parkview Sonshine Academy*. A monthly newsletter will be sent home with your child. A copy of the newsletter will also be posted on the Message Board outside the classroom. Students will also be given a copy of *Parkview Christian Academy's* weekly Parent Page.

Parent Involvement

We welcome parent involvement in the early education center classroom, and we feel that parent involvement benefits not only the center but the parent and child as well. Parents are encouraged to participate as classroom helpers on a regular basis. Parent participation enables the teacher to offer a variety of creative activities for students. The State of Illinois requires that all parents who participate in the center classroom must have a current negative TB test on file. All parent volunteers must sign in when they come to work in the classroom. Some ways that parents can participate in the early education experience are driving and chaperoning on field trips, helping with special-day themed events, serving on the teacher-appreciation committee, and much more. Parents driving on field trips must have evidence of insurance in their child's file.

Parent/Teacher Conferences

A parent/teacher conference will be held in January for 4 and 5 year-olds. At that time the teachers will give parents information about the child and a class recommendation for the following school year. The teachers and the director are available throughout the year for individual conferences with parents.

Personal Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for handwashing before meals and after toilet use. Disposable paper towels are used for drying hands.

Playground

Recess is scheduled on a regular basis for each class, with the teacher supervising playtime. Recess is considered a privilege, not a requirement. Children will also use our playground during extended-care hours, weather permitting. If you have other children who come with you to pick up your preschooler, please do not allow them to play on the playground during school hours.

Safety

For the safety of the children, all outside doors will be locked during normal school hours. In order for any parent or authorized person to be in the school during normal school hours, they will need to be let in, sign in at the school office, then sign out when they are preparing to leave. Any parent who desires to talk with a teacher should first schedule a meeting with that teacher and must sign in when arriving at the school.

School safety and security is of paramount importance. Students are expected to keep all the safety rules set by the school. They are made for a reason and must be

Safety cont.

followed. If the child is riding in a car pool, he is never to change car pools unless he has permission from his parent and the parent has notified the teacher.

School Visitors

Parents are encouraged to visit the school at any time. When you visit the center for any reason, please sign in on the guest register in the school office.

Solicitation

The center may not be used as a setting for solicitation.

Snacks

Classroom snacks are provided by parents on a rotating basis. Parents are encouraged to provide nutritious and safe snacks. Parents supply juice, napkins, and 5-ounce cups along with the snack. Teachers may ask parents to bring a special snack that enhances the monthly theme or special activity. Parents will be notified each month of their specific snack day. All snacks are to be in their unopened original containers or individually wrapped. No homemade snack foods are allowed. Fruit or vegetables must be cut and prepared in the center's kitchen or classroom using the center's utensils. Check with the teacher if you are in doubt about a particular snack.

Birthdays are very special occasions for children. We would like you to help us celebrate by bringing a special snack for your child's birthday. Cakes or cupcakes are appropriate for the occasion (must be store-bought and in their original container). Summer birthdays are celebrated during the school year. Contact the teacher to arrange your child's birthday celebration.

Lunches

All day care students bring their own lunch and morning snack.

Special Event Days

Throughout the school year the center's staff plans special activity days to enhance the monthly classroom themes. Parents are encouraged to participate by helping in the classroom or by providing special snacks or activities.

Supplies

Parents need to provide the following items for children enrolled in the early education center. We share the first five items among the children in the classrooms; therefore, we ask that you do not label them:

Box of 16 crayons

Set of large, washable basic-color Crayola markers

Supplies cont.

Single set of Crayola watercolors

Large box of facial tissues

Package of paper towels (minimum of two rolls)

One school-sized bottle of glue (washable)

Full-sized backpack (please label)

Change of clothing in backpack (3 year-olds only; please label)

Toys

Please do not allow your child to bring toys to school except on designated share days.

Withdrawal Notice

A two-week advance written notice is required to withdraw a child from the center or program.



***Parkview Sunshine Academy* Early Education Center
Parent Handbook**

We, the parents of _____, have read the *Parkview Sunshine Academy Early Education Center Parent Handbook* and will cooperate with the policies and purposes of the school.

We further understand that the Bible and religious training are a part of every aspect of the early education center's program.

Father's signature: _____ Date: _____

Mother's signature: _____ Date: _____