



PARENT/GUARDIAN HANDBOOK

1 September 2011

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HISTORY

Good Shepherd Kindergarten began operating in September 1968 as an outreach ministry of the Good Shepherd United Methodist Church to young children and their families in the St. Charles area. In 1971 we became the Good Shepherd Preschool and Kindergarten with the addition of a new Preschool class. On 1 July 2000, we became the Good Shepherd Education Center. Today, we enroll over 150 students in 2-, 3-, and 5-day Preschool classes, Pre-Kindergarten, and Child Care. The church feels that the Center is an important community ministry concerned with the emotional, social, physical, and intellectual development of young children. Since our inception, we have offered scholarships to culturally and/or economically disadvantaged children.

PHILOSOPHY

Our philosophy is to meet the educational and Child Care needs of the community by providing a safe and nurturing Christian environment. We create a "home away from home," where age appropriate opportunities are offered for each child to grow spiritually, intellectually, aesthetically, physically, and socially.

MISSION STATEMENT

It is the mission of Good Shepherd Education Center to provide young children a high quality, distinctly Christian early education by:

- a. Encouraging students and parents to have a relationship with Jesus Christ by teaching discipleship through example and practical application.
- b. Encouraging students to develop to their fullest the spiritual, intellectual, aesthetic, physical and social gifts given to them by satisfying their curiosity and channeling their energy, imagination, and creativity into constructive efforts.
- c. Providing children the opportunity to have their learning needs met by offering every opportunity to excel in academic studies and social growth.
- d. Keeping before them their need for spiritual maturity in proportion with their age and experience in faith, so that every student can become a productive member of society.

GOALS

We feel that the beginning of a child's education is an important step in life; therefore, the following are our goals:

- a. To create a warm learning environment where children can learn about God's love.
- b. To provide growth and development (physical, social and emotional) where positive self-images can be built.
- c. To provide skill development (knowledge, creativity, independence).
- d. To provide the very best early childhood education for young children.

DISCIPLINE STATEMENT

As stated in our school philosophy, the staff goal is to establish an age-appropriate learning environment for each child. We encourage open communication between the home and school by building a rapport with our families. This ensures the academic and social success of all students in the GSEC family.

The goal of our staff is to help children function in a group setting without hurting themselves, others or abusing property. When a child is not functioning well in a group setting, one or more of the following procedures are used:

1. Children are verbally asked to stop a certain activity or are redirected to another one.
2. Staff members will model appropriate words or behaviors as a teaching strategy.
3. A staff member will only physically remove a child in the event of danger to the child or another child.
4. A child may be asked to leave the group for a brief period until ready to join group activities again.
5. A staff member may place their arms around a child whose behavior is out of bounds in order to stop the child from injuring self or others.
6. The teaching/learning environment is re-evaluated often in order to make changes that would suggest a more positive behavior.
7. Parents and staff will work together to get new insight and establish common goals.

Corporal punishment is not allowed at GSEC. Spanking, threatening or frightening the student is prohibited. Depriving a student of food or comfort, such as taking away snack or long periods away from the group are not permitted for disciplining at GSEC.

The Director of GSEC reserves the right to request that the parent of a student who becomes a constant source of disruption to the group be asked to seek professional help for the child and/or family or withdraw the child from the program. This situation is rare and every effort is made to avoid it.

SCHOOL ENTRANCE REQUIREMENTS

Good Shepherd Education Center follows school entrance requirements for the State of Maryland regarding the child's age at date of entry. Exceptions to this rule will be made only with the recommendation (in writing to the Director) from a Medical Doctor, the F.B. Gwynn Center, or the student's previous teacher.

AGE LEVEL ORGANIZATION

The following terminology and dates will be used regarding age/class placement levels:

- a. **Child Care (CC)** - Must have had the second birthday
- b. **Two-Day Preschool (PS 2)** – Two, three & four year olds may attend 2 days: Tuesday and Thursday.
- c. **Three-Day Preschool (PS 3)** – Two, three & four year olds may attend 3 days: Monday, Wednesday and Friday.

