

Sunshine Learning Center



Handbook

www.sunshinelearningcenter.org

Denise Autin 985-677-0660

Alicia Cheramie 985-309-0308

My Mission Statement

My mission is to provide children with a positive learning experience while addressing their spiritual, emotional, and educational needs. It is important to me to share God's love in this learning environment.

My Philosophy

Teaching, to me, is a great honor. I am humbled that a parent would entrust a child into my care and allow me to educate that child.

With that in mind, I teach the child as if he/she were my own child. I believe this is accomplished by providing a unique education in a caring environment, which encourages a love of God and family.

A quality education (laced with the teaching of morals, values, manners, citizenship, and spiritual growth) is presented through the use of a blended Christian curriculum.

I believe that all children can learn. But each child is unique. By providing small group instruction, I give each child the individual instruction and time needed for learning-to the best of his/her ability.

As our children gain educational knowledge, with our help, they can be molded into responsible, respectful, loving, compassionate people who can step into the adult world and make an impressive difference.

This is my mission. This is my philosophy.

This is my dream

STATE REQUIREMENTS

Elementary students living in Louisiana must register with the state each year. Below is a sample letter. You can use this to create your letter. Name your school anything you want, but do not use the name *Sunshine Learning Center*. In the sample letter, replace the bold text with your information. Keep a copy of the letter for yourself, and send one copy to the address on the sample. It is suggested you send it certified mail, return receipt requested so that you have proof you mailed it and proof it was received. If you have questions about this letter, please see the Department of Education website (<http://www.doe.state.la.us/>)

Name of School (not Sunshine Learning Center)

Your Home Address

Today's Date

Attn: Dr. Jackie Bobbett, Section Supervisor
Ancillary Resources Section
Louisiana Department of Education
P.O. Box 94064-9064
Baton Rouge, LA 70804

Dear Dr. Bobbett:

We are writing to inform you that, in accordance with Louisiana Revised Statute 17:232 (C)(D), **(fill in the name of your school here—not Sunshine Learning Center)** began classes on August 20, 2012 for the 2012-2031 school year. The school will operate at least 180 days of the year. The total enrollment is **(fill in the number of children you are teaching here)**.

Sincerely,
(signature)
Name

DRESS CODE

Our personal appearance should reflect pride in ourselves and our learning center.

PreK-Kindergarten

- Shirts and dresses must have sleeves.
- Girls must wear shorts under dresses.

1st and above

- Shirts may be **any** SOLID color.
 - The only exceptions are:
 - the field trip t-shirts
 - a shirt with the Sunshine Learning Center logo and/or name
- Pants and shorts **MUST** be traditional uniform style.
 - Blue jeans may be worn. They **must** be worn properly and **must** be in acceptable condition.
 - NO BLUE JEAN SHORTS.

FIELD TRIPS:

All students should wear the field-trip t-shirt.

TUITION

Tuition is due on the **1st** of each month.

- *There will be a \$20 late fee for any tuition paid after the 10th of the month.*

PIANO

Please contact Eliska Guidry with any questions concerning piano lessons.

985-691-2279

PARENT COMMUNICATION

- Parents should check their child's binder **daily** for student progress, calendar updates, and messages/notes.
- TEXT messaging will be used for most communication. Please confirm all text messages.
- At times, parents will be directed to the website for information.

MEDICATIONS

No medications will be administered without written consent. If medications must be taken during class hours:

- Parent will give medications.
- If staff gives medications, a note must be written and signed stating:
 - Student name
 - Medication name
 - Dosage and time

EMERGENCY CLOSINGS

When we must close due to weather or other unplanned conditions, all parents will receive a text message.

In the event of weather- we will follow the Lafourche Parish School advisories.

REGISTRATION

- Students must be 4 years of age on or before December 30th.
- Students must be potty-trained.

SNACKS

WE ARE A NUT-FREE CENTER.

If you have any questions, contact Trixy: 985-696-7060

Pre-K/Kindergarten students will have one snack break.

1st grade and above will have one lunch break and one snack break.

Although students are required to bring their own snacks and lunches, we will have water and snacks available at a cost.

- Water \$1.00
- Snacks \$.50

GRADES

Report cards will reflect the level of the subject the student is being graded. For example, if the student is a 1st grader working on K math, the report card will state that the math level is K.

Please sign and return report card covers.

SCALE	
A	100-95 %
B	94-89
C	88-80
D	79-70
F	69 and below

ABSENCES

- Attendance is regulated by the parents, and it is the parent's responsibility to make sure the student is on track.
- If the student misses classes, the parent should make arrangements for the student to make up the work missed.
 - Complete assignments at home and/or
 - Schedule private tutoring classes.
 - \$30/hour for one to one tutoring
 - \$20/hour for small group tutoring

DROP OFF/PICK UP

Classes will start at the designated times. Please have your child at the center 10 minutes before the class is to begin. This gives him/her time to unpack and get settled.

Please pick up your child no later than 15 minutes after classes have ended.

BEHAVIOR MANAGEMENT

Ultimately, parents are the disciplinarians.

1-2-3 Magic will be our base program. (www.123magic.com)

Simply put:

- Student will be redirected.
- If redirecting does not produce the appropriate action, we will give the choices:
 - Obey
 - Consequence (time out/punish work)
 - Count.
- If that is not enough, the parent will be called. The parent will be responsible for correcting the behavior or removing the student from the center for the remainder of the day.

SUPPLIES/MATERIALS/BOOKS

Most supplies/materials/books are provided. Below are the items required for Kindergarten and above:

- One zipper binder
- One zip drive
- **Optional:** fabric for a desk bag

