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# **Preschool Staff, School Board & Directory**

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## **The Preschool Staff**

Our teacher-to-child ratio is exceptionally low (1:6 T/TH class and 1:8 M/W/F class) because we greatly value the ability of our teachers to individualize instruction to meet the needs of each child. Good Shepherd Preschool employs highly qualified teachers according to NAEYC standards. Teachers regularly attend conferences, workshops and numerous other staff development opportunities.

Good Shepherd Preschool does not discriminate on the basis of race, color, sex, or national and ethnic origin in hiring and employment practices. (*IRS Non-Discriminatory Policy Statement*)

## **The School Board**

The administration of Good Shepherd Preschool is carried out by a volunteer school board and the preschool Program Director.

The school board consists of preschool parents and member(s) from the congregation of Good Shepherd Lutheran Church. The Program Director/Head Teacher serves as a non-voting advisor to the board. A volunteer member from the Good Shepherd Lutheran Church congregation serves as a non-voting liaison between the preschool and the church. The Pastor of Good Shepherd Lutheran Church may also serve as a non-voting advisor to the board.

The school board meets each month throughout the year, and parents are encouraged to attend these meetings. The staff and board of Good Shepherd Preschool look forward to working with you to make this year an exciting one for your child and your family. Please do not hesitate to contact the Program Director or any school board member.

## **Directory for 2011-2012 School Year**

Preschool Classroom ..... 899-3989  
Preschool E-mail..... [gspreschool@myfairpoint.net](mailto:gspreschool@myfairpoint.net)  
Preschool Website ..... [www.gspvt.com](http://www.gspvt.com)

\*Please visit our web site or contact the school for more information about our current school board members.

\*An addendum for this directory will be sent out once the new GSP School Board has been established.

# **History & Philosophy**

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## History

Good Shepherd Preschool, sponsored by Good Shepherd Lutheran Church, was established in 1973 to answer an expressed need for a kindergarten in the Mt. Mansfield area. The preschool is accredited by the National Association for the Education of Young Children (NAEYC). It is a non-profit institution dependent upon tuition; its programs are open to all children, regardless of race, religion or sex.

## Philosophy

Good Shepherd Preschool's programs are designed to enhance the development of the whole child. Each child's intellectual, social/emotional, creative, spiritual and physical development is recognized and nurtured.

## Values

We believe preschool programs under the sponsorship of our congregation should reflect the highest values and best of care. Our preschool programs reflect our Christian faith in the following ways.

1. We affirm each child's worth. We recognize and celebrate each one's unique joys and accomplishments. We strive to provide a variety of challenges and experiences to help each child develop a positive self-image and enthusiasm for learning. We rejoice in the uniqueness of the developmental miracle of each child: each one has different needs and rates of progress in all areas of development. We support each child in becoming a joyful, responsible, caring person.
2. We recognize the importance of children experiencing and practicing unconditional love, characterized by forgiveness, protection, acceptance and support, through the caring assistance and modeling of teachers and others.
3. We plan opportunities and allow the time for children to experience wonder and reverence.

# Programs & Enrollment

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Good Shepherd Preschool offers two preschool programs & an extended day option as follows.

1. **Three and four year-old program:** Meets for three and a half-hour sessions two mornings per week. Children are eligible to enroll if reasonably independent in toileting and between 36 months and 49 months of age by September 1. We strive for a maximum class size of twelve, with two teachers, for a teacher-to-student ratio of 1:6.
2. **Pre-Kindergarten program:** Meets for three and a half-hour sessions three mornings per week. Children are eligible to enroll if toilet trained and at least 48 months by September 1. Five year-old children who are not attending kindergarten are included in this class. We strive for a maximum class size of 16, with two teachers, for a teacher-to-student ration of 1:8.
3. **New Pilot Program for 2012-2013 School Year Extended Day Program Option:** Good Shepherd Preschool is offering a new extended day program for this year. This program is in response to the growing need families have communicated regarding child care, in the afternoon, once the preschool program has concluded for the day. This option will be offered to families on the days their child is enrolled in one of the GSP programs outlined above. Educators will be supervising children during these times under the direct supervision of the Preschool Program Director.

## ***Extended Option Features:***

- Families may access an early drop off or afternoon pickup slot or both.
- Morning drop off may start as early as 8:00 AM with the regular preschool program following for the day.
- After the regular preschool program has finished, at 12:00 PM, children enrolled in the extended day afternoon option may be picked up, at a predetermined time, between 12:00 – 5:00 PM.

## ***Extended Option Description:***

- This option is a separate component to the regular preschool program and offers children care through extended hours.
- Children who arrive prior to the start of preschool will be offered quiet Soft Landing activities.
- In the afternoon, children will follow a traditional childcare routine for this age group. This includes lunch, rest period, outdoor play & snack and small group activities.
- Families enrolled in the afternoon pickup will need to provide their child with a lunch and snack for the 12:00 – 5:00 PM time frame. All preschool guidelines for snacks and lunch should be followed.

# **Preschool Program Description**

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## Methods/Curriculum

We organize our programs by using a play-based learning center approach to teaching and learning. Teachers support the children's investigations by guiding open-ended units. The units may be of general interest to three and four year-olds but they usually emerge from specific interests of the children. This approach allows children to draw on previous experiences, to practice making choices, practice initiative and take risks. It encourages children to learn to communicate effectively and cooperate with peers.

Learning centers include: blocks, home living, dramatic play/dress-up, science/discovery, puzzles and table projects, arts and crafts, sensory play (water, sand, rice, etc...), woodworking, writing, and library. We consider our natural playground to be part of our classroom where we garden, explore nature, and nurture the child's natural wonder about our environment. Children are encouraged to choose from a variety of activities to play, explore, make discoveries and continue with progress in learning skills, concepts and attitudes. The teachers assist the children in making choices, using materials, and in understanding and responding to their discoveries, needs, ideas and feelings.

A small portion of the day is devoted to teacher-directed and large group activities. During directed activities the teachers may read aloud, share music and finger plays, play cooperative group games, add information about the theme, introduce a skill, allow a child to "share" with the class, or talk about the weather and calendar.