- d. **Five-Day Preschool (PS5)** – Three & four year olds may attend. Attend 5 days: Monday through Friday.
- e. **Pre-Kindergarten** – Must be four years old by September 1 of the enrolling year. Attend 5 days: Monday through Friday.

CURRICULUM

All of our staff share an appreciation and love for young children and can plan appropriate experiences for children at various developmental stages. Although the planned Child Care curriculum is not age specific, we do have specific curriculums planned for each level of Preschool (PS) and Pre-Kindergarten. It is our hope that your child will be enrolled at our Center for all levels.

a. CHILD CARE

The philosophy that children learn best through their play and that children learn by doing permeates our Child Care program. The staff creates an atmosphere in which children have an opportunity to play with others and materials in cooperative and self-directed matters.

The children will have a variety of experiences in all the creative arts: creative movement, songs, finger plays, construction with blocks, story telling, poetry, as well as a myriad of graphic media. The units that teachers plan for the children include activities that enhance the physical, emotional, social, and intellectual growth in each individual's development. The teachers plan experiences to enhance the curriculum in the Preschool and Pre-Kindergarten classes.

All children attending Child Care on a full day schedule will lie down on cots and sheets provided by the Center. A child may bring a special blanket, small pillow and/or washable soft toy for resting.

b. JUST FOR TWOS

A program used to develop each child's language, gross motor and small motor skills. Self-discipline, cooperation, and creative expression are fostered through play activities. Exploration of manipulative toys, books, indoor and outdoor play, equipment and materials help develop the child's curiosity, creativity, and independence. Art and music experiences with a variety of materials are an integral part of the program.

This program is for two year old children who need full-time child care.

c. PRE SCHOOL 2, 3, and 5 DAYS, PRE-KINDERGARTEN

GSEC uses "Little Treasures" curriculum published by Macmillan/McGraw-Hill. It is recommended by the Maryland State Department of Education as one of six curriculums to help three and four year old children be prepared for kindergarten. The curriculum is delivered through different methods throughout the daily session.

- Alphabet Time ~ Daily instruction on Phonological Awareness, Alphabet Recognition, Print Awareness, Oral Language. Contains a cumulative review of the previously taught ABCs.
- Book Time ~ Develops rich language & listening comprehension through a mix of fiction and non-fiction. Builds cultural literacy through classic, timeless tales.
- Center Time/Small Groups ~ Provides purposeful learning experiences through free and guided play.
- Content Area ~ Social Studies, Science, Math, and Music are integrated into the daily plan and tightly linked to the unit's theme, vocabulary, and literature.

ADULT MISCONDUCT

No abusive language or behavior will be tolerated from parents toward other parents or toward any Good Shepherd staff member on any property of the church. The staff of Good Shepherd Education Center extends courtesy to all parents, grandparents and caregivers and the Director expects the same courtesy to be extended by adults entering the Center.

Any misconduct by a parent, grandparent, guardian, caregiver or other adult will result in an interview with the Director. This interview will serve as a warning. Any further misconduct will be handled at the discretion of the Director and Good Shepherd Education Center Board of Directors. This may result in expulsion of both student and adult for the remainder of the school year and/or prevent any future attendance at Good Shepherd Education Center.

NUT FREE ENVIRONMENT POLICY

The number of children who suffer from severe nut allergies is increasing each year. Also, children may develop an allergy at **any** time. In order to provide a safe environment for all children, the Center is promoting a nut-free environment.

In order to protect children with allergies to peanuts or similar nut products, GSEC will have a policy that no food (snacks/lunch) containing nuts should be brought to the Center. The Center will not purchase any nut products and nut products are not to be used by the staff (ex. cooking projects).

It is recommended that labels of products be read to determine if there are nuts as part of the ingredients. This policy includes products that are manufactured in facilities, as stated on the label; that process peanuts. Products that many contain (but are not limited to) nuts include peanut butter, Nutrella, fruit and nut bars, and chocolate.

While it may not be possible to guarantee that nut products will not be in the Center, it is requested that parents and staff make every effort to support this policy so as to ensure the safety and well being of **all** children.

