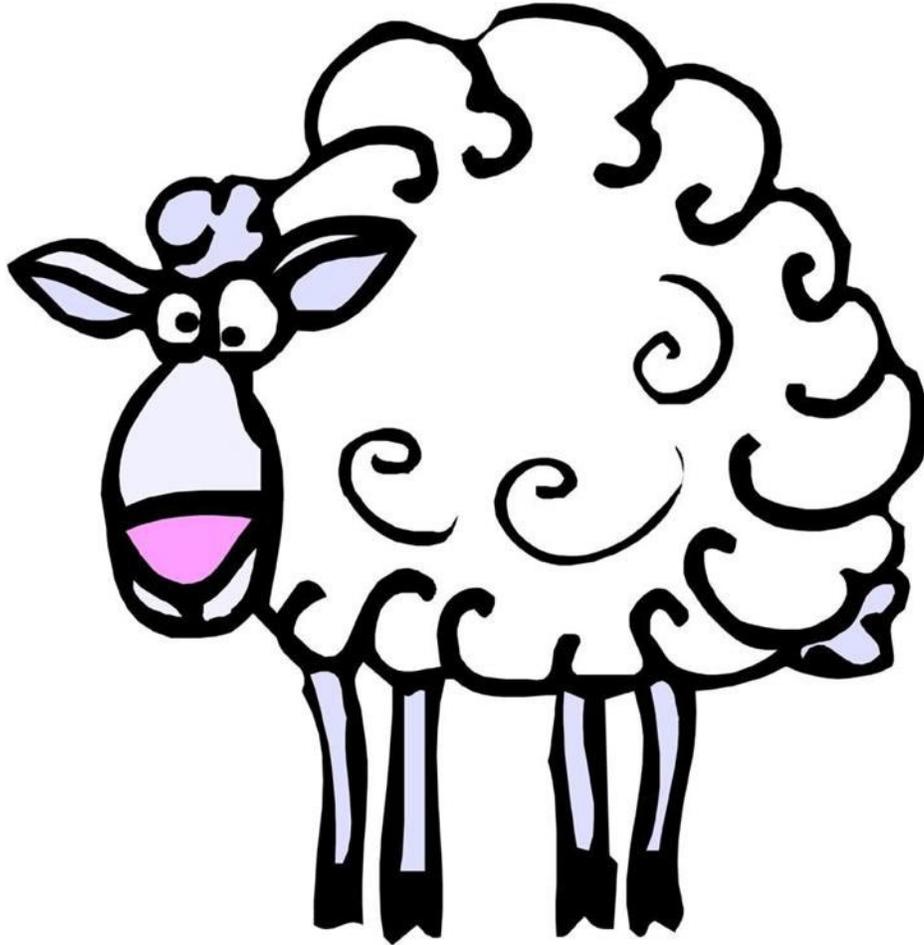


Shepherd's Flock Preschool

Handbook 2025-2026



Shepherd's Flock Preschool
A Ministry of
Chesapeake Christian Fellowship
377 W Central Avenue
Davidsonville, MD 21035
(410) 798-1413

Shepherd's Flock Preschool
Parent Handbook
2025-2026

"You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, so let your light shine before men, that they may see your good deeds and praise your Father in heaven." Matthew 5:14-16

As Christians, this is our essential mission. The goal of Shepherd's Flock Preschool is to equip these young ones so that they may be lights in their homes, communities, and future schools. These children will learn that you do not need to be a grown-up in order to be an effective light for our Savior; even these precious little ones can be mighty tools of the Lord. Here at Shepherd's Flock children will learn how to live for God so that they can take His light from this place into the darkness of the world around them. ***Darkness is the absence of light and darkness alone cannot dispel the light, but the smallest light can dispel the greatest darkness.*** Matthew 5:14-16 p.f.