When your child is at Good Shepherd Preschool, he/she is involved in varied developmentally appropriate play experiences designed to foster overall healthy development of the whole child (physically, cognitively, socially and emotionally) in the following ways.

## Social/Emotional

- Each child is affirmed and encouraged to see himself/herself as good. We encourage all children to express and value their own cultural and racial heritage.
- Each child is encouraged to relate with others in ways that are fair and satisfying for all.
- Each child is helped to learn appropriate behavior in a variety of situations.
- Each child has opportunities to develop gifts and talents individually and gain independence in work and play.
- Each child has opportunities to learn to work within a group through informal and formal small group and large group experiences.
- Each child is taught classroom routines and expectations, and they are given positive reinforcement for learning to accept limits and routines, thus helping them feel capable and lovable.
- Each child is encouraged to make choices, initiate activities, and remain with an activity for a reasonable amount of time.
- Each child is taught appropriate ways of expressing feelings and given positive reinforcement for practicing these skills.

- Each child is given encouragement to try new things and adjust to new situations when necessary or desirable.
- Each child is helped to share insights, observations, feelings, ideas and needs with other children and adults, and they are encouraged to hear and understand the input of others.

### Physical

- Each child has opportunities to develop motor skills through the use of age-appropriate equipment.
- Each child has opportunities to use and have fun with large motor skills such as running, hopping, and climbing, balancing, swinging, creative movement and object handling (catching, bouncing, throwing or kicking balls, bean bags or other appropriate objects).
- Each child has opportunities with which to experience and develop eye-hand and eye-body coordination.
- Each child has opportunities to have fun with, and further develop, small motor skills through manipulating clay; gluing and pasting; sewing; woodworking; and using markers, pencils, crayons and chalk.
- Each child is encouraged through her/his involvement in daily routines to develop the skills needed to care for his/her own physical needs such as eating, drinking, washing, toileting, and dressing.
- Each child is observed by teachers who encourage, identify, and guide the development of these physical skills.
- Each child is encouraged to develop and demonstrate sound health, safety and nutritional practices by cooking and serving a variety of nutritional foods; discussing good nutrition; doing activities which promote safety awareness at home, school, and in the community; practicing sound health habits such as hand washing, getting rest and exercise, brushing teeth and visiting the doctor and dentist.

### Intellectual

- Each child is encouraged and given the opportunity to explore themselves, others and the environment.
- Each child is encouraged to explore a variety of cultures through artistic activities, celebrations and literature.
- Each child is given opportunities to experience children's literature individually, in small groups, and in large groups through shared book experiences. Specific books are chosen by the teachers for sharing with the class to give a sense of the story and its structure; to give pleasure; to promote sharing of ideas; to stimulate thinking and imagination; and to experience literary/print conventions.
- Each child is given experiences to assist him/her in realizing that spoken words can be written and written words can be read. Big books, song and poem charts, labels, name tags, journaling and phonemic awareness activities (rhyming, syllabication, etc.) may be used to enhance emerging literacy skills.
- Each child will be involved in activities that promote auditory and visual discrimination.
- Each child will hear oral language modeled by teachers in informal play and formal group activities.
- Each child is encouraged to practice oral language skills in small and large group activities.

- Each child has opportunities to develop important cognitive skills and understandings such as sequencing, classifying, measuring, patterning, counting, grouping/making sets, one-to-one correspondence, predicting and use of charts and graphs.
- Each child has opportunities to develop an understanding of math concepts and skill in problem solving through explorations using objects that can be touched, moved and manipulated.
- Each child has experiences in giving, listening to and following directions.
- Each child is encouraged to use the scientific method of discovery: identify the problem; set up and test the hypothesis; make predictions; interpret the findings; reach a conclusion; and experiment to test the conclusion.
- Each child is assisted in learning his/her own name and information about self and family.
- Each child hears new words introduced in a context, which gives meaning and understanding and allows peer and teacher interaction and communication for clarification.

### Artistic/Creative Expression

- Each child is encouraged to enjoy music through listening to and experiencing many kinds of music.
- Each child is encouraged to respond to rhythm with instruments, chanting, creative movement and relaxation.
- Each child is encouraged to explore and appreciate creative decision-making and the process of divergent thinking.
- Each child is given the opportunity to manipulate, explore and create with a variety of art materials.
- Each child is encouraged to create from his/her own feelings and observations.
- Each child is encouraged to engage in dramatic play both informally in learning centers and more formally in teacher directed activities.
- Each child has opportunities to use puppets, costumes and props to identify with characters, times and places in a make-believe world.

### Spiritual

- Each child will observe adults modeling forgiveness, protection, acceptance and support.
- Each child is encouraged to be curious and ask questions about faith.
- Each child receives positive reinforcement and instruction in learning protection, acceptance and support.
- Each child is affirmed in his/her individual expression of faith. Through exploring the self, others and the world, each child has opportunities to grow in understanding the concept that "God loves me."
- Each child is led through informal and formal instruction to seek what is fair and satisfying to all in solving a social problem.

# Daily Routine

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Throughout the day the teachers seek a balance between teacher directed and child initiated activities, individual and group activities, and quiet and active experiences. A sample day includes:

**Soft Landing:** As the children arrive they choose individual activities such as blocks and building, puzzles, dramatic play, art activities, writing center activities, books or music and movement.

**Morning Meeting:** The whole class meets together to greet one another, share experiences and ideas, engage in music and movement activities, read a story, practice skills, act out stories or play games.

**Snack:** Children and teachers sit together and enjoy the snack each person has brought from home. This is a social time where we enjoy conversation and sharing thoughts.

**Outside Play:** Weather permitting, children are taken outside daily to explore and enjoy our outside learning environment and to engage in active, physical play. This promotes the development of healthy bodies, as well as the love and respect for the natural world.

**Centers:** The class is divided into two or more small groups to work together on a teacher planned activity that addresses a specific educational goal. These activities may include crafts, games, drama, literacy, scientific investigation or a variety of projects.

**Choice:** The children choose activities that interest them. Dramatic play, art activities, writing center, puzzles and manipulatives are all offered at this time.

**Closing Circle:** The whole class gathers for a time to reflect on the day's activities followed by singing goodbye to one another as parents arrive to pick up their children.

