



Sonshine Preschool  
Hermiston Jr. Academy  
NW Academy Lane  
Hermiston, OR 97838  
(541) 567-8523

## Procedures and Policies

### 1. Registration Process

When enrolling a child in Sonshine Preschool, a non-refundable, annual registration fee of \$100.00 holds your child's spot. The fee, completed application packet, copy of most current immunizations, and approved pick up list are needed to complete the process. Additional information will be provided at orientation and as needed. Please feel free to ask any questions of the office staff or contact Ms. Sarah directly at: (541) 377-3778.

Initial: \_\_\_\_\_

### 2. Class Details and Cost

- \$150.00 for the 3 year old class (Monday, Wednesday, and Friday 8-10 am, temporarily cancelled due to CoVid 19 guidelines)
- \$225.00 for the 3 year old class (4 hours on Monday, Wednesday, and Friday, temporarily cancelled due to CoVid 19 guidelines)
- \$275.00 for the 3 and 4 year old class (full time Monday thru Thursday, see below)

**Note:** Due to CoVid19 guidelines Sonshine Preschool is only offering a full-time option this year. This is to ensure a stable class group of no more than 10 students. It also allows both students and staff to have a longer weekend to enjoy and more time to prepare for the following week.

\_\_\_\_\_ Morning Session (Monday to Thursday 8 am - noon)

Initial: \_\_\_\_\_

### 3. Financial Policy

Tuition is paid in 10 monthly installments:

Prorated amount for August is added to September's bill

\*Payments are due on the first of each month from September through June.

\*\* Any payments received after the 15<sup>th</sup> of the month will need to include a late fee of \$15.00. If the account is past due by 30 days the student is subject to withdrawal. Our goal is to work with our families, as a team, so please, communicate clearly with the office. The next child on the waiting list will be given an opportunity to join the class if our attempts to communicate have been unsuccessful and the account becomes delinquent.

A charge for insufficient funds will be added to the account for any payments rejected by the financial institution that the check is backed by. The account will be considered current when both the original payment (plus late fee, if it applies) and the insufficient funds fee have been paid.

Late pick up fees will be added to the account after the first 15 minutes. Again, please communicate with us, prior to pick up, to avoid misunderstandings!

Initial: \_\_\_\_\_

## **4. Snacks**

A healthy snack is provided once each session about halfway through. Each family is asked to contribute \$10.00 monthly to our snack fund to assist with cost. For a total cost of \$100/per year per family. Families will be asked to sign up to provide healthy classroom snacks for 1-3 weeks for all 10 students and the teacher. Please, communicate with your child's teacher, to ensure there is no double-booking!

It is important to encourage our children to try new things. To this end, we try many different fruits, vegetables, and alternative healthy foods. These may include non-dairy options like coconut milk, soy products, and if appropriate, nuts and/or nut butters.

\*Please be very clear when filling out our in case of emergency form. We want to know if your child has any known allergies or health concerns. This is very important to keep a safe and peaceful classroom! Regular healthy snacks are an important part of fueling little bodies and brains and we want to be sure to consider all needs in our classroom.

Initial \_\_\_\_\_

## **5. Celebrations and Birthdays**

As we make connections in Sonshine Preschool as we begin to understand the daily and annual calendar.

In Sonshine Preschool we believe it is important to teach the background of the holidays within the understanding framework of culture and history. Holidays such as Christmas and Easter are connected to the beauty and marvelous love shown by God. We also learn where some of our more secular traditions come from at these times since they are a part of popular culture. Special foods are served during holiday celebrations to increase our understanding of culture, history, and the world around us.

Birthdays are exciting and we are privileged to have the opportunity to use the school kitchen to prepare child chosen treats for our celebrations. To allow us time for the whole class to participate in this preparation we usually save our birthdays for Thursdays. This may mean either the Thursday before or after an actual birthday, depending on school schedule. If your student has a summer birthday we choose a day either at the beginning or end of the school year to allow them the same opportunity. Parents are encouraged to come and participate in these preparations and celebrations. Occasionally, parents have chosen to bring in a special treat to add to snack time on the actual birth day. Please communicate with your teacher about any preferences you may have.