Mission Statement

Our mission at Shepherd's Flock Preschool is to rigorously educate children in Biblical principles, academic standards, and socially appropriate activities. Activities will be fun and structured to keep children actively engaged in the learning process. Children will be provided with incentives to reward them for positive behavior and academic accomplishments.

Enrollment:

The Shepherd's Flock Preschool shall always maintain an enrollment record for each child. Forms contained in this packet are required for your child to attend Shepherd's Flock. Currently, enrolled Shepherd's Flock students may simply complete the last form of this packet to re-enroll. Parents are required to keep a current record of immunizations and the child's last physical exam on file with the school. Please inform us of any changes in address, phone numbers, or other vital information. This record will be kept current and shall include the following information:

- Emergency Preparedness/Evacuation Plan
- Photograph & Video Release Form
- Parent Contract - completed by parent (once each year)
- Registration Form - completed by parent
- Emergency Form - completed, signed by parent
- Health Inventory Part I - completed, signed by parent
- Health Inventory Part II - completed by doctor
- Lead Screening Addendum - completed by doctor
- Immunization Certification - completed by doctor, or parent for religious exemption

Hours of Operation:

We ask that parents arrive no earlier than five minutes prior to the start time and arrive promptly at dismissal time.

Full-Day program meets: Mon-Fri 9 am - 4 pm

Part-time program meets: Mon-Fri 9 am - 12 pm or 1 pm - 4 pm

Our curriculum is based on a 5-day school week, but we can work with you to choose a schedule of day(s) that fits your family.

Full-Day Program:

We are happy to provide a full-day program to interested parents. For participation in the full-day program, parents are required to provide lunch and drink for their child. We do offer a nap between 1-3 pm for those that need it. Our school will offer two snacks during the day.

Two-years through four-year-olds:

Shepherd's Flock is open to children that are at least two years old by September 1st in the year of enrollment. Children must also be potty trained. We have three classrooms and will place your child in the room which best fits their needs and abilities.

Before and After Care:

We are glad to provide Before and After Care for our students. Before Care is offered during the hours of 7-9 am in the morning and After Care is from 4-5 pm in the evening. The program runs Monday through Friday. The cost is \$7 per hour (or any part thereof). Please let the staff know if you are interested in participating as space may be limited.

School Calendar & Holidays:

- School Begins- September 2
- Thanksgiving - November 26-28
- Christmas - December 24 to January 2
- Martin Luther King, Jr. Day - January 19
- Presidents Day - February 16
- Good Friday/Easter Monday - April 1-6
- Memorial Day - May 25
- Last Day of School - June 5

Tuition:

- Full Day - \$825/month (Monday - Friday 9 am to 4 pm)
We currently offer a sibling discount of 10% off tuition on the second sibling.
- Before and After Care - \$7/hour
- Part-time - \$7/hour
- Non-refundable registration fee* \$125 (includes t-shirt purchase) required for new student enrollments
- Non-refundable reenrollment fee of \$125 due at time of sign up
- Snack fee - \$100 for half-day students / \$200 for full-day students
- Abeka curriculum fee of \$125 for 4s; may be paid up front or paid in nine monthly payments

In the event of closure due to unforeseen circumstances, tuition is still required. This may be revised in extreme instances at the discretion of our administration. We are unable to offer tuition credits or make-up days for reasons such as, but not limited to, illness, inclement weather, family vacations, and outings.

Late Pick-up Fees:

Parents who are consistently late picking up their children will pay a late fee of \$10.00 for every 10 minutes late. If an emergency arises and you are unable to pick your child up on time, please notify the school as soon as possible by calling (410) 798-1413.

Tuition and Payment Schedule:

The registration fee (new students only) is due upon enrollment. To hold your child's position, you must submit the non-refundable \$125 registration fee with the registration paperwork.

A non-refundable reenrollment deposit of \$125 is due to hold your child's spot. This amount will be applied to your first month's tuition.