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## Chapel Time

At least once a month, for 10 – 15 minutes, the GSP Pastor meets with the class. At this time, they may read a short Bible story and/or sing a few songs (Jesus Loves Me, This Little Light of Mine, etc.). Parents/families are always welcome to join us for Chapel Time.

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## Arrival and Departure

It is important for children to arrive and depart at the scheduled times. Try to allow enough time at home to get organized for the day (snacks, school bags, etc.) and to be on time for school. This affects your child's attitude for the day. Please help your child get off to a good start. Many young children are upset by being left before others arrive or picked up after others have departed. Families of children who must be supervised after closing will be assessed a fee as described in our "Late Pick-up Policy." A complete copy of the policy is available upon request.

# Holidays & Special Events

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We recognize that culture is a large part of who we are, including if and how we celebrate special days and holidays. At Good Shepherd Preschool, our goals are to create a non-biased environment that reflects the cultures of all of our families, including holidays and special day celebrations. We feel that by eliminating holidays from the classroom, as many programs do, we would be leaving out an important aspect of what makes each child and family unique and special. Part of our curriculum is to respect, value, and explore the differences among us as well as the similarities. We want to validate the experiences of each family, and we strive to use celebration as one way to connect home and school.

Our goal is for children to see that who they are is important and that they are valued by teachers and by others at school. During preschool registration we will ask about your family traditions, including if you celebrate any special holidays or events. We are a mission of the church, so we do celebrate Christian holidays, and we are interested in your family heritage and culture and invite you to share customs and traditions with us.

We approach holidays in terms of family experiences, as that is how children see holidays. Rather than focus only on why or how one celebrates, we also focus on how it makes us feel. For instance, we may concentrate on shared aspects, such as light and giving, as we celebrate the December holidays of Christmas, Hanukkah, and Solstice. We might talk about holiday symbols, we sing songs, read literature, make art and cooking projects, and we may decorate. Our celebrations are kept low key, and within our regular routine. We encourage you at any time to talk with the director if you should have any questions or concerns about how we approach holidays.

## Birthday Celebrations

A birthday celebration is a special event for all children. It is a time to celebrate and recognize each child as a unique individual and as a special part of our school family!

Our birthday traditions are not only celebratory, but they also reinforce our curriculum with combinations of literacy, math, science, and movement activities.

On the day we agree to celebrate your child's birthday (or on half-birthdays for our summer birthdays), your child will take home the "Birthday Bag." In the bag, you will find a few books and activities. There will also be a Class Birthday Book to which each child will add pictures and a story. The book will be kept in our library for all to read when it is not at home with a birthday child. Details and direction will be included in the bag.

At school, we will have our birthday ritual by singing a special song. With all this to make the day an extra special one, we ask that you do not send in a special snack (also due to dietary and allergy needs).

# **School Calendar & Emergency Closing Procedures**

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Specific procedures regarding arrival and departure will be provided at orientation. Our school year is (32) weeks long. You will be provided with a detailed school calendar before school begins. We follow the calendar of the Chittenden East School District with some exceptions.

School closings due to inclement weather will be the same as those of Chittenden East, which are announced on radio stations WVMT, WJOY, WDOT and WDEF. Television station WCAX lists the closings as well. If there is a delayed opening for public schools, our classes will not meet. A parent phone chain is organized in the fall for confirming such communications.

## **Communications**

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### School/Parent Communication

Each May, a Parent Information Night is held so that parents and teachers can get acquainted, review enrollment paperwork, and share information about the upcoming school year. The teachers appreciate and carefully read the information provided by parents on the forms, in order to individualize instruction to meet the needs and developmental characteristics of each child.

During the school year, one of the teachers is available to interact with parents during arrival and departure transition times. Brief messages may be communicated to this teacher either verbally or with a written note. It is helpful for the staff to be informed of any major transitions which occur in your family: death of a pet, parent traveling or away, illness, a parent returning to work, a new baby, moving, change in daycare, etc... The staff also wants to know if there are significant changes in your child's health, behavior or daily rhythms (sleeping, eating, and toileting) or if your child is communicating anything that is giving you concern.

Teachers also want to be sensitive to each parent's need for input regarding the child's interaction with the preschool program. This is done to show parents how their child is responding to preschool. In the fall and spring, parents will receive a written progress report and have a conference with the teachers to discuss their child's progress. At any time, parents are encouraged to seek staff input regarding a specific concern. Likewise, teachers will communicate on a regular basis with parents. The registrar and teachers keep all files confidential. Teachers keep all assessments confidential. Parents may request their own child's file and/or assessments at any time. Files for children and staff (including substitute teachers) are kept secure in a locked file cabinet. Complete files or specified information in a file may be released (i.e. to other professionals supporting the child's development) with parent permission.

A weekly newsletter keeps families informed of daily activities and upcoming school events. Additional information about policies, activities, special events, needs of the school, etc. may also be communicated to parents through email, bulletin board displays, notices in the parent mailbox, by phone, or by mail. Photographs and narratives are displayed on the website and throughout the classroom for families and children to enjoy.

In case of emergencies, parents may call the teachers at school. We ask that you do not call during school hours unless it is an emergency or you have made an arrangement with the staff to do this. If you call and get the answering machine, please listen to the entire message for further instructions. You are welcome to leave a message at any time.

In the fall and spring, parents are asked to give input about the program to help us fine-tune our procedures to better serve our community. We appreciate everyone's participation in this process.

### Communication of Concerns

If parents have concerns about the staff or the program at Good Shepherd Preschool, parents are encouraged to speak with the Program Director at preschool or by calling her at home (see directory). Often a simple communication or adjustment can resolve a difficulty. Parents are also invited to communicate with the Chairperson of the Preschool Board at home (see directory). The pastor of Good Shepherd Lutheran Church is also available to receive communications from parents. Preschool staff and board telephone numbers are listed in the *Preschool Staff, School Board & Directory* section at the front of this handbook. The Good Shepherd Preschool Board acts as a parent policy council and an appeals committee when there are unresolved concerns. In Vermont, a Child Care Consumer Concern Line has been established as a resource for parents. The Child Care Consumer Concern Line phone number is (800) 540-7942.



