

2023-2024
PARENT HANDBOOK



Good Shepherd Preschool

4700 VANCE AVENUE

FORT WAYNE, IN 46815

483-6454

www.fwgoodshepherd.org

May 2023

Dear Parents,

Good Shepherd welcomes you to our Preschool. We feel that the school is an incredible asset to our church programming, as well as a wonderful outreach to the community. We strive to offer the best possible program and are well pleased with the kind, loving, caring and qualified staff that we have. We hope that you are, too.

As a church, we would like to invite you to attend Worship, Sunday school, or seasonal programs such as Vacation or Christmas Bible School. All of our programs are open to the public, and we like to think of the Preschool parents as a part of our church family. As you walk through the hallways or wait in the lobby, you will see posters, flyers or brochures as they relate to these programs. Please feel free to inquire of any programs that seem of interest to you. Our church staff will be more than happy to answer your questions about the programs offered. Also, on occasion, when the program is of specific interest to children or their parents, you may receive a church flyer in your child's book bag as a way of inviting you to participate.

Lastly, thank you for placing your trust in us; we are honored to work with you and your children. We have a variety of unobtrusive ways that we can meet your needs as well. If you would like us to pray for you, or if you need to speak with a Pastor, please call and let us know. We are here to help.

Again, thank you for considering Good Shepherd Preschool! We are glad that you're here.

In Christ's Service,

Pastor
Tim Dilley
Lead Pastor

Contact Information

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Cooperating with the Church

Good Shepherd is a very busy facility, with many members and an amazing amount of activity. Our school ministry works in harmony with other ministries of the church. There will be occasions when our schedule or procedures will need to be interrupted or amended for special events, programs, or funerals. You, as parents, will be given as much notice as possible when these things happen. We seek your cooperation and flexibility at those times.

Vision Statement of Good Shepherd Church

We will connect with others.

We will grow in our faith.

We will send out disciples of Jesus Christ.

Preschool Committee

The Preschool Committee is considered an integral part of the mission and program of the church. The Good Shepherd Preschool is a ministry of the church and follows policies and practices prescribed in the United Methodist Book of Discipline, those required by the State to be a Registered Ministry, VCP, Paths to Quality and those adopted by the Administrative Council of the Good Shepherd United Methodist Church. Church memberships is not a requirement to serve on the committee)

The responsibilities of the preschool committee are, but not limited to:

- Determine the Preschool's mission and purpose.
- Establish policy as needed
- Act as a liaison between the Preschool program and the Administrative Council of the church.
- Set policy as they relate to benefits, the number of classes, student/teacher ratio, tuition rates, hiring and termination of the Director (with cooperation from SPRC) and approval of an annual budget prepared by the directors in cooperation with the Finance Committee.
- Assist with annual registrations and special events.
- Support the staff.
- Secure new committee members as needed by making recommendations to the Nominations Committee of the church. (If you are interested in serving, contact the church office)
- The Chair of this committee receives a 25% discount on Tuition.

Good Shepherd Preschool Philosophy

Our goal is to provide a Christian environment that is loving, caring, forgiving, and accepting. All the while we work to foster independence, self-discipline, and responsibility. Our staff will strive to encourage each child in his/her social, emotional, physical, spiritual and cognitive development.

By providing a variety of age-appropriate activities, teachers will help children grow in the skills of thinking, listening, communicating, and small and large motor movement. All activities seek the growth of social/emotional skills through encouragement, cooperation, experience, and enjoyment

We do not discriminate on the basis of gender, race, religion, language, socio-economic status or family structure in the administration of our educational policies, programs, activities, and employment.

Our Mission Statement

Good Shepherd Preschool strives to be an environment for children that fosters growth through playful learning, which inspires a love of God and the world around them.

PLEASE NOTE:

- Pictures taken during preschool and preschool related activities may be used in Good Shepherd publicity.
- Our school comprises of two complementary programs: Preschool and Extended Care. For the sake of clarity, each program will be described separately in this handbook.

GENERAL INFORMATION

APPLIES TO PRESCHOOL AND EXTENDED CARE

Announcements and Communication

Communication home and back is vitally important to the success of the program. We have several means of communication that include:

Verbal: Of course, nothing replaces personal conversation and you are welcome to stop by and speak with the directors at your convenience or make an appointment with a director or the teacher. We make every effort to answer the phone promptly but if we should miss you please leave a message and we will get back to you as quick as possible. If there is an emergency and you cannot reach anyone in the school please call the church office at 260-483-8816.

E-mail: This is our primary form of communication. All billing communications will be done through email. At the beginning of the handbook, you will find a directory that includes the e-mail addresses of the director, assistant directors and pastor. Please keep your current email on file with the office as to not miss out on any important information.

Procure Connect App: This is your direct link to your child's teacher and a quick and easy way to get information out quickly. Once you are enrolled, you will need an invitation from Procure to join. The is an email invitation, from Procure (not from the school.) You can create your own username and password. In addition, for families that are enrolled in Extended Care, the information you need to clock in and out is in that app.

Newsletter: We create a monthly e-newsletter containing all sorts of important information.

Website: www.fwgoodshepherd.org This is the main website of Good Shepherd Church. Follow the Preschool link to find general information about the program. You can always find the school calendar there as well as the required documents.

Church Newsletter: The church has a monthly e-newsletter and a weekly e-news that shares some of what's happening at the preschool and much about the church. If you are interested in learning more about the church and the programs available, you can subscribe to the newsletter by contacting Corinna Weikle at cweikle@fwgoodshepherd.org.

Folders: Every child should have a folder in the backpack. The teachers will use the folders to send home important papers and information for communication purposes. Please check the folder daily. Teachers check folders daily, so if you have information or tuition payments to send in with your child, you can place those in the folders as well.

Illness and Injury Guidelines

Parents need to have a back-up plan for care in place, in the event of their child's illness or the Preschool's inability to care for children. It is not always an easy task to decide when your child is ill enough to be kept at home. For the health and well-being of the children, the directors will have the final say if a child must stay home or be sent home based on guidelines as established and conveyed here and by the American Pediatrics Association. Questionable circumstances without a definitive diagnosis may require a trip to the doctor for clarification of symptoms before returning to school.

These guidelines will help you make the decision:

1. **Colds** - This is probably the hardest illness to decide. A mild cough or occasional runny nose is not a reason to withhold a child from school unless it is obvious that the child is really not feeling up to attending. However, a child with a non-stop runny nose or a hacky, consistent cough should be kept at home. That child will feel poorly and tire easily in a group of children.
2. **Fever** - The child should be free from a fever of 100.4 degrees or more for 24 hours without medication before returning to school.
3. **Vomit and/ or Diarrhea**- The child must be free from vomiting and diarrhea for 24 hours without medication before returning to school.
4. **Pink eye**- The child should have 2 sets of drops before returning to school
5. **Medication** - After taking antibiotics for 24 hours, providing that your child feels fine and the Doctor agrees your child may return to school.

Except in the case of chronic conditions such as asthma or diabetes, the staff of Good Shepherd Preschool does not give medication to students attending a 2 ½ hour preschool day. Never send any medicine or tablets to school with your child to take by him/herself, not even a cough drop.

