

Good  
Shepherd  
Lutheran  
Preschool

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Raleigh, NC 27613  
(919)846-5060

# 2010 Summer Program

*The mission of Good Shepherd Lutheran Preschool is to provide a community outreach program for Good Shepherd Lutheran Church in the form of a Christian part-time, early childhood education program open to all children, including those with identified special needs, for both church members and non-members.*

Parent Policies & Procedures

# *Good Shepherd Lutheran Preschool*

## PARENT POLICIES AND PROCEDURES

### 2010 Summer Program

#### Registration

1. Enrollment is open to rising 3-year olds (as of 8/31/10) through 5-year olds (rising Kindergartners).
2. The required registration forms and tuition/fee information are located on the Good Shepherd Preschool website ([www.gslchurch.org/preschool](http://www.gslchurch.org/preschool)). Parents may also pick up forms and information at the Director's office.
3. Registration begins on March 1st, 2010. We will fill classes based on the following order for forms received by that date: 1) Currently enrolled children, 2) Siblings of currently enrolled children, 3) GSLC members' children and 4) general public. Within each of these four categories, first priority will be given to those children enrolling in the highest number of weeks. For forms received after March 1st, we use a 'first come, first served' system, and any priority status is no longer utilized.
4. The registration fee is used for classroom materials and equipment, playground improvements and maintenance, and teacher education. If families are registering more than one child in the program, a registration fee is required for each child.
5. The registration fee is due and payable when the application form is submitted. The registration fee is NON-Refundable unless a family moves out of the Raleigh (and provides proof thereof) prior to May 1<sup>st</sup>, 2010.
6. If a child is placed on a waitlist, the registration fee and forms will be returned. The Director will notify the parent if a slot becomes available.
7. Enrollment of children with special needs- Good Shepherd Preschool continues its commitment to the community of being one of the few inclusive half -day preschool programs in the area. If you have a child with special needs, a meeting with the Director is required prior to registration. The Director reviews all prior evaluations and placements with the parent in order to determine if the child's needs can best be met in a mainstreamed class at Good Shepherd Preschool.

#### Tuition

1. Tuition for those enrolled for a minimum of two (2) weeks through five (5) weeks is payable in full on May 20<sup>th</sup>, 2010. For those enrolled in six (6) weeks or more, tuition may be broken into two installments, the first due on May 20<sup>th</sup>, 2010, and the second due on July 1<sup>st</sup>, 2010.
2. Questions about the program or to request invoices (for FSA submission), please email [financial@gslchurch.org](mailto:financial@gslchurch.org).
3. A late payment fee of \$20.00 will be assessed if payment is not received within five (5) calendar days of the due date(s) stipulated above. An additional \$1.00 will be charged for

each additional day that the account remains outstanding. The Finance Manager will issue an invoice for the late fees.

4. All accounts must be current (includes payment of late payment and late pick-up fees) in order to register for another program at Good Shepherd Preschool.

### Withdrawal

Due to the short duration of the summer program and in fairness to all families who want to enroll, it is expected that once enrolled, withdrawals will not occur. Therefore, once the program begins, no tuition refunds will be made and GSLP expects that parents will abide by the financial commitment made at the time of registration.

### School Hours

1. Good Shepherd Preschool hours are 9:30 a.m. - 1:30 p.m. The doors will be unlocked at 9:30 a.m. each morning. The preschool does not provide early drop-off supervision.
2. Parents will be charged a late fee of \$2.00 per minute beginning at 1:35 p.m. You will receive an invoice from our accounting department for this charge.
3. It is REQUIRED that you sign your child in and out on the daily list provided outside the classroom door. If you will be away from home, please leave a phone number where you may be reached in an emergency.
4. If someone other than those parties is picking up your child, please notify the Director and your child's teacher before noon.
5. For the safety of our children, entrance doors are locked at 9:45 a.m. each morning. Parents are welcome anytime. Please ring the doorbell at the main entrance to be let in during operational hours.

### Toilet Trained Policy

Children ages 4 or 5-years must be toilet trained. Our program's definition of 'potty-trained' is that the child is able to use the bathroom **independently**. They are able to pull up and down their pants, as well as wipe themselves. Children should also be able to change their clothes should they have an accident. **Teachers will assist with buttoning, zipping, etc., but children must be able to pull their own clothing up and down.** Rising 3's are not required to be potty trained but should be in the process of learning. If a child is 'training,' please use pull-ups, so that the teacher will know to work with your child.

### Supplies

1. All diapers, wipes, lunches, and other needs, including a full change of clothing, are to be provided by parents. Diapers must be the disposable type **ONLY**. All these items should be clearly labeled with the child's name.

2. Toys are provided, so please discourage your child from bringing them from home unless the teacher has asked for show and tell items or items to share. **Please do not allow your child to bring toy weapons to school (guns, knives, handcuffs, etc.).** We are committed to fostering non-violent play and providing a safe non-threatening environment.
3. Due to health regulations, PACIFIERS or BOTTLES may not be used by any child in the program while at school.
4. Sneakers or closed shoes are required for preschool. Sandals are uncomfortable on the playground because of the mulch. Crocks are difficult to run in while playing in the carpeted gym.