## **Attendance & Health (Excludable Conditions)**

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Regular attendance at preschool is as essential as in any other grade in order for the child to benefit from the program. We assume that children in attendance are well enough for all activities including outdoor play. According to state regulations, the following symptoms mandate that the child not be in the preschool setting until the symptoms disappear or until otherwise indicated by a medical professional.

- Vomiting (twice) in the last 24 hours
- Diarrhea (three loose stools beyond what is normal for the child) in the last 24 hours
- Fever greater than 101°F rectally or 100°F orally in the last 24 hours
- Purulent Conjunctivitis (pink eye)
- Jaundice (yellow skin or eyes)
- Rash accompanied by fever or behavior change
- Severe cough where the child becomes red or blue in the face or produces a whooping or croup noise after a cough

Also by licensing regulations, anyone diagnosed with the following diseases or infections shall be excluded from the preschool until a medical professional indicates that it is safe for him/her to return.

- Bacterial Meningitis, Chicken Pox, Shigella, Campylobacter, Salmonella, Giardia, Polio, Impetigo, Diphtheria, Hepatitis A, Measles, Mumps, Pertussis (whooping cough), Rubella (German measles), Streptococcal infections including Scarlet Fever and Strep throat, Tuberculosis (active).
- A person diagnosed as having lice may return after appropriate treatment is completed.
- An individual infected with Scabies, Pinworm, or Ringworm may return 24 hours after treatment is initiated.

Please contact the Program Director as soon as possible if your child will not be attending a session for any reason, or if you have questions whether your child should be attending due to a health problem. Communicate either with a note (for a planned absence), by phone, or in person.

### Medication

Teachers do not routinely administer medication to children during class. If at all possible, schedule your child's medication to be given at other times. For special circumstances, please contact the Program Director the evening prior to the class session. A special form must be completed and instructions followed closely to permit us to give any medication (whether prescription or nonprescription).

### Reporting of Child Abuse

Please note, for the protection of our children, Good Shepherd Preschool is fully licensed by the State of Vermont. The Division of Licensing and Regulation requires that we inform parents that the staff must report any suspected cases of child abuse. We encourage parents to communicate any questions or concerns regarding this to the Program Director.

### State Regulations

According to state law, a copy of the Vermont Child Care Licensing Regulations is available in the Parent Resource area of the classroom.

## Snacks

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Children bring their own snacks to school every class session (no exceptions). Nutritious, healthful snacks are encouraged. Please try to include at least two food groups (i.e.: milk, meat, bread, fruits or vegetables). Some suggestions are cut-up fruits and vegetables, muffins and quick breads, sandwiches, dry cereal, crackers with cheese, raisins and yogurt. The preschool is glad to provide water, but most children do prefer a nutritious beverage such as juice or milk. **Please, never send snacks that can cause choking in young children (nuts, popcorn, whole grapes, etc...), even if you do serve this at home.** We ask that you pack the snack in a bag or lunch box that your child can easily carry to the table. For health and environmental reasons, consider using reusable or recyclable containers whenever possible instead of prepackaged snacks and juice boxes. Water is always available for drinking.

**Families will be informed before school begins and/or throughout the year should there be any allergies etc. that would affect what foods you send with your child.**

### Special Parties & Snacks

Frequently the preschool has cooking projects rich in scientific, mathematical and literacy learning which also result in an extra snack or treats to share with the family at a celebration or party. Parents may be asked to send in cooking ingredients for these experiences.

Please use discretion in bringing younger siblings. The preschool asks that parents closely supervise and care for siblings brought into the preschool classroom for the safety of all. The classroom is not safety checked for toddlers and includes materials that are safe for supervised preschoolers, but dangerous for young toddlers (e.g., scissors, pencils, and small manipulatives). Notices are sent in the monthly calendar regarding parties shared with the family.

## Clothes

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Please dress children in comfortable clothes that can be washed easily. We play hard and do messy projects! Children are required (by Vermont State Licensing) to bring a complete change of clothing to each class session. This should be sealed in a plastic bag labeled with the child's name. When a change of clothing is needed, the soiled clothes are placed back in the plastic bag and returned home for cleaning. Therefore, check your bag after each session.

A tote bag or backpack is an easy way for your child to keep track of and carry belongings each day. Please mark your child's name on the inside and make it one that is easy to open and close.

Shoes or sturdy slippers should be worn to protect feet from injury. In addition, a sweater/sweatshirt should be brought to each class session.

In the cold weather, snow clothes must be sent and/or worn to each session – hat, mittens, jacket, snow pants or snowsuit, and boots. These should all be labeled with your child's name. Raingear and mud boots are highly recommended on rainy or wet days. Children who dress warmly enough generally love playing on our playground all year long.



## Transportation

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The preschool is not responsible for transporting children either to or from school. If someone other than the parent or a person with written permission to transport specified on the Emergency Information Card form is picking up and transporting a child, the preschool must have a signed and dated note from the parent giving permission for this specific adult to transport the child on the specific day/days desired. Without this permission teachers are not legally permitted to release your child to another adult. **Your child must be signed in upon arrival in the classroom, AND your child must be signed out upon departure from the classroom.**

Children must be guided, hand in hand, when walking through the parking lot. For safety, the playground gate must be closed and latched at all times. Children must enter only at the rear preschool entrance accompanied by an adult into the classroom. **Please remember:** Good Shepherd property is a “**No Idle Zone.**” Please turn off your vehicle’s engine when waiting in the parking area. Good Shepherd property is also a non-smoking environment.

### Field Trips

Preschoolers learn a great deal by seeing, touching and manipulating objects, hearing and tasting on field trips. Usually three or four of these are planned each year. Parents are expected to join us.

Transportation and individual supervision on field trips is provided by parents. A parent may transport and supervise one classmate (in addition to their own child). A permission form will be sent home prior to the field trip in which a parent may designate another adult (over eighteen), who will be responsible for the transportation and supervision of their child on the field trip. The adult transporting and supervising a child on a field trip is responsible for providing legally appropriate safety restraint in their vehicle and close supervision of the child. It is the understanding of the preschool that the child is then in the care and supervision of that authorized adult for the duration of the time away from the preschool classroom.

