

INTRODUCTION

Good Shepherd Early Childhood Center (ECC) extends a warm welcome to all parents and their children who will be participating in our program. It is our hope that this experience will be a happy and helpful one for all.

The center has undergone training and has been designated a Quality Childcare Center by the Great Start Initiative and the Saginaw ISD through the use of the Early Childhood Environmental Rating Scale (ECERS) and the Infant/Toddler Environmental Rating Scale (ITERS).

This handbook has been prepared to assist you in the explanation of our program. Please read through it today and then refer to its pages whenever you have questions. It will explain our policies, procedures, and philosophy. It will help in the preparation of both children and parents for participation in a program where home, church, school, and childcare work together in close harmony.

Good Shepherd Early Childhood Center is an outreach of Good Shepherd Lutheran Church, governed by Good Shepherd Lutheran Church Board of Education. Any questions and/or concerns regarding our policies should be addressed initially to the Director who then takes it to the Board of Education of Good Shepherd Lutheran Church.

PHILOSOPHY

Good Shepherd ECC believes that we are here for a purpose – to be a mission outreach and aid to children and parents in all walks of life. As children are an integral part of God's kingdom we feel and believe it is our responsibility to foster growth in each child in his/her relationship with God, the Bible, the family, the community, and the world. We desire to meet the needs of the whole child – spiritual, social, emotional, physical, cognitive, and creative. Good Shepherd ECC has developed Christ-centered programs in a loving and caring atmosphere.

Good Shepherd ECC curriculum has been designed to meet the above philosophy.

GOALS OF GOOD SHEPHERD ECC

- ❖ Assist families in the social, emotional and spiritual growth of their children.
- ❖ Provide a safe, nurturing and loving environment for your child.
- ❖ Provide a Christian surrounding where parents and staff are in partnership.
- ❖ Provide an environment that allows children to have a variety of experiences and explore their world.
- ❖ Maintain a loving staff that will give your child the confidence to achieve their goals.

ENTRANCE POLICIES

Good Shepherd ECC is open to any family regardless of church affiliation and admits students of any race, color, or national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Center. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational or admission policies.

At the time of entrance, a CHILD INFORMATION CARD shall be on file and an up-to-date immunization record shall be submitted no later than the first day of attendance. In addition, a current physical health form must be on file within 30 days of attendance.

Immunizations received during the year must be reported to the ECC office in written form. All immunizations will follow County Health Department requirements.

ORIENTATION TO THE CENTER

Parents and children will be taken on a tour of the center. You will then be taken to your child's perspective room so you can visit for a few minutes. We will then discuss any questions that the parent may have regarding the program and the policies of the center. If interested, you will be given registration forms and a handbook. This is when the registration fee needs to be paid, dates of enrollment will be clarified and the first day of attendance will be confirmed. Please remember to turn in all paper work and handbook agreement as soon as possible or on the first day of attendance. On your child's first day of attendance you may give yourself a little extra time so that you may help your child acclimate to their surroundings. If interested the day before you start you may bring your child in for 45min -1 hour to adjust to the new surroundings. If you have questions on the orientation procedures please stop and ask in the office.

LICENSING

Good Shepherd ECC is licensed by the State of Michigan and is inspected annually to ensure a high quality of childcare and education.

STAFF

The staff is composed of Director, Kindergarten and Young Five teachers who have four-year educational degrees as well as the proper number of hours in early childhood education. The Assistant Director and Preschool teachers have at least a two-year educational degree and the proper number of hours in early childhood education. The Lead Teachers in the childcare rooms have at least a CDA and the proper number of training hours in early childhood education. Caregivers working part-time that are experienced, loving, and caring Christians assists them. Workshops are provided to all staff members for their continued education and for the benefit of our Center and the children whom we teach. Caregivers and Lead Teachers work with the children in childcare and are instructed by the Director as to policies, procedures, and current childcare techniques to better care for your child.

