

**GOOD
SHEPHERD
SCHOOL & DAY CARE**



Preschool Parent Manual

Revised July, 2010

Dear Parent,

Thank you for choosing Good Shepherd School and Day Care. Good Shepherd is the year-round school and preschool that teaches children to love reading before kindergarten.

Good Shepherd is a not-for-profit religious institution, exempt from state licensing. It provides a much needed community service by offering quality educational child training at competitive market rates. In so doing, we help parents and guardians in preparing their children to lead spiritually, morally, and academically successful lives.

The school's physical facilities provide an excellent educational environment. They comply with all laws and regulations concerning food service activities, health and sanitation, building codes, and fire safety regulations.

The administration carefully interviews all potential employees regarding their personal health, moral character, religious and educational philosophies, and experience in working with children. This is done to see that your child receives the best of instruction and care.

This manual will help to answer questions you may have about our program. Please take the time to carefully read it. Address further questions to the school's director.

Physical Facilities

Buildings

Good Shepherd School & Day Care has three locations to serve the child care needs in Virginia's Shenandoah Valley. The buildings have been designed to be attractive and user friendly and to meet all current Virginia childcare building requirements for their intended use.

Our building at 991 Chicago Avenue covers 4,073 square feet. This gives day care a capacity for 123 children. A main office, two large rooms and a smaller one provide the children with ample space for learning. Six restroom facilities and a kitchenette are also on the premises.

Our campus at 342 Neff Avenue consists of two buildings with a combined floor space of just over 9,000 square feet. The campus has a capacity for 250 children. The facilities were built according to Good Shepherd's requirements. The main building consists of a school office, four classrooms, a kitchenette, and nine restroom facilities. The second building, which houses the grade school program, consists of three classrooms, a kitchenette, and five restroom facilities.

Our Waynesboro campus facility located at 109 Community Drive consists of two buildings covering just over 9,000 square feet of indoor space. The two buildings together have a capacity for 250 children. The main building consists of a school office, four classrooms, a kitchenette, and nine restroom facilities. The second building, which houses the grade school program, consists of three classrooms, a kitchenette, and seven restroom facilities.

All the Good Shepherd buildings are air-conditioned and heated for maintaining the proper temperature year round. Each room has ample overhead lighting and windows that open for fresh air when appropriate.

Outdoor Play

Each school has a fenced-in playground area that contains a large equipment area consisting of swings, merry-go-rounds, climbing equipment, and a platform slide. There is also plenty of room for running, free play, and organized games.

Ages Served

Infant Class

This class serves infants beginning at six months of age until they are toddler age or walking confidently. We guide each child through his or her infancy from one developmental stage to the next. The teacher and parent fill in Baby-Grams informing each other of the child's daily activities.

Toddler Class

The toddler class is for children who are generally 15 months to 24 months of age. Younger children who are walking and developmentally ready may also be placed in this class. We focus on helping the child to learn new skills as he or she matures and gets ready for the Discovery or Beginner Class. The teacher and parent continue to use Baby-Grams to inform each other of the child's daily activities.

Discovery Class

Children in this program are at least two years old and less than three years old. We guide each child through his or her earliest years from one developmental stage to the next.

Preschool

We place children who are at least three years old into the Beginner Class. Once a child masters certain skills, we move him to either the Intermediate or Advanced Class.

Kindergarten & Grade School

School age children may attend Good Shepherd School. They will have the distinct advantage of being taught by the mastery technique method. This enables children to progress at their speed as various skills are mastered. (See the *Good Shepherd Grade School Manual* for further information about our school program).

General Information

Hours of Operation

Good Shepherd Schools are open Monday through Friday, from 7:00 a.m. to 6:00 p.m., year round, to suit the needs of working parents. The Infant Classes at all three locations open at 7:30 a.m.

Open Door Policy & Parent/Staff Conferences

We invite those interested in learning more about our programs to visit our schools at any time without phoning ahead for an appointment. Any parent may schedule a conference with a particular teacher by making an appointment in the office.

Non-discrimination Policy

Good Shepherd School accepts applicants for enrollment without regard to race, religion, color, sex, or national origin.