INDIVIDUAL NEEDS/COMMUNICABLE DISEASES

All parents/guardians will complete a form (included in enrollment packet) concerning any individual needs required by their child while attending our Center. This information must be supplied before the child is admitted.

Good Shepherd Education Center will not discriminate against children or staff with special needs or communicable diseases such as Hepatitis B Virus, HIV and AIDS infection. The general policy is to disclose only the information necessary to protect the health and safety of others and to ensure appropriate care of the student.

If the Director determines that parents or the staff needs to be alerted to a case of contagious disease, it is Good Shepherd Education Center's policy not to reveal the identity of the infected student or his or her family. Our Center will follow the usual infection control procedures and use proper sanitation. Universal precautions will be used for all students or staff when blood is involved.

REGISTRATION

Good Shepherd Education Center will begin Preschool and Pre-Kindergarten registration for the next school year in January. Registration is conducted year-round. An appointment should be made with the Director in order to register a student. Tuition for currently enrolled students must be paid and up to date before being allowed to register for the next year. Post-dated checks will not be accepted at any time during the year.

Priority in admissions will be granted to members of Good Shepherd United Methodist Church and students enrolled for Child Care, current enrollees, siblings of current enrollees, and children of current GSEC staff. Any remaining slots will be open to the general public. Each age level has an assigned student capacity. A waiting list will be maintained and will consist of applicants for whom there is no vacancy at the time of registration. Vacancies in enrollment will be filled from this waiting list in the chronological and priority order in which the Director has received the applications.

A non-refundable registration fee is due at the time of registration. The activity and materials fee is due with the September tuition payment. The registration fee is NOT included in the last month's tuition.

Immunization records and a health inventory are required when a student is being registered for the first time. Whenever immunizations are updated, the office should receive a copy for the child's file.

A two week written notice is required if a family chooses to withdraw their child from the center. Payment is required for this two week period regardless of whether your child attends.

PAYMENT PROCEDURE

PS, Pre-Kindergarten tuition and Child Care payments are paid monthly or weekly in advance and are due on the first of the month/week.

PS, Pre-Kindergarten and Child Care tuition paid in advance may be refunded only if: (1) the child is removed for medical reasons, with a doctor's written excuse, or if the family moves from the area (proof of the move, i.e., change-of-station orders or bill of sale, will be required); (2) two weeks' notice is given in writing to the Director; and (3) provided the child's place can be filled from waiting list applicants. All three conditions must be met before we will refund prepaid tuition.

All payments must either be made by mail or put in the mailbox on the wall that is opposite the Administrative Office door in the foyer. NO TEACHER OR AIDE is authorized to receive payments.

All checks or money orders should be made payable to GSEC (Good Shepherd Education Center), 305 East Smallwood Drive, Waldorf, MD 20602. Please **print your child's name and the month/week you are paying** in the lower left-hand corner of the check to ensure proper credit. No refunds will be made for vacations or missed days.

LATE TUITION PAYMENT

A late payment fee of \$25.00 will be charged for overdue monthly tuition payments if not received by the 10th of the month. When a payment has not been received by the first of the following month, the student will be dismissed until the account is current.

Weekly tuition payments are due on Monday by 2:00PM. A late fee of \$10.00 will be charged for any payments received later. If payment is not received within two weeks the student will be dismissed until the account is current.

Families that do leave the Center with a tuition balance are expected to continue payments until the balance is paid in full. Failure to complete this obligation will result in legal action by the Center.

Understanding that financial hardships occur, families are asked to make an appointment to see the Director and discuss the situation to make an alternative plan for tuition payment. The GSEC Board and Director try not to forget our Christian ministry in the midst of financial difficulties.

LATE PICK UP FEE

For Preschool and Pre-Kindergarten students, a \$10 late pick-up fee will be charged when a student is not picked up within ten minutes after dismissal time (11:00 AM or 12:30 PM). An additional \$10.00 will be charged for each 15 minutes thereafter until the child is picked up from the Center. The official time will be by the classroom clock. The teacher will issue a late fee form to the parent and the Director when the student is

picked up. Extenuating circumstances will be considered on a case-by-case basis. Cash payment is due to the Director the next school day.