6. **Head Lice**- Good Shepherd Preschool has a Nit-Free Policy. This means that the child infected with head lice must be treated and checked by the director or another qualified staff member upon return to school. If additional nits are found the child must be kept out of school until all nits are gone. It is the parent/guardians responsibility to carefully comb through the treated hair to remove all nits. The child with nits will not be permitted into class. If an outbreak is detected, we will notify all families of children in the same classroom and check all students. We are extremely cautious to not make a child feel uncomfortable or embarrassed.

7. **Hand Foot and Mouth Disease** – HFM is a common viral infection in children. It is characterized by a fever for about a day and then small red blisters will appear on the hand, foot, mouth and sometimes genital area. The concern with HFM is the secondary infections children can develop in the open blisters. If your child has open blisters that cannot be covered (and stay covered) with a Band-Aid, we will ask you to keep your child home until the open blisters are healed over. Blisters (sometimes presenting a red dots in the hand, foot, and mouth area) that are not open are acceptable for attendance.

8. **If a child becomes ill while at Good Shepherd.** If your child is feverish (+100.4 degrees), vomiting, or in obvious discomfort, we will phone you to take your child home. If we are unable to reach you, your spouse or emergency contact person will be called to pick up your child. While we are waiting for you to pick up your ill child they will be brought to the office and made comfortable on a cot. If your child starts to complain of a headache or stomachache after getting to school we bring them to the office and give them

a little time to feel better. If they don't start feeling better we will call you to discuss whether your child should go home or not. The director may decide if the child is too ill to remain at school. In some cases, a doctor's note may be required to return to school activities. In the absence of the director, the assistant directors may decide if a child is too sick to remain at school.

9. Accidents and Injuries: Proper documentation will be completed anytime a child is injured or becomes ill while at school, and will be communicated through the parent engagement app. If needed, children will be given first aid. If further treatment is needed, we will contact the parents or emergency contact listed on the child's information card. If deemed necessary by the director, assistant director, or team leader on duty 911 will be called and then the parents. Children that need emergency medical treatment will be taken to the nearest hospital by ambulance. Luthern Hospital at the corner of Coliseum and East State is the closest to Good Shepherd.

10. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency will be decided on a case by case basis in cooperation with the parent, teacher, and director. This could include but not limited to; allergy, asthma, seizures, orthopedic problems, sensory problems, and other chronic conditions; that require regular medication or technological support.

Special Considerations for Influenza and COVID seasons

There are certain times of the year that for the well-being of the school as a whole, we will have to stiffen our ill child policies. Good Shepherd recommends that all enrolled children get an annual Influenza Vaccinations. Influenza Season is typically during the months of December through March and sometimes into April or May. During these 4 or 5 months of the year, the following additional sick child policies will come into effect. In addition to what is listed here, Good Shepherd Preschool will follow the CDC recommendations as to when to raise our awareness regarding COVID and other infectious diseases and what procedures to follow.

1. A child is excluded from activities with a fever over 100.4 degrees.
2. A child is excluded from activities with an excessive cough and the inability to practice proper hygiene and cough etiquette.
3. A child is excluded from activities who is complaining of a sore throat WITH OR WITHOUT a fever.
4. A child may be excluded from care if a household member has had a positive diagnosis of Influenza or COVID, we will follow Allen County Board of Healthy recomdations for exclusions.
5. If a child or a teacher is diagnosed with Influenza, COVID, or other infectious diseases, we will follow the recommendations of the Allen County Board of Health with regards to closures.

Ill Child Pick-up Requirements

If your child becomes ill at Good Shepherd Preschool, and it is determined, by preschool leadership that he/she needs to go home, we will call you, the parents/guardians. This child will be kept in isolation under supervision by preschool leadership and will need to be picked up within 30 minutes. After the first 30 minutes, a \$45 per hour charge will be added to your account. It is the parents' responsibility to make sure that emergency contact information is up to date. Parents/guardians may update their own contact information anytime on the Parent Engagement App.

Forms due to complete enrollment

The following forms must be completed and signed prior to the first day of attendance. The blank forms will be available online and in the preschool office. These forms must be turned in before the attendance in the June through May calendar year.

- Parent Agreement
- Discipline policy
- Parent notice form
- Safe food transportation form (even for bringing a snack)
- Registered ministry Form
- Receipt of Handbook form
- Physical, signed by a physician (less than 12 months old)
- Emergency Card
- Current, up to date immunizations form

Medical Exemptions

A child who is under-vaccinated for medical reason needs to have a note from the child's doctor along with a copy of the modified vaccination schedule.

Children must have an updated immunization record as they are received to attend Good Shepherd Preschool. Shots must be current in order to attend school. An under-vaccinated child will be allowed to attend school with the proper documentation on file.

Donations

- On occasion, your classroom teacher may ask for various donations for projects such as cooking, science, etc. The teacher will let you know in advance.
- We are always in need of paper towels, flour, salt, and glue sticks.
- Children's clothing is another thing that we accept donations of especially clean underwear to help with both accidents and spills. We only accept children's clothing and if we have more than we need, we will donate it to Treasure House.
- If you find that you have any of these items you would like to donate, please feel free to drop them off at the preschool office at your convenience.
- Please do not bring toys without checking with the director first.

Birthday Parties

Although birthday parties are one of the joys of childhood, this is an activity that needs to be kept separate from school. For those reasons we will follow these guidelines:

1. Invitations will only be handed out to the entire class. **
2. No groups of children will be sent home with a birthday child.
3. No gifts should be brought to school. Thanks for cooperating with us!

**We are happy to forward your invitations via email to specific families, if the thought of having twelve, five-year-olds at your house is too overwhelming.

Clothing and Outdoor Play

Children will be going outside every day if the temperature is above 35 degrees. Please dress your child accordingly. When outdoor activities are not possible similar activities will be provided in the activity center apart from climbing equipment. Take into consideration sharp changes in temperatures in fall and spring. At those times of the year, children should be dressed in layers. We encourage children to arrive at Preschool dressed in play clothes. Footwear that provides safety and support in their active play are best -- all-purpose gym shoes or other shoes with rubber soles. Children in the half-day preschool program are scheduled for outdoor play once every day. Children attending the extended care program will have an opportunity to play outdoors several times per day depending on their scheduled time in the program. Playground schedules are available from the teachers or the preschool leadership.

Parents should apply sunscreen prior to arrival, at their discretion. During the summer program, teachers will apply additional sunscreen after lunch. Children are provided areas of shade to play under while outside.

If you wish your child to be protected by bug spray, you must apply it before arriving at Good Shepherd. Teachers will not apply bug spray.

School Closings

Because of the number of families who count on us to be here every day for the Extended Care that complements our Preschool Program, GSP will rarely close for bad weather. Good Shepherd Preschool will be closed only if the weather deems it necessary and the emergency level is rated at a level orange by INDOT. In extreme situations, the Pastor may decide to close the building prior to or in spite of the INDOT's warning status. We do not follow any other school corporation's closings; we make our own decisions. You will find the most current and up to date information on the preschool website www.fwgoodshepherd.org (Follow the link to the preschool page.) If we decide to close school, there will be direct communication in the Parent Engagement App. If we close for more than a few days for inclement weather, the Preschool Director may schedule some makeup dates that will be added if teacher scheduling and building space are available.

