

Parent Handbook

Good Shepherd Preschool

The Lutheran Church of the Good Shepherd
1615 Morse Avenue
Sacramento. CA 95864-2666

Preschool. Full Day and School Age Programs

Hours: 7:00 a.m. - 6:00 p.m.

Licensed by the California Department of Social Services
License # 340-300-422

Preschool Office: 916-483-0466

Church Office: 916-483-0451

Church Fax: 916-483-5433

Internet: <http://www.goodshprd.org>
(Click on preschool)

Dear Parents,

On behalf of the congregation of The Lutheran Church of the good Shepherd, welcome. Thank you for choosing Good Shepherd Preschool to assist you in the nurturing and development of your child.

It is a great privilege and responsibility to have your child enrolled with us. The members of our staff, our Preschool Board and our congregation are dedicated to providing the most wholesome and helpful program possible for your child. Good Shepherd Preschool is part of our congregational ministry dedicated to serving young children.

You are invited to join us in worship, fellowship and education opportunities at any time. We welcome your participation with us. We are here to serve you. We pray that God will richly bless your child through our Preschool.

Respectfully,

Sandy Oakes, Preschool Director

Who We Are

The preschool/daycare is a mission of The Lutheran Church of the Good Shepherd. We are a non-profit organization, licensed and inspected by the State of California's Department of Social Services. Our Board of Directors consists of church members selected by the church nominating committee, elected by the church congregation, who serve no more than three consecutive one-year terms. All teachers pass background checks and meet California requirements for working with young children.

Purpose

The Lutheran Church of the Good Shepherd provides the preschool/daycare center to give young children opportunities to develop physically, spiritually, socially, and intellectually in a loving, Christian atmosphere.

"Train up a child in the way he should go; and when he is old, he will not depart from it" – Proverbs 22:6

Spiritual Emphasis

The daily program at the preschool contributes to the total education of the child. Emotional, social, academic (in a limited sense), creative, and spiritual.

Our teachers share their love of God through their concerns for young children. Spiritual aspects of our program and the life style of our teachers exemplify an appreciation for God's wonderful world and thankfulness for God's gifts.

Bible stories, prayer, table grace, songs of praise are part of our routine. On Wednesday evenings, children have the opportunity to attend Cherub Choir practice, and sing occasionally at a Sunday morning worship service. We participate in the church's one week summer Vacation Bible School program.

Admission Policy/Procedure

Good Shepherd Preschool admits students of any race, color, national or 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 or ethnic origin in administration of its educational policies, admission policies and other school-administered programs.

Operating Schedule

The daycare runs from 7:00 a.m. to 6:00 p.m., with preschool included from 9:00 a.m. to 12:00 p.m. (Noon). The Preschool only program (9:00 a.m. to 12:00 p.m.) operates September through May, and follows the majority of the San Juan School Districts Holiday schedule.

Holidays: New Year's Day, Martin Luther King Jr. Day, Both President's Days, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, half day on Christmas Eve, Christmas Day and the day after. Holidays that fall on a weekend will be observed on a weekday.

Preschool Program

Our curriculum contains traces of many disciplines. Your child will use materials specially designed for language development, reading readiness, number concepts. Play equipment and a modern playground will help your child to develop large muscle skills, and manipulative equipment will help your child to develop fine muscle control. Music, art, and story time are also an important part of our program.

Story/Music: through stories, songs, finger plays, flannel graphs, filmstrips, and sharing time, children interact with friends, and have opportunities to develop new language skills. Listening and speaking skills are critical to communication and to succeed in school. They'll get a good head start here!

Art: What's childhood without art? Students will gain experience with paint, clay and other art materials. Doing projects with other children, they have the opportunity to chatter together and learn new vocabulary. Your refrigerator door will soon be filled with art, art and more art.

Playtime/Gym Time: Indoors or outdoors, we engage in gross motor activities such as circle games, ball skills, tricycles and climbers. Through these activities children improve large motor skills, gain eye-hand coordination, and learn to share and play together. (Of course, they think they're just having fun.)

Discovery: In addition to structural group times, children have opportunities to be self-selective and self-directed in their activities. Social and educational development occur as the children explore through art, role playing, cooking, and manipulative materials.

Concept: Through readiness games and activities, students learn about colors, shapes, numbers, alphabet, calendar, sensory perceptions and weather. Individual teachers allow daily exposure to such objects.