REPORTING CHILD ABUSE AND NEGLECT

It is our responsibility according to the State Law to check children for signs of neglect and abuse and to report it to the authorities. The staff truly cares about your children and will protect them from harmful situations. Call 793-8252 for more information.

SCREENING OF EMPLOYEES

All employees will be screened through the State of Michigan for a criminal history background check and through the Department of Human Services child abuse and neglect central registry and I-CHAT the Michigan Police Department.

GENERAL INFORMATION

Parents who are not members of Good Shepherd Lutheran Church are invited to attend classes on the teachings of the Lutheran Church-Missouri Synod so that they may understand principles of Christianity shared and lived within the classroom.

Periodically children are offered the opportunity to sing in Sunday morning worship.

Monthly and/or weekly parent newsletters will be sent home with your child. They will provide up-to-date information on a variety of topics.

Good Shepherd ECC is a staff-operated and church –owned school and childcare center. However, from time to time parents will be given the opportunity to sign up for special projects, i.e., an art project, holiday party, Christmas program, etc.

Group parent/teacher meetings will be scheduled throughout the year for education, socialization, and informational purposes.

To ensure accurate communication between the parents and staff, all communication i.e. requests for schedule changes, medications, fee balance, and any modifications should be in written form. Written requests can be placed either in the drop box in the ECC office or given to your child's teacher or caregiver.

If at any time you need to talk to the Director or Teacher about a problem that may occur please contact the office to set up a time so we can sit and talk with you. If you have a problem with the Director please contact the church at 793-8201 and talk with the Pastor or receive the phone number of the Chairman of the Board of Education.

DISCIPLINE POLICY

All activities will be conducted in an environment of Christian love and support. Children will be guided to relate to each other with respect and understanding. The program will be structured so that the children may exercise individual freedom, while also respecting the rights of others.

In the event that disciplinary action becomes necessary, a staff person will discuss the problem situation with the child(ren) involved and attempts to help the child(ren) resolve the difficulty in a calm, orderly fashion. Staff will encourage self-control and cooperation using only positive methods of discipline. Children will be guided to understand the consequences of their actions and how they may affect each other.

At no time will any type of corporal (physical) punishment be used. If necessary, a child may be removed from a problem situation and asked to sit quietly outside of the activity area for a short period of time, until he/she is able to regain self-control.

ILLNESS

Children with temperature (100 or more), bad cold and/or cough, diarrhea, vomiting, or skin rash should not come to school/childcare. If your child has contracted a contagious disease, please notify the Center so that we may alert parents, teachers, and caregivers of the symptoms. Children who are sick should be free from temperature, diarrhea, and vomiting for 24 hours. The Center may request a note from your child's doctor indicating when the contagious disease is cured and can return.

When a child becomes ill at Good Shepherd, parents are notified immediately to pick up the child. If necessary children will be removed from the classroom and placed away from others on a cot until such times as the child is taken home. Children may return after they are symptom free for 24 hours.

When illness keeps your child at home, you must notify your child's teacher/caregiver by phone. The County Health Department requires that we file a weekly health report. Your cooperation in this matter is greatly appreciated.

Full time childcare parents, who have been with our Center for six months, will be given five free days of childcare to be used when their child is out sick.

These free days can only be used as sick days not for vacations. When your child is out of childcare for reasons of illness, normal childcare fees are still charged unless sick days are being used.

Children who are well enough to attend school are well enough to play outside unless otherwise requested in writing by a doctor. For the winter months, provide warm coats, mittens, hats, and boots. Discretion will be used as far as weather is concerned.

HEALTH PRACTICES POLICY

Children's hands will be washed:

- after entering the building
- before and after meals
- before and after snacks
- after diaper changes/bathroom breaks
- after handling bodily fluids.
- after coming back from the gym or outside
- whenever else needed

Adults will wash their hands with soap and water:

- after entering the building
- before and after meals/snacks
- after each diaper change/bathroom
- handling of any bodily fluid
- after outside or gym play
- whenever else needed

Sanitizer should only be used to replace soap and water after eating or wiping noses, if soap and water is not available. **Always** use soap and water after diaper changes to prevent the spread of germs. Gloves need to be used during each BM diaper change. Changing tables and cots need to be sanitized by the 3-step process, (wash, rinse, bleach, air dry) after each use and diaper change.