This emergency school closing for weather will be the same protocol we will follow in the event of a closing of the school or an individual classroom due to illness, like COVID. We will have Make-up days if it is feasible with respect to teacher schedules and building space. The exception being, we will notify you via a direct email, when communicating about closures for communicable diseases.

Substitute Teachers: If your child's teacher is going to be absent from the classroom for personal or professional reasons, we will first endeavor to secure a substitute from our roster of substitute teachers. If no substitute teacher is available, your child's class will be led by a director or assistant director. Only in times of unforeseen short-handedness, administration may combine your child's classroom with another classroom of the same age group. For example, your child's teacher has a personal emergency and must leave the building immediately.

Classroom Names

We give all our classroom's names. Here are some definitions

Toddlers-	Extended Care Classroom, Ages 12 months to 24 months
Peewees-	Extended Care Classroom, Ages 24 months to 36 months
Minions-	Extended Care Classroom, Ages 3 up to Kindergarten
Elementary Age-	Extended Care Classroom for Grades Kindergarten through Fifth Grade
Sunshines-	Preschool Classroom for children age 3 on or before Aug 1
Moonbeams-	Preschool Classroom for children age 4 on or before Aug 1

Toys brought from home

Good Shepherd Preschool makes every effort to supply each classroom with a variety of age appropriate toys, manipulatives, and pretend play. Please leave your child's toys at home, or at the very least in the car at drop off. Exceptions will be made for attachment/security items. Your child's teacher *may* decide to have a Show and Share day, that would be an exception for older children. Please check your class communications to confirm what days are, in fact, Show and Share Days.

Food Allergies

Parents of children with food allergies should provide their child's snack each day, or parents can keep a small supply safe snacks at the school. These snacks should be labeled with your child's name. This snack shall be in a re-sealable container or individually wrapped. (All food allergies must be documented on required paperwork that is signed by a physician).

If your child is highly allergic and even contact with that food can cause a reaction, your child will set at a separate table, with a teacher, away from the other children during snack or meal. Tables and chairs will be washed and disinfected thoroughly before your child will come into contact with them.

All parents will be made aware of a food allergy in a classroom, if necessary, and we will ask that parents avoid sending items made with that product when possible and reasonable. The names of children with food allergies will be posted near the eating area to protect the child from contact with an allergen. The postings will act as a visual reminder to staff and substitutes that interact with the children. All allergies will be listed on the child's details in the Parent Engagement App.

Confidentiality Policy

Good Shepherd Preschool would like to assure you that all children's records are kept confidential. Personal records, health records, and financial records are kept under lock and key and available to only the Preschool leadership. Conversations about children are kept confidential between the director and parent, teacher and parent or teacher and director. Health documents and documents required by our State regulatory authorities are made available to the state as needed and upon request.

If parents wish information about their child, pertaining to behavior, health, or assessments to be given to anyone other than themselves i.e.: grandparent, therapist, or future kindergarten teacher. Written permission must be given to the preschool before information will be released. An email to the director with details of who we will be sharing with will meet this expectation. The person assigned as an emergency contact, on the emergency card, is considered to have permission by the parent to receive information about the child's health.

Special Family Situations

Good Shepherd Preschool will provide information to only those people that are legally responsible for the care and well-being of a child. In the case of divorce, all information will be given to all parents and step-parents with legal rights. Good Shepherd Preschool will not act as an intermediary between the parents, nor will it interpret any legal documentation. In the case of joint custody, both parents will be given the same access to the child's records. Situations other than joint custody will be handled on a case by case basis.

Withdrawal Protocol

If it is necessary to withdraw your child, from Preschool or Extended Care, we require a written notice two weeks in advance. A hard copy or an email copy is acceptable. You will continue accruing tuition and extended care fees until we have received this notice.

Teacher-Child Ratios

As an unlicensed registered ministry that is Voluntarily Certified by the State of Indiana, we honor the limits of the maximum ratio that are set forth by the State of Indiana. The Administrative Council of the Church has also adopted guidelines that govern the minimum child to teacher ratios. There will be at least 3 children to 1 adult if all the children are under the age of five. In addition, for students ages 5-17 the minimum ratio is 2 students to 1 adult.

Maximum Ratios Set by the State of Indiana

Child Age	Child to Teacher Ratio
Toddlers ages 12-24 months*	5:1
Peewees ages 24-36 months*	5:1
Three-year-olds	10:1
Four-year-olds	12:1
Five-year-olds	12:1
Six and up	15:1

*Child not required to be toilet trained

Questions and Concerns

Parents are encouraged to bring all concerns involving the preschool, your child's behavior, assessments, billing or financial problems, problems with a teacher, to the Administration. The director's will listen, investigate the concern when necessary and try to come to a conclusion that is suitable to all parties. Please understand that although we want to meet the needs of everyone, we are not able to make decisions to benefit only one family. Any time a parent feels that a satisfactory conclusion has not been reached, we encourage them to take their concerns to the Pastor of the church. Please utilize the contact information at the front of this handbook to contact us with any questions or concerns.

In case of emergency

Emergency evacuation- if the preschool must evacuate for any reason you will be notified through the app as to where you may pick your children up.

Fire drills are conducted monthly. Every child will participate in the fire drill. Children will evacuate the building following their teacher to the designated assembly place. Primary and secondary evacuation routes are posted in each classroom.

Tornado drills are conducted yearly. Locations for tornado shelters are posted in each classroom. During a tornado warning children will be escorted to the appropriate shelter area and will remain there until the warning expires. If there is a tornado warning in effect during drop off and pick up time students will remain in the tornado shelter. Parents will be allowed to come into the school and take their child from the tornado shelter.

Building Locked Door Policy

To help to ensure the safety of the Preschool staff and students, throughout the week all the entrances to the building will be locked with either a traditional lock and key or a magnet lock. There are two entrances for a parent to use.

Door Six

This entrance is used for drop off and pick up as well as for parents of extended care children. This door utilizes a keypad for secure entry when the door is unobserved.

Door Two

This entrance is for all other entry into the building and is secured with a magnet lock. ONLY Staff members will have a key code for this door. To gain entrance through this door you will have to show a picture ID, and sign in AND out of the building. Please make sure to share this with any of your family or friends that are designated as a “pick-up” person for your child that may not have the code to door #6.

Prohibition Policy

- Good Shepherd United Methodist Church is a nonsmoking facility. Smoking is not permitted at any time.
- The use or possession of alcohol and illegal substances and the use of toxic substances for anything other than the intended use is prohibited on Church property at all times.
- Weapons of any kind are not permitted on Church property.
- Illegal activity of any kind on Church property is prohibited

THE PRESCHOOL PROGRAM

Registration

All students must be registered with registration fee paid to reserve the spot in the school. Registration fees are non-refundable and are not counted toward tuition or extended care fees. There are separate registration fees for Preschool and Extended Care and there is an additional registration fee for those that take advantage of the summer program. Registration occurs on an annual basis and you must re-register for each consecutive school year.

