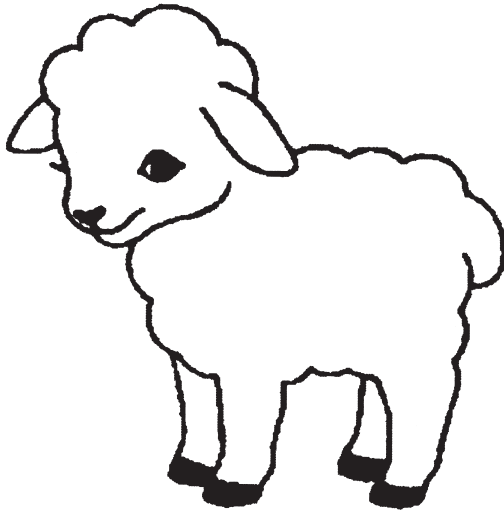


# **GOOD SHEPHERD LUTHERAN PRESCHOOL**

**2012 - 2013**



1887 Electric Road  
Roanoke, VA 24018-1618  
(540) 774-8746

e-mail: [office@GSLCP.org](mailto:office@GSLCP.org)

*Dear Parents,*

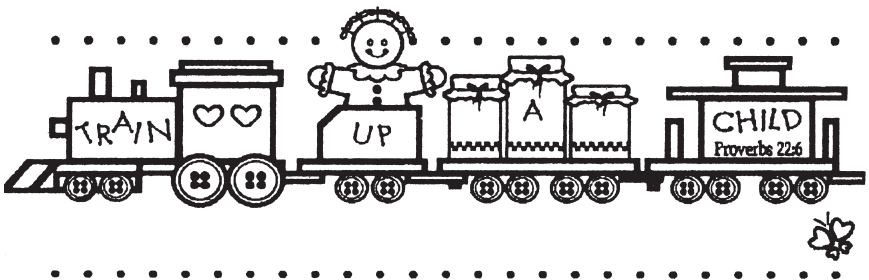
*We would like to welcome all of you to Good Shepherd Lutheran Preschool. We are truly excited about this new Preschool year! We hope it will be a very rewarding year for you and your child.*

*We are very proud of the Christian, warm, happy, learning environment that our staff provides for each child. Our hope is to make these first school experiences exciting and pleasant so that your child will continue to enjoy learning, playing, and sharing with one another.*

*Please feel free to visit our school and share any concerns, suggestions, or ideas you may have. Your input is very important to us.*

*Sincerely,*

*Kathy Thomas  
Preschool Director*



## TABLE OF CONTENTS

|   | Page # |
|---|--------|
| Preschool Calendar Year .....               | 1      |
| Mission Statement.....                      | 2      |
| Curriculum .....                            | 2      |
| Parent-Teacher Communications .....         | 2      |
| Legal Guardianship/Child Custody.....       | 3      |
| Visitation .....                            | 3      |
| Requirements for Enrollment .....           | 3      |
| Classes Offered/Program .....               | 4      |
| Ratio – Staff/Student.....                  | 4      |
| Pre-Enrollment Fee .....                    | 4      |
| Tuition/Returned Check Fee .....            | 5      |
| Monthly Tuition Schedule.....               | 5      |
| Arrival and Dismissal .....                 | 6      |
| Punctuality .....                           | 6      |
| Traffic Flow Map .....                      | 7      |
| Inclement Weather Procedures.....           | 8      |
| Absence.....                                | 8      |
| Illness .....                               | 8      |
| Illness/Accident While at Preschool .....   | 8      |
| Administering Medication .....              | 8      |
| Supplies Needed.....                        | 9      |
| Clothing and Possessions.....               | 9      |
| Playground Rules .....                      | 9      |
| Field Trips .....                           | 9      |
| Invitations and Birthday Celebrations ..... | 10     |
| Lunch Bunch (Extended Day) .....            | 10     |

# Preschool Calendar Year 2012 - 2013

August 28, 7:00 PM .....(More info to follow)..... Parents' Night  
August 30 .....(More info to follow)..... Open House for Children

September 4 ..... First Day of Preschool  
September 12 ..... Early Dismissal - 11:45 AM  
September 18 ..... First Lunch Day

October 18..... Early Dismissal - 11:45 AM  
October 24, 25..... Fall Parties

November 6..... Preschool Closed  
November 21, 22..... (Thanksgiving Break)..... Preschool Closed

December 13, 11:00 AM..... Christmas Program  
December 19 ..... Early Dismissal - 11:30 AM - No Lunch  
December 20-31 ..... (Christmas Break) ..... Preschool Closed

January 2 ..... Preschool Resumes  
January 21 ..... Preschool Closed

February 4 ..... Preschool Closed  
February 11, 12 ..... Valentine Parties 11:30 AM  
February 13 ..... Early Dismissal - 11:45 AM  
February 14 ..... Valentine Parties 11:30 AM

March 18..... Preschool Closed  
March 27, 28..... Easter Parties

April 1-5..... (Spring Break)..... Preschool Closed

May 22, 11:00 AM..... End of Year Program  
May 23 ..... Last Day of School

Dates and times are subject to change.

