

Good Shepherd Preschool Handbook

2009-2010



Good Shepherd Catholic Church
13550 Chaney Thompson Road
Huntsville, AL 35803-2326

Our mission is to contribute to the spiritual, mental, social, emotional, and physical development of young children through age-appropriate educational activities.

As a ministry, we strive to work with the families to provide an atmosphere of love and support for each child.

GOOD SHEPHERD PRESCHOOL

A ministry of Good Shepherd Catholic Church

Pastor: Fr. Louis Giardino

Susan Greene – Preschool Director 882-1945 Ext. 115

Diane Bartholomew – Admin. Assist. Ext.112 (Except Fridays)

E-mail gspresch@hiwaay.net

(The phones in the preschool office are answered from 8:30 – 12:30 on school days.)

School Hours: 9:00 a.m. – 12:00 p.m.

Optional Stay Day – Tuesday & Wednesday until 1:00



2009-2010 PRESCHOOL CALENDAR

Aug. 20 (Thursday)	Parent Meeting/Orientation 6:30-8:00 pm
Aug. 24(Monday)	Open House – 9-11AM
Aug. 25 (Tuesday)	Classes Begin
Sept. 7 (Monday)	No School - Labor Day
Oct. 5 –9 (M-F)	Fall Break
Oct. 26 (Monday)	No School – PARENT CONFERENCE DAY
Nov. 11 (Wednesday)	No School – Veterans Day
Nov. 25-27 (Wed, Thurs, Fri)	Thanksgiving Holidays
Dec. 18 (Friday)	Last class day - Christmas break begins
Jan. 6 (Wednesday)	School reopens
Jan. 18 (Monday)	No School – Martin Luther King Day
Feb. 12 (Friday)	No School – City schools' In-Service Day
Feb. 15 (Monday)	No School - President's Day
Mar. 15-20 (M-F)	Spring Break
Apr. 2 (Friday)	No School – Good Friday
April 12 (Monday)	No School – PARENT CONFERENCE DAY
May 19 (Wednesday)	Last class day
May 20 (Thursday)	Preschool Picnic (optional)



WEATHER

Any time the Huntsville City Schools are closed because of weather GSP is closed. If city schools open one hour late we will open at 10:00. If schools close early the Preschool will also.

If there is a severe weather warning at drop-off time please do not bring your child until the warning is over. If there is bad weather during the day the center hall of the RE/PS building is a tornado shelter. We will move the children to this safe area as needed.



REGISTRATION

Registration for GSP begins the end of January for students currently enrolled in the Good Shepherd's Preschool or Mothers' Morning out programs (and their siblings), and for parishioners of Good Shepherd and Holy Spirit Churches. Enrollment is opened to the community in mid-February. A \$60 non-refundable registration fee is due at enrollment.

Children must be 3 or 4 on or before Sept. 1st and must be toilet-trained.



MEDICAL FORMS

All students must have a blue State of Alabama Certificate of Immunization with a current expiration date. We will notify you if your child's blue card expires so you can bring a new certificate to GSP by the end of the expiration month.



TUITION

3's classes	\$110.00 a month
4's four day classes	\$130.00 a month
4's five day classes	\$145.00 a month

Tuition is due the first of the month. (The only exception is August when \$50.00 is due. This will be applied to your last month's tuition.) Make checks out to Good Shepherd Preschool, and be sure to put your child's name on the check. Cash should be placed in a labeled envelope. Checks may be placed in the beige box in the RE office, mailed or given to Kathy Pamperin in the church office, or handed to the director or admin assistant in the *morning* drop-off line. Please do not send payments in your child's bag. A late fee of \$20.00 will be added to any tuition not paid by the 10th. If you have a problem paying tuition please talk to Ms. Susan before the 10th of the month. Your child's enrollment may be jeopardized by any account more than 30 days overdue. No refunds will be given for absences.



ATTENDANCE

Children are expected to be in class on time (by 9:00) – it disrupts the entire class when children arrive late. Children should also be picked up on time. If you know you are going to be late picking up please let us know – the kids get anxious when they're left waiting. After 12:10 a \$5.00 late charge will be added for every 15 minutes until the child is picked up. If your child is going to be absent please give us a call. We care!



MORNING DROP-OFF

Please enter the parking lot according to the parking diagram. Cars will be unloaded from 8:50am until 9:00am every school day. If you arrive after 9:00am please walk your child in to the office and sign the clipboard outside the Director's office. If you need to enter the building with your child please park in the area designated on the diagram and cross at the crosswalk when clear. Due to safety concerns the back door to the RE/PS building *will not* be unlocked in the morning.