Program information will be provided to families in English. If the program becomes aware of the need for information to be in other languages every effort will be made to provide interpretation.

Parent Orientation

A parent orientation zoom will be held before school starts on a date determined by the Director. Please watch your email for an invitation with specific date and time. This email will be recorded and will be sent to all parents/guardians of enrolled students, in late July or early August, outlining times and dates of the meeting. Attendance at this meeting is strongly recommended.

Back to school open house will be scheduled on a evening before the first day of the fall term. If you feel that you need more one-on-one time with a teacher that can be arranged for a later date.

The Preschool Session

Each preschool session is a 2 ½ hours for half day classes and either a 5 or 6 ¼ hours for full day classes. Although the schedule varies somewhat from classroom to classroom, depending on age, each session includes group time, free choice time, large and small motor play, outside time, snack and clean-up.

Each classroom is staffed with a well-trained caring teacher. Your child's school session will begin with a special greeting from the teacher at the door, making each child feel special and welcomed. Teachers will be aware of the individual needs and interests of each child throughout the school year and offer ample opportunities for explorations of child interest area.

Organized group activities will include body movement games and exercises, time devoted to stories, songs/music, finger plays, and weather observance. Older children will be exposed to letter and number recognition. Motor perception and music teachers meet with each class weekly for special emphasis in those areas. Circle time, or class meeting, is a time when each child begins to feel part of our school family and is encouraged to share his or her feelings and ideas. All groups will have snack time, with the children participating by taking turns bringing the snack. Special visitors and in house field trips will supplement the school program.

A part of each school session will be devoted to "free play," the work of young children. Children will have access to blocks, books, housekeeping, easel painting, play dough, creative art, cooking, puzzles, educational games, water play, and sand play on a regular basis. Books, manipulatives, and cognitive materials will be presented daily to encourage the development of number concepts, shapes and colors, awareness of nature, and growth in language skills.

Special events during the year include our Christmas Program, Halloween Parade, Thanksgiving Feast, Family Movie Night, Generations Day and Art Show/Graduation Sunday.

The Classroom

All aspects of the classrooms are geared to the age of the children. Chairs, tables, and sinks are child-sized, and toys and manipulatives are arranged within easy reach of the children. Space is arranged to accommodate a variety of activities. There are interest centers where children can freely explore and play alone or with a friend. The dramatic play area where small groups engage in social role-playing. The block area designed to strengthen concepts in creative building, spatial awareness, and mathematics. The science center offers a variety of engaging tactile and visual representations of our world. The free art area allows children to design their own "work". The writing area offers tools to increase strength in small motor muscles. Literature area offers books to be enjoyed. There is also a sensory area. All centers are changed on occasion based on the interests of the students at the time.

This is a play-based preschool. You will not see a lot of worksheets or flashcards. Children learn best through play. Therefore, we design our classrooms and our lesson plans with that in mind.

Arrival and Dismissal

Please park on our Vance side of the building by doors 5 & 6 and walk your child into school through door 6. Before the beginning of the year you will receive our door code to be able to enter through door 6. You will then be able to walk your child to their classroom and greet the teacher. For our arrivals and dismissals you will be able to drop off and pick up within a 10 minute window. For instance, our start time is 9:15 so drop off can be anywhere from 9:10-9:20. For our classes that end at 11:45, you may pick up from 11:40-11:50. Classes that end at 2:15 you may pick up from 2:10-2:20. Our 3:30 classes can pick up between 3:25-3:35. There is an additional charge that will be added to your account of \$15 for early drop off or late pick ups. Please respect your teachers times.

We reserve the right to refuse to release your child to an adult that we suspect may be under the influence of alcohol or drugs. We will phone authorities and a parent or guardian and then let the authorities make the determination if this is a safe adult to leave with.

Visitation and Open Door Policy

We are excited to welcome parents to the school and classroom, but ask that you please honor the following guidelines:

1. See the Building Locked Door Policy. If you enter through door 6, with the intention of visiting your child's class. Check in at the office so that we know who is in the building.
2. To keep our routines, we request you keep your visits short such as 20 minutes or less and recognize this is not the time to have any conferences with the teachers.
3. Recognize that as our guest, all instruction, discipline and child interactions are the responsibility of the teacher. Please don't discipline the children, not even your own.
4. Special visitors such as grandparents, aunts, and uncles must be prearranged with a director and must follow the above guidelines.

New Students

There are several forms to turn in and policies that must be conveyed when a new child is admitted to the program. We will require all forms to be completed and returned to the office for processing BEFORE a child can be admitted to the program. Although not often, we may require up to two business days for the processing your documents. If forms are completed for the summer session, they will be able to be used for the following school year as well. However, all new forms are needed at the beginning of each June through May period. All required forms are available on our website.

Attendance

Please remember that good attendance is important. This will help start your child on a path of regular attendance for later years in school. Children of this young age sometimes are reluctant to come to school. There are valid reasons for this including separation anxiety, imagined fears about school, and many others. We will work with you and your child to alleviate their fears and concerns. Just let us know that the reluctance exists, and we will work together to bring your child into school happily.

While we do not have a mandatory call-in policy when your child misses school, we do appreciate hearing from you if your child is unable to attend. Please communicate any absences with your child's teacher through the parent engagement app. If you like, you can certainly call the office, and we'll convey the information to the teacher. Please let us know of any prolonged absences.

Conferences and Assessments

We host parent-teacher conferences in the fall and in the spring. Written assessments will be given to parents at the spring conference. Conferences are a time for parents to meet one on one to discuss your child's classroom assessments. Conferences will be scheduled via a signup genius. If you have any questions at other times, feel free to talk to the teachers or set up special consultations. We welcome visits and observations by parents. It is important to arrange the visits ahead of time to allow the teacher to give you the time needed. To maintain confidentiality, extended discussions pertaining to your child's progress or behavior should be in a private conference.

The purpose of evaluating your child is for us to follow their progress and ensure they are progressing at an age-appropriate level. Evaluations are done through daily observations of not only academic activities but also social/emotional experiences, and informal testing of fine and gross motor skills as well as academic progress.

School Preparation and Supply List

- Every child needs a book bag; the bag should be large enough to hold a full sized folder and papers. It will be used each day to send the children's papers, notes, etc., home. Bring it daily, and check it daily. Please do not allow personal items and papers to accumulate in the bag. This makes folder communication difficult at best and ineffective at worst. Please label with your child's name in a visible area on the outside of the bag. It is also a good idea to have a "spare outfit" in the book bag. This "spare outfit" should include pants, top, underwear, and socks. It is also appreciated that you label any outerwear with their names. This includes, hoodies, jackets, hats, etc.

A \$30 supply fee will be assessed to all enrolled families on the first day of school, and then to any new student that enrolls after the first day of school. This will be used to buy items like, napkins, paper towels, dixie cups, plastic spoons, facial tissues etc.

Snack Leader

You will be asked to bring a snack for your child's class about once a month. A snack calendar will be sent home at the end of every month for the following month. You will be assigned a suggested snack combination. If you are unable to provide a monthly snack and would like to have your child's name removed from the snack list please let your teacher know.