For children in Child Care, a late fee of \$10.00 will be charged for each 15 minutes or part thereof that parents are late for picking up their child after the facility closes at 6:00PM. The teacher will issue a late fee form to the parent and the Director when the child is picked up. The official time will be by the classroom clock. Cash payment should be made the next day to the Director who will disperse it to the staff member(s) that remained with the student.

RETURNED CHECK FEE

There is a returned check fee of \$25.00. If a check is returned for a second time, payment must be by cashier's check or money order.

ARRIVAL PROCEDURE

For children attending Preschool and Pre-Kindergarten, adults must accompany and wait in the foyer with the students until the double doors are opened at 8:20 AM. Students will have 10 minutes to hang up their wraps and get ready to start each day beginning promptly at 8:30 AM. It is disturbing and upsetting for a student to continually miss turns during opening exercises. Late arrivals are very distracting to the rest of the class.

For children attending Child Care, parents are required to sign their child/children in and out on the attendance form located in the foyer, in accordance with regulations.

ABSENCES FROM GOOD SHEPHERD EDUCATION CENTER

For children attending Preschool, Pre-Kindergarten or Child Care, please send a note to the teacher on the day the student returns for all absences from the center explaining why the student was absent (be specific concerning illness). It must be dated and signed. This note is required by regulations and is filed in the student's folder.

UPDATES OF PHONE NUMBERS, ADDRESSES, ETC.

Please notify the Center immediately, in writing, to the Director's office of any changes of phone numbers, emergency phone numbers or addresses. Emergency numbers must be local and someone who can pick up your child if you are not at home. **IT IS VERY IMPORTANT THAT OUR RECORDS ARE CORRECT!**

OBSERVING CENTER ACTIVITIES

From time to time we receive requests from parents of prospective students to observe our Center activities while classes are in session. Any adult wishing to observe should call ahead and check in at the Director's office before going to observe a classroom. A letter of introduction will be needed if you are not the parent of a current or prospective student.

COMMUNICATION

Notes are our major method of communication with parents. Notes sent home are usually pinned to the student's school bag, or are placed inside the school bag. If there is a form that is to be sent back to the teacher, please do so the next day. A copy of the monthly newsletter that is sent home is posted on the bulletin board in the foyer.

If your child goes to a caregiver after school, PLEASE make sure they know what is going on at Good Shepherd Education Center and put any notes sent home with the child in a special place until you pick up your child. This has been a problem in the past. Notes, phone calls, etc. from parents should always be directed to the teacher, not the classroom aide.

PHONE CALLS

Please note that the phone number for the Center is 301-645-7550. Our Fax number is 301-843-4884. Any necessary phone calls should be made only on school days during the hours of 8:00 AM - 3:00 PM for Preschool and Pre-Kindergarten, and 6:00 AM – 6:00 PM for Child Care. Teachers are not available before or after that time, weekends or holidays. Whenever possible, it is best to send a note to the student's teacher or Child Care Staff in lieu of a phone call.

The 301-843-6797 phone number is for Good Shepherd United Methodist Church business.

CONSULTING PHYSICIAN

In accordance with MSDE Regulations, Pediatrician Dr. Aziza Alam has consented to be on a consulting basis for our Center. Her office is located in the Luan Professional Building (Suite #102) at 6 Post Office Rd., St. Charles

PS & PRE-K DISMISSAL PROCEDURE

It is very important for you to be on time to pick up your child after classes. The following method will be used for dismissal of our students. Please read it carefully and give us your cooperation. Please make sure spouses, sitters and others who pick up are aware of this plan. No student will be allowed to leave the building unaccompanied. Under no circumstances will any student be released to anyone without WRITTEN AUTHORIZATION, as stated on the student's Emergency Form which is on file.

A note must be sent to your child's teacher if your child will be going home with someone other than you or the usual carpool as specified on your Emergency Form. The note must specify the name, phone number and relationship of the person picking up your child. Also, if you must pick up your child early, send a note with your child to the teacher specifying the time. Ask the Administrative Assistant to get your child for you when you arrive. Your child will NOT be sent to the foyer to wait for you.