## Guidance & Discipline

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The preschool physical environment and schedule are planned to meet the varying needs of young children and encourage safe interactions. The preschool program is planned to include opportunities for the children to grow in areas of self-control, cooperation and sharing. Teachers interact with children to model appropriate caring behaviors, explain their expectations and assist children in learning safe and appropriate behaviors. Children who participate in a way that jeopardizes the safety or well-being of themselves or others will be encouraged to redirect their actions into constructive play and work activities. When necessary, a short “time-away,” with teacher supervision and guidance, may be encouraged to help the child process or regain self-control.



# Playground Safety Rules

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The Good Shepherd Preschool playground is a private playground, which serves as an integral part of the program. The use of the playground enhances the physical, social, emotional, cognitive and spiritual development of preschool children. This age appropriate preschool playground is designed to challenge children three to five years old. The element of challenge by its nature implies that the children need supervision. Unless you have enrolled in the extended care program, the preschool staff is **not supervising** the playground at these times: (1) before school opens at 8:30 AM, (2) whenever teachers and students are inside, and (3) after 12:00 PM when children have been signed out by a parent or authorized transporting adult. **Children exit the classroom door accompanied and supervised by their parent or authorized transporting adult.** Before leaving the playground, please return any items taken out and used for play to their appropriate storage locations.

Because of the number of persons present at the same time and the presence of siblings who may be younger or older than the playground is designed to accommodate, children and parents/transporters must be cautious. During class, staff members use the following consistent rules to educate the children to play safely and responsibly:

## GATE & FENCING:

- The entrance gate must be closed and latched at all times.
- Please do not climb on the fencing.

## SWINGS:

- Only children may use the swings.
- Children may not walk in the area behind the swings and should remain a safe distance from the front of the swings when in use.
- Only adults may push children on the swings.
- Swing sitting upright, feet first and facing the hill and preschool entry.
- Do not climb on the swing supports or twirl/swing empty swing seats.
- Wait for a turn on the outside of the end support.
- Stop the swing before getting off.
- To get on an empty swing, walk in straight from the hard pathway (do not cross in front of moving swings).
- When swinging, hold the chains using both hands.

## SLIDE:

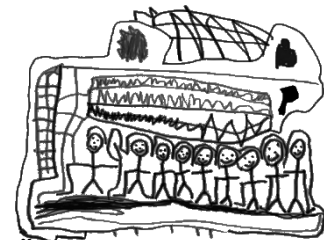
- Slide sitting, feet first, one child at a time.
- After sliding down, get away from the bottom of the slide.

## SAND BOX:

- Do not use unless teachers have removed the tarp.
- Do not throw sand into the air using hands or tools.
- Use all toys and tools carefully to avoid bumping others.

## WOODED HILL:

- No scary or rough play, e.g. no pushing, no growling, no “claws,” no guns.”
- Careful feet on the hill.
- Use caution with sticks. They are great for building and imaginative play, but can be dangerous.
- Climb on large tires, stumps, and balance beam with close adult supervision.
- No sledding while families are picking up children. \*Winter sledding must be closely supervised. During school a teacher is positioned both at the area where children get on the sled and at the bottom of the hill to make sure the children have a safe landing. Never allow children to sled alone.



## MESSY BUILDING AREA:

This is the place for most building. Please respect projects that have been left.

# Registration Policies & Procedures

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Non-refundable Registration fees and tuition costs are detailed below.

## **Three & Four Year-Old Program (Tuesday and Thursday from 8:30am-12:00pm):**

- \$75.00 registration fee
- \$1741.00 total school year tuition

## **Pre-Kindergarten Program (Monday, Wednesday and Friday from 8:30am-12:00pm):**

- \$75.00 registration fee
- \$2582.00 total school year tuition

## **Extended Day Program (Monday – Friday - see times below)**

- No additional registration fee. (**Enrollment in the Preschool Program required.**)
- Families may access an early drop off or afternoon pickup slot or both.
- Early morning drop off starts as early as 8:00 AM
  - \$10.00 **per week** with enrollment in the Good Shepherd Preschool program.
- Extended hours afternoon pickup between 12:00 – 5:00 PM
  - \$26.00 **per day** with enrollment in the Good Shepherd Preschool program.

Enrollment is made by registration, which begins in January for the following year. The **Non-Refundable Registration fee**, which is **not** applied toward the tuition, and the Registration forms are submitted at this time to ensure placement.

Due to budgetary constraints, in the unanticipated event that BOTH classes are not filled to full enrollment, the preschool board reserves the right to cancel both classes offered for upcoming school year, and the entire registration fee will be refunded, unless all parents are willing to pay a higher tuition fee.

## Registration Policies

Good Shepherd Preschool offers children of all backgrounds a loving and caring preschool experience. As a non-profit organization, it 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. Students of any religious affiliation are welcome.

Good Shepherd Preschool does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and other school-administered programs. (*IRS Non-Discriminatory Policy Statement*)

On request current Parent Handbooks, which include a Registration form, are available anytime. Our policy is to give preference first to current families, next to alumni and Good Shepherd Church congregation families, and then to the general public. A typical registration schedule would be:

**January 1:** Registrations opens for current families, with ½ the registration fee required to retain a space. Handbooks and registration forms are available on the website.

**January 15:** Registration opens for alumni families, Good Shepherd Church congregation families and the general public. Forms from alumni and congregation families (with full fees paid) that are received on or before this date will have priority over those of the general public,

and are prioritized according to the date received. On this one day only, forms/fees received from alumni families and congregation families have priority over those of current families who have not already registered. Handbooks are available for distribution.

**January 16:** Paid registrations received on or after this date are awarded spaces on a first-come/first-serve basis with no preference given to alumni, congregation or current families.