Toys in each classroom will be sanitized daily and cleaned weekly. Any toys placed in the mouth will be taken from the play area until sanitized and returned to the play area when dry. Shelves will be washed as the toys are cleaned. Cloth items such as dress up clothes will be washed twice a month. Floors and carpet surfaces are cleaned daily and as needed throughout the day.

Children will be removed from the classroom when disease or illness is present. If needed, staff will use universal precautions to handle bodily fluids to help control infection.

Good Shepherd uses the Saginaw Health Department (989-758-3800), Center for Disease Control (www.cdc.gov) or the Saginaw Children's Yellow pages as health related resources. If you have any questions or need any further information please contact one of these resources or come into the office for more information.

Throughout the year occasional treatments for pest control may be necessary. If necessary the custodial staff will spray (Ortho Bug be Gone) when children are not in attendance for 6 hours or more. If you have any questions please feel to ask in the office.

OUTDOOR PLAY

The Department of Human Services has issued a ruling regarding outdoor play. The rule states, "A center operating with children in attendance for five or more continuous hours per day shall provide for daily outdoor play unless prevented by inclement weather conditions." When talking about children this includes children ages two weeks through seventeen years, including infants and toddlers. The definition for inclement weather conditions – guidelines would include a temperature reading (with wind-chill factor) of 20 degrees F. or lower or extremely hot temperatures and storms. We will be implementing this rule using the following guidelines:

Infants	5 minutes
Toddlers	10 minutes
3/4 years	15-20 minutes
5/6 years	20-30 minutes

Many parents have voiced the concern that they don't want their child sick, so please keep them inside. Children are to be taken outside daily, (every day), every season, except during extreme weather conditions, i.e. very cold or very hot. There is no medical evidence to suggest that a child, **properly dressed for the weather**, becomes ill from being outside. On the contrary, regular fresh air and sunlight are essential for good health and actually prevent colds. If you have any questions or concerns about this policy, please feel free to call or talk to the ECC office regarding this issue.

Please provide appropriate clothing to help us implement the ruling required by the Department of Human Services.

MEDICATIONS

Before any medications can be administered, a Medication Form must be completed and signed by the parent. You may secure a Medication Form from any teacher/caregiver or from the Director's office.

Because some children may experience a reaction to medications, we ask that the parent administer all first doses of a medicine at least 12 hours before the child attends the Center.

EMERGENCY

In an emergency (illness or accident), we will contact the parent at the location given on the Registration Form. If we cannot reach the parent, the contact person listed on the child's Information Card will be asked to come for the child. If we cannot reach the parents or the contact person, the child will be placed on an isolated cot (illnesses) or taken to a medical facility (via calling 911 emergency). PLEASE KEEP THE INFORMATION ON THE INFORMATION CARD UP TO DATE! Please notify us of all changes in address, telephone number, or contact person.

SCHOOL CLOSINGS

If the educational programs must be closed due to bad weather or adverse circumstances, notice will be given over television station WNEM and WEYI.

Good Shepherd will be announced specifically, so if the announcement states that "all Saginaw Township schools are closed" Good Shepherd's educational programs, i.e., 3&4 Year Old Preschool, Young Five's, and Kindergarten may not be considered in that announcement. As the Township has gone to a delay format, we now must list ourself separately.

When the childcare closes due to adverse conditions, parents will not be charged for that day. When school is closed due to adverse conditions the normal tuition fee continues to be the same. This is due to the fact that school tuition fee is a flat yearly rate not a weekly fee based on hours. If additional clarification is needed on this policy please contact the ECC office.