Sharing Time: Your child will receive special attention on his/her "sharing day". If a share item is forgotten at home or your child chooses not to bring one, s/he will be asked to tell of an experience instead. PLEASE, NO TOYS ON DAYS OTHER THAN YOUR CHILD'S SHARE DAY. Do not send anything which encourages violence through imitation, such as fad toys like action figures, violent cards, or anything which is "age-in appropriate".

Bible Time: Through weekly Bible times using stories, songs and activities we teach

about God and His world. The preschool/daycare center participates in the summer Vacation Bible School at the church.

Videos: We are licensed to show videos. Our director screens them for educational value and only permits "G" material.

Clean-up: Every child helps return equipment to proper storage areas.

School Age Program

We offer a supervised, safe place for your child to interact, do homework, play games, make crafts, rest and have snack.

Clothing

To promote independence, send your child in comfortable, play clothing which is free from complicated fasteners,. Protect your child's feet with rubber-soled shoes to avoid stubbed toes and slipping on equipment. No bare feet, thongs, open-backed sandals or cumbersome boots should be worn.

Our children leave Good Shepherd with many evidences of a good day. (Sand, dirt, water, are just some of the important tools in the learning process!) Each child must keep a change of clothing at the school - accidents do happen. Please mark all clothing with your child's name.

Food

Breakfast is served from 7:30 a.m. to 8:00 a.m. Parents of children who participate in breakfast are asked to bring in a box of nutritious cereal and a can of frozen, 100% fruit (grape, orange or apple) juice.

A.M. and P.M. Snack is provided by the school (typical snack: crackers, cheese, or fruit). If your child requires a special diet, it is the responsibility of the parent to provide the necessary items.

Milk: 2% milk is provided at snack and lunch. If your child cannot drink milk, it is the responsibility of the parent to provide the necessary replacement. If juice is provided it must be 100% fruit juice.

Lunch: Children who are staying through lunch time need to bring a nutritious sack lunch, such as some type of sandwich, yogurt and fruit. Do not include more than one sugary treat. Candy and gum are not allowed at school.

Parent Participation

Parent participation is greatly appreciated, but not required. Ask your child's teacher how you can help.

Some ways to help your child's school:

Share a hobby or skill
Read a story or teach a song
Send in items from nature
Help with a craft or art project
Prepare food with the children
Donate toys, puzzles, scrap paper, craft items
Donate dress up clothing for dramatic play
Contribute plants for inside and outside
Staff the fall/spring bake sale booth, bake goodies
Help with routine playground maintenance, such as helping with wood chips or sand
Spread the word - tell your friends about Good Shepherd

Discipline

Many discipline problems can be solved by redirection or by briefly removing the child from the group. We use a TIMED time out. Continuing problems will be discussed with the parents so that a mutual understanding of causes, effects, and solutions can be agreed upon.

What if We are Not a Good Match?

We encourage you to allow your child time to establish relationships with peers, To "test the waters" of their new environment. Feeling comfortable away from home can take time. If you should wish to withdraw your child from the program, please give us a two weeks written notice. Without two weeks written notice, you will be required to pay for those two weeks.

We reserve the right to remove your child from enrollment if any discipline or other problems cannot be resolved.

Health and Safety

Although our employees are trained in emergency first aid and CPR, we are not a clinic or hospital, and cannot practice medicine. We are allowed to use Band-Aids and to apply ice. We are a non-smoking workplace. Staff and visitors are not permitted to smoke on school grounds at any time.

Birthdays

Birthdays are important days! Parents are welcome to send a snack (cookies, yogurt push-ups, etc.) to help celebrate their child's birthday. Please notify the center ahead of time, if you are planning to send a birthday snack.

Leaving and Calling for Children

Along with the State of California, we require that each child be accompanied into the Preschool room by his/her parent(s) or designated adult. That adult will sign the child in and out each day. The person signing in and out must use a full signature (first and last name, no initials). Please plan to allow time for this, so that your child comes into the center rested, wide awake and unhurried.

Parking

Unless your car has a handicapped tag. DO NOT PARK IN THE HANDICAPPED SPOTS. NO ONE MAY PARALLEL PARK along side the RED CURB in front of the church.

Keep in Touch - Communication is a Two-Way Street

You will receive a monthly newsletter/calendar from the center. We try to keep you informed about what your child will be doing in the preschool/daycare and about family activities at the church.

Please inform the director or your child's teacher...
If your family routine changes (illness, death, divorce, etc.)
Update phone numbers/address/emergency contacts
Discuss ideas to help us improve our program

Visitations

Parents may visit and/or assist. Some children enjoy having a parent visit occasionally to see their school environment and meet their new friends. Whether you visit or not, please respect the school as your child's place to learn independence.