**February 9:** Current families are reminded that the second registration installment is due.

**February 16:** Final ½ of the registration fee must be received by current families.

## Registration Procedures

- A. Registration is opened first to families of current class members (including siblings) and a space reserved only upon receipt of a completed registration form and ½ of the registration fee. If final half of registration fee is not received within six weeks of the opening of their registration, the initial payment and child's space are forfeited. Current families may access an electronic copy of the updated handbook (with registration form included) by visiting the website or one will be provided upon request.
- B. Alumni families may also access an electronic copy of the updated handbook and registration form by visiting the website or one will be provided upon request prior to the opening day of registration for the general public in time to be returned on or before the opening day of the general public registration.
- C. Registration is opened to the general public two weeks later than registration for current families.
- D. Alumni families, congregation families and the general public must send in a completed registration form and the full registration fee in order to reserve a space for their child in the following year's class.
- E. The general public can be placed on an official waiting list prior to registration by current families and alumni with the written understanding that their spot is not secured until the official registration day for the general public. Prioritization of placement on the waiting list is on a first-come/first-serve basis dependent upon the receipt of a completed Registration form and the full registration fee of the current year. The check will be cashed upon receipt. Should a space not be available on registration day, Good Shepherd Preschool will provide full reimbursement.
- F. After registration is opened to the general public, should a class fill:
  1. If two or more registration forms and fees are received on the same day for the same space, a lottery will be held at the next board meeting to award the spot. With the exception of alumni and congregation preference on the first day of public registration, no favoritism is shown for current families, alums, etc... The person who does not receive the space will automatically become number one on the waiting list and their registration fee will be returned in full.
  2. After registration opens to the general public, families on the waiting list are not required to submit a Registration form or fee until a space becomes available.
  3. As positions become available, families are contacted in the order their interest was expressed, allowing two days to make contact by phone, and 48 hours after contact to receive a completed Registration form and full registration fee submitted.
- G. Once submitted, registration fees are non-refundable.

# **Tuition, Financial Assistance & Scholarships**

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## Tuition Payment

Tuition can be paid in full at the beginning of the school year, \$1741.00 for the two-day program and \$2582.00 for the three-day program, or tuition may be paid in five installments of \$348.20 for the two-day program and \$516.40 for the three-day program.

Tuition payments are due August 1, October 1, December 1, February 1, and April 1 and are considered past-due after the 7th of the month. Late payments will be assessed a \$25.00 fee unless alternate arrangements have been made with the Treasurer **before** the payment due date. A \$20.00 charge will be made for checks returned because of insufficient funds.

The non-refundable registration fee is NOT applied toward the cost of tuition.

Please send your tuition payments to:

Good Shepherd Preschool  
Attn: Treasurer  
P.O. Box 495  
Jericho, VT 05465

## Financial Assistance

Good Shepherd Preschool is eligible and willing to receive DCF tuition (Department of Children and Families subsidy). Often some form of payment plan can be arranged once a need is identified. Please alert the registrar or treasurer.

## Scholarships

Good Shepherd Preschool understands the expense of preschool may be a strain on a family's budget. Helping eligible families reduce their cost through scholarships is an important part of our program. We strive to keep our tuition as low as possible while continuing to provide a high-quality preschool program.

Scholarships will be awarded based upon need and may provide up to 50% of total tuition cost. The family is responsible for providing the remaining tuition due on the dates outlined in the preschool parent handbook. Applications are received by the preschool treasurer, who will then submit anonymous versions of the applications to the scholarship committee for review. Please visit the website for scholarship applications and information regarding due dates for submission. You may also contact the registrar for additional information regarding scholarships.

## Cleaning Reimbursement

Cleaning reimbursements are available as a way to reduce tuition costs by cleaning the preschool on a regular basis for the duration of the school year. There is a tuition rebate of \$15.00 per cleaning, which takes approximately 1½ hours to complete. Please contact the registrar or Program Director for further information. These work reimbursements are awarded by lottery or by alternating schedules, depending on the number of families interested. Please indicate your interest on the Registration form and again on the Parent Participation form.

# **Parent Involvement & Responsibilities**

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A child's first experience with school can be more meaningful when it involves the entire family. Parents of incoming students are expected to attend the Parent Information Night in May. At Good Shepherd Preschool, we rely on parent participation in order to maintain a high quality school program. As indicated in the Parent Contract on the Registration form, the parent(s) must:

- serve on at least one committee OR serve on the School Board;
- participate in the Underhill Harvest Market fundraiser held each fall;
- donate items to the preschool auction held each winter;
- participate in smaller fundraisers throughout the year; and
- help with year-end "Spruce Up" days.

## **Fundraising Responsibilities**

Our current annual fundraising goal is \$4500. Fundraising is essential in meeting the preschool's overall budget and maintaining a competitive tuition rate. Because of the important role fundraising plays for the preschool, families are required to participate in the Harvest Market fundraiser and the Preschool Auction, as well as other smaller fundraisers that may occur throughout the year. These events also provide opportunities for preschool families to become acquainted. More specifically:

- For the Harvest Market fundraiser, families are expected to work a shift at the preschool's activity tent over the course of the weekend. If you are unable to participate in this required fundraiser, a fee of \$75 must be paid to the preschool Treasurer.
- For the Preschool Auction, families are expected to donate (2) new items or services (i.e.: cleaning; tutoring; lessons; pet-sitting; loaning equipment; hunting locale privileges, etc...) that can be auctioned off during the fundraising event. We request that each families' donation total at least \$75 in goods or services.

## **Parent Involvement**

Parents are welcome to visit and participate in class any time. Please communicate with the Program Director if you wish to do so. We also encourage and need parent involvement in the preschool. Some of the ways parents have found to do this include:

- Sharing family traditions, special talents, skills, etc.
- Assisting in the classroom (music, cooking, crafts, books).
- Training as a substitute classroom teacher.
- Letting teachers know of special resources (materials, experiences or people) available to enrich classroom studies.
- Driving and chaperoning on field trips.
- Preparing or repairing classroom materials.
- Organizing special events.
- Purchasing items from the Wish List.
- Providing cooking or craft materials.

Support for parents is offered through:

- communications with teachers anytime, and especially at parent conferences.
- (with the parent's permission) referrals to, and consultations with, appropriate professionals for specific concerns.
- periodic parent educational workshops.
- opportunities to dialogue with other parents at "coffees," workdays, and class events.
- use of our small – but growing – parenting library.
- notices on our bulletin board regarding community events for parents and families.