PRESCHOOL PICK-UP AND PARKING DIAGRAM



AFTERNOON PICKUP

Pick-up will begin at 12:00 PM. Again cars should follow the traffic diagram. Please have your carpool number(s) visible so the Preschool staff can load you child. The director (or a designated sub) will watch to note that each child is loaded in the correct car.

If no orange carpool number is displayed the driver must pull up to the very front of the carpool line. The director will check to see that the driver is on the child's *Emergency/ Sign-out* form. After the driver signs the sign-out sheet the child will be loaded. Please send a note if you child will be riding home with a friend.

After your child is loaded please pull up to fasten car seats or seat belts. In Alabama, state law requires that children ride in forward-facing car seats until they are at least 5 years old or weigh 40 pounds. The law also requires that children ride in booster seats until at least age 6. You can leave a car seat in the hallway if someone else will be picking up. Please come and get the car seat ahead of time and put it in your car.

Release of a child to either natural parent cannot be denied unless a legal custody document prohibiting such release is on file in the preschool office. We will not release a child to anyone who is visibly impaired – the safety of the child always comes first.

If you need to pick up a child before dismissal we ask that you come in the building and sign the Preschool checkout sheet. Either the director or the secretary will go get your child. Please try not to check your child out between 11:50 and 12:00. The children are getting ready to come home then, and it is very disruptive to the classroom routine.



WITHDRAWING FROM GSP

Most of the year two weeks notice is required before parents withdraw their child. (Exception: families withdrawing their child after April 1 may be expected to pay for the rest of the year.) If appropriate notice is not given, parents will be expected to pay the next month's tuition. Tuition may be adjusted due late enrollment.

Sometimes it is not in the best interest of the child or the other classmates for a student to be enrolled in the preschool. In these cases the director will use her best professional judgment and ask that the child be withdrawn. It may not always be possible to give advance notice in these cases, but if tuition has been prepaid it will be refunded.



STAYDAY

Stayday will be held on Tuesdays and Wednesdays (unless otherwise notified) until 1:00 PM. Just send a lunch (with a drink and any utensils needed) and put \$3.00 in their tote bag. *Cash is preferred.* Stayday money must be in by 9:30 am. Stayday pickup will be in the carpool line as usual. Late pick-up fees will be charged after 1:10.



FIRST AID TREATMENTS

With the help of a pharmacist we have selected the following preparations to minimize discomfort and reduce the risk of infection. Unless you tell us otherwise we will assume we have your permission to use the following ointments and solutions on your child:

- *Cuts and scrapes:* Hydrogen peroxide, Neosporin ointment, antiseptic towelette (active ingredient: benzalkonium chloride)
- *Itchy bug bites:* hydrocortisone cream or Benadryl Itch Relief Spray
- *Stings:* Sting Kill swab (benzocaine)
- *Chapped skin and lips:* Vaseline petroleum jelly
- *Minor burns:* Americaine or Dermoplast Medicated First Aid Spray
- *Sand, etc., out of eyes:* sterile saline solution

In the event illness or accident requiring medical treatment GSP will attempt to contact a parent/guardian and/or call HEMS I for transportation to an emergency room as needed. Staff will **not** personally transport a child to the hospital.



MEDICATION

If you wish for us to give your child any prescription medication you must complete and sign an *Authorization for Administering Medication* for each day your child needs medicine. Copies of this form are available in the preschool office. Prescription medication must be in the original container with the dosage clearly labeled. For any over-the-counter medicines we must have a physician's statement telling what the medication is for and indicating the proper dosage. Medication and authorization forms should be given to your child's teacher. If needed please provide a medicine spoon.



ILLNESS

Children who display signs of illness (coughing, rash) may not attend school until they are symptom-free. **They must not have had a fever of 100 degrees or higher or had vomiting, diarrhea, or other signs of intestinal distress for the past 24 hours.** Sometimes children have none of these symptoms but show by their behavior (sleepiness, crankiness) that they are ill. Please keep them home – this will minimize the spread of infection and enable the other children attending school to fully participate in classroom activities.

If your child has a communicable disease (other than the common cold) such as the flu, pink eye, strep throat, pneumonia, or chicken pox *please* call the school. We will notify the other parents that their children may have been exposed. Children with chicken pox may return when all blisters are scabbed and there have been no new ones for 24 hours. Children with other communicable diseases may return with physician approval or 24 hours after the last fever or sign of illness.



DRESS FOR SUCCESS

Please send your child to school dresses in comfortable clothes that allow freedom of movement. Kids also need clothes that they can manipulate when they go to the bathroom. If there is an occasion requiring “good” clothes we’ll let you know. *Shoes should be well fitted athletic or tennis shoes without open heels – please no boots, flip-flops, or sandals.* Please send with your child, in a labeled Ziploc or grocery bag, a complete change of clothes in case of accident (including socks and underwear). We will keep these clothes near their classroom.