CLOTHING

Dress your child so he/she can PLAY OUTSIDE EVERYDAY. Please clearly label all clothing, coats, shoes, etc. Staff may label clothes unmarked. Children need to be dressed in play clothes that can withstand mud, paint, shaving cream, etc. spilled on them. A complete change (underwear, socks, shirt, and pants) is required to be kept at school/childcare. Please put them in a labeled shoebox and bring them to the Center on the first day of attendance. Tennis shoes are strongly recommended, as children will be running daily.

NUTRITION AND NOURISHMENT

Breakfast

Breakfast will be provided for all children in the childcare program arriving prior to 8:15 a.m. Breakfast shall be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to minimum meal requirements. A menu will be planned in advance and posted in the hall.

Snacks

A mid-morning and mid-afternoon snack will be provided to all children. The snacks will consist of: 1) milk or juice, and 2) fruit, vegetable, or bread product.

Please let teachers and/or caregivers know if your child is allergic to any foods or if they are vegetarians.

Lunch

If your child is in the Center between 11:00 a.m. and 12:15 p.m., please pack a lunch. **DO NOT SEND CANDY UNLESS THERE IS ENOUGH FOR THE WHOLE CLASS. NO GUM, PLEASE.** Please use a lunch box or sack with the child's name on it. Remember to use the basic food group guidelines. If you need a copy of the USDA recommendation guidelines, the ECC office will provide you with a copy upon request. The Center will provide 2% milk at lunchtime.

TOYS

Children are encouraged not to bring toys to school. If toys are brought for Show and Tell, a specific time will be allowed to play with those toys. The toys then must be returned to their book bags for the remainder of the day. No toys of any violent nature will be allowed. Toys brought from home must be labeled and the child needs to understand that the toys should be shared. Stuffed animals for naptime are not classified as toys. The staff is not responsible for lost or broken toys.

PARENTS

A Parent Information table is located in the hallway. This table will hold current letters that have gone home to parents, educational information, and community opportunities for parents.

Parents are always welcome to come and observe and/or help in the classrooms. You may also elect to come to the Center and eat lunch with your child (preferably not during the first two weeks when children are adjusting). Fast food lunches are discouraged for both the parent and the child, in the classroom, unless there is enough for the whole group. Parent may take child to Parish Hall to eat fast food lunches.

ADMISSION AND WITHDRAWAL POLICY

Students are accepted during the course of the year as vacancies occur. The center should be notified two weeks in advance if it becomes necessary to withdraw a child from the center. Registrations for the school year program run from February 1st until all openings are filled.

Good Shepherd Early Childhood Center reserves the right to remove a child from the center upon the recommendation of the teacher/lead teacher and the Board of Education, should the child be considered a detriment to other children or the program. Meetings will be set to discuss the issue with the parents; if a course of action is not workable parents will be given a two-week notice for withdrawal of their child. All fees must be paid at the time of withdrawal. We try in every situation to work with the parents for the benefit of their child.

When parents decide to remove their child from the childcare center, a two-week notice must be given to allow for staff adjustments. If a two-week notice is not able to be given, then a charge will be assessed for those two weeks.
(see FEES pg.)

ENROLLMENT PROCEDURE

To be admitted into Good Shepherd's Early Childhood Center you will need.

1. Completed registration form.
2. Non-refundable registration fee of \$30.00 for childcare.
3. Completed Child Information Card.
4. Up-to-date immunization record (must have on file on the child's first day in attendance).
5. Physical Health Form completed and signed by your physician (must have on file within 30 days of child's first day).
6. Signed handbook form.

Noncompliance to the above will require removal of the child(ren).

DAILY OPERATION

Good Shepherd Early Childhood Center will begin accepting children at 6:30 a.m., Monday through Friday, and will close promptly at 6:00 p.m.

The three-year-old preschool program will meet Tuesday and Thursday morning from 9:00 a.m. to 11:30 a.m. and afternoons from 12:30 p.m. to 3:00 p.m.