If your child is ill on his/her snack day, please do not feel that you must run over to the school to bring the snack. However, if you have enough notice to switch with someone else in the class, you are welcome to do so.

Encourage your child to help choose their snack. Be sure to send a snack that your child likes on his/her day! Please send in plastic spoons if the snack needs one.

Being The Snack Leader is an important job in the classroom. The children love it. If you forget to send in snack on your day, we do have a back-up snack available. We will send a note home to say "Oops, you forgot our snack. That is okay, but please send in a replacement for our back up snack."

State guidelines dictate that:

- Snacks should come from 2 different food groups. Please do your best to follow the calendar.
- Snacks should be NUTRITIOUS, low-sugar snacks. Send 100% fruit juice or milk. If you prefer not to send a drink, we will serve water with a snack. Snacks high in sugar or juice that is not 100% juice will be sent home.
- Snacks must be either whole fruits or commercially prepared packaged foods in factory sealed containers.
- Compliance with state guidelines ensures that we do not serve home-made food as a snack.
- Foods should be cut into pieces no larger than 1/2" square for toddlers/twos according to each child's swallowing capability.
- Snack with expired dates must be discarded.

Please be mindful of the snack guidelines. It is very upsetting to your child to have their snack sent home instead of eaten at school with her friends. If you have any questions about the right type of snack please ask your child's teacher or stop by the office. Thank you for your help.

THE EXTENDED CARE PROGRAM

Registration

All students must be registered and the registration fee paid to reserve the spot in the school. Registration fees are non-refundable and are not counted toward tuition or extended care fees. There is a registration fee for the school year for both Preschool and Extended Care and there is an additional registration fee for those that take advantage of the summer program. Registration occurs on an annual basis and you must re-register for each consecutive school year. The Extended Care Program is available from 7:30 AM to 5:30 PM daily for any child registered for this part of our program, schedule permitting. If your child is a preschooler and is age eligible to be enrolled in our preschool program, you must be enrolled in the preschool program to be eligible to enroll in our extended care program.

Program information will be provided to families in English. If the program becomes aware of the need for information to be in other languages every effort will be made to provide interpretation.

Parent Orientation

A parent orientation zoom will be held before school starts on a date determined by the Director. Please watch your email for an invitation with specific date and time. This email will be recorded and will be sent to all parents/guardians of enrolled students, in late July or early August, outlining times and dates of the meeting. Attendance at this meeting is strongly recommended. Back to school open house will be scheduled on an evening before the first day of the fall term. If you feel that you need more one on one time with a teacher that can be arranged for a later date.

The Classroom

All aspects of the classrooms are geared to the age of the children. Chairs, tables, and sinks are child-sized, and toys and manipulatives are arranged within easy reach of the children. Space is arranged to accommodate a variety of activities. There are interest centers where children can freely explore and play alone or with a friend. The dramatic play area where small groups engage in social role-playing. The block area is designed to strengthen concepts in creative building, spatial awareness, and mathematics. The science center offers a variety of engaging tactile and visual representations of our world. The free art area allows children to design their own "work". The writing area offers tools to increase strength in small motor muscles. Literature area offers books to be enjoyed. There is also a sensory area. All centers are changed on occasion based on the interests of the students at the time.

This is a play-based preschool. You will not see a lot of worksheets or flashcards. Children learn best through play. Therefore we design our classrooms and our lesson plans with that in mind.

Napping

Napping arrangements will be made available for all children 2 and under, and for older children upon the parent's request. In our Toddler and PeeWee rooms, we honor a "no entry" time frame between Noon and 2:30 PM to allow the children to nap uninterrupted. Older children will be have a rest and relax time, a 45-60 minute stretch of time, with dim lights, soft music, and quiet activities. In addition, for Toddlers and PeeWees, there is an drop off cut off time of 10AM. If you child will be napping at GSP, it helps a child to become acclimated to the environment and have a chance to play before we ask them to lay down and go to sleep.

All napping children will be provided with:

- A clean cot –a minimum of 3 feet will be kept between cots
- A blanket will be washed weekly if the child is well- daily if the child has a cold or gets sent home sick. (This may be brought from home, and will be sent home weekly)
- A warm well-ventilated room
- Soft music or other white noise will be played
- The teacher will be within sight and sound at all times and within the appropriate child/teacher ratio.

Snacks

Children in the extended care will be provided a snack by the school during the morning session and one during the afternoon session. Provided snacks follow appropriate state guidelines.

Clocking in and out

We are unique in that our billing is truly hourly. By clocking in, you are starting the time that your account is to be billed for. Each authorized person dropping off or picking up will be given a unique code number to be used to clock in and out with. It is important that the parent, guardian or person taking the child home clock out at the end of the day. This is the ending time that you will be billed for.

If you forget to clock in or out, a quick message in the parent engagement app will rectify this. If a child is not clocked in or out and no communication is received, your billing time will default to 7:30 am for the clock in and 5:30 pm for clock out. It is the parent's responsibility to ensure the clock in and out times are accurate. There are two exceptions to this. 1) Students who walk to Glenwood. 2) If a relative or special friend is picking your child up that does not have a code but does have permission to take your child home.

We reserve the right to refuse to release your child to an adult that we suspect may be under the influence of alcohol or drugs. We will phone authorities and a parent or guardian and then let the authorities make the determination if this is a safe adult to leave with.

Transportation

Because of the close proximity of Glenwood Park, we will walk your child from church to school. We will use proper crossing guard procedures. We will walk in the rain, the snow, the sleet, and the sun. It is the parent's responsibility to ensure that their children are properly dressed to walk between schools.

Scheduling Guidelines for Extended Care

Set Schedule Full-time enrollments-

If your child is going to have a set schedule* for the entire year, this schedule will need to be approved by the Director at the time of enrollment. Any changes to this schedule whether temporary or permanent also will need to be approved by the Director. Changes must be either in the form of a written schedule or in an email. Please include any starting and ending dates.

Part-time or revolving schedule enrollments-

If your child is going to have a part-time or revolving schedule* for the entire year, this schedule will need to be approved by the Director at the time of enrollment. Schedules will need to be submitted by the Thursday before the week of attendance. Any schedule changes for the week that are not submitted by the deadline run the risk of not being approved. Schedules may be submitted in writing or in an email.

As needed scheduling-

If your child is registered for extended care on an "as needed" schedule*, these schedule requests will need to be submitted at least two weeks in advance. If your schedule request is more urgent and made on shorter than the required two weeks' notice, there is a risk that your request will not be approved due to lack of staff and/ or space in the program on that day.

*With regard to all schedules- not all changes will be accepted due to the limited child to teacher ratios and group number regulations on the use of space.

PLEASE NOTE: The only acceptable forms of communication for scheduling of extended care are a phone call to the office at 483-6454 (you may leave a message) or e-mail to the Director or Assistant Directors. Those emails can be found at the front of this handbook. Classroom teachers are unable to make changes to your child's Extended Care schedule. We will make every effort to respond to your request as soon as possible.