Holidays & School Closing

The schools normally close for the following holidays:

- Labor Day
- Thanksgiving (Thursday & Friday)
- Christmas (Dec. 24 & 25)
- New Year's Day (Jan. 1)
- Good Friday
- Memorial Day
- Independence Day (July 4)

When one of these holidays falls on a weekend, Good Shepherd will close on either the Friday before or the Monday after the holiday.

It may become necessary to close school or to dismiss early because of inclement weather or some other uncontrollable natural event. The Director will notify parents by telephone or a local radio station if this becomes necessary.

While our day care rarely closes because of inclement weather, it is necessary for us to cancel grade school classes from time to time. When the grade school classes are canceled, we announce over local radio or T.V. stations that "Good Shepherd Grade School is closed" or is "opening one hour late," etc. Please note that this does not mean that our day care is closed or opening late. It can be assumed that our day care is open and running as usual. Students enrolled in our grade school program whose parents still need to be at work may bring their grade school children for day care even when the grade school classes have been canceled.

On the rare occasion that our day care operation must close, we will announce over the local radio stations that "Good Shepherd School *and* Day Care is closed."

Due to fixed costs, averaged over the entire year, there is no reduction in tuition for holidays or other days off for other reasons as stated above.

Instructional Levels

Infant/Toddler Class

The children in these programs are on a flexible schedule. Story and song time, play and nap time, and social time are integrated into each child's individual schedule. As the children approach two years old they make trips to the Discovery or Beginner Class to participate in Bible, music, and drill and paper time.

Discovery Class

While meeting the physical needs of two year olds, our Discovery Class also addresses their developmental learning stages in a fun, interactive way. We work on many basic skills such as learning to eat by oneself and potty training. We guide the children through their initial preschool experience using creative teaching techniques filled with a variety of action activities designed to stimulate each child's developmental process at this early age. We also help stimulate their eye-hand coordination and cognitive development with color papers and fun learning activities. The children get to sing lots of songs, learn about animals and the sounds they make, learn shapes and colors, and become familiar with the letters of the alphabet. The Discovery Class is a preparation time for students moving on to the Beginner Class as they get older.

Beginner Class

This class is designed to meet the needs of children who are entering the school for the first time. They will become familiar with the school's structure and various activities. Beginner Class children will learn the

name and phonetic sound for each letter of the alphabet. They will learn to identify, count, and write the numbers one through ten. They will also sing, recite poetry, enjoy music and craft times, and participate in individual and group play.

Intermediate Class

The Director will promote any child into this class who has mastered the reading skills necessary to move into the Advanced Class but needs further manual dexterity (writing skills) development. Children in this class do Beginner Class work with more emphasis placed upon developing writing coordination skills while continuing to progress through their reading circles.

Advanced Class

Once a child masters the name and sound of each alphabet letter, and demonstrates adequate manual dexterity, he is promoted to the Advanced Class. The child combines letters to make blends and then words. Children begin learning cursive writing in this class.

Grade School

This designation includes all children enrolled as a school age student. While a child may be considered in a particular grade based upon age, he will be doing work based upon his ability. This enables the student to master the material being taught before being forced to attempt new material due to time and class restraints. The student gains confidence as skills are mastered. This encourages the student to face new challenges.

Enrollment & Fees

Forms

Prior to a child entering Good Shepherd School, the *Application Form* must be completed and returned. The *School Entrance Physical Examination and Immunization Certification Form* (available from the school or your family physician) must be completed and returned within thirty days after the child has started school. Should the child be under the legal custody of only one parent, a copy of the final court judgment must also be on file.

Registration Fee

A registration fee is due upon enrollment. This fee covers the cost of supplemental student accident insurance, the school newspaper, and the annual memory book. The registration fee is not refundable unless space is unavailable at the time you would like your child to start. Any parent who is enrolling their child again after having left the school is required to pay a new registration fee. This yearly fee is billed to all current students on the first of September.

Book and Supply Fees

At the beginning of each month we will assess a \$7.00 fee to each child's account to cover the cost of the child's workbooks and consumable classroom supplies (crayons, paper, pencils, art supplies, and the like).