## Mission Statement

*“The mission of Good Shepherd Lutheran Preschool is to minister to preschool-aged children and their families in the congregation and community, by providing a Christian environment where children hear and learn God’s Word, and discover and develop their God-given gifts, with guidance from a Christian teaching staff.”*

## Curriculum

At Good Shepherd Lutheran Preschool we feel responsible for providing a relaxed learning environment. In our program we expose the children to different learning situations. In the course of a day, the children may experience each of the following activities, depending on the age and subject being dealt with that particular week:

Visualized Bible Lesson • Prayer • Chapel • Music • Manners and Self Control • Health and Safety • Alphabet and Numbers • Arts and Crafts • Perceptual Concepts • Special Science • Free Play • Outdoor Play • Rest Time

## Parent-Teacher Communications

**Staff Availability** – The Staff will be available to answer simple questions regarding your child most mornings or afternoons. If you have concerns or want an actual conference, please contact the teacher so a time can be scheduled.

**4-Year Old Conference** – All parents of *4-year olds* will have an opportunity to meet with his/her child’s teacher prior to *Kindergarten registration*.

**Grievances** – It is the desire of the Good Shepherd Lutheran School Board to be aware of the needs and desires of the school parents. The door of the Preschool Director’s office is always open and Board members are willing to listen. If any difficulties arise that require mediation, all parties involved will prayerfully ask for guidance and will respectfully listen to one another. In all circumstances, Matthew 18 will be followed for resolving conflict.

(Continued)

- Parents and teaching staff should try to work out any difficult situations or disagreements among themselves before involving the Preschool Director.
- If a situation cannot be remedied without a third party, parents and staff should report any grievances to the Preschool Director.
- If the Preschool Director cannot remedy the situation, the School Board should be informed.
- All grievances should be discussed privately in the Preschool Director's office or in an empty classroom with closed doors.
- If parents have any grievances concerning the Preschool Director, the School Board should be contacted (774-8746, Church Office).

### **Legal Guardianship/Child Custody**

If a parent or another person has been granted legal custody of a child, the legal guardian must present a copy of the custody papers to the Preschool. These papers will become part of the child's Preschool record. This will ensure that the Preschool will release the child to the proper person.

### **Visitation**

Good Shepherd Lutheran Preschool welcomes parents and other interested persons to visit the Preschool **at any time!**

### **Requirements for Enrollment**

**Immunization Form** – This form must be completed by each child's physician before entering Preschool. If a child is not current on required shots, we will expect the deficiencies to be taken care of as outlined by the child's physician.

*We reserve the right to deny any child admission into the Preschool who is not current with their immunizations.*

**Certified Copy of Birth Certificate** – Each **new** child's birth certificate number must be provided for enrollment in the 2012-2013 Preschool year. *This number must be documented by a staff member.* Please bring the Birth Certificate to Parents' Night, Children's Open House, or the first day of Preschool. **We must have this number by the second week of Preschool!**

### **Classes Offered/Program**

|                      |  |          |
|----------------------|--|----------|
| <b>MDO</b>           | Monday<br>(should be 15 months by 9/30/12)       | \$ 75.00 |
| <b>2-2 ½ years</b>   | Monday & Wednesday<br>(should be 2 by 9/30/12)   | \$125.00 |
| <b>2 ½ - 3 years</b> | Tuesday & Thursday<br>(should be 2 ½ by 9/30/12) | \$125.00 |
| <b>3 - 4 years</b>   | Tuesday-Thursday<br>(should be 3 by 9/30/12)     | \$145.00 |
| <b>4 - 5 years</b>   | Monday-Thursday<br>(should be 4 by 9/30/12)      | \$170.00 |

### **Ratio – Staff/Student**

We will strive to maintain the following ratio at all times:

|                                   |      |            |
|-----------------------------------|------|------------|
| <b>MDO</b>                        | 2:8  | max. 8     |
| <b>2 Years (Mon &amp; Wed)</b>    | 2:8  | max 8-10   |
| <b>2 Years (Tues &amp; Thurs)</b> | 2:10 | max. 10    |
| <b>3 Years</b>                    | 2:10 | max. 10-12 |
| <b>3 &amp; 4 Years</b>            | 2:12 | max. 12    |
| <b>4 Years</b>                    | 2:12 | max. 12    |
| <b>4 &amp; 5 Years</b>            | 2:14 | max. 14    |

### **Pre-Enrollment Fee**

We must ask that the pre-enrollment fee be paid in advance to ensure a place for your child.