### Lunch

Please send a healthy lunch (including a beverage) that your child is able to eat with no assistance from the teacher. Please do NOT send anything that needs to be cut up, heated, or prepared in any manner. Squeeze yogurt ("Gogurt" brand) is hard for children to manage and discouraged for children's lunches. We encourage healthy eating habits throughout the preschool program. Purchasing meals from fast food restaurants for a child's school lunch is discouraged. Soda drinks are not permitted at any time during the school day. **Please do not send candy to school in your child's lunchbox.**

### Medical Forms

For currently enrolled GSLP students, no additional medical forms are required. For new students, current medical forms (including immunization record) for each child should be submitted with your Application for Enrollment. If your child has a well-child visit prior to their first day of camp, please provide an updated medical form on the first day of school. We ask that you provide the school with your child's most recent medical form at all times. If you are unsure of what form the school has on file for your child, please contact the Director.

Please note, your child MUST have a current medical form on file with the school on the first day of camp. Your child will not be able to attend our school without one. This is for the health and protection of all students and is a requirement. If your child is not permitted to attend the school, this does not negate your financial commitment to pay tuition as scheduled.

### Illness

1. Medicine will not be administered to any child except in the case of an allergic reaction where the parent has already provided medication for such event. Prescription or over-the-counter medication will NOT be administered by preschool staff to any child.
2. **Please do not send your child to school if he or she is ill (this means any illness deemed to be contagious) - or - if the child has run a fever in the past 24 hours.** Please notify the preschool if your child will miss school for any reason. Please notify the Director if you child contacts chicken pox, head lice, or any other contagious disease. We reserve the right to turn away a sick child, and to contact the parent to pick-up a sick child from school, and ask that you be considerate to the other children and teacher in the class.

### *Children with allergies*

Parents enrolling children with severe allergies requiring prescribed epi-pens must see the Director and have a prescription medication permission form. Benadryl is kept in the Director's office in the event of an allergic emergency. Parents are immediately notified if an allergic reaction to food or insect stings is either suspected or identified.

We do not permit ANY foods containing peanuts or peanut products in the classrooms. Please choose other food items to pack for your child's school lunch and snack.

### *Morning Arrival Procedures*

Children should arrive between 9:30 a.m. and 9:45 a.m. Parents are to walk their child to the classroom door and sign their child in each morning at arrival. For a smoother morning transition, parents are asked NOT to enter the classroom during morning arrival. Teachers are prepared to nurture and assist your child in making a positive transition into the classroom each day. Years of experience with preschool children have demonstrated the easiest and smoothest way to transition children to school is when the parent says the "good-bye" briefly from the hallway. When the teacher receives your child at the classroom door she is able to individually greet each child and begin to make them feel safe, welcome, and trusting in their new caregiver and environment. We want to make this transition as positive as we can for both you and your child and ask that you follow the policy of not entering the classroom during morning arrival time.

### *Smoking*

Good Shepherd Lutheran Church and Preschool maintains a smoke-free environment. Smoking is not permitted anywhere on the church property, including the parking area and outside surroundings. This policy is in effect for parents that chaperone off-site field trips as well.

### *Custody Related Issues*

It is assumed that both parents have equal right to the custody of their children unless Good Shepherd Preschool is provided with a certified copy of a custody order showing otherwise. Should a dispute arise between divorcing/divorced parents regarding release of the child, the wishes of the parent with primary legal custody will be respected. Confidential information regarding this issue will be maintained in the child's file.

### *Cell Phone Use and Other Electronics*

Please keep cell phones and other electronics in your car when dropping off your child at preschool. During transition times between home and school it is important to give your child your full attention and support. A child needs that word of encouragement or greeting during arrival to the classroom.

### *Board of Directors*

Good Shepherd Preschool is governed by a board of Directors approved by the Church's Congregational Council of Good Shepherd Lutheran Church. The majority of board members have children in the program or have had them enrolled in the past. Each board member serves a two-

year term of office. Board members set policy and procedures for the program. All board members are members of Good Shepherd Lutheran Church.

### **Birthdays**

We love to celebrate birthdays at preschool! Please be considerate and sensitive to each child by not bringing birthday party invitations to preschool to be hand delivered unless everyone in the class has been invited. We ask parents who would like to bring in a birthday snack to choose healthy items. If you choose to bring cupcakes for the class, children do much better with the mini size cupcakes, iced cookies or muffins. We also recommend fruit or cheese or mini muffins rather than cake. There are children who have food allergies. Please check with your child's teacher before choosing a snack and she can give you suggestions if there are allergies. Remember that all snack and party items must not contain peanuts or be made in a factory that produces peanut products. Please do not bring goodie bags for classmates.

### **Harris Teeter VIC Program for Education**

Our school number is #3503. You can link our school number to your VIC card in the store or online at [www.harristeeter.com](http://www.harristeeter.com). The link has to be renewed each year beginning August 1. You may link as many as three schools to your VIC card. Harris Teeter makes a donation to our school based upon your purchases.



### **Campbell's Labels for Education**

Our school participates in the Campbell's Labels for Education Program [www.labelsforeducation.com](http://www.labelsforeducation.com). Please save UPC labels from Campbell's, Goldfish, Prego, and Swanson products, and V8 juices (save the cap), and place in the mailbox outside the Director's Office. Also, please link your Kroger card for automatic savings when you buy Campbell's products. The link to follow is:

[http://www.kroger.com/services/Pages/school\\_programs.aspx](http://www.kroger.com/services/Pages/school_programs.aspx)

This program enables is to purchase great educational items for our school.