Tuition Policy

The first and last weeks' tuition payments are due before or at the time the child enters the school. Tuition payments are due each Friday for the following week. **A \$10.00 late fee will be charged if payment is**

not made by the following Monday. All accounts must be kept current. Any child whose tuition account is delinquent by one week may not continue in school until the parent corrects the situation. If a child is out when the tuition payment is due, the parent is to make payment on the day the child returns to school. Parents may pay with cash or check. If payment is made with cash be sure to ask for a receipt. Parents will be assessed a \$20.00 service charge for each returned check. This may result in the account being put on a cash-only basis.

Attendance

Teachers take attendance each day. Children in the preschool program may come and go throughout the day as needed. We designed our program with that flexibility in mind.

Grade school is from 9:00 a.m. to 3:30 p.m. Good Shepherd allows all children to arrive when the school opens and remain until closing if necessary at no additional charge.

Late Pick-up Charge

An overtime fee of \$10.00 for every ten minutes or portion thereof will be charged when a child is picked up after 6:00 p.m. Please be considerate. If, after being charged the late pick-up fee, you continue to pick up your child after 6:00 p.m., further action will be taken which may include an increase in the late-fee charged to your account and/or dismissal from our program.

Children who participate in our half-day program (when available) must pick up their child by 12:00 noon. The late fee mentioned above will be charged to half-day students who are picked up after 12:00 noon.

Absenteeism

If a child is absent for five consecutive school days, for any reason, the tuition for that week will be 60% of that child's regular rate. (This "Vacation Week Discount" is not available for the Infant or Toddler Classes). Any child present for any portion of a week will be charged their regular weekly rate.

Lunch & Snacks

The weekly tuition does not include food and drinks. Parents must pack food for their child's lunch and snack times following the guidelines on the *Lunch Policy Information Sheet for Parents*. Snacks and drinks may be purchased on a daily basis. Should a child not have a lunch, we will provide one and bill it to the child's account.

Throughout the year, for special occasions, the school will have class parties. At these times the school will send home a notice with each child giving parents the opportunity to bring in special treats for the day.

Parents who wish to have their child's birthday celebrated at school are to furnish a store-bought birthday cake or the like to share with the class during the afternoon snack time. The cake will be served at our afternoon snack time. We are unable to decorate, pass out party favors, or perform other party service functions.

Lunch Policy Information for Parents

We will be happy to microwave items for your child's lunch under the following guidelines.

1. We can heat one-item containers like "Lunch Buckets" or food that you prepare in a microwaveable container, but we cannot heat any of the full meal frozen dinners such as "Kid's Cuisine." They require too much time to prepare.
2. We cannot transfer food from one container to another.
3. We cannot add water and cook items like dry soups or noodles.

4. Do not wrap food you wish to have heated in aluminum foil.

Guidelines for refrigerating items at school:

1. We will refrigerate one drink and one additional food item per child.
2. Juice boxes are wonderful! If you put one frozen juice box in your child's lunch box, it will keep the other items cold also. The juice will thaw in time for the last snack.
3. Puddings and jellos that are ready to eat are fine left in the lunch box.
4. Do not put any type of carbonated beverage in a container such as a spill proof cup or thermos. The carbonation of even a small amount of liquid produces pressure against the lid, causing leakage.

Thank you for your cooperation. Remember, we have food and drink items available for daily purchase when needed.

Arrival & Departure

All arrivals and departures will be only through the school's main entrance and in the presence of a qualified staff member. Children may be dropped off after 7:00 a.m. at the parent and child's convenience. Children may be picked up anytime before closing. Whoever picks up a child must sign him out before leaving. Children are to remain with their parent when leaving the building to help insure the safety of the child in the parking lot. **We request that parents not leave unattended children in their vehicles and turn off the ignition before entering the building.**

Authorized Persons

Good Shepherd will only allow parents, guardians, and those designated by the child's parent or custodian to pick up that child. In custody cases, the registering parent is to provide a copy of the legal document indicating who has legal custody of the child. Any first time person picking up a child must show proper identification prior to the release of the child.