In cold weather please send coats, mittens, hats, etc. with your child. Please make sure these items have the child’s name in them. Kids need outdoor time, and we will always go out except in cases of rain or extreme cold. We also do not have the staff to allow one child to stay in while the rest play outside.



COMMUNICATION

Communication between school and home is very important. You will be kept up-to-date through notes in your child’s tote bag (please check it daily), the bottom of the sign-out sheet, and a monthly newsletter.

Please keep us “in the know” about any changes that may affect your child’s attitude or behavior. You can send a note in their tote bag, notify the director, or schedule a conference with their teacher. Please do not try to have an impromptu conference during drop-off or pickup times. Your child’s teacher is responsible for the safety of all the children in her class. If you have any questions, concerns, or complaints about activities in your child’s classroom please discuss them with your child’s teacher. If the issue is not resolved please bring it to the director’s attention.



VISITS AND CONFERENCES

Teacher conferences days will be held twice during the year – the dates are on the School Calendar. The Preschool office will send a note with you conference time. Other conferences may be scheduled as needed.

You are welcome to visit your child’s class, but understand that it is the teacher’s responsibility during class time to conduct class. Please give a courtesy check-in at the office. Grandparents and other relatives may visit also, but please let us know in advance – we need to know when someone unfamiliar to us will be visiting your child.



SNACKS AND PARTIES

The preschool will provide a snack for your child every day. You are welcome to bring a snack to celebrate your child’s birthday – please let your child’s teacher know a couple of days ahead of time. The teacher can let you know if there are any allergies in your child’s class.

Each teacher will contact parents about helping with any classroom parties. Each teacher handles parties differently, so please read notes carefully.

If you want to send invitations to an outside birthday party to school for delivery there must be an invitation for **every** child in the class.



BEHAVIOR AND DISCIPLINE

We hope to have the children so involved in growing and learning activities that the need for discipline is kept to a minimum. Discipline approaches include removing the child from the activity, explaining the behavior is unacceptable (“*Block’s are for building not throwing.*”), and the use of “time-out” so the child can regain control of his/her behavior. When it is appropriate, parents will be asked to participate in decisions regarding their child’s behavior. Physical punishment and verbal abuse will not be used.



SHOW AND TELL

Each teacher has her own way of handling show and tell - *abide by the guidelines they give you.* Please do not allow your child to bring toys to preschool other than for show and tell. We have plenty of things for them to do.



CURRICULUM

Good Shepherd is a Catholic preschool. Simple prayers will be learned, such as the Sign of the Cross and a blessing before snack/lunch.

Our religion program is *Sharing God’s Story.* This preschool series was developed to stimulate imagination and creativity in children while exploring Bible stories with age-appropriate resources.

Our curriculum provides creative, innovative, and developmentally appropriate activities in the context of a unit-based program. Children have daily opportunities to explore and learn through the following activities:

- | | | |
|--------------------|---------------|---------|
| language arts | dramatic play | math |
| physical education | music | science |
| social interaction | art | |



CHILD ABUSE AND NEGLECT

We are required by law, as are all teachers in Alabama, to report any suspected cases of child abuse or neglect to the Department of Human Resources.



SCHEDULES AND TEACHERS

Each classroom will have a daily schedule posted in the room. However, working with young children requires flexibility, so schedules will sometimes get changed as the need arises.

<u>CLASS</u>	<u>NAME</u>	<u>ROOM</u>	<u>TEACHER</u>
3 DAY 3’S	LADYBUGS	PS1	MERIDITH SLEDD
3 DAY 3’S	BUMBLEBEES	PS2	CHRIS SHUSTACK
3 DAY 3’S	FROGS	PS3	PATTY CANCELLA
4 DAY 4’S	DRAGONFLIES	PS4	TSUYA BECKMAN
4 DAY 4’S	FISH	PS5	BRENDA LEBLANC
5 DAY 4’S	BUTTERFLIES	PS6	KAREN JACOBS
MOVEMENT		GYM	MELISSA WATERS
MUSIC		TBD	SUSAN GREENE

We have a great staff – your children are in excellent hands!

A PARENT'S PRAYER

Most loving Father,
the example of parenthood,
teach us what to give
and what to withhold.

Show us when to reprove
and when to praise.

Make us gentle and considerate,
yet firm and watchful.

Keep us from weak indulgence
or from great severity.

Give us the courage to be disliked
sometimes by our children
when we must do necessary things
which are displeasing in their eyes.

Give us the imagination to enter their world
in order to understand and guide them.

Give us all the virtues we need
to lead them by word and example
in the path of righteousness.



Amen.