Cost

We cannot accept cash.

Make out checks and money orders payable to:
GOOD SHEPHERD PRESCHOOL.

Registration fee is due with application and renewed each September.

Tuition rates are available from the office. Tuition rates do not allow for credit/refund for illness, vacation, termination or scheduled holidays. Good Shepherd Preschool is a non-profit organization depending entirely on tuition for its operation.

FEES MUST BE PAID IN ADVANCE, AND ARE DUE THE FIRST OF EACH MONTH. FEES ARE "LATE" BY THE FIFTH. PAYMENTS RECEIVED AFTER THE 5TH OF THE MONTH NEED TO INCLUDE A LATE CHARGE OF \$10.00. PAYMENTS NOT PAID BY THE 15TH OF THE MONTH CAN RESULT IN DROPPING THE CHILD FROM ENROLLMENT. RETURNED CHECKS WILL RESULT IN A \$20.00 FEE. AFTER THE SECOND RETURNED CHECK, PLEASE MAKE FUTURE PAYMENTS BY MONEY ORDER.

"Late Pick Up Fee"

Parents will be charged a "Late Pick Up" after 6:00 p.m. This charge is per child, PAYABLE TO THE TEACHER IMMEDIATELY. Children left after 12:00 p.m. (Noon) from the preschool program session will be put in the full daycare program in which the hourly rate will accrue.

Medications

Prescriptions:

The Center cannot dispense prescription medications unless the following requirements are met

1. Written Consent form from the child's physician
2. Completed school medication permission form
3. Original prescription container with child's name, and current date on the container.
4. Measuring device for medication

Over the Counter (OTC) Medications:

Dispensing of OTC medications requirements:

1. Completed school medication permission form
2. Original container with your child's name written on the container
3. Measuring device for medication

Healthy Child Guidelines

Children will not be accepted with the following illnesses or symptoms:

Temperature, Oral 101 degrees or greater, rectal 102 or greater, axillary (armpit) 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness - until medical evaluation indicated inclusion in the facility. Child may return to school after 24 hours of being free of temperature.

Signs of Possible severe illness, including unusual lethargy, irritability, persistent crying, difficult breathing, uncontrolled coughing.

Uncontrollable diarrhea, defined as increased number of stools compared with the child's normal patterns, with increased stool water and/or decreased form this not contained by toilet use.

Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition.

Mouth Sores with drooling unless the child's physician or local health department authority states the child is non-infectious.

Rash with fever or behavior change until a physician has determined the illness not to be a communicable disease.

Purulent conjunctivitis, defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and including eye pain or redness of the eyelids or skin surrounding the eye, until 24 hours after treatment has begun.

Infestation (e.g. scabies, head lice) until 24 hours after treatment was begun. With head lice all live louse must be removed.

Tuberculosis, until the child's physician or local health department states the child is non-infectious.

Impetigo, until 24 hours after treatment was begun, and sores are dry and crusted.

Streptococcal pharyngitis, until 24 hours after treatment has been initiated, and until the child has been fever-free for 24 hours.

Ringworm infection (tinea capitis, tinea corporis, tinea cruris and tinea pedis) until 24 hours after treatment was begun.

Varicella (Chicken Pox) until six days after onset or rash and all lesions have dried and crusted.

Shingles, only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.

Pertussis, which is laboratory confirmed, or suspected based on symptoms of the illness, or suspected because of cough onset within fourteen days after having face-to-face contact with a laboratory-confirmed case of pertussis in a household or classroom, until five days of appropriate chemoprophylaxis (currently, erythromycin) has been completed.

Mumps, until nine days after onset of parotid gland swelling.

Hepatitis A virus infection, until one week after onset of illness after immune serum globin has been given to appropriate children and staff in the program as directed by the responsible health department.

Other Opportunities at Good Shepherd

We encourage your entire family to grow new friendships with those in the preschool and church

- Sunday Morning Worship (7:45 a.m. Come as You Are Service, 8:30 a.m. Traditional Service, and 11:00 a.m. Contemporary Service) and 9:45 a.m. Sunday School Hour for all ages.
- Youth Groups for Grades 4th through 12th, with a dedicated youth ministry helping children experience activities and trips with make friends for a lifetime.
- Choirs! Come and try choir practice for a few weeks. You might like it! Choir members range from age 3, all the way into the nineties.
- Other: Bible Breakfasts, Men's fellowship, Bible Circles, Mission Groups, Softball, a Yearly Congregational Family Retreat, etc. See the church's monthly newsletter for more scheduled events.