Preschool Daily Program

Infant/Toddler Program

Refer back to the Infant/Toddler Class on under the Instructional Levels heading for a description of this program.

Preschool Program

We believe children function best and are most comfortable in an organized and structured program. They always like to know what takes place next. It is their way of telling time and keeping track of the day's events. The preschool program at Good Shepherd School flows in a predictable manner. This enables the child to know what to expect next.

Children have short attention spans but love repetition. Knowing this, Good Shepherd has divided its daily program into short repetitive periods of instruction intertwined with games, poems, singing, and story telling to retain the child's interest and attention. This takes place in an enjoyable setting without pressure.

Each day the children will do three different activity papers during class time. Teachers evaluate the work and then send it home so the parents may monitor their child's daily progress. Teachers send homework home every Tuesday and Thursday so parents may take an active part in their child's learning experience. For

children who return their homework to school the next day, their teacher gives them a reward for a job well done.

Every child in the school attends specialized reading circles daily. Here he or she learns how to read phonetically. Each circle emphasizes a particular aspect of reading. After mastering the skills taught in one circle the child advances to the next level. This highly successful method enables each child to progress at an individually established pace.

Good Shepherd teaches computer literacy with children's software programs which are both fun and educational. Teachers give each child hands-on experience with the computer.

Throughout the day, the children have opportunity for independent play and discovery time at various centers set up throughout the room.

School Aged Program

Children in the lower elementary classes have a combination of structured drill times and independent study time. The purpose is to impart knowledge and to begin teaching the children independent study habits that will help them throughout life.

Beginning in the first grade, the teacher becomes more of a guide and resource person who offers assistance to the student when needed. The teacher assigns the work and the student is responsible for managing his time and resources to complete the work.

Religious Instruction

The Bible teacher gives daily religious instruction. The children memorize the Lord's Prayer, the Ten Commandments, and several Psalms. Psalms are memorized in song. This method allows the children to recall any learned Psalm by hearing its particular melody. Children are also taught basic Christian principles using the question and answer technique. The Bible teacher gives a short lesson to acquaint the children with the main characters and events in the Bible. The instructors teach these lessons to the preschoolers using attractive flannel board material to capture the children's attention and interest. They also learn that there is a God who cares about them and can be approached through prayer.

The older children receive topical Bible instruction. They memorize the books of the Bible, key verses, and learn to locate various Bible portions that answer questions concerning real life issues. All grade school children attend chapel each week. This is a time of more formal worship and instruction. Parents are welcome to attend chapel.

Naptime

After lunch, all children through kindergarten have a rest period. Parents are to provide a vinyl, preschool sized rest mat for their child. Mats are available for sale in the school office. Children may also bring in their favorite blanket, stuffed animal, or other sleeping item to have at naptime.

Illness, Injury, and Medication

Illness

Children are to be kept home from school if they are visibly ill. If a child becomes ill while at school, the parent will be notified and may be asked to come and pick up their child. In such an event, the child will be isolated from the other children until picked up.

We will call for you to come and pick your child up for the following reasons:

- 1) If your child is running a fever of 100.5 or higher. If this happens, please do not bring your child back to school until after the fever has broken and until 24 hours have passed since we sent your child home.
- 2) If your child vomits. The exception to this may be if your child is experiencing mucous drainage from allergies or sinus conditions, which sometimes causes the child to gag up the mucous.
- 3) If your child experiences a third diarrhea in one day. If this happens, do not bring your child back to school until he or she is over the condition.
- 4) If your child is visibly ill (i.e. green nose discharge, discharge from the eyes, etc.).

We do have more sniffles and coughing during the winter, and we are happy to keep your child as long as none of the above conditions apply. However, if your child is so uncomfortable or cranky that he or she requires one-on-one care we will need to have you pick your child up so that we may properly care for the rest of the class.

An exception to the above conditions takes place when a child is teething. If a child is experiencing a low grade fever or diarrhea or a runny nose due to teething, then we would not send the child home. That is, of course, as long as the child is not in such discomfort that it makes him or her unable to be cared for appropriately.

We do try to let you know when a child seems ill or seems to be getting ill, even if the child is not at the point of needing to be sent home. This may give you the opportunity to schedule a doctor's appointment if you feel it is necessary.

