

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	0	COMMUNICATION .....	8
THE PURPOSE OF THIS HANDBOOK.....	1	QUESTIONS AND CONCERNS.....	9
A BRIEF HISTORY OF THE PRESCHOOL.....	1	PERSONAL INFORMATION.....	10
STATEMENT OF PURPOSE .....	1	SCHOOL PICTURES AND YEARBOOK .....	10
THE GOAL OF THE PRESCHOOL .....	1	INSURANCE .....	10
PHILOSOPHY OF THE PRESCHOOL.....	2	EMERGENCIES AND SAFETY .....	10
PRINCIPLES OF CHRISTIAN TEACHING AND LEARNING:.....	2	CLOTHING .....	11
PRESCHOOL THROUGH GRADE 8.....	2	BACKPACKS.....	11
ORGANIZATION OF THE SCHOOL .....	3	SNACKS.....	11
STATEMENT OF SERVICES.....	3	BIRTHDAYS .....	11
ENROLLMENT POLICIES .....	3	CLASSROOM PARTIES .....	12
FINANCIAL SUPPORT .....	5	FIELD TRIPS .....	12
CALENDAR .....	6	TRANSPORTATION .....	12
DAILY ATTENDANCE .....	6	SHOW 'N TELL.....	12
SPIRITUAL NURTURE.....	7	DAY CARE.....	12
DISCIPLINE.....	8	SCHOOL VOLUNTEER OPPORTUNITIES ....	12
STEPS FOR DEALING WITH DISCIPLINE PROBLEMS.....	8	VIDEO SURVEILLANCE - SECURITY.....	13
		EXCELLENCE IN EDUCATION .....	13



“And he took the children  
in his arms, put his hands  
on them and blessed them.”

Mark 10:16

## **THE PURPOSE OF THIS HANDBOOK**

This handbook has been prepared for several reasons:

1. To acquaint the reader with the program of Christian preschool education offered by Good Shepherd Lutheran Church.
2. To acquaint the reader with the philosophy which prompts the members of Good Shepherd Lutheran Church to promote and support a Christian school.
3. To acquaint parents with the functions and regulations of the preschool.

***Your questions are welcomed and may be directed to the Preschool Director.***

## **A BRIEF HISTORY OF THE PRESCHOOL**

The Good Shepherd Preschool is a ministry of Good Shepherd Lutheran Church. Classes opened in 1980 on the campus at 1300 Beltline. In 1986 the preschool classes moved to the spacious facility at 10 Chapel Court. Early childhood education classes are offered for children ages three and four. The Good Shepherd Preschool is recognized through the State of Illinois Department of Child and Family Services and has been accredited through National Lutheran School Accreditation.

## **STATEMENT OF PURPOSE**

The purpose of Good Shepherd Lutheran Preschool is to provide each child with quality Christian early childhood education. We recognize that this begins with the premise that Jesus Christ is our Lord and Savior and in Him we have eternal life. The curriculum and all activities are developed around this premise.

## **THE GOAL OF THE PRESCHOOL**

The school's goal is to see that each child develops to the fullest of his/her capabilities. Each activity is dedicated to our Lord and Savior.

The preschool's objectives are:

1. To provide children of ages 3 and 4 the opportunity to grow spiritually, emotionally, socially, intellectually, and physically within a group setting.
2. To assist parents with the total development of their children.

## PHILOSOPHY OF THE PRESCHOOL

Good Shepherd Preschool is a developmental program, which enhances the child's overall development. We are dedicated to the philosophy of building up children by creating a loving educational atmosphere in which children experience a nurturing of their Christian faith.

### PRINCIPLES OF CHRISTIAN TEACHING AND LEARNING: PRESCHOOL THROUGH GRADE 8

**WE BELIEVE** a Christ-centered school, in which all subjects, moral values, discipline, and extra-curricular activities are taught from a Christian point of view, can be more successful in developing a child's way of life, than any other agency except the Christian home.

**WE BELIEVE** Good Shepherd Lutheran School, with its foundation firmly established in the saving Gospel of Jesus Christ and empowered by the Holy Spirit, offers to all students the highest quality Christian education, allowing each student to reach his/her fullest development educationally, morally, socially, and spiritually.

**WE BELIEVE** the quality of Good Shepherd Lutheran School lies, to a great extent, with consecrