



Good  
Shepherd  
Lutheran  
Preschool

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Raleigh, NC 27613  
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2021-  
2022

*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 & PROCEDURES**

### **2021-2022 School Year**

#### **Registration**

1. Enrollment is open to all children, including those with identified special needs, ages 13 months through 5 years.
2. The required registration forms and tuition/fee information are located on the Good Shepherd Lutheran Preschool website ([www.gslchurch.org/preschool](http://www.gslchurch.org/preschool)).
3. The registration fee is equal to one month's tuition. This 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 equal to one month's tuition is required for each child.
4. One- and Two-Year-Olds - Families registering one child for two or more classes, the registration fee and monthly tuition is equal to the sum of all classes.
5. The registration fee is due and payable when the application form is submitted. The registration fee is NON-Refundable and NON-Transferable unless a family moves out of Raleigh (and provides proof thereof) prior to August 1, 2021. If a family is enrolling two (2) or more children in the program, the family may submit the registration fee as follows: 50% is due at registration and the remaining 50% is due by March 1, 2021. A late fee of \$20 will be assessed if the second payment is not received by the March 1, 2021 due date. If the balance, including the fee, remains unpaid within five (5) business days of the due date, the family may be subject to losing their children's slots. No refund will be made of funds paid at registration. For families registering after March 1, 2021, the full amount of the registration fee is due and payable with the application.
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 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 to determine if the child's needs can best be met in a mainstreamed class at Good Shepherd Lutheran Preschool.

## **Tuition**

1. Monthly tuition is drawn via pre-authorized bank draft withdrawal (Authorization Form) from your financial institution each month beginning in September and ending in May (9 months).
2. The draft will be made on or about the 5<sup>th</sup> of the month.
3. If you choose not to elect direct withdrawal, you may pre-pay your annual tuition in full prior to the start of the school year.
4. Questions about the program, monthly invoices (for FSA submission) or to change your financial institution, please email [peyton.cline@gslchurch.org](mailto:peyton.cline@gslchurch.org).
5. A late fee of \$20.00 will be due and payable to GSLP should payment not be received by the draft (ACH) date.
  - This includes instances where there are insufficient funds (NSF) in the draft account or the designated draft account is closed.
  - An additional \$25.00 penalty will be charged for any tuition payment that is not received by the 10<sup>th</sup> of the month.
  - The Finance Manager will issue an invoice for any late or penalty fees.
  - Please ensure that if you are changing your designated draft account, a new Tuition Withdrawal Form is submitted to the Preschool Director or the Finance Manager at least five (5) business days prior to the draft date.
  - 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**

1. If a parent wishes to withdraw their child from the preschool program, for any reason, they must provide the preschool with 30 days (one month) written notice to the Director.
2. Under no circumstances will the registration fee be refunded unless the child(ren) is withdrawn by August 1st, 2021 as the result of a move out of the Raleigh/Wake County area.
3. During the 30-day notice period, tuition must be paid, regardless of whether the child(ren) is physically attending the program or we have a child on the waitlist available to take your child's slot. For example, if you notify the Preschool Director on the 1st of the month that you wish to withdraw your child on the 15th of the month, you will be responsible to pay tuition for that entire month. Similarly, if you notify the Director on the 15th of the month that you are removing your child immediately, you will be responsible to pay through the 15th of the following month. We will perform a bank draft for the full amount of tuition for that partial month, and then issue you a prorated refund check by the end of the month that your child is officially withdrawn.
4. A refund will be issued when a child is withdrawing to attend a WCPSS preschool program for children with special needs.

## School Hours

1. Good Shepherd Lutheran 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 on the daily list provided outside the classroom door. Leave a phone number where you may be reached in an emergency. If you pick up your child before the end of the school day (prior to 1:15 p.m.), you must also sign your child out and have your carpool tag with you to enter the building.
4. Your child will only be released to individuals with the child's carpool tag (parents or those listed in the ALTERNATE PICK-UP section of the application). If someone other than those parties is picking up your child, please notify the Director and your child's teacher before noon. The person picking up your child has to have your child's carpool number in their possession.
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 preschool entrance to be let in during operational hours. Be sure to have your carpool tag with you for identification.
6. Chapel begins on Tuesdays and Wednesdays at 9:45 a.m. Any child who is not present at 9:40 a.m. when lining up for chapel will have to wait with their parent until the class returns to the classroom. Please make every effort to have your child on-time on those days or they will not have the opportunity to attend chapel.
7. Please make sure your child is on time for school - our daily routine is disrupted when children arrive late.

## Safety and Emergency Preparedness

GSLP has in place an emergency preparedness plan. As part of that plan, parents need to be aware that:

- Parents or other authorized guardians will need to present their carpool tag in order to gain access to the preschool building during school hours. This does not include drop off in the morning.
- If the preschool is undergoing a lockdown drill or is in actual lockdown, parents will not be given access to the preschool building. In the case of a drill, parents will have access to the building once the drill is over.
- If for some reason the preschool cannot be accessed by parents, parents should gather at Greystone Baptist Church at the southwest corner of Sawmill and Leadmine.

## Toilet Trained Policy

Children entering the 3, 4, or 5 year-old programs 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. **According to licensing standards teachers of 3, 4, and 5-year-old children do not have changing facilities in their classrooms. Teachers will assist with buttoning, zipping, etc., but children must be able to pull their own clothing up and down.** If at all possible, please dress your child in clothes conducive to toilet-training, e.g. pants with elastic waistbands.

## 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 at music and movement.

## Snacks

All parents may be expected to participate in supplying classroom snacks on a rotating basis. Children are offered chilled water with their snack each morning. Your teacher will let you know if your child needs to bring a water bottle each day. No peanut products are allowed. (Read labels)

Teachers will often have special snacks to coordinate with a theme or season. Teachers will coordinate their own class snack sign-up.

## Lunch

Please send a healthy lunch (including a beverage) that your child is able to eat with no assistance from the teacher. **We encourage healthy eating habits throughout the preschool program.**

- 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.
- No peanut butter is allowed or peanut products.
- 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.
- Do not send candy to school in your child's lunchbox.

## Medical Forms

GSLP requires each child to have a current (within one year) immunization record on file.

- Your child's most recent medical form should be submitted to the preschool (unless it is already on file from a previous year) the week **before the start of school** to ensure that the school has the most up to date immunization information on your child.
- You may bring your child's form with you the night of Parent Preschool Orientation or the day of Preschool Orientation
- **NO CHILD WILL BE ABLE TO ATTEND SCHOOL** until the preschool has the current forms on file.
- We ask that you provide the school with any new immunization information during the year.

## Immunization

All children attending GSLP must have all the immunizations as required by North Carolina law. No waivers except for medical waivers will be granted.

## Illness

**Do not send your child to school if he or she is ill.** Please notify the preschool if your child will miss school for any reason. Please notify the Director 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 school. 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 of the other children and teacher in the class.

Children should be kept at home if:

- They have been exposed to contagious diseases
- They have had a fever within 24 hours preceding the school day
- They have experienced vomiting or diarrhea within 24 hours preceding the school day
- They clearly do not feel well (lethargy, glazed eyes, etc)
- There is discharge from the eye(s)
- They demonstrate symptoms of illness including but not limited to fever above 100 degrees; conjunctivitis (pink eye) or "cold in the eye"; flu; unusual rash; severe cough; rapid breathing or labored breathing; severe cold; vomiting; yellowish skin or eyes; diarrhea; head lice; intestinal parasites; or contagious illness of any sort which results in child being too ill to participate in daily activities.

In case of contraction of contagious disease or infestation (e.g. lice, intestinal worms):

- Immediately notify the preschool Director. Your child's identity will be protected. This can be done either via email or by phone
- Once the child has contracted the disease or parasites, keep the child at home for the maximum number of days required. The child should return to school only when the contagion is gone and a physician deems them well enough to return to school.
- Remember that GSLP staff will not administer medication to children.

- Return your child to school when she or he has been naturally free of fever, vomiting, and/or diarrhea for 24 hours.
- At the discretion of the lead teacher or Director, a child may be deemed too sick to remain at school. Parents will be contacted and are expected to pick up the child. If the parents cannot be contacted, the emergency contact will be called and expected to pick up the child as soon as possible.

Preschool staff will administer prescription medication **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.

### **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 school lunch and snack. For Preschool-sponsored events, including, but not limited to, the Christmas reception, Preschool Sunday, and Graduation, we ask that parents and coordinators make a reasonable effort *not* to include items that contain peanuts. However, the Preschool cannot represent or warrant that items served or brought in by third parties will not contain some traces of peanuts or tree nut products. If your child has a severe allergic reaction to peanut products, please ensure that you bring an appropriate food item for your child.