We do not provide sick care for children. We try to keep children here when you need them to be here, but we also have to look at what is best for the other children in the classroom. We also want the child who is ill to be best cared for. As adults, when we are very sick, we like to be home in bed, and the same is true or truer for a little one. Please do not try to mask your child's fever or illness by medicating them in the morning and then dropping them off at school.

Injury

Good Shepherd makes every effort to provide the safest environment for all children. Occasionally, however, injuries do occur. Should this happen, the Director will take immediate first aid steps, which may include calling 911, and then inform the parent and await further instructions.

The majority of our full time teachers are certified in CPR and first aid.

Medication

It is always our desire to provide excellent service to you and your children. The Code of Virginia requires the following procedure for administering medication to children attending Virginia day care centers. To comply with this legislation, staff members from each of our centers have successfully completed the state required eight hour Medication Administration Training (MAT) course.

Following is a summary of this legislation:

- ALL medication necessary for your child to take must be furnished by you. This includes the dosing items (medicine cups, droppers, etc.). The school will have no medication for general use on hand.
- ALL over-the-counter medication must be in its original container and be labeled with the child's first and last names. Directions for the medication must be on the bottle or the box it comes in. Dosing MUST agree with the bottle dosage according to the child's age. If the medication instructions for dosing a child require you to consult a physician, you will have to get your health care provider to fill out the consent form and sign it.

- ALL prescription medication should be in a child resistant container. It must have the original pharmacy label that includes the following items:
 1. Child's first and last names
 2. Authorized prescriber's name
 3. Pharmacy name and telephone number
 4. Date prescription was filled
 5. Name of the medication
 6. Route of administration (topical, oral, eye, ear, etc.)
 7. Dosage of the medication
 8. How often to give the medication
 9. Date the medication is to be discontinued or length of time, in days, the medication is to be given.

**Samples that your doctor gives you must be labeled with all the above information as well, so be sure you get them labeled before leaving the doctor's office.

Following are the signature guidelines for the Written Medication Consent Forms:

1. Non-prescription (over-the-counter) medication or prescription medication, to be used for ten days or less, needs only have the parent's written permission. This includes the following Medication Routes: topical, oral, inhaled/nasal, patches, eye, or ear.
2. Non-prescription or prescription medication to be used for MORE than ten days must have the written permission of BOTH the parent AND the health care provider.
3. A prescription for a nebulizer or EpiPen Injection, must have the written permission of BOTH the parent AND the health care provider.
4. Any dosage amounts or instructions that differ from those listed on the container label must have written instructions from the child's health care provider along with the health care provider's signature.

We have an ample supply of Written Medication Consent Forms available in the office. I suggest taking some with you when you visit your health care provider. AN IMPORTANT SIDE NOTE: If your consent form is for Tylenol, you may NOT bring in another brand of acetaminophen. You may ask your health care provider to put Tylenol OR acetaminophen and then you may bring in a generic brand.

Insurance

Good Shepherd School maintains public liability insurance to cover any unforeseen accidents or injuries that may occur on the school grounds.

Discipline

At Good Shepherd, discipline involves the use of positive reinforcement and a time out if necessary. Physical punishment is never used. We encourage good communication between the home and school. We will keep you informed of behavioral problems that may arise at school. If necessary, we will schedule conferences to help work with you in the care and discipline of your child. Good Shepherd does reserve the right to dismiss a child deemed unable to fit into our program.

Part-time Policy

Good Shepherd School & Day Care provides education and care for your children at affordable prices. It is the "Best Value" to be enrolled full-time and have a space in our school whenever you need it, five days a week. We realize some have need for only two or three days per week, and for that reason we offer our part-time rate when and if space is available. If you choose to have your child attend part-time, select the number of

days per week (a minimum of two) you are interested in for your child. The Director will determine your weekly rate and will provide you with that information. Should you occasionally need to have your child attend more days than you have selected, the part-time daily rate will apply to the additional days. We will be happy to work with you on deciding what would be best for you.

Contact Information

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Dominion Educational Ministries, Incorporated

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