Phone calls made (in case of an emergency situation only) must include the name of the person calling and their phone number for verification PLUS the name and phone number of the person picking up the student.

Before leaving the classroom, each child's attendance must be verified by the adult picking up the child.

A. Driver's Responsibilities:

- 1) Will arrive before 10:55 AM or 12:25 PM and be ready to leave when students are dismissed.
- 2) Will park in the parking space for persons with disabilities only if special tag or permit is displayed.
- 3) Will wait in the foyer until the Administrative Assistant has opened the doors before going to the Educational Wing.
- 4) Will make sure that students and younger children in their care do not stop to play in classrooms or disturb materials, etc. as they pass through while picking up at dismissal.
- 5) Will wait until all students have been picked up and the teacher is free if they desire to discuss any immediate concerns that cannot be taken care of with a note or phone call.
- 6) Will leave the Education Wing by the door at the far end of that building. Please note that this door is for EXIT ONLY and will not be allowed for use to enter building at any time. **Please alert the Director if you notice anyone using this door to gain entrance to the Center.**
- 7) Will buckle all passengers into safety seats or use seat belts.
- 8) Will drive slowly, with caution, in the parking lot.

B. Teacher's Responsibilities:

- 1) Will have students ready for dismissal by 10:55 AM or 12:25 PM.
- 2) Will require students to sit in their classrooms until person picking them up enters the room and calls out student's name.
- 3) Will remain in the classroom with the students and be responsible for them until picked up.
- 4) Will fill out a form when a late pick up fee is incurred.

C. Student's Responsibilities:

- 1) Will remain in seat in classroom until parent or carpool driver calls out their name.
- 2) Will not stop to play or disturb classrooms as they pass through on their way to the exit door.
- 3) Will stay with responsible adult until reaching vehicle in the parking lot.
- 4) Will buckle-up as required!

RELEASE FROM CHILD CARE

Please pick your child up from the child care room. Parents are required to sign-out their child/children on the attendance form in the foyer, in accordance with regulations.

Each child will only be released to persons for whom previous written permission has been obtained from the parent or guardian. Persons, other than the parent/guardian, must show identification and sign for the child on the attendance sheet and must be at least 16 years old. **THERE ARE NO EXCEPTIONS.**

PARKING

Only those with special tags or permits for persons with disabilities are allowed to use the parking spaces designated for that purpose in our parking lot. We suggest that you park in the lower end of the lot nearest the Education Wing since you will be exiting from the door at the end of that building each day after picking up students. **YOUNGER CHILDREN OR BABIES SHOULD NEVER BE LEFT UNATTENDED IN YOUR VEHICLES.** Please observe and use the ONE-WAY signs and arrows (painted on the road) in our parking lot.

DRESS

Since children go outside daily, in accordance with regulations, each child needs to be provided with appropriate clothing including boots, mittens and hats in season. Please dress your child in comfortable clothing that is appropriate for the season. Belts, coveralls and jumpsuits sometimes create problems. We will go outside each day unless prohibited by the weather. Sneakers or sturdy shoes with rubber soles are the preferred footwear for all students. If dress shoes, jelly shoes, flip-flops or sandals are worn to the Center, please pack appropriate sneakers for outdoor play.

All articles of clothing etc. that will be removed must be labeled (last name only). A Lost and Found Box is kept in the Director's office and unclaimed articles are taken to Children's Aid periodically.

Children attending Child Care must have an extra set of clothes in Child Care at all times. Children grow quickly, so please check periodically to be sure the "spare clothes" still fit and are appropriate for the current season.

FIELD TRIPS

Child Care, Preschool 2, 3, and 5-day, and Pre-Kindergarten classes will not take any field trips off church property because of safety seat requirements.

SEAT BELT LAW

As of June 30, 2008, the Maryland Child Passenger Safety Law requires that every child under 8 years old must ride in a booster seat or other appropriate child safety seat unless the child is 4'9" or taller, or weighs more than 65 pounds. Every child from 8 to 16 years old who is not secured in a car seat must be secured in the vehicle's seat belt. Child safety seats include infant seats, convertible seats, forward-facing seats, booster seats, or other federally approved safety devices.