Pre-Enrollment Fee:

\$70.00 for the first child; \$50.00 for each sibling  
**(Please note this fee is non-refundable.)**

## Tuition/Returned Check Fee

Tuition will be due on the 15th day of Preschool **each** month. (*Failure to pay by the 30th of each month will result in a late fee of \$25 per month, per child.*) If tuition payment is more than 30 days late, your child/children **will not** be able to attend preschool until your account is paid in full or special arrangements are made. (Reminder - absences due to illness or vacation do not excuse tuition payments each month.)

**Monthly Tuition Payment** – An envelope will be pinned to your child’s backpack near the end of each month that can be used for your monthly tuition payments. It would be appreciated if you would return that envelope in the same manner. *Please make check payable to G.S.L. Preschool for the exact amount.*

## Monthly Tuition Schedule

**September 15** October tuition

**January 15** February tuition

**October 15** November tuition

**February 15** March tuition

**November 15** December tuition

**March 15** April tuition

**December 15** January tuition

**April 15** May tuition

**Returned Check Policy** – There will be a ***\$15.00 fee for each returned check***. After 2 returned checks, payment by other means will be necessary – *cash or money order*.

**Illness or Vacation** – If your child is ill or your family is on vacation, the monthly tuition remains the same and is due the **15th of the month**. This assures that your child will have a place for the entire month on the day or days requested.

**Withdrawal from Preschool** – If you find it necessary to withdraw your child from the Preschool, ***a thirty-day notice*** is required along with that ***month’s tuition***.



## **Arrival and Dismissal**

**Arrival and Dismissal** – Doors open at 8:55 AM. Dismissal is 12:00 noon, Monday-Thursday, or 1:00 PM on Tuesday and Wednesday for the extended program. **An overtime fee of \$5.00 per 15 minutes** will be charged when parents are late in picking up their children. Please try to be prompt.

**Entrance by Walking** – Parents that would like to walk their child into the Preschool are asked to park in the lower parking lot and enter through the Church entrance.

**Car Line Procedure** – Parents that use the car line are asked **NOT** to park or leave their car while in line or in the upper lot. If a need arises, please pull around to the lower lot. This will help keep the car line moving. *All children must remain in their car seat!*

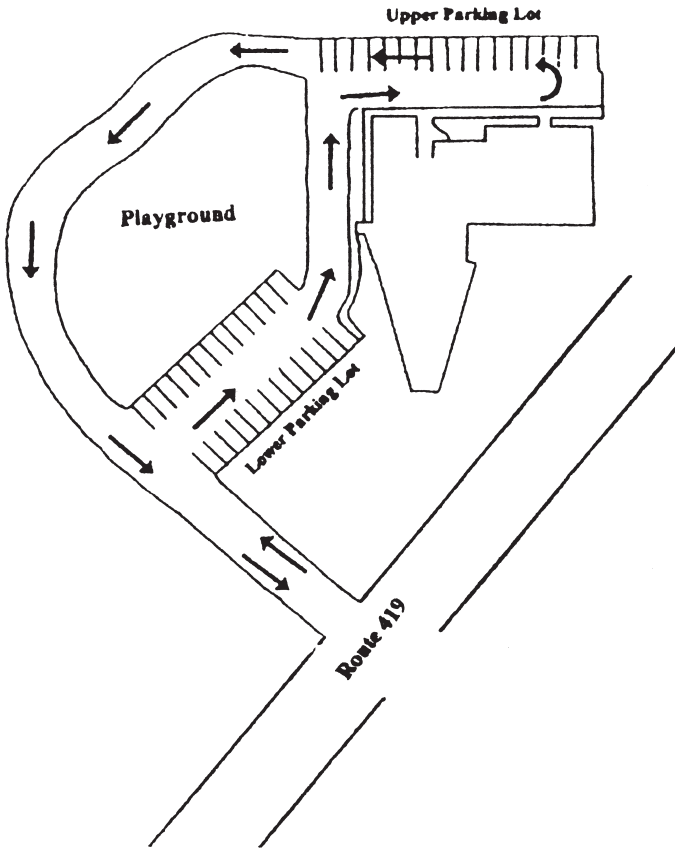
**Car Line Assistance** – Aides will help the children out of the cars in the morning and teachers will load the children in the afternoon.