## **School Board Position Descriptions**

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### Board Chair

The Chair presides over the Board of the Preschool, oversees its work and is a liaison between the preschool and Church Board. The Chair presides over all meetings, helps recruit, appoint and oversee volunteers or task forces for special projects as well as ensuring that school by-laws and procedures are followed. The Chair is also responsible for maintaining active communications with the Program Director and supporting school activities.

### Secretary

In cooperation with the Board Chair, the Secretary maintains and stores school records; takes minutes of Board meetings; types, distributes (via email) and files copies of the minutes within two weeks of meeting; carries out official school correspondence and written communications between the board and parents. During the monthly Board meeting this person will review the calendar and serve as timekeeper.

### Treasurer

The Treasurer is responsible for the maintenance of the preschool finances and reporting finances to the preschool board. The Treasurer's principal areas of responsibility are to track all incoming revenue and expenses; collect tuition and other income payments; reconcile all bank statements; pay all invoices in a timely manner; collect all payroll taxes and report accordingly; file yearly W2/W3 statements; track expenses and days related to cleaning scholarships; create a yearly compensation report for our insurance; generate standard monthly and yearly financial reports; and manage bi-weekly payroll for the staff.

### Public Relations Coordinator

The Public Relations Coordinator is responsible for all publicity related to the preschool. These responsibilities include: managing publicity and mailings at registration time in conjunction with the Registrar; submitting regular articles of interest to local newspapers; coordinating publicity for upcoming fundraising events (i.e.: distributing notices to local schools and churches; displaying signs at community businesses, etc...); maintaining a list of alumni from the prior three years; and overseeing the production and mailing of alumni newsletters.

## Fundraising Coordinator(s)

The Fundraising Coordinators are responsible for all fundraising activities for the preschool. The Fundraising Coordinators work with members of the Fundraising Committee to organize and run the activity tent at the Underhill Harvest Market; direct all activities relating to the annual preschool auction; coordinate the fundraising activities at the Medieval Country Fair in May; and manage any other fundraising activities as approved by the preschool board.

## Property Trustee

The Property Trustee, in cooperation with the church Property Committee, is responsible for maintaining school property while working closely with the staff to assure a safe learning and playing environment for the children. The Property Trustee brings concerns regarding building, grounds and equipment to the school board and makes sure those concerns are addressed by the network of parent volunteers on the GSP Property/Toy Cleaning Committee. Typical responsibilities include helping the Program Director organize the Spruce-Up days; mowing the lawn; maintaining play areas such as the sandbox and swing set; carpentry; painting; minor plumbing, mechanical and electrical; toy cleaning and regular carpet cleanings. Along with working with the committee of parents on the Property/Toy Cleaning Committee to delegate and assign tasks, the Property Trustee will coordinate the development of a snow shoveling & toy cleaning schedule.

## Registrar

The Registrar is responsible for responding to all initial inquiries about the preschool and for sending the appropriate information (brochures, handbooks, etc...) and forms to prospective preschool families. The Registrar oversees the registration of all preschool families each year and works closely with the Program Director to ensure all required forms are turned in and filed. The Registrar is also responsible for maintaining and distributing class lists. The Registrar works with the Program Director to assign parents to either a school board position or a parent committee based on their responses on the Parent Participation form. The Registrar sees that all board-approved revisions are made to the handbook and forms as required each year and sees that the new handbooks are printed. The Registrar, in conjunction with the Public Relations Coordinator, is responsible for distributing and mailing the registration materials based on the Registration timeline set forth in the handbook.

## Social Committee Chair

The Social Committee Chair will organize, direct, and lead the activities of the Social Committee and will be a voting member of the Preschool Board. This person is responsible for planning and coordinating social events within the school as well as events that include the community. Committee Chair responsibilities may include, but are not limited to, the planning and hosting of informal coffees and teas, book groups, picnics or other family events throughout the year; coordinating volunteers for set-up and clean-up, refreshments and meals for such events as Open House, Parent Information Night, Back to School Night and our annual Family Night; organizing speakers and parent education workshops two times per year. Ideally, two families from each class will be part of the committee you will oversee.

# Parent Committee Descriptions

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## Property/Toy Cleaning Committee

This committee is directed by the Property Trustee with support from the Program Director. This committee takes care of new construction and maintenance of interior equipment and furnishings, as well as improving and maintaining the outdoor playground and equipment. As needed, snow shoveling and sanding of the walkway leading from the rear parking lot to the classroom will be required. Typically, the job is done by one family per class and takes 10–15 minutes (up to 30 minutes if a heavy snowfall). The walkway needs to be cleared about one hour prior to class time. Shovels will be available. Also, members of this committee wash toys and blocks; clean shelves before replacing toys; and launder dress-up clothes to meet state licensing regulations. Toy cleaners are assigned a particular play center, and their required cleaning can be done either at the preschool or at home over a weekend. **Toy cleaning needs to take place once a month without fail throughout the school year;** however, some toys may need to be cleaned more often.

## Social Committee

This committee is directed by the Social Committee Chair. This committee is responsible for planning and coordinating social events within the school as well as events that include the community. Committee responsibilities may include, but are not limited to, the planning and hosting of informal coffees and teas, book groups, picnics or other family events throughout the year; coordinating volunteers for set-up and clean-up, refreshments and meals for such events as Open House, Parent Information Night, Back to School Night and our annual Family Night; organizing speakers and parent education workshops two times per year. Two families from each class are needed for this committee.

## Fundraising Committee

This committee is directed by the Fundraising Coordinator(s) on the school board. This committee plans and coordinates fundraising activities as approved by the board. Two proven annual fundraising events are the activity tent at the Underhill Harvest Market held each fall and the preschool auction held each winter. This committee also organizes various fundraising activities at the Medieval Country Fair sponsored by Good Shepherd Lutheran Church in May. Sales and other fundraisers may be held as planned during the school year.