ILLNESSES OR MEDICAL EMERGENCIES AT THE CENTER

Please keep your child at home when he/she has a contagious condition or is not well enough to participate in normal daily activities. Outdoor activities play an integral part of a child's motor development at GSEC. If your child is not well enough to go outdoors, please keep him/her at home. Children may not attend if they have, but not limited to, any of the following conditions:

1. Fever greater than 101° F
2. Contagious condition (ex: pinkeye, head lice, etc.)
3. Symptoms and signs of illness: excessive coughing, wheezing, lethargy, irritability
4. Cough or cold persisting more than 3 days or of a serious nature
5. Vomiting in the preceding 24 hours
6. Strep throat
7. Mouth sores
8. Chicken pox
9. Skin rash
10. Persistent diarrhea

If a child appears to be ill, it will be the Director's discretion to send the child home. If you are notified to pick up your sick child, please do so promptly. GSEC is not staffed to provide extended care for ill children. Please notify the Center if your child has a contagious illness. If your child is absent please send a note including the date and reason for absence upon his/her return. Before being readmitted to the Center, any child that has been absent for 3 (three) or more days must have a written statement from the parent or physician, indicating that he/she may return to regular activity.

The Center should be called immediately if your child contracts a communicable disease such as measles, mumps, chicken pox, strep throat, scarlet fever, etc. Please keep your child home if there is any doubt concerning illness (fever, rash, sore throat, etc.) and contact your physician in order to stop the spread to other classmates. The child must remain home for the time period specified by the physician. No students may attend the Center while results of any medical cultures are pending. It is not necessary to call the Center every time your child is absent.

In case of simple injury (e.g. abrasions, skinned knees, splinters), the staff will perform routine hygienic measures of washing with soap and water and applying adhesive strips. Ice will be applied to bumps. No topical medication, ointments, etc. may be used.

If circumstances require, emergency medical services will be called. The school staff will respond as necessary until rescue arrives. There is a first aid trained staff member on site at all times. In the event that hospitalization (Emergency Room Services) is required, the child will be taken to the closest hospital unless the child's emergency card indicates otherwise. Parents will assume financial responsibility for such services. It is imperative that all listed Emergency Phone Numbers be accessible during Center hours.

READMISSION AFTER ILLNESS

Absence from the Center due to illness shall require a parent's written statement or a physician's certificate of freedom from illness before the student can return to the Center. This note must be sent with the student **on the day the student returns** to the Center.

MEDICATIONS

- All medications and required paperwork brought to the center must be given by a parent or guardian to the child's teacher or the Director.
- Medication will be administered only if there is written authorization from a licensed physician.
- All medications to be administered, prescription and over-the-counter, must be listed on a Medication Order Form which can be received from the Director or a staff member.
- A separate Medication Order Form must be filled out for each medication the child is to receive.
- Authorization to administer medication over the phone will not be permitted. All medications, including over the counter, must be in the original container. Prescription medications must be in a container labeled by the pharmacy or physician with the child's name, dosage, and expiration date. Expired medications will not be administered to a child.
- At least one dose of all medications must be administered to the child at home. A child may receive 1 (one) dose of a non-prescription medication, with exception to acetaminophen (Tylenol) and topical medication, per illness. A licensed health practitioner must approve the medication and dosage for the child to receive more than 1 (one) dose.
- Siblings may not share medications.
- Due to their potential choking hazard, no child will be permitted to use cough drops or throat lozenges.

CRISIS MANAGEMENT PLAN

GSEC is required to have a plan to ensure that we are well prepared for emergencies. If a need were to arise that required evacuation of the building, students and staff would go to Dr. Mudd Elementary School located at 820 Stone Avenue in St. Charles. GSEC would follow instructions from local civil authorities regarding the need to evacuate or to keep the building secured.

MEMORIAL/TRIBUTE FUND

The Good Shepherd United Methodist Church has established a Memorial Fund for Good Shepherd Education Center. Contributions can be made In Memory or In Honor of former or current students, loved ones, and staff. Anyone desiring to contribute should contact the Director. Memorials/tributes may be given at any time of year (birthdays, graduation, etc.).