### **School Calendar**

1. The 2021-2122 school year will begin on August \_\_\_\_, 2021 and end on May \_\_\_\_, 2022.
2. School-wide parent orientation will be held the evening of Wednesday, August \_\_. Parent/student/teacher orientation sessions for the 2021-2122 school year will be held on August \_\_\_\_\_, 2021. You will be notified by your child's teacher and a letter from the director as to which morning to attend.
3. GSLP will follow Wake County Schools Traditional calendar for holidays, most teacher workdays and vacation days. We do not observe Early Release days.
4. For GSLP closing or delay information, *register for **Remind.com** to receive a text message from the preschool. Text this message @43fd1 to phone number 919-328-2987.* You may go to the WRAL website and look under *closings and delays*. *If Wake County releases school **early** due to weather, please call the preschool number to verify an early release of the preschool or watch for a **Remind text**.*
5. *Generally*, the policy for inclement weather is as follows:
  - If Wake County starts classes **one hour** late, we will start at **10:30 a.m.**



- If Wake County starts classes **two hours** late, we will start at **11:30 a.m.**
- If Wake County starts classes **three hours** late, we will start at **11:30 a.m.**
- If Wake County closes school for the day, the preschool may also be closed for the day. Watch for **Remind** text from the preschool.
- **After 2 days are missed of your child's class in a school year due to snow or inclement weather, we will do our best to make up additional missed days. The first two days are not made up. Please note the following exception:** No days outside the regular school year (September through May) will be used, and no holiday/vacation days will be used. Wake County make-up days will apply when possible.
- If you personally feel the inclement weather situation is not safe for you and your child(ren), you are welcome to act accordingly either by staying home or by coming to pick your child up from school.

### **Graduation**

1. There will be a graduation ceremony the last week of school for the four and five-year-old classes. Immediately following, there will be a reception at the preschool for the children and their families.

### **Morning Arrival Procedures**

1. 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.
2. **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.

### **Dismissal Procedures**

To promote the safety of the students, Good Shepherd Lutheran Preschool utilizes a carpool system at dismissal for all classes.

Carpool works as follows:

1. Every student will be assigned an individual carpool number. Each family will receive 2 carpool tags with the carpool number and age group ‘color.’ Children will receive a luggage tag to attach to their backpack with the number that corresponds to the carpool tag. The tag is to be attached to the visor of the car or rearview mirror. If a family needs additional tags, or a replacement tag, they will be available for a \$5 fee. No child will be released to a car unless the car has a tag provided by the preschool. Tags will be distributed at parent orientation.

2. If a parent wishes to walk their child out, they must pick the child up before 1:15 p.m. and sign their child out at that time. Parents arriving after 1:15 p.m. must use the carpool process for dismissal. Parents may not cross through the carpool line for safety reasons.
3. Students will leave their classrooms at 1:20 p.m. and the carpool dismissal will begin once all classes are situated with their teachers in the narthex. Students will wait with their teachers in the narthex. As the student's number is called, their classroom teacher will walk them to their car.
4. No cell phone use is permitted while picking up your child(ren).
5. When picking up your child, please stay in your car and continue to display your carpool tag. The teacher will bring your child to you. Teachers are not permitted to buckle a child in his/her seat for liability reasons. To facilitate a smooth and timely dismissal, we request that parents place their child's car seat on the right back seat. Please make sure your vehicle is in park while your child is entering the car. Once your child is in the car and the door is closed, please proceed to the parking lot to secure your child in their seat.
6. Parents will be charged a late fee of \$2.00 per minute beginning at **1:36 p.m.** if the carpool line is finished and your child has not been picked up. You will receive an invoice from our accounting department for this charge. You will need to park and come to the Preschool door to pick up your child.

If you have changes to who is to pick up your child, please notify the Director no later than noon, and provide the office with the name of the person who will be picking up your child. Please ensure that they have the appropriate carpool tag. If they are not on the ALTERNATE pick-up list, he or she should be prepared to show their driver's license for identification purposes.

Custody situations and concerns should be brought to the Preschool Director's attention immediately.

### **Picking up your child prior to 1:15 p.m.**

In the event you need to pick your child prior to dismissal (see below), please come to the main entrance door and ring the bell for someone to let you in. Be sure to **bring your carpool tag** for identification to have access to the preschool building. Please stop by the Director's office and see if she is available to get your child from the class for you. This is preferred, as children often feel it is time to go home once they see a parent enter the room. This will help in keeping class distraction to a minimum.

### **Car seats**

Good Shepherd Lutheran Preschool expects parents or guardians to ensure that there is the appropriate type and number of car seats necessary to secure each child in the vehicle used at pick-up. When a parent/guardian discovers they do not have the appropriate car seat(s), they should park their car and then walk in to get their child(ren) and / or playmate. Good Shepherd Lutheran Preschool is not liable or responsible once the minor parties are no longer in the custody of the preschool.