## Classroom Assisting & Substitute Teaching Committee

This committee is directed by the Program Director. While all parents are welcome to visit and assist in the classroom, parents on this committee are required to work in their child's classroom once each month. These parents assist under the supervision of the teaching staff by interacting with small groups of children in various learning centers. Attendance is required at an orientation for substitute teachers held at the beginning of the academic year. A background check, which is sent to Vermont Department of Children and Families, and a reference form, must be completed. Parents will be called to substitute whenever one of the regular staff members is absent.

# Early Withdrawal Policy

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In order to protect our quality program and stabilize the financial and other obligations from parents, the following policy has been established regarding early withdrawal of a child. The preschool is dependent upon a full complement of students to meet ongoing expenses. Any early withdrawal is a hardship requiring the preschool to incur expenses, such as advertising, to fill that spot.

Operating as a non-profit organization, Good Shepherd Preschool depends on the regular receipt of tuition payments to administer its program. Tuition is paid in advance. For the convenience of the families served, tuition is broken into five payments, with payments to be received on August 1, October 1, December 1, February 1, and April 1. The tuition payment amounts and the due dates are itemized in the Tuition and Financial Assistance section of this handbook.

## Procedure:

1. A family wishing to withdraw a child must first complete the early withdrawal form located at the bottom of the page and mail it to the Registrar at the preschool address.
2. If notification of a withdrawal is postmarked by August 7, the August 1 tuition payment will be reimbursed. If notification is postmarked after August 7, the first tuition payment will not be refunded.
3. Once the school year begins, departing parents/guardians are expected to make one more tuition payment after departure date of their child.
4. If a full year's tuition was made at the beginning of the year, tuition will be charged up to and including the first payment following the departure of the child.
5. If the Preschool Board, in consultation with the Program Director, decides that the school cannot serve a child after classes have commenced, the child will be withdrawn and parents/guardians have no further financial obligation to the preschool.
6. Registration fees are never reimbursed.

## Early Withdrawal Form

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This form is to be used for those families who find it necessary to withdraw their child from the preschool program.

It has become necessary to withdraw \_\_\_\_\_  
(child's name)

from the Good Shepherd Preschool program on \_\_\_\_\_ .  
(date)

We have read the Early Withdrawal Policy stated above.

Signature \_\_\_\_\_ Date:



# Good Shepherd Preschool Registration Form

I am enrolling my child in the \_\_\_\_\_ T/TH 3-4 year-old program \_\_\_\_\_ M/W/F Pre-Kindergarten program  
 (Please check one)  
 School Year: \_\_\_\_\_ - \_\_\_\_\_

Child's Name (last, first, middle) \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
**Parent One Full Name** \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Home Address (if different) \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
**Parent Two Full Name** \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Home Address (if different) \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Primary E-mail address (initially shared w/the school board only) \_\_\_\_\_  
 Is there a secondary E-mail Address you would like to share? \_\_\_\_\_  
 Does child have any physical disabilities? (Please describe.) \_\_\_\_\_  
 Speech/Hearing \_\_\_\_\_  
 Vision/Other \_\_\_\_\_  
 Yes / No vision tests? Date \_\_\_\_\_ Yes / No hearing tests? Date \_\_\_\_\_  
 Has child had any childhood illnesses? \_\_\_\_\_ (Please list below or attach information if more room is needed.)  
 Illness \_\_\_\_\_ Date \_\_\_\_\_  
 Is child currently taking any medication? \_\_\_\_\_  
 Is child allergic to anything? \_\_\_\_\_  
 Any special dietary requirements? \_\_\_\_\_  
 Child's Doctor & Address \_\_\_\_\_ Phone \_\_\_\_\_

## We are:

(With GSP Preschool enrollment), interested in the **NEW extended day pilot program for 2012-2013.**  
 (Morning drop-off time may start as early as 8:00 AM & afternoon pickup between 12:00 – 5:00 PM.)

- |   |   |
|---|---|
| <input type="checkbox"/> Current Good Shepherd Preschool Family   | <input type="checkbox"/> New to Good Shepherd Preschool       |
| <input type="checkbox"/> Members of Good Shepherd Lutheran Church   | <input type="checkbox"/> Interested in Cleaning Reimbursement |
| <input type="checkbox"/> Good Shepherd Preschool Alumni Family  | <input type="checkbox"/> Interested in Tuition Scholarship    |
| <input type="checkbox"/> We would like to contribute to the scholarship fund \$10 _____ \$20 _____ other \$ _____ |   |
- (You may include this donation with your registration fee.)

## Parent Contract

We have read, understand and agree to the *Registration Policies* on pages 14 and 15 of the Handbook (also printed on the reverse side of this form). We have read, understand and agree to the *Early Withdrawal Policy* on page 21 of the Handbook. We understand that the **registration fee is non-refundable**. We have also read, understand and agree to the required parental involvement, which includes:

- attending the Parent Information Night in May;
- serving on at least one committee and/or serving on the School Board;
- participating in the Underhill Harvest Market fundraiser held each fall;
- contributing two new items or services (total value of both items at least \$75.00) to the preschool auction;
- helping with year-end "Spruce-Up" days.

**We understand that in the unanticipated event that both classes do not fill, the board reserves the right to cancel both classes. All persons will be notified within two weeks and registration fees will be fully refunded.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this form and \$75.00 registration fee to:  
**Good Shepherd Preschool Registrar**  
 273 VT Route 15 — P.O. Box 495  
 Jericho, VT 05465

For Registrar's use only Date Received:
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## Registration Policies

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**February 9:** Current families are reminded that the second registration installment is due.

**February 16:** Final ½ of the registration fee must be received by current families.

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- B. Alumni families may also access an electronic copy of the updated handbook and registration form by visiting the website or one will be provided upon request prior to the opening day of registration for the general public in time to be returned on or before the opening day of the general public registration.
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- D. Alumni families, congregation families and the general public must send in a completed registration form and the full registration fee in order to reserve a space for their child in the following year's class.
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- F. After registration is opened to the general public, should a class fill:
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  - 2. After registration opens to the general public, families on the waiting list are not required to submit a Registration form or fee until a space becomes available.
  - 3. As positions become available, families are contacted in the order their interest was expressed, allowing two days to make contact by phone, and 48 hours after contact to receive a completed Registration form and full registration fee submitted.
- G. Once submitted, registration fees are non-refundable.