Summer Extended Care

The Summer Extended Care Program is a fun opportunity for children age 1 (by Aug 1) through 5th grade. Children of these ages will enjoy stories, songs, crafts, and outdoor fun as well as water play. Sign up for one day or as many days as you like. The times are Monday through Friday 7:30 AM to 5:30 PM or any part of the day. Our summer program is much more than a day camp; it's a solution to summertime boredom for children. This program is designed to give parents some free time while their children enjoy supervised age-appropriate activities in a Christian environment. The mornings model the structured learning time of the school day with more relaxed activities in the afternoon. Registration for this program begins in February. All fees from the school year must be paid in full before your child can participate in the summer program. The summer program requires a separate registration fee AND a summer schedule. Procedures for clocking in and out, scheduling, billing, and payment agreement all apply to summer extended care.

Medications and Special Medical Procedures

- Medications must be labeled with the child's first and last name, name of the clinician, expiration date, and manufacturer's instructions and/or the original prescription label and the details regarding the strength of the medications as well as directions on administering and storing.
- Medications will only be administered with the written permission of the parent or legal guardian and as prescribed or as recommended in writing by a physician. A standing order from a licensed health care provider must be on file for over-the-counter medications with detailed instructions of specific circumstances and dosing information.
- Only a Director or Assistant Director will administer medications and only if the above criteria are met.
- All medications will be kept in a locked container.
- Parents will keep on file any persons, in addition to emergency contact; the Preschool is allowed to speak with about their child's health and/or medical conditions. The emergency contact, on the emergency card, is considered by the preschool, to have permission to speak with the staff about the child's health and/or medical conditions in an emergency.
- In situations that minor skin irritations are visible, topical over the counter ointments may be applied with parent permission or at the discretion of a Director.

Food Guidelines

Lunches will be provided by Good Shepherd Preschool and will follow the state nutritional guidelines. Lunch costs are included in extended care fees and no discount is provided if you choose to send your child's lunch. Teachers will sit and eat with the children and engage them in conversation during lunch and snack times. Lunch and snack menus will be posted outside the extended care rooms for parents, and are available in the parent engagement app.

Lunches Brought from home need to meet State nutritional guidelines

- Must be in a container labeled with the child's name and date.
- The temperature of lunches should be no higher than 41 degrees. Extended care staff will measure and record the temperature of each child's lunch. If your child's lunch is too warm it will not be served.
- Lunches should contain 4-6 oz of 1% milk (whole milk for toddlers), 1 1/2 oz. lean protein, fruit, and a vegetable. Any juice that is not 100% fruit juice will not be served. Water will be served after milk has been finished if an additional drink is needed. No pop or sugary drinks will be served if sent they will be sent home.
 - Children must be provided milk at each meal. If you don't send milk for your child the preschool will provide it.
 - Children with documented milk allergies must provide a physician approved milk substitute.
- We ask that you do not send in "special treats" like chips or candy. If you do children will be encouraged to eat their healthy foods before the "special treat" of chips or candy.

Toddlers and Peewees

Toddlers and peewees are an important part of our school family and are included in special event programming when it is age appropriate. The needs of our littlest students are uniquely different from an older child. Therefore their supply list that parents provide is a little different.

Toddlers

Our childcare starts as young as 12 months old. The child must be walking unassisted in addition to meeting the age requirements. Our toddler room is center based just like our older students' rooms. The toddler will engage in group activities and individual learning activities as well as grow their social skills. These children are not enrolled in a preschool class because they are too young. All other policies in place apply to the toddler age group.

The supply list for Toddlers:

- 1 Package of diapers (to be refilled when needed)
- 2 Packages of wipes (to be refilled when needed)
- A change of clothes to be kept in the room to be changed out with seasons
- A lovey or blanket to sleep with (something that soothes them)

Peewees

Our PeeWee room is childcare for children ages 24 months- 3yrs old. PeeWee students and families follow all policies and guidelines in place just as the older age groups do.

The Supply list for Peewees

- 1 Package of diapers (to be refilled when needed)
- 2 Packages of wipes (to be refilled when needed)
- A change of clothes to be kept in the room
- A lovey or blanket for a nap

Please note:

All registered families are encouraged to attend all of our special events. However, some events like Movie Night may not include age-appropriate activities for 1 and 2-year-olds. Other events including the Christmas Program and Generations' Day will include our Peewee classes. If you are unsure if scheduled activities are appropriate for your family, call us! We are happy to help.

Of special note: We have a limit of drop off time and pick up if your child will be staying past noon and napping. See the section on napping.

PAYMENT AGREEMENT

PRESCHOOL AND EXTENDED CARE

We are lucky to be able to offer two services here at Good Shepherd. We have Preschool, and we have Extended Care. However, they are billed individually. The following is an outline of our Payment Agreement. You can find our most up to date information regarding registration fees, preschool tuition, and extended care hourly rates on our website. www.fwgoodshepherd.org Follow the link to the preschool.

General Billing and Late Fees

Preschool Tuition is based on an annual tuition figure and is divided into nine monthly payments that are due September through May. Every effort must be made to keep your tuition current to avoid late fees and temporary suspension of services. Preschool Tuition is billed on the first of every month and is subject to a late fee on the 15th of each month. The late fee for unpaid tuition is \$35.

Extended care is billed at an hourly rate . Every Monday, you will be billed for the extended care that your child was clocked in for during the previous week. Payment is expected by Friday of that week. Every effort must be made to keep your extended care fees up to date to avoid late fees and temporary suspension of services. Any extended care fees that are not paid after 14 days will be subject to a late fee on the 15th day. The late fee for unpaid Extended Care fees is 20% of the balance that is past due up to \$35.

Accounts that have past due balances will not be eligible to:

- Register for the next session
- Participate in Summer Extended Care if School Year Tuition or Extended Care Fees are not paid in full
- Return to Preschool and Fall Extended Care if Summer Extended Cares Fees are not paid in full
- Sign up for or participate in Christmas Break Extended Care or Spring Break Extended Care unless all balances are current.

Delinquent Accounts

If at any time balances are more than 28 days old, an account will be deemed delinquent and attendance in both parts of our program will be suspended, regardless of which part of the program payment is delinquent. The criteria for returning to school/extended care will be:

- Payment in full of the past due amount.
OR
- Signed repayment plan with expected payment dates on file and approved by the Director. This may or may not require putting your payment on auto pay with either your credit card or bank account.

Other Consequences of Delinquent Accounts

If your account is delinquent at any time between March 31-May 31, your registration fee for the next school year will be applied to your past due balance, and your placement in our program for the next session will be forfeit. If you would like to register again, registration fees will have to be paid again.

Late pick up Fees

Preschool late pickup means that your child was not picked up within 5 minutes of the end of class. The school session is over at 11:45, 2:15, and 3:30 pm. Any child who has not been picked up will be taken to the office with the Directors. This will incur a late fee of \$15.00 for the first 15 minutes that your child is not picked up. An additional fee of \$1.00 will be charged for every additional minute that you are late in picking up your child. For example, if your child's class is over at 11:45am (the last pick up time is 11:50) and your picking up before 12:05, you will be charged \$15. If your child is still here at 12:06 pm, you will be charged another \$1, and so on, until your child is picked up. These fees will be added to your ledger card and should be included in your next payment. We know that "Life Happens" but this policy will be strictly enforced to deter late pick-ups.