Initial: \_\_\_\_\_

# Sonshine Preschool

## Application Packet



### *Student Information*

Student Name: \_\_\_\_\_

(Last,)

(First)

(Middle)

Please call me: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Gender: \_\_\_\_\_ Cultural Identity: \_\_\_\_\_

Primary Language: \_\_\_\_\_ Other Forms of Communication Used: \_\_\_\_\_

I enjoy: \_\_\_\_\_

I want to learn more about: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

(If Different from Above)

I live with: \_\_\_\_\_ Both Parents \_\_\_\_\_ Mom \_\_\_\_\_ Dad \_\_\_\_\_ Siblings \_\_\_\_\_ Grandparents \_\_\_\_\_ Other

Please explain, if needed: \_\_\_\_\_



## At Home

Mom's Name: \_\_\_\_\_ Main Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

I can be reached by:  Phone  Text  E-mail  Work  Snail Mail  FB  Bright Arrow

Occupation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Number: \_\_\_\_\_ Other Number: \_\_\_\_\_

Facebook: \_\_\_\_\_

Dad's Name: \_\_\_\_\_ Main Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

I can be reached by:  Phone  Text  E-mail  Work  Snail Mail  FB  Bright Arrow

Occupation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Number: \_\_\_\_\_ Other Number: \_\_\_\_\_

Facebook: \_\_\_\_\_

## Siblings

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Other People/ Pets Living at home: \_\_\_\_\_

\_\_\_\_\_



## ***In Case of Emergency***

### Please Initial

\_\_\_\_ I understand that if my child comes in contact with any allergens or has an emergent medical issue, Sonshine Preschool will contact the local medical response team for my child's safety, and then a guardian and/or listed emergency contact.

\*Circle what applies. (C=cell, T=text, H=home, W=work, V=voicemail)

\*\*Please list at least one non-family member for emergency purposes.

1<sup>st</sup> Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ \*(C, T, H, W, V) 2nd Number: \_\_\_\_\_ \*(C, T, H, W, V)

2nd Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ \*(C, T, H, W, V) 2nd Number: \_\_\_\_\_ \*(C, T, H, W, V)

\*\*3rd Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ \*(C, T, H, W, V) 2nd Number: \_\_\_\_\_ \*(C, T, H, W, V)

### Please Initial

\_\_\_\_ I have turned in a copy of current immunizations.

\_\_\_\_ I have signed the *Consent to Treatment* form included in my packet.

\_\_\_\_ I am aware that if medication is to be dispensed at school I need to fill out the *Medication Permission and Administration* form. This needs to be completed for the use of sunblock, as well!

Doctor or Clinic Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please List Any Allergies: \_\_\_\_\_

Medical Conditions/ Health Concerns: \_\_\_\_\_



***Additional Information: Please initial each line after***

***reading.***

\_\_\_\_\_ I have received, reviewed, and familiarized myself with the Philosophy and Mission statement contained in the Hermiston Jr. Academy Handbook. \*Handbook is subject to change per school board approval. So please reread at the beginning of each year.

\_\_\_\_\_ I am aware that Sonshine Preschool follows the Hermiston Jr. Academy Calendar, for the safety of both students and teachers, and I will receive The Bridge weekly to keep me up-to-date on current events and activities.

\_\_\_\_\_ So that our students will be at their best, we request that they wear clothes that are modest, functional, clean, and in good repair. Preschool uniforms include a polo shirt either short or long sleeved in school colors, Khaki pants/skorts/shorts (at or below mid-thigh when standing), and practical closed-toe shoes. On Thursdays nice jeans may be worn. Uniforms are required on all except Laundry Days (Posted on the calendar). Logoed uniform shirts may be purchased at [www.frenchtoast.com](http://www.frenchtoast.com).

\_\_\_\_\_ Natural tone nail polishes and makeup are acceptable. Medical bracelets and necklaces may be worn for the purpose of informing. All other jewelry needs to be kept at home. HJA chooses a no jewelry policy to reduce peer pressure and distraction and to allow families to be free to establish their own guidelines at home.

\_\_\_\_\_ I have reviewed and agree to the Student Safety standards laid out in the Hermiston Jr. Academy Handbook.

\_\_\_\_\_ I understand and agree that my child needs to remain home when they have a fever, are vomiting, or experiencing diarrhea and I need to notify their teacher. If they have a cough or cold symptoms that interfere with daily activities, I will receive a call from Sonshine Preschool. My child should remain home and rest (until 72 hours have passed symptom-free) or seek medical care, to ensure the health and safety of all students.

We understand that illness is a normal part of participating in school and building immunity to common diseases. This is why we work to show respect to our friends, staff, and parents.