The first tuition payment and snack fee are due by September 1st. The remaining eight tuition payments (for a total of nine) are due the 1st of each month (September through May). Personal checks are acceptable and must be made payable to CCF. Online payments can be made through: www.4thelord.org. Please choose Shepherd's Flock from the dropdown menu. We ask that if you pay online, you choose the option to include processing fees with your payment.

Tuition Payment Fees:

We strongly encourage you to keep your accounts up to date as this will help us keep our fees down.

- If your tuition payment is not received by the 1st of the month, you will receive an email and a hard copy of your statement.
- If payment is not received by the 10th of the month, a \$25 late fee will be assessed to your account. You will receive an updated statement by email and a hard copy.
- If your payment is not received by the 20th of the month, you will be contacted via phone and receive a formal letter.
- If payment is not received by the end of that month, your child will not be allowed to attend school.
- If payment is returned by the bank, the parent(s) will be held responsible for any fees assessed by the school's financial institution.
- If you are having difficulties, we urge you to contact the Finance Office at (410) 798-1413 as soon as possible.

Termination Policy:

Shepherd's Flock Preschool reserves the right to terminate the care of any child:

- That consistently hits, bites, or otherwise injures other children
- That consistently acts out through swearing, tantrums, or other forms of aggression
- Whose parents routinely abuse drop-off and pick-up times
- Whose parents are delinquent in tuition payments
- Whose parents regularly fail to prepare their child with necessary materials and/or clothes
- Whose parents are abusive/disrespectful toward staff

Child Abuse:

If any staff member of Shepherd's Flock Preschool suspects a child is being abused, that staff member is required to report immediately to the pastors of Chesapeake Christian Fellowship and/or to the director. The staff member will then report his or her suspicion to the Child Protective Services of Anne Arundel County, Maryland as required by law.

Illness:

If any child becomes ill to the extent that it puts other children at risk of becoming ill, that child will be separated from the class and the parents will be notified as soon as possible. Together, we will determine the best course of action to care for that child appropriately, which may include picking the child up from school. We ask that you keep your child home if he or she has a temperature of 100°F or higher, vomiting, diarrhea, persistent running nose, or excessive coughing. Please do not return to school until fever and symptom-free 24 hours. We reserve the right to disallow children from care who exhibit any of these signs of illness with appropriate discretion. Communicable diseases will be reported to the Department of Health when necessary. If you decide to keep a child home due to illness, we ask that you inform the school at (410)798-1413.

Medication:

Medication can only be administered when the attached Parent’s Request to Administer Medication at School form is signed by physician and returned along with prescription packaging. All instructions must be followed and adhered to.

Incentives:

Incentives are a standard part of our day at Shepherd's Flock Preschool. Children will be rewarded with and encouraged by incentives of all types. Incentives may include stickers, stamps, special privileges, special treats, special snacks, movie time or special toys.

Indoor Rules

- Share with friends.
- Talk and play quietly inside.
- Walk inside.
- Play gently with toys.
- Obey your teachers.

Outdoor Rules

- Play gently with all toys.
- Use climbing equipment properly.
- Stay in our designated play area.
- Obey your teachers.
- Play kindly with your friends.

Discipline:

We want children to know that they are in a loving environment. Staff will handle all discipline with patience, love, and understanding. Our goal is to nurture and care for the children while stressing Christian values in the positive growth of each child.

Children will be constantly monitored and mentored. By carefully monitoring their activities, intervention can take place when a conflict may be imminent. Positive instruction will include redirection. Redirection is the first form of discipline for a child and provides an opportunity to teach the children proper techniques for sharing, taking turns, etc.

For children three years and older, the next step would be time to calm down. A “calming time” may be used for aggressive, disruptive, or destructive behavior. A calming time is used either timed or untimed. It’s time to enable the child to regulate their emotions.

If a discipline problem should arise involving your child, we will discuss the problem and work out a solution together.