Extended Care late pickup means that your child was not picked up by 5:30 pm. Extended Care late pickup is billed at \$5 per minute after 5:30 pm. For example, if your child is not picked until 5:33 you will be billed \$15. This fee will be added to your ledger card and should be included in your next payment. We know that "Life Happens" but this policy will be strictly enforced to deter after hours pick-ups.

Discounts and Assistance

- The Child Care and Development Fund is a federal program. We are a Registered Ministry that is a Voluntary Certified Program eligible to take CCDF vouchers. Contact Brightpoint in Fort Wayne to see if you are eligible. <https://mybrightpoint.org/index.php/get-help/family-self-sufficiency/child-care-assistance/> There is usually a very long waiting list for your first appointment.
- The Preschool Assistance Fund is an emergency short-term tuition assistance for a maximum of three months. Please contact the Director to see if you would qualify for this assistance.
- The prepayment discount is a 10% discount on Tuition if a full year's tuition is paid in full by cash or check before the first day of school. If you would rather pay by credit card the discount is 7%. This is non-refundable upon withdrawal from our program.

Statements for Tax Purposes

Statement of charges and credits will be emailed to all accounts on or before January 10th, annually. Please consult a tax professional to find out if you can use this information to your benefit. All of our contact information, as well as our Federal Tax ID number, can be found on that form. If you require a hard copy of this form, please request one from the Preschool Office.

Good Shepherd Philosophy and Policy on Toilet Training

Toilet Training is a critical point in a toddler's life and usually occurs between ages 2 or 3 but can be sooner or later. It always depends on the child and his or her individual personalities. PeeWees Extended Care classroom staff are more than willing to help with this process. Only commercially available disposable diapers or pull-ups that are provided by you will be used. Once toilet training has begun at home, the staff is able to help and assist as long as a few criteria are in place

- The child must be able to communicate through words or a cue that he or she needs to use the bathroom
- The child must be happy to use the bathroom as opposed to scared or upset when entering the bathroom
- The child shows excitement and willingness to want to learn bathroom practices

If any of these criteria are not in place then most likely the child is not ready to toilet train. If that is the case a child will continue to encourage and ask if the child would s/he like to use the bathroom, but a child is never forced to use the restroom if not ready. Children that are not ready need to remain in diapers or pull-ups while at school until they display more enthusiasm. Please understand that some of the methods that parents use at home will not work for a daycare or school setting. Please communicate with the office or teachers when preparing to toilet train your child so that support can be provided in this new skill.

Parents must provide approved diapers or pull ups and wipes for their child. Diapers will be changed for children in the 2 1/2 hour preschool program if soiled or wet. Children in extended care wearing diapers or pull-ups will be changed every 2 hours or when soiled or wet. Diapers and pull-ups will be checked after a child awakens from a nap. Diapers or soiled clothing will be changed only in approved designated areas. Children who are 3 years or older must be toilet trained or enrolled in a reduced ratio classroom to attend Good Shepherd Preschool. Recognizing that occasionally accidents happen, they will be dealt with in a kind and loving fashion. Clothing soiled by urine or feces will be immediately put into a plastic bag (without rinsing to avoid handling) and sent home for laundering.

A child who is toilet trained can

- * Avoid toilet accidents
- * Ask to use a restroom
- * Dress and Undress self, mostly
- * Practice toilet hygiene
- * Wash own hands

Preschool Policy when Toilet Training is Delayed Beyond age 3

As a Registered Ministry childcare, we are required to follow the child to staff ratios mandated by the state of Indiana. The State requires a ratio of 5:1 up to age 36 months (Toddlers, PeeWee's and Rainbows). The state guideline for 3-year-olds and up (Sunshines, Moonbeams, Minions and Elementary) increases as everyone in the class is toilet trained (no diapers or pull-ups are allowed per state guidelines). The ratio for 3-year-olds is 10:1. The ratio for 4-year-olds is 12:1. The ratio for school-agers is 15:1. These classes are staffed based on these ratios and therefore, require all children to be toilet trained to be in these classes. Beginning in the fall of 2023 there is limited enrollment opportunities for 3 year olds who are not yet potty trained.

It is difficult to register for a class in February and hope and pray your child will toilet train before school begins. Unfortunately, some do not quite make it and this leaves the parents in quite a quandary. It is regretful, but we absolutely must follow the requirements to maintain our state certification.

The first month of a new program can be challenging and therefore, much attention and grace is given during the first month of a new school year, the first month of summer care, and when a child moves into a new class or age group. Adapting to a new teacher or routine can throw a child off and toilet accidents can happen. If this is the case, staff will work with the child, help them feel comfortable, and of course assist them to clean themselves up and change if needed. Staff will also make sure a child knows who to talk to if they need to use the toilet. This strategy usually works within the first week.

If it appears that a child (ages 3 and up, enrolled in a Minion, Sunshine, or Moonbeams class) is having frequent accidents in the first two weeks, accidents will be tracked in the parent engagement app for documentation. Frequent accidents is defined as the child having accidents 50% of the days they are attending. This will prompt communication between parents, teachers, and directors to discuss how to best support the child at school.

Unfortunately, if accident frequency does not fade to occasional over a period of the first month, the parents will need to determine alternative arrangements for their child as our ability to keep a non-toilet trained student in a Sunshine, Moonbeam or Minion class is just not possible. This is a result of state guidelines for ratios of non-toilet trained children. **Note:** stepping down into the reduced ratio class *might* be an option if there is room in the program.

If the school or parent determines the child isn't toilet trained or ready for these programs, (Sunshines, Moonbeams or Minions), the child will need to be withdrawn and is certainly welcome to try again at a later time when fully toilet trained. The month grace period can start over and, hopefully, success will happen.

Good Shepherd Preschool is tuition funded and therefore, an open spot cannot be held. Upon withdrawal, the spot will be filled from the waiting list, and when ready, the child can be re-enrolled into an open class if one is available. If a parent feels that their withdrawal will be short term, they are welcome to continue to pay the monthly tuition to hold the spot. IF they choose to withdraw, the parents would need to re-enroll in an open class, if one is available. The registration fee for a re-enrollment under these conditions would be waived if re-enrolled during the same school year.

Good Shepherd Preschool

Discipline Policy

It is very important a child's development is nurtured through caring, patience, and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Rules at Good Shepherd are centered on safety and supporting a school family. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child or teacher are not safe.

We do see misbehavior as a missing skill and as a teachable moment. We also know that it takes time to learn a new skill, so we understand that teachable moments happen over and over.

In response to misbehavior, the teacher will:

- Respect your child and use his or her name

- Maintain composure and eye contact.

- Reaffirm the established rules

 - "You may not hit. Hitting hurts."

- Use positive language to explain the desired behavior.

 - "If you want Joe to move, say 'Move, please.' Try it with me now...."

- Give clear, positive choices

 - "It is time to clean up. You have a choice. You can pick up the blocks first or you can pick up the cars. Which do you choose?"

