

Good
Shepherd
Lutheran
Preschool

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2019 Summer Program



The mission of Good Shepherd Lutheran Preschool is to provide a Christ-centered early childhood preschool through faith-based education and service in a nurturing, inclusive environment.

Parent Policies &
Procedures

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GOOD SHEPHERD LUTHERAN PRESCHOOL
PARENT POLICIES AND PROCEDURES
2019 SUMMER PROGRAM

Registration

1. Enrollment is open to rising 2-year-olds (as of 8/31/19) through 7-year-olds (rising Second Grade).
2. Registration is online. The required registration forms and tuition/fee information are located on the Good Shepherd Lutheran Preschool website (www.gslchurch.org/preschool).
3. Registration begins on March 1, 2019. There is no priority status for summer camp and registrations will be on a “first come first served” basis.
4. The registration fee is used for classroom materials and equipment, playground improvements and maintenance, and teacher education. If families are registering more than one child in the program, a registration fee is required for each child.
5. The registration fee is due and payable when the application form is submitted. The registration fee is NON-Refundable unless a family moves out of the Raleigh (and provides proof thereof) prior to May 1, 2019.
6. If there is no spot available for a desired week, you may be placed on a waitlist. Contact the director via email. There is no charge to be on a waitlist.
7. Enrollment of Children with Special Needs- Good Shepherd Lutheran 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 Lutheran Preschool. The child may be observed in his or her current preschool setting. Only one special needs child per class can be accepted.

Tuition

1. Tuition for those enrolled for two (2) through five (5) weeks is payable in full on May 15, 2019. For those enrolled in six (6) weeks or more, tuition may be broken into two installments, the first due on May 15, 2019, and the second due on June 27, 2019.
2. If you have questions about the program or to request invoices (for FSA submission), please email peyton@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. This includes instances where there are insufficient funds (NSF). An additional \$25.00 penalty will be charged for any tuition payment that is not received 10 days after the above dates. 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 Lutheran 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. The child may be observed in his or her current preschool setting.

Camp Hours

1. Good Shepherd Lutheran Preschool Camp hours are 9:30 a.m. - 1:30 p.m. The doors will be unlocked at 9:30 a.m. each morning. The preschool camp 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 Finance Manager 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 you, 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 in rising 4-year old classes 4-years or older must be toilet trained. Our program's definition of toilet 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 toilet trained but should be in the process of learning. If a child is 'training' please let the teacher know so that the teacher knows 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 any 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 camp (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 camp.
4. Sneakers or closed shoes are required for camp. Sandals are uncomfortable on the playground because of the mulch. Crocs 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. **We encourage healthy eating habits throughout the camp program. Purchasing meals from fast food restaurants for a child's lunch is discouraged. Soda drinks are not permitted at any time during the day. Please do not send candy to camp in your child's lunchbox.**

Medical Forms

For currently enrolled GSLP students, no additional medical forms are required. For new students, a current medical form found at www.gslchurch/preschool.org (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. 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 camp 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 camp, this does not negate your financial commitment to pay tuition as scheduled.

Illness

1. Prescription medication will be administered by preschool staff **only** with written permission from the parent/legal guardian and the child's physician. Forms and additional information are available from the Director. No over-the-counter medication will be administered by the preschool staff.
2. **Please do not send your child to camp if he or she is ill.** Please notify the camp if your child contracts any contagious illness such as chicken pox, head lice, pink eye, vomiting and diarrhea. Children who have been sick must be symptom free (without the use of medication) for 24 hours before returning to camp. We reserve the right to turn away a sick child, **and to contact the parent to pick up a sick child from camp** 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 Food Allergy Action Plan permission form completed. 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 and/or insect stings are 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 camp 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 camp 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 Lutheran 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 camp. During transition times between home and camp 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 Lutheran Preschool is governed by a board of Directors approved by the 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 camp! Please be considerate and sensitive to each child by not bringing birthday party invitations to camp 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.***