### **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 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. Cell phone use is not permitted at any time during the carpool line after 1:20 p.m.

### **Conferences**

Teacher/Parent Conferences are held twice each year, late fall and in the spring. Conferences may be held during the school day while your children are in their classes or at a time arranged by the teacher. Classroom teachers will notify you of conference dates and have a sign-up sheet for available times. Conferences last between 15 and 20 minutes. Additional conferences may be scheduled on an as needed basis. Teachers use a developmental checklist to share developmental skills that your child is mastering. The checklist assists parents and teachers in supporting the individual child's development throughout his or her early childhood educational experience.

### **Board of Directors**

Good Shepherd Lutheran Preschool is governed by a Board of Directors approved by the Church's Congregational Council of Good Shepherd Lutheran Church. 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.

### **Project Enlightenment**

Project Enlightenment is the Early Childhood arm of Wake County Public Schools. Project staff serves children birth through kindergarten. Project Enlightenment provides teachers and families with help in many different areas. Good Shepherd Lutheran Preschool has a consultant from Project Enlightenment assigned to our school and she is available to come in and observe children upon request from the parent or teacher with signed permission from the parent. Our consultant shares her observations with the parents. All information is confidential. Project Enlightenment also has a parent talk-line, parent and teacher classes, observation groups for children, demonstration

preschool, and a wonderful resource area with books, pamphlets, videos, and activities. There are also specialists who provide services for children with special needs and support for their families.

### **Birthdays**

We love to celebrate birthdays at preschool! Please be considerate and sensitive to each child by not bringing birthday party invitations to preschool to be hand delivered unless everyone in the class has been invited. We ask parents who would like to bring in a birthday snack to choose healthy items. If you choose to bring cupcakes for the class, children do much better with the mini size cupcakes, iced cookies or muffins. Food items brought to the school to share for any event must be store bought. 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. All snack and party items must not contain peanuts or peanut products. ***Please do not bring goodie bags for classmates.***

### **Chapel**

Children will attend Chapel at preschool. Children learn a Bible verse at the beginning of each four - week unit. The Chapel stories and songs coordinate with the Bible verse being discussed. Parents receive a parent letter at the beginning of each new unit which lists the Bible verse, concepts and stories that are discussed in Chapel each week. Chapel sessions include a story time, singing, and prayer. Children will have Chapel with one of the church pastors, Youth Director, Vicar, or Director on Tuesdays or Wednesdays at 9:45 a.m. throughout the school year. Chapel focus is for 3, 4 and 5-year-olds. 1 and 2-year-olds attend at the teacher's and Director's discretion. There will be opportunities for parents to attend chapel with their children.

### **Developmental Curriculum & Educational Philosophy**

Good Shepherd Lutheran Preschool implements a national developmental curriculum developed by the Core Knowledge Foundation titled "*Core Knowledge Preschool Sequence*". Detailed information about the curriculum and design of Core Knowledge Preschools can be found at the Core Knowledge website: [www.coreknowledge.org](http://www.coreknowledge.org). Conscious Discipline is used by all GSLP staff as the emotional and social curriculum. LetterLand curriculum is used to coordinate with the WCPSS's method of teaching reading. Four-year-olds and Trans-K children have Spanish once a week and incorporate LetterLand.

The focus of the preschool is to meet children's needs and stimulate learning in these developmental areas:

- \*Physical
- \*Emotional / Social
- \*Spiritual
- \*Cognitive
- \*Music/Art

To nurture these areas the Preschool's objectives are:

- \*To integrate Christian faith formation throughout the curriculum.
- \*To develop a cooperative/supportive relationship between the child, the family and the preschool.
- \*To provide developmentally appropriate activities.
- \*To teach children about their relationship with God and all people in

the world.

Our teachers relate education to the child's understanding about God and Christian life so that the spiritual and developmental aspects of the curriculum become a foundation for a lifelong faith.

### **Fundraising & Advertising**

Fundraising at our preschool is strictly limited and monitored in order to abide by the policies of Good Shepherd Lutheran Church. In addition, we do not wish to put undue pressure on our parents financially. Our voluntary preschool fundraisers include:

- \* Family Nights at local restaurants -- typically four per school year
- \* Book Fair
- \* Artwork sale of your child's art -- ideal for Christmas gifts
- \* Harris Teeter Together in Education (see below)

Parents and other third parties are NOT permitted to solicit other parents at the school via flyers or other verbal or non-verbal communication. The student directory is distributed yearly and is intended for use of preschool families only. The directory is for the voluntary use of current preschool families.

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

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

