

GOOD SHEPHERD LUTHERAN PRESCHOOL

7000 CREEDMOOR ROAD
RALEIGH, NC 27613
(919)846-5060
www.gslchurch.org/preschool

2012 Summer Program Registration Packet



Good Shepherd Lutheran Preschool 2012 Summer Camp Program

Theme Programs Begin May 29th, 2012

Ages: Rising 2's (as of 8/31/12) through Rising Kindergartners (age 5)
Days/Times: Tuesday, Wednesday, & Thursday / 9:30am - 1:30pm

Week 1	May 29 - 31	Treasure Island
Week 2	June 5 - 7	Wacky Week
Week 3	June 12 -14	Western Week
Week 4	June 19 - 21	Bible Friends

Week 5	June 26 - 28	Fiesta Fun
Week 6	July 17 - 19	Camping Adventures
Week 7	July 24 - 26	Zimbabwe, Africa
Week 8	July 31 - Aug 2	Summer Olympics



*Truck Visits Good Shepherd
Each Camp Week & a Kona Ice
Treat is Included in your tuition!*

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- 2-week minimum commitment required;
- tuition is discounted based on number of weeks enrolled;
- priority given to those enrolling in higher number of weeks;
- Go to our website: www.gslchurch.org/preschool for full details or call (919)846-5060

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Registration begins March 1st, 2012 - Register by April 1st
and Pay a Reduced Registration Fee!

GSLP reserves the right to cancel classes if minimum enrollment is not met

Tuition & Fees

# of Weeks	Early Bird Discount Non-Refundable Registration Fee By 4/1/12		Tuition ¹	Total Cost	Tuition Payment Schedule		Non-Refundable Registration Fee After 4/1/12
	Pay by 5/18/12	Pay by 6/29/12					
2	\$ 20.00 <i>You save \$10</i>	\$ 150.00	\$ 170.00	\$ 150.00		\$ 30.00	
3	\$ 30.00 <i>You save \$10</i>	\$ 225.00	\$ 255.00	\$ 225.00		\$ 40.00	
4	\$ 35.00 <i>You save \$15</i>	\$ 285.00 <i>5% discount</i>	\$ 320.00	\$ 285.00		\$ 50.00	
5	\$ 45.00 <i>You save \$15</i>	\$ 356.00 <i>5% discount</i>	\$ 401.00	\$ 356.00		\$ 60.00	
6	\$ 55.00 <i>You save \$15</i>	\$ 405.00 <i>10% discount</i>	\$ 460.00	\$ 202.50	\$ 202.50	\$ 70.00	
7	\$ 65.00 <i>You save \$15</i>	\$ 473.00 <i>10% discount</i>	\$ 538.00	\$ 236.50	\$ 236.50	\$ 80.00	
8	\$ 70.00 <i>You save \$20</i>	\$ 510.00 <i>15% discount</i>	\$ 580.00	\$ 255.00	\$ 255.00	\$ 90.00	

¹Weekly camp fee is \$75 per child (with a 2 week minimum); Enrolling for a total of 4 or 5 weeks entitles parents to a 5% discount, 6 or 7 weeks a 10% discount and all 8 weeks to a 15% discount

Note: Please call for pricing on a 2-day option which is available for Rising 2's ONLY

Sample Daily Schedule

Arrival (9:30 - 9:45am)

Morning Meeting or Chapel

Outside Play

Snack

Theme Activities

Lunch

Music & Movement

Stories & Songs

Pick-Up (1:20 - 1:30pm)



7000 Creedmoor Road
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(919)846-5060 or preschool@gslchurch.org

Registration Procedures 2012 Summer Camp Program

Key Dates

- ➔ Thursday, March 1st, 2012
 - Application for Enrollment, Fees, Parent Permission Forms, Signature Page Form should be submitted to/received by the Preschool
- ➔ Monday, March 5nd - Friday, March 9th
 - Preschool staff will process applications & contact parents with any questions / omissions
 - Priority will be given as follows: currently enrolled children, siblings of currently enrolled children, GSLC church members' children, general public (highest priority in each category given to those enrolling in the most # of weeks)
 - We will randomly draw envelopes in each category to ensure fairness
- ➔ Friday, March 9th, 2012
 - Preschool staff will mail (or provide in child's backpack) a Confirmation of Enrollment Form to parents
 - OR--
 - Preschool staff will contact those placed on a waitlist and your fees will be returned

Parents

1. Go to www.gslchurch.org/preschool website and access Forms;
2. Complete the Application for Enrollment – Summer Program form for *each child*. You may complete this form in adobe acrobat by typing your information in the highlighted fields;
3. Complete the Parent Permission Form;
4. Read the 2012 Summer Program Parent Policies & Guidelines and complete the Signature Page Form;
5. Please review the requirements for the Medical Form, and ensure that this form is submitted to the Preschool PRIOR to the first day of the first week in which your child is enrolled.
6. Fees:
 - a. Registration: This fee is NON-REFUNDABLE. This fee pays for classroom materials, teacher education, classroom maintenance, and playground upkeep and equipment.
7. Place the completed forms (items 2-4 above) in an envelope, along with the fees as outlined in item 6 above, and place in the designated basket at the Preschool. Mark the outside of the envelope with '2012 Summer Camp Program.' You may also mail the forms to the Preschool. Please mark them with ATTN: 2012 Summer Registration Forms.