The four-year-old preschool program will meet Monday, Wednesday and Friday morning from 9:00 a.m. to 11:30 a.m. and afternoons from 12:30 p.m. to 3:00 p.m.

The Young 5 program will meet Monday-Friday 9am-12 noon.

The Kindergarten program will meet Monday-Friday from 9am – 3pm.

Good Shepherd ECC will be closed:

Good Friday

Memorial Day

July 4th

Labor Day

Thanksgiving Break (Thurs & Fri)

The Center will also be closed

December 23rd at 6:00pm and will reopen the first scheduled workday after New Year's.

The center will be closed the full week that includes July 4th – this is time reserved for painting and extensive cleaning of the facilities. This cannot be done when children are present.

RATIOS

The childcare program follows the guidelines set by the Department of Consumer and Industry Services regarding the number of children allowed per adult:

“For children 2 weeks to 2 ½ years of age, there shall be 1 caregiver for 4 children or a fraction thereof beyond the first 4, including children who are related to the staff and the licensee.”

No more than 15 infants and toddlers will be allowed in the Infant/Toddler room.

“For children 2 ½ to 3 years of age, there shall be 1 caregiver for 8 children or a fraction thereof beyond the first 8, including children who are related to the staff and the licensee.” “For children 3 to 4 yrs, ratio is 1 caregiver for 10 children.”

No more than 17 children will be allowed in the 2 to 3 year old childcare room.

“For children 4 to 6 years of age, there shall be 1 caregiver for 12 children or a fraction thereof beyond the first 12 including children who are related to the staff and the licensee.”

No more than 21 children will be allowed in the 4, 5, & 6 year old childcare rooms.

FEES/TUITION

Full time childcare

Infant and Toddlers

\$165.00/week

2 1/2 years (potty trained) through 6 years

\$155.00/week

Part time minimum 3 full days

\$119.25/week for infants and toddlers

\$110.25/week for 2 1/2 (potty trained) – Y/5

The yearly tuition for the three-year-old program is \$700.00. The yearly tuition for the four-year-old program is \$900.00. The yearly tuition for the young 5 program is \$1,315.00. The yearly tuition for the Kindergarten program is \$2,465.00.

Tuition is due in advance and may be paid weekly or monthly. All fees include milk/juice, snack, and some educational supplies.

For full time childcare children – second/third oldest child will be assessed 25% less than the normal rate. There is no discount for children who are in childcare part-time. Payments are to be made to the Director, Secretary, mailed or dropped in the office. Please make checks payable to “Good Shepherd E.C.C.” Office hours are from 7:30a.m. - 5:00 pm daily.

In order to meet our financial obligations fees must be paid in advance for the upcoming week. **Payments will be received on Fridays for the following week’s fees and by the 15th of each month for school tuition. If payment is not received by the Wednesday of service then a \$5 late fee will be charged each week. After 2 delinquent weeks fees must be paid or we will not be able to provide care for your child.** If special circumstances occur that may require a delay in payment, arrangements must be made with the Director and submitted in writing to the Board of Education. No outstanding balance (Childcare/School) can be carried from one school year to another.

The delinquent notices/collection agency will include a late fee equal to 10% of the unpaid balance.

A \$5 fee, per child, will be charged for children being picked up between 6:00pm and 6:15pm. An additional \$5 fee, per child, will be charged for each additional five minutes that you are late. After 6:30pm, with no parent communication, the police and social services will be called as suggested by DHS.

If your schedule changes please give 2 weeks notice so we can properly adjust staff. If you need an extended leave (a month or more) please notify the center. We will require a \$15/child holding fee to guarantee a place for your child when he/she returns.

After three late pick-ups the situation will be reviewed by the Board of Education and other actions may be deemed necessary.

Sick children unable to come to childcare or quick schedule changes will be charged regular fees whether your child is at childcare or not. (See section on illness). If your schedule changes for any reason, please allow two weeks written notice so that you will not be charged for days not in attendance. We must have proper notification to adjust staff to the needed ratios.

