

Welcome

... to our Good Shepherd Lutheran Preschool Family!

As we journey through the school year our staff and volunteers look forward to serving your family, and partnering with you in the development of your child.

Thank you for entrusting us with the care of your most precious gift — your child.

Your Partner in Christian Education,

Krista Moore

Director

“Train up a child in the way he should go, and when he is old he will not turn from it.” – Proverbs 22:6

Mission Statement

Good Shepherd Lutheran Preschool will reach out to our community with the Good News of Jesus, providing a Christ-centered environment, activities, and experiences that nurture the spiritual, social, physical, emotional, and developmental growth of all children and families.

Vision Statement

Good Shepherd Lutheran Preschool, a Christ-centered learning community for young children and families

Where Jesus is at the center of every activity and experience—His contagious love is evident and flourishing;

Where children are valued for their individuality, their ability to do meaningful work, their wonder and curiosity, their perspectives, and their ability to play;

Where the learning environment is valued for its authenticity, its safety, its high quality, its evidence of Christian love and joy of Jesus, its ability to stimulate creative play and hands-on learning experiences for children;

Where curriculum and learning opportunities are valued for their ability to cause spiritual, emotional, social, physical, and cognitive development, and personal growth;

Where curriculum and learning opportunities are valued for their ability to cause spiritual, emotional, social, physical, and cognitive development, and personal growth;

Where families are valued for their bonds and traditions, their ability to play, their commitment to work, their home and community, and their dreams for their children;

Where church partners are valued for their commitment to service, their want for more, their eagerness to share time and talents, their prayers, their calling to spread the Good News, and their ability to play;

Where all staff are valued for their vision, mission and purpose, their delight in children, their skill and education, their heart and knowledge, their commitment to families, and their ability to play; and

Where we cherish what we learn from our Heavenly Father, our Savior Jesus, our children, and from each other.

Purpose

Be WON; Be ONE; Be WANTING more!

As part of God's inclusive community of believers, we are called—children and adults together—to join in enhancing and enlivening each other's faith.

By telling and retelling the Biblical story, Good Shepherd Lutheran Preschool lovingly provides a safe and nurturing atmosphere for extending His saving Word to young children and their families.

Good Shepherd Lutheran Preschool supports parents as their child's primary teacher, promoting spiritual, emotional, social, physical, and cognitive development.

Staff

At Good Shepherd Lutheran Preschool, all staff are valued for their love of children, their experience in providing developmentally appropriate activities for children ages 3-5, their education, and their dedication to Christian Education.

Volunteers

All staff and volunteers working with children at Good Shepherd Lutheran Preschool will successfully pass a Washington State Patrol background check. Anyone interested in volunteering should contact a teacher, or the Director.

Fingerprinting

All staff will have fingerprinting processed, and on file with the appropriate agencies, which will be conducted every two years, or in accordance with Washington State requirements, and in compliance with the Child and Vulnerable Adult Abuse Act, RCW 43.43.830, for Non-Profit organizations.

First Aid and CPR Certification

All staff will be certified to administer First Aid, or CPR when necessary. Proof of certification will be kept on file with our Director

Accident and Emergency

An emergency, injury, or illness, occurring during school hours, that requires more than basic First Aid care, will be reported to parents immediately. Please ensure we have all emergency forms and phone numbers current. If changes occur during the school year please report them to our director. As part of our emergency plan we ask for the phone number of an emergency contact who can be at the school in 20 minutes or less. An accident form will be filled out by a teacher or director and you will be given a copy. We will do everything possible to provide a safe environment for your child, however, should an accident occur, the staff will take the following steps:

- an adult will remain with the child at all times
- basic First Aid will be administered
- parent will be notified
- If necessary, emergency services will be called

Toileting

All children attending Good Shepherd Lutheran Preschool must be completely independent in regards to toileting and personal bathroom hygiene.

Insurance

Good Shepherd Lutheran Preschool is covered by the blanket liability insurance policy of Good Shepherd Lutheran Church. The parent's medical coverage is considered primary in the event of an accident.

Medications

Please alert teacher if child is completing any antibiotic prescription as part of treatment for illness or infection. **No medication may be administered at school by the school staff.**

Mandatory reporting – Child Protective Services (CPS) must be contacted if any child enrolled is suspected of being a victim of abuse or neglect. State law mandates that authorities be notified within 24 hours. CPS hotline is 993-7901. Reporting suspected or suspicious issues is the responsibility of the adult who gains this information from the child/person involved. Any questions shall be referred to the preschool Director.

Fire

If a fire starts in the building the fire alarm will sound and the Fire Department will be contacted immediately. The Director/Teacher will practice fire drills and exiting the building once a month (this will be recorded in the emergency practice log).