**Picking Up Your Child** – If someone other than yourself is to pick up your child, please send a written note to his/her teacher. *In case of a sudden change in plans, please call the Church Office (774-8746) to inform us of who will be picking up your child.*

## **Punctuality**

It is very important that children form the habit of being on time at an early age. *Free play* is 9:00 AM - 9:30 AM each day and is an important time for the children to play and interact with one another. If your child is late, this time is cut short or missed altogether.

# Traffic Flow Map



## **Inclement Weather Procedures**

In case of bad weather, we will follow the schedule for **Roanoke County Schools**. If Roanoke County schools open **one** hour late, Preschool will open **one** hour late. If the Roanoke County schools open **two** hours late, there will be **NO** Preschool. If Roanoke County schools call for early dismissal due to inclement weather, we will close **immediately**.

It is our policy not to make up snow days.

## **Absence**

We ask that a parent please call the Church Office (774-8746) by 9:30 AM, when a child will be absent.

## **Illness**

*Do not expose other children unnecessarily.* If your child is sick, he/she should remain at home. Please do not bring a child to the program until he/she has been symptom-free for twenty-four (24) hours. *When in doubt, please apply the "Golden Rule."*

## **Illness/Accident While at Preschool**

In the event an accident occurs, the staff will contact the parent or person named on the emergency release form. An accident or occurrence form will be completed and signed by staff, Preschool Director, and parent.

## **Administering Medication**

**Written Order** - Preschool **will not** give medication to a student *without a physician's written order and a signed request from the parent or guardian.*

**Bringing Medicines to Preschool** - Medicine must be brought to Preschool by the parent and given to the Preschool Director. *Students are not to have any medication in their possession while at the Preschool.*

**Medicine in Original Container** - Only medicine in its original container which states dosage and method of administration prescribed by a physician will be administered

**Dispensing Medication** - Medication will be dispensed and documented by the Preschool Director, teacher, or the Preschool Director's designee.

## Supplies Needed

At the beginning of the school year, a supply fee of \$30 will be collected for each child for items such as cups, paper towels, tissues, napkins, and snacks.

\*In addition to the above fee, each classroom teacher may require your child to bring other supplies.

## Clothing and Possessions

- Please provide a **labeled** change of clothing for your child.
- Each child needs to bring a **labeled** backpack every day!
- All coats, hats, gloves, etc. should be **labeled**.

*Please leave all toys/favorite things at home unless it is for Show & Tell.*  
Show & Tell items will be directed by the teachers.

## Playground Rules

**Appropriate Shoes – For safety, children must wear tennis shoes or soft soled shoes. (No cowboy boots, please!) This is also very important in the building.**

**Playground Supervision – Children will not be allowed on the playground without supervision. Specifically, they will not be allowed on any piece of playground equipment without a teacher present and supervising the use of that particular piece of equipment.**

## Field Trips

The Preschool takes 2 - 3 field trips a year. In order for this to happen we must have parent volunteers. *(Each child must be in an age appropriate car seat to go on a field trip!)* Written permission is required from parent or guardian before a child may go on a field trip. Some field trips do require a nominal fee. **Note:** Each parent volunteer must provide the following information: Valid Virginia Driver's License No. and current proof of auto insurance.

## **Invitations & Birthday Celebrations**

**Parties at Preschool** – If you would like to celebrate your child’s birthday at Preschool, please talk to the teacher to arrange a time and snack for that day. Please, NO party favors.

**Private Parties** – Invitations to private birthday parties or other events are to be mailed to individual students. Each family receives a Preschool Directory with names and addresses of each child. *Please do not have your child or teacher give out invitations at school.*

### **Lunch Bunch (Extended Day)**

Optional extended days will be offered on Tuesdays and Wednesdays, 12 noon to 1:00 PM for the **3 and 4-year olds**.

Your child may bring a lunch and stay the extra hour for \$4.00. The \$4.00 may be \*prepaid with the monthly tuition or each Tuesday. (*\*Pre-payment **will not** be refunded or carried over.*) The child may **not** stay without payment for that day.

**Good Shepherd Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.**