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Application for Summer Enrollment 2012

Please place a check mark next to your camp week choices

**Tuesday / Wednesday / Thursday
9:30am - 1:30pm**

Child is enrolling as a Rising _____ year-old

- Week 1** **May 29 - 31**
- Week 2** **June 5 - 7**
- Week 3** **June 12 - 14**
- Week 4** **June 19 - 21**
- Week 5** **June 26 - 28**
- Week 6** **July 17 - 19**
- Week 7** **July 24 - 26**
- Week 8** **July 31 - Aug 2**

Child's Name _____

Gender Male Female

Address _____

City _____ **State** _____ **Zip** _____

Date of Birth _____ **Age as of 8-31-12** _____

Primary Email Address _____

Primary Phone # _____

Sibling(s) – Name(s) & Age(s) _____

Check One:

- Currently Enrolled Student or Sibling of Student
- General Public

Check One:

- Good Shepherd Member
- Other Church Member / Denomination _____

PARENT / GUARDIAN INFORMATION

Mother's Information		Father's Information	
Name		Name	
Employer		Employer	
Work Phone	Home Phone	Work Phone	Home Phone
Cell Phone		Cell Phone	

Does your child have previous preschool or day care experience? Yes _____ No _____
 If yes, provide when, where and for how long _____

MEDICAL INFORMATION

Existing Health Problems _____ No _____ Yes (please describe)

Previous Serious Illness / Injury _____ No _____ Yes (please describe)

Allergies _____ No _____ Yes (please describe)

Is your child fully toilet trained? _____ No _____ Yes
 (Note: Child must be trained to enter the rising 3-year old summer program)

Has your child been evaluated by the CDSA, Project Enlightenment, or another agency?
 _____ No _____ Yes (please explain)

Does your child have any special needs or any other information that our staff needs to be made aware of?
 _____ No _____ Yes (please explain)

Doctor's Name / Practice: _____
Phone: _____

Dentist's Name / Practice: _____
Phone: _____

Insurance Company: _____
Group Number: _____
Identification Number: _____

Hospital Preference: _____

EMERGENCY CONTACT INFORMATION (other than Parent / Guardian):

<u>Contact #1</u>	<u>Contact #2</u>
Name	Name
Relationship	Relationship
Work Phone	Work Phone
Home Phone	Home Phone
Cell Phone	Cell Phone

ALTERNATE PICK-UP INFORMATION:

<u>Pick-Up Alternative # 1</u>	<u>Pick-Up Alternative #2</u>
Name	Name
Phone	Phone



Good
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2012 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



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GOOD SHEPHERD LUTHERAN PRESCHOOL
PARENT POLICIES AND PROCEDURES
2012 SUMMER PROGRAM

Registration

1. Enrollment is open to rising 2-year olds (as of 8/31/12) 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). Parents may also pick up forms and information at the Director's office.
3. Registration begins on March 1st, 2012. 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 1st, 2012.
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 20th, 2012. For those enrolled in six (6) weeks or more, tuition may be broken



into two installments, the first due on May 20th, 2012, and the second due on June 30th, 2012.

2. Questions about the program or to request invoices (for FSA submission), please email 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.

Admission of children with special needs

With growing cuts to government programs that provide services to children with special needs, parents are looking for appropriate preschools for their children during the school year and especially, during the summer when their regular schools may no longer be available. With that in mind, GSLP would like to further clarify our admission procedures for these children so that we can provide a beneficial experience for them, while continuing our outstanding programs for all children in our school population.

GSLP will admit no more than one special needs child per classroom in order to ensure that the teacher can meet the needs of all children in the class. Prior to admission parents will be asked to bring their child to the preschool for observation and a meeting with their prospective teacher.

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 your 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. Items must be store bought. 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. **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 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 This program enables is to purchase great educational items for our school.





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<p>Signature Page 2012 Summer Program Parent Policies and Procedures</p>
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Parent Signature:

I have read and understand the Good Shepherd Preschool 2012 Summer Program Parent Policies & Procedures and agree to abide by them.

Parent's Printed Name: _____

Signature: _____

Date: _____



PERMISSIONS

PRESCHOOL DIRECTORY, BROCHURES and WEBSITE

I give permission for my child's name, address, and home phone number to appear in the Good Shepherd Preschool Directory. _____yes _____no

I give permission for my child's picture (not name) to be used on the Good Shepherd Preschool Website or Brochure. _____yes _____no

Parent's Signature _____ Date _____

TRANSPORTATION TO A MEDICAL FACILITY IN THE EVENT OF AN EMERGENCY AND PARENT WAIVER:

I understand in the event of a medical emergency requiring my child to be transported to a medical facility, Rex Hospital will be the primary medical facility to receive children and/or staff from Good Shepherd Preschool. If an emergency arises, the preschool will release your child to emergency personnel to be transported to Rex Hospital. In the event of an emergency, a designated staff member of either Good Shepherd Lutheran Preschool or Good Shepherd Lutheran Church will contact parents immediately. In the event the child is transported to a medical facility, a staff member of Good Shepherd Preschool will remain with the child until the parents have arrived at the designated location.

As a parent, I agree not to hold the program, its staff, executive board, or Good Shepherd Lutheran Church responsible for any mishap or injury to my child incurred either in the building or on its grounds.

Parent's Signature _____ Date _____