Evacuation

- Emergency plans are posted in each room, in the hallway, and outside the Director's Office
- Children will exit the building through the appropriate exit doors to outside of the building
- Students and Staff will go to the established safe location (determined by Fire Dept) away from the building

Administrative staff will take out the office copy of the emergency directory and take a count of all children

Lock-Down

- Lock all doors and close blinds
- Sit on the floor away from doors and windows
- Children will be kept as quiet as possible
- Stay until the Director /Teacher declares "All Clear."

Do not answer the door or open windows

Earthquake

- Stay indoors
 - Take cover under sturdy furniture in doorways, in halls, or against walls
 - Stay away from glass windows
 - Avoid running through or near buildings where there may be falling debris, due to the possibility of aftershocks
 - After tremors have stopped, stay away from and do not go inside damaged buildings and structures and stay away from utilities / wires
- Students will wait for further instructions from the Director /Teacher
Earthquake drills will occur periodically, where students will practice **drop cover and hold**. (This will be recorded in the Emergency Practice Log)

Emergency Kit:

In September each family will be asked to provide a large sealable plastic bag (gallon size) containing the following items in case of emergency:
Several non-perishable snacks, 1 or 2 bottled waters, a picture of family/loved ones, and copy of a favorite song, verse, or prayer which you believe would help your child find comfort in the case of an emergency causing separation, trauma or fears.

Weapons Rule

There are no weapons of any kind allowed at Preschool.

No Smoking

Smoking is not allowed on Preschool grounds, neither inside nor outside.

Non-discriminatory Policy

Good Shepherd Lutheran Preschool welcomes, and will admit students of any race, color, sex, national and ethnic origin to all the programs and activities.

Family Disputes

When parents have disputes the Preschool will not become involved. GSLP cannot stop a biological parent from picking up a child unless the appropriate paperwork is on file.

Visitors

We are not able to accommodate child visitors. We cannot accept your house guests or other young visitors, even for part of a morning. Parents and children interested in our program may visit the classroom together to see first-hand the variety of opportunities we offer.

Absence and Illness

The school cannot deduct for any absences caused by vacations weather or illness. For the consideration and health of all children please do not send your child to school if they exhibit any of the following symptoms:

- Pink eye
- Deep cough
- Inflamed nostrils
- Heavy nasal discharge
- High fever, or within 24 hours of
- Contagious Rash
- Contagious diseases
- Head lice and nits (eggs)
- Vomiting
- Diarrhea (3 or more times in 24 hours)
- Fatigue that prevents participation and regular activity

Please call the school if your child will be absent. Be sure to ask that a written message be delivered to your child's teacher. Children should remain home 24 hours after a fever has subsided. In the event of head lice, please notify the school so that we may take the proper precautions in the classroom (names of children effected will not be published)

Clothing

Play clothes that encourage self-help are preferred. We do many fun, but messy, activities. Remember coats for outdoor activities on cool days as the children often play outdoors. We recommend athletic-type shoes with rubber soles rather than sandals, shoes with hard soles or plastic shoes for the play ground – NO OPEN TOES preferred please. Please mark clothing and belongings to avoid loss. We require a back pack large enough for your child's coat, school papers and projects, and an extra change of clothing, for those rare accidents. An extra entire set of clothing should be kept in child's backpack for each school day for such accidents.

Toys

We prefer that children do not bring toys from home except on special sharing days.

Birthdays

We recognize that birthdays are important celebrations – Birthdays may be celebrated with special treats (arranged in advance with the teacher), please check with your child's teacher regarding allergies in the classroom and appropriate snacks. Please distribute all party invitations outside of preschool to avoid hurt feelings.

Registration Requirements

In order to enroll at Good Shepherd Lutheran Preschool – a child must be 3 years old (for the 3 year old class) or 4 years old (for the 4 year old class) by Aug 31, and the child must be fully toilet trained, and independent regarding personal hygiene.

Tuition and Payments

Tuition calculations are made to cover the entire year of programs and then a monthly amount is calculated, due in 10 equal installments (the first of which is due upon registration, along with the non-refundable registration fee). This means that holidays, snow days, sick days, vacation etc. days do not change the monthly tuition amount. Tuition payments are made by electronic deductions through the "Simply Giving" program, at no additional cost. Payments will be deducted on the first day of each month. In the event of an emergency regarding electronic transactions please notify our Director ten business days prior to the scheduled electronic deduction for alternative arrangements to be made on a one-time basis. If a family would like to pay the tuition balance for the year in its entirety prior to the start of the year, or the remaining balance at any point during the year, arrangements for this can also be made by contacting our Director.

Late Fees:

There will be a late fee of \$15.00 for late payments. There will be an NSF charge of \$40 (the WA State NSF fee amount) for any payments that are returned to us from the bank.