PARENT/CENTER RELATIONSHIPS

Good Shepherd Education Center always strives to keep the doors of communication open between home and school. We maintain an open door policy for our families. Parents and extended family members are encouraged to participate in classroom activities, field trips, and special functions.

Teachers will try to be as available as their schedule allows. Teachers are busy with class preparation before and after classes. If you wish to talk with the teacher, the best time would be after class when all the students have been picked up. Parent/Teacher Conferences have been scheduled during the school year as indicated on the Center Calendar. Staff Members should not be approached outside of school to discuss a student's progress.

Please do not hesitate to contact the Director if you have any suggestions, criticisms or concerns about Center operations or the Staff.

PICTURES

On occasion we will photograph or videotape our classes. These pictures are used for classroom and hallway bulletin boards to share school events with our families. Video recordings may be shared with families during social events (Open House).

A professional photographer will take Preschool and Pre-Kindergarten individual pictures in the Fall. A class picture will be taken in the Spring and given to each child.

CHILDREN'S CHAPEL/RELIGION

Good Shepherd Education Center will conduct a weekly service in the sanctuary for Preschool, Pre-Kindergarten, and Child Care students. The pastor will conduct this ecumenical service which will coordinate with the Center's planned units of study. This service will be held on Wednesday or Thursday at 8:30 AM (see dates on Center Calendar) to allow our PS 2/3 day students to attend chapel.

Parents, siblings and other guests are invited to all Children's Chapel services and are encouraged to attend when possible. Parents and siblings should sit quietly in the back pews of the sanctuary. There is an assigned area for each PS, Pre-Kindergarten, and Child Care class for Children's Chapel.

SCHOOL BAGS

Each student will be given a Good Shepherd Education Center school bag on Open House Day (see date on Center Calendar). Students should be encouraged to carry this bag each day with their juice box, snack, Show & Tell, etc. placed inside. Backpacks and other book bags with zippers, numerous compartments, etc., do not fit in our cubbies and cannot be manipulated easily by our students. Replacement bags are available at a minimal cost.

SHOW & TELL

Preschool and Pre-Kindergarten students will be assigned a time for Show & Tell, which will be included in the daily lesson plan. Your child will bring a note home specifying the day of the week assigned for his/her Show & Tell. Show & Tell is great for building self-confidence. It is best to let the child bring what he/she wants. Suggestions are bits of nature, books or tapes that are seasonal to go along with your child's study unit for the week. If the Center is closed or your child is absent on his/her day, it is best to wait until the next week for his/her Show & Tell time. Show & Tell items should be brought in a bag with the child's name printed on it. Due to allergies, pets may not be brought for Show and Tell.

SMOKING, ALCOHOL AND DRUGS

As required by regulations, smoking of cigarettes, cigars or pipes and the consumption of alcohol or controlled dangerous substances will not be allowed in the Center, outdoor play areas or during field trips. Please note that Good Shepherd is a Tobacco and Drug Free Zone.

LUNCHES & SNACK TIME

a. PRESCHOOL AND PRE-KINDERGARTEN

There will be one snack period daily per class. Each student must bring a single snack item and beverage daily. The snack item should be contained in a resealable plastic bag labeled with the child's first and last name. This snack should be nutritious and ready to eat in small, child-size portions without additional preparations. Some suggestions for snacks are fresh fruit, raw vegetables, crackers with cheese, small sandwiches, muffins, cookies. Suggestions for beverages are fruit juices or water. Snacks that are purchased in the dairy or meat section at the grocery store are considered potentially hazardous since they are required to be continuously stored at or below 45° F and **are not acceptable** PS or Pre-Kindergarten snacks. Snack time will be discussed in each classroom at the Parent/Teacher PS and Pre-Kindergarten Orientation meeting.