Credit will not be given for childcare cancellations unless notice is given two weeks in advance.

DROP OFF AND PICK UP

When bringing your child to school please park your car, using the East entrance, and walk your child into the building. Assist your child in hanging up his/her jacket and book bag on the hooks outside the classroom and take them to wash their hands before entering the classroom. We are trying to stop the germs from coming in the classrooms and cut down on illnesses. At dismissal time, please park your car and pick up your child at the classroom door. We find that this procedure to be much safer than allowing small children to be in the parking lot without supervision. Also, please do not park in the "handicapped" parking spaces unless you have a "handicap" emblem. The Township Police do patrol this area regularly and many elderly people arrive throughout the day and need the designated parking spots. The area in front of the door is NOT a parking spot. **Please do not park in front of the door.** It is dangerous for children when they cannot see around a car. Also, please use designated entrance and exit driveways for your safety and others.

SIGN IN – SIGN OUT

Children in childcare must be signed in and signed out as they are brought to and picked up from Good Shepherd. Within each classroom is a clipboard in which the parent will sign the child's name, time brought, time picked up, and parent's initials. If someone other than the parent is picking up the child, only designated people found on the Child Information Card will be allowed to take the child. A written note or phone call will be necessary for persons not designated on the Child Information Card to have access to your child. Verification of identity will be required at that time i.e., driver's license, school ID, etc.

REST PERIOD

All children who have been at the Center or who will be at the Center five hours or more are required to nap (or rest for older children). Children will be expected to stay on their cots for a minimum of 30 minutes. As they wake up, quiet activities are offered until all children are awake.

All children can bring a blanket for their rest period. Please take the blanket home periodically for washing. We suggest that the blanket be taken home on Friday then brought back on the following Monday or the next day that your child is in childcare. A special cuddly toy from home is also encouraged.

Crib sheets will be provided by the Center for the baby cribs.

DIAPERS AND POTTY TRAINING

For those children who are not potty trained, please provide an adequate supply of disposable diapers with your child's name on the box. Please watch for notes that will tell you when a new supply is needed. Parents are asked to provide common diaper bag items i.e., powder, lotion, baby wipes, etc. The staff prefers to use the same brand product that your child uses at home.

Please inform the staff when you begin potty training so that we can coordinate our efforts.

Children who are ready and able to communicate the need to use the bathroom will be assisted each time by a teacher. Children who are accident free for at least 2 weeks will be able to wear cloth underpants. If you feel your child is ready and able to potty train please send them in pants that are easily pulled down. Items that are hard for potty training children are overalls, onesies, jeans, belts, buttons and snaps. Parents may bring in a potty seat that can be placed on the toilet. We are unable to use potty chairs due to health and cleaning factors. Please talk with your child's teacher if you have any questions or concerns about whether your child is ready.

What we mean by ready and able: can verbalize the need to go to the bathroom, able to dress themselves or assist in dressing, dry for 2 or more hours between changing, wearing training pants that they are able to pull down or assist in pulling down.

BOTTLES AND INFANT FOOD

Parents are asked to bring a daily supply of bottles for infants. Each bottle must have the child's name and date on it. If they are left unmarked the caregivers may mark them, as it is a state law. As infants grow, their appetite may grow unexpectedly, therefore, please bring a container of commercially prepared formula for your child.

Baby food should be clearly marked with the child's name and date. Please tell the caregivers how much you wish your child to eat and when. Please try all new foods 24 hours before leaving your child at the Center. Food allergies at the infant and toddler age are not uncommon.

Crackers, cheese, fruit, and vegetables will be provided by the Center for snacks when the infant or toddler is developmentally ready for them. The staff and the parents together will coordinate the introduction of finger foods to the child. Juices and whole milk will also be offered with the snacks.