Withdrawal from program:

If it becomes necessary for you to withdraw your child, we ask for **two week** notification prior to the withdrawal. If there is attendance for any part of a given month the tuition installment made at the beginning of that month will not be

refunded, however, if notification is provided in a timely manner, no further electronic deductions will occur.

Registration Fees

Registration fees are due at the time of registration, and are non-refundable. These fees cover the cost of equipment, curriculum, paper, art supplies, and summer operational costs. They do not apply toward tuition, and they are not refundable.

First Tuition Installment Advance Payment

The first tuition installment is due at registration and is refundable until August 15th.

Family Discounts. There is a \$15.00 tuition discount given for a second child and a 50% discount for the third child currently enrolled in preschool.

Snow Days

Our snow days will be linked to the Evergreen School District – if Evergreen has a late start **or** is cancelled, Good Shepherd Lutheran Preschool is CANCELLED.

Student Management/Discipline

We try a variety of positive guidance techniques such as redirecting the child to another activity. If we are unsuccessful in preventing inappropriate behavior, a short regrouping time may be necessary. In the event of an on-going management issue parents will be notified, and intervention steps will be planned and implemented with family involvement and support.

Parent Conferences

Conferences will be held two times per school year (January/February and April/May).

Parents and teachers will meet to discuss student progress toward kindergarten readiness, goals, and achievements, two times during the school year.

Additional conferences may be requested at any time during the year by parents or teachers when necessary.

Progress Reports

Progress Reports will be shared with families during Parent Conferences, and will be completed at least two times per school year.

Curriculum

Our curriculum is a blended faith-based Curriculum and an academic curriculum. Good Shepherd Lutheran Preschool has adopted *Voyages*, by Concordia Publishing, as the faith-based portion of the preschool curriculum. *Creative Curriculum*, by Teaching Strategies has been adopted for the academic portion of our curriculum (www.creativecurriculum.com).

Kindergarten Readiness

Our academic and faith-based curriculum is aligned with the Washington State *Essential Academic Learning Requirements* (EALRs). You may view *Creative Curriculum's Developmental Continuum*, our observational progress and Kindergarten Readiness chart which is located on our preschool parent information board.

Assessments

Additional assessments and reporting for your child (recommended for the 4 year old age group) can be done electronically, through an agreement with *Creative Curriculum*, and are available for an additional fee. A notice regarding these assessments will be sent home each fall with your child. This program is optional for any family.

Snacks:

Each family has the opportunity to sign up to provide snacks for the class (enough for 12 people, as the teachers will have a family-style snack time with their class each day). A sign-up will be available each month through your child's teacher. If you would like to provide a snack fitting a particular classroom theme, even a build-your-own snack activity for the children, for any given day, this option can be arranged through your child's teacher.

Food/Snacks

We prefer to serve healthy snacks – no high-sugar foods please. All allergies should be reported at the time of registration, due to the danger of peanut allergies. The Preschool may be deemed a peanut-free zone at any given time during a school year, depending on any allergies discovered for any student. This would mean that nothing with peanuts or peanut oil may be brought to school. Please check labels. This policy will be determined each school year. All families will be notified if such a policy will go into effect.

Open House Nights

Our preschool may have open house or family events scheduled at any time during the school year. You will receive notice of such events prior to the scheduled event. We will typically have an open house each fall and spring.

Student Arrival Each Day

Parents are expected to park, and enter the building through the main church entrance each day with their child, between 8:50 and 9:00 A.M. Please do not plan to arrive any earlier than this, as your child's teacher is preparing for morning instruction. Parents are required to escort their child to class, and to SIGN IN EACH DAY upon arrival. Please check the communication board for any important reminders as you pass by.

Student Pick-Up Each Day

Parents will drive up to the curb under the covered area in front of the main church entrance doors to pick up their child each day from school. Please plan to arrive at 11:45 each day for pick-up. All children should be picked up by 11:55 A.M. Any children remaining after 11:55 A.M., will be escorted back into the preschool area to wait for a parent. Your child will be ready to get into your car when you drive up. If you wish, you may park in the parking lot, and walk up to greet your child just outside of the main church doors, where the class will be lined up with the Teacher and/or Assistant Teacher. When your child receives a verbal OKAY from the adult in charge, then she or he may be excused from the line to go with you. Children will not be sent home with anyone other than those listed on the designated pick-up list in your registration packet. If this information changes at any time please notify your child's Teacher, or our Director.

Late Pick-Up Charges

The family of any child remaining past the 11:55 A.M. time will be charged a late fee of \$5.00, except in the case of a rare emergency. In the case of an emergency, please notify our director, or the church office, as soon as possible, prior to your arrival for pick-up.

Financial Assistance

Families with limited financial resources may apply for tuition assistance through the Good Shepherd Lutheran Church. Identification of all applicants and recipients will be kept confidential. Please contact the Director for information. Limited funds are currently available through "*Sammie's Fund.*"