Children in **PRE-K AM (8:30-12:30)** must bring a lunch daily. It should be contained in a thermal lunch bag labeled (**on the outside**) with the child's first and last name. This lunch should be nutritious and ready to eat in small, child-size portions. **Due to time restraints, staff will not be able to heat items.** Per regulation, the Center is required to serve pasteurized, Grade A milk to each child with their lunch. If your child requires a modified diet for medical reasons, a note from the physician is required. If there are dietary restrictions, a note from parents is required for the child's file. For both instances, parents are asked to pack the modified diet in the child's lunch box each day.

b. CHILD CARE

The Center will provide two snacks daily, one in the AM and the other in mid-afternoon. A monthly snack menu will be posted on the Child Care bulletin board in the foyer. The Center will serve each child milk or juice with the snack.

Children who will be in Child Care for lunchtime (11:15 AM) must bring a lunch daily. It should be contained in a thermal lunch bag labeled **(on the outside)** with the child's first and last name. This lunch should be nutritious and ready to eat in small, child-size portions. Staff will heat items in a microwave, if needed; however, please keep warming time to a minimum. Per regulation, the Center is required to serve pasteurized, Grade A milk to each child with their lunch. If your child requires a modified diet for medical reasons, a note from the physician is required. If there are dietary restrictions, a note from parents is required for the child's file. For both instances, parents are asked to pack the modified diet in the child's lunch box each day.

c. ALL

We have limited refrigerator space for storage of milk and Child Care lunches. Carbonated beverages, cans, bottles, glass containers or pouch type drinks will not be allowed. Napkins will be provided by the Center. Group snacks will be allowed for special occasions at the discretion of the teacher.

BIRTHDAYS

a. PRESCHOOL AND PRE-KINDERGARTEN

Birthdays will be observed in the classrooms. Each teacher will explain how she will handle birthdays in her classroom at the Parent/Teacher Orientation meeting. Favors, goodie bags, balloons, candy, etc., will not be part of the class celebration. No party invitations can be handed out at the Center unless the entire class is invited. This policy is to protect the feelings of every student. You may provide a simple snack and napkins. We request cookies, brownies, or individual ice cream treats be sent in for celebration rather than cake or cupcakes (most children tend to eat only the frosting). At no time may candles be used. No party favors or hats, please.

b. CHILD CARE

We like to help children celebrate their birthdays in Child Care. Sometimes we merely sing the birthday song and allow the birthday child to choose a special game or story. If parents wish to send a treat for the class, it should be cleared with the teacher a week in advance.

INCLEMENT WEATHER POLICY

PS, PRE-KINDERGARTEN

- a. If the Charles County Public Schools are closed, PS and Pre-Kindergarten will be closed.
- b. If the Charles County Public Schools delay opening one hour, PS and Pre-Kindergarten will open one hour late, as well.
- c. If the Charles County Public Schools delay opening **two** hours or more:
 1. PS and Pre-Kindergarten sessions will be canceled.
- d. We will take up to four snow days if needed. PS and Pre-Kindergarten will make up only full days missed, not half days.

CHILD CARE

- a. We will have our office answering machine (301-645-7550) recorded with a message by 5:30AM on inclement weather days.
- b. If the Federal Government is closed, Child Care will be closed.
- c. If the Federal Government is on liberal leave, every attempt will be made to open Child Care.
- d. If the Charles County Public Schools delay opening one or two hour(s), Child Care will open at the regular times.
- e. If the Federal Government closes early, Child Care will follow their plan by closing early. Please be alert to news broadcasts when the weather might indicate hazardous road conditions.

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PARENT/GUARDIAN AGREEMENT



305 East Smallwood Drive
Waldorf, MD 20602
(301) 645-7550

Dear Parent or Guardian:

Please read and sign this agreement and **return it on Parent/Teacher Orientation Evening.**

- I hereby agree to comply with the rules and regulations of Good Shepherd Education Center regarding fees, attendance, health, parking, clothes, and other items specified in the Parent/Guardian Handbook issued by the Center for this school year.
- I am aware of the holidays, as scheduled on the Center Calendar.
- I hereby agree to comply with the requirements as outlined in the handbook regarding withdrawal from Child Care, Preschool or Pre-Kindergarten .
- I understand the Inclement Weather Policy and am aware that the Center may be closed occasionally for AM classes only or PM classes only.

Signed _____ Date _____
(Parent or legal guardian)

CHILD'S NAME _____
(Please Print)