Potty Training:

We ask that your child be potty trained before attending Shepherd's Flock. We do understand that this is not a fool-proof process; therefore, we ask that you provide an extra set of clothes for your child in case of accidents.

Snacks:

Snacks are provided during each session. Except for special occasions and special dietary needs, we ask that you do not send your child any food or candy (except lunches). Special occasions include birthdays and other celebrations. A list of snacks each month will be provided to the parents.

Allergies

It is imperative that parents make the teachers aware of a child's allergies.

Supplies:

You will be notified as to what school supplies will be needed on the first day of Shepherd's Flock.

Weather Policy:

In the event of any inclement weather, Shepherd's Flock will follow Anne Arundel County unless otherwise informed. You will be informed the night prior or the morning of via text, email, or a phone call. This includes delays, early dismissals, and closures. If you are unsure of our schedule, please check your email for an update.

Emergencies:

- Each month we will practice fire, security, and weather drills. Evacuation plans will be posted in the classroom. In case of any emergency, children will be evacuated to a safe distance from the building.
- If a child has a medical emergency, immediate first aid will be given. We will then call an ambulance and follow the recommendations of the paramedics. Parents will be notified immediately. When a parent is not available, the emergency contact person will be notified. Parents will be responsible for any expenses incurred as a result of hospital visits, emergency care, etc. In case of this type of emergency, children will be transported to Anne Arundel Medical Center.

Health Policies and Procedures:

- Non-emergency injuries/illnesses will be treated, and parents will be notified. A detailed record of these incidents will be kept for each child.
- Staff members will wash and sanitize their hands before and after eating, handling, and preparing foods, or handling contaminated clothes or other such items.
- Children will wash and sanitize their hands after playing outdoors, before and after eating, and after using the restroom.
- Parents are required to keep a current record of immunizations and the child's last physical exam on file with the school.
- Parents are requested to notify the school of any special health problems.

Parent Conferences:

Conferences will be scheduled by your child's teacher in January. If you feel the need, you may reach out at any time to your child's teacher to schedule a conference.

Volunteers:

Parents are asked to volunteer on a regular basis. We understand that sometimes volunteering is difficult given the time constraints of your busy schedule. If you have a desire to volunteer, please speak to Ms. Kandi about arranging times you would like to help.

Release of Students:

Our number one goal at Shepherd's Flock Preschool is to keep your child safe and happy. Parents must enter the building and walk their child/children to and from the classroom. When picking up your children, we ask that you be in a sober and clear-headed state of mind. If we believe that a parent or guardian of a child is under the influence of drugs or alcohol, we will not hesitate to call the police and inform them that an intoxicated driver has left with a child. Children will only be released to adults whose names appear on the enrollment form.

In case of an emergency, verbal confirmation of another adult picking up your child is acceptable, if he/she shows proper identification.

In cases where parents are divorced, parents must submit a copy of divorce papers/custody agreements to determine which parent is legally allowed to pick up their child.

Field Trips:

On several occasions throughout the year, we will be taking field trips to local sites. In these cases, parents will be informed in advance of the event in writing. Parents will also be encouraged to volunteer time to help on these trips. Transportation will be provided by the Chesapeake Christian Fellowship bus and will be operated by a fully licensed individual. When our school is participating in a field trip, there is no alternative for students to remain at school that day. (Parents with two-year-olds are required to chaperone their child.)

Shepherd's Flock T-shirts:

For the upcoming school year, all children will have a Shepherd's Flock Preschool t-shirt. This shirt will be instrumental in safety during our many field trips. The cost of the shirt is \$25 and is included in the non-refundable registration fee of \$125. Parents are encouraged to order a t-shirt as well! (The cost for an adult t-shirt TBD each year at time of order.) Please inform your child's teacher if you wish to order an adult t-shirt. If you have any questions, please let us know!

This concludes the parent portion of the handbook. Please keep this on hand for your reference.

All following pages must be reviewed, completed, and submitted to Shepherd's Flock no later than the first day of school.