- Redirect your child to a new activity

 - "Michael, Lilly is playing with that puzzle now. When she is finished you may have a turn.

 - Waiting is hard. What would you like to do while you wait? Play cars or Draw?"

- Natural consequences are the best way to learn unless those consequences are dangerous.

- Ultimately, the goal for the child is to learn what to do next time to avoid these situations.

In response to misbehavior, our teachers will *not* use:

- Threats or bribes

- Physical punishment

- Deprive your child of food or other basic needs such as play

- Humiliation or isolation

If your child's behavior is very disruptive or harmful to himself or other children, it will be discussed with you privately either by the teacher, director or both. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other arrangements. See Behavioral Expulsion Policy. As a parent, you may have some concerns or wish to offer suggestions. Using the lines on the discipline policy sign off sheet, that you completed at registration to help us and we may modify the above plan with agreed upon suggestions.

Good Shepherd Preschool Behavioral Expulsion Policy

At GSP we are dedicated to seeing that each and every child receives a successful and positive experience while enrolled and in attendance. We seek to keep students engaged in positive activities. Our classrooms are all center based with a variety of changing centers that offer age appropriate activities at all times to keep the students learning and positively motivated. Expulsion is something that GSP avoids but, in extreme circumstances it is necessary. The following are the steps that are taken to prevent Behavioral expulsion.

1. Teachers are the front line and will attempt to curb negative behavior through the use of Conscious Discipline and other techniques that attribute to a classroom environment that is socially and emotionally connected. This environment limits the negative behavior outbursts considerably but not completely. In essence, we do everything we can to set a child up to succeed.
2. When a behavior happens that is not acceptable the teacher becomes involved to help the child/children work it out positively and assertively. This is done by helping all the children to self-regulate their own emotions. This helps the aggressor to calm down and be able to think how their actions affect others, and for the victim to practice teaching others how to treat him or her.
3. Physically intense or verbally abusive behavior that ultimately harms someone physically or emotionally is unacceptable behavior. This is seen as a communication and an opportunity to teach. Children have to be taught empathy to be aware of their actions and the results of them. Parents will always be notified of these behaviors. Sometimes we can work through these unacceptable behaviors and sometimes your child might have to be picked up for the day and start with a clean slate in the morning. This is at the discretion of the director.
4. If unacceptable behaviors persists, parents will be brought into a conversation with the teacher and/or director to work out a plan that incorporates consequences or actions that are consistent at both school and home. In this way, we will be working together to teach your child what acceptable behavior is. A plan may need to include a consultation with your family doctor or pediatrician if recommended Good Shepherd Preschool. At the time of this meeting, a follow up meeting will be scheduled. This meeting will be set for a date in the future that corresponds to 120 hours of attendance for full time children or 60 hours of attendance for a part time student to a for a re-evaluation of your child's behavior.
5. At the point in which behaviors seem to not be curbed after 120 hours of attendance for full time student and 60 hours of attendance for part time students, (25+ hours per week equals full time) Good Shepherd Preschool will consult a specialist and seek additional assistance and resources from our local Childcare Resource and Referral Agencies. We will follow the recommendations of the specialist faithfully for time frame agreed upon by the school, family and specialist.
6. After all steps have been exhausted and behaviors are still unacceptable, expulsion is the last resort.

Good Shepherd Preschool

Safety Policy

Safety and wellbeing of the children in our care is a top priority at Good Shepherd Preschool. To ensure that children are safe while in our care the following protocols have been put in place.

Indoor Safety

- Ratios will always be honored. Classrooms are set up to offer the constant sight of children while moving about freely and unobstructed
- Cleaners and solutions not meant for children's use will be kept out of the reach of children
- Children will be actively supervised
- Children will not be allowed to access areas of the building that are being worked on, house dangerous materials or contain poisonous substances
- Equipment and toys will be cleaned and sanitized daily by staff
- All visitors will report to the office prior to entering any classrooms
- Fire drills are performed monthly and tornado drills are performed annually for preparedness

Outdoor Safety

- Children will remain within the fenced-in play area always within sight of a staff member
- Proper safety surfaces have been installed to ensure safe play on the large play structure
- Equipment will be maintained by the school
- The shade structure will be maintained in the warm months to prevent sunburn
- Ratios will always be honored
- The grounds are free of trash, poisons, chemicals and animal waste

Staff Training

- Staff shall be annually trained in CPR, First Aid, and Universal precautions
- Staff shall be trained in Child Abuse and Neglect Prevention
- Staff receives various annual training in age-appropriate practices to continue their awareness and knowledge of child development

NOTHING SCHEDULED IN JUNE

3-4 GSP CLOSED
25- PARENT ORIENTATION
ZOOM 7PM

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

01 GSP CLOSED
2-5 EXTENDED CARE ONLY
8-9 Chapel Day
11 Staff meeting 6:30 Zoom
15 GSP CLOSED
TBD DUMPSTER DRUMMERS

3 STAFF MEETING 6PM (In Person)
10 FWCS First day of school
17 STAFF MEETING 6-7 (In person)
21-22 GSP CLOSED-(Teacher work day)
22- BACK TO SCHOOL NIGHT 6PM-7:30PM)
23-24 Frist Days of School

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

1 Staff Collaboration 6-8p RH
2 FWCS NO SCHOOL
10 Pre-Registration '24-'25
12-13 Chapel Day
24 Open Registration'24-'25
TBD FAMILY MOVIE NIGHT

04 Labor Day
07 Staff Meeting 6-7 RH
8-10 Johnny Appleseed Festival (Volunteers Needed)
11-12 Chapel Day
TBD INDIANA WLD

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '24						
S	M	T	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4-8 Teacher's Conferences
11-12 Chapel Day
14 Staff meeting 6:30 Zoom
21-22 SPRING PICTURES
29 GSP Closed

5 Staff meeting 6:30pm Zoom
9-10 Chapel Day
12-13 FALL PICTURES
13 FWCS NO SCHOOL
16-17 Generations Day
25 TRUNK OR TREAT (Volunteers Needed)
30-31 Halloween Parades (Volunteers Needed)

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '24						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 EXTENDED CARE ONLY
8-9 Chapel Days
11 Staff meeting 6:30 Zoom

2 Staff Collaboration 6-8 RH
03 FWCS No School
13-14 Chapel days
21 Thanksgiving Feast (Volunteers Needed)
22 EXTENDED CARE ONLY
23-24 GOOD SHEPHERD CLOSED

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Summer Care Staff Meeting 6-7 RG
13-14 Chapel Days
19 Graduation Sunday
21-22 Last Days of School
23-24 GSP CLOSED (Teacher Work Day)
27 GSP CLOSED
28 First Day of Summer School

04-08 Parent Teacher Conferences
11-12 Chapel days
19-20 Riser Practice
21-22 Christmas Program 11am
25 GSP CLOSED
26-29 EXTENDED CARE ONLY

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

CHAPEL DAY
TEACHER EVENT
SPECIAL DAY
GSP CLOSED
EXTENDED CARE ONLY
FIRE DRILL
FWCS NO SCHOOL