Toddlers will be offered a mid-morning snack and a mid-afternoon snack. See “nutrition and nourishment” section for additional information. The parents will provide their child with a lunch.

CONFIDENTIALITY

Confidentiality is a very important factor in our Center. From time to time, staff may become aware of confidential information regarding the children, parent, other staff, or Good Shepherd. Employees understand that the governmental agencies regulating childcare have specific rules regarding confidentiality of such information and that staff has a duty and responsibility to keep it confidential. Parents, children, and staff have a legal, as well as ethical right to confidentiality. When an employee agrees to work here, they must understand and appreciate the trust that Good Shepherd and the families place in them with regard to information concerning the children. HIV and AIDS are confidential. Information regarding children should not be discussed off premises and should never be released in any manner to anyone including a governmental agency, without approval of Director. The Director will obtain permission from the parents when a release of information becomes appropriate.

Further, it is our policy to prevent conflict between parents. When an incident occurs; which needs to be addressed with parents of a different child, the child who has caused the problem will not be identified (such as a biter). All written progress reports or notes to parents discussing their child must be folded and sealed shut before placing in the child’s cubby or shelf.

ASSESSMENT OF CHILDREN

The children will be taught goals and objectives following Creative Curriculum and Creative Curriculum for Infants and Toddlers. The center will demonstrate ongoing assessment of child progress through a variety of assessment materials including development checklists, portfolios, work samples and anecdotal records. We will use these assessments to further plan the curriculum and to share with parents at their yearly parent/teacher conference.

ADDITIONAL SCHOOL INFORMATION

ENROLLMENT PROCEDURE FOR SCHOOL

To be admitted into Good Shepherd’s School Program, a registration form must be completed and a non-refundable registration fee of \$50.00 (preschool/Young 5) & \$100.00 (Kindergarten) paid to the school office.

To be admitted your child must be of age by December 1st and must be fully toilet trained. (If a BM accident occurs while in school a parent or guardian will be called to pick the child up, or the child will be returned to childcare, and can return the next school day. If accidents continue to occur the parent/guardian will be contacted for a conference.) Please see diapers/potty training policy.

TUITION

Tuition needs to be paid in full before the end of the school year to receive final report cards and school paperwork. This includes forwarding of paperwork to another school.

CALENDAR & NEWSLETTER

Parents will receive a monthly calendar, which will include chapel times, any field trips taking place, birthdays to be celebrated, and other preschool activities that are taking place. In addition, a biweekly newsletter will be sent home highlighting the upcoming week's activities.

SHOW & TELL

Opportunities for sharing items from home are reserved for specific Show & Tell dates. Generally, these shared items reflect a theme or activity being discussed by the class.

CHAPEL

Because we at Good Shepherd believe that God is important in all our lives, chapel will be offered once a week. This will help the children understand the importance of worship, why we worship, and help give the child practice in how to behave in church. Offerings will be collected and are sent to a special mission that the staff has agreed upon. Suggestions for worthwhile missions are always welcome.

BIRTHDAYS

Birthdays are very special days for children, and are recognized in school. Special treats for classmate are welcome, but not mandatory. Summer birthdays are celebrated near the end of the year.

FIELD TRIPS

Field Trips are planned by the teachers and each parent is asked to transport their own child to each field trip. Permission slips need to be completed so the teacher has an accurate count of children and parents attending the field trip. Good Shepherd will not transport children to and from field trips. On the field trips we ask that parents please supervise their children so that everyone can enjoy the field trip and its surroundings.

** Policies are subject to change and written notification will be given upon change.

As a parent/guardian who brings their child(ren) to Good Shepherd Early Childhood Center, I have read the parent handbook & understand the policies that Good Shepherd ECC adheres to and will carry through with these policies.

I am aware that the center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans and that this notebook is available for viewing during business hours. I also understand that all reports for the last two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare

Parent, Legal Guardian or Responsible Adult

(Signature)

(Printed Name)

(Relationship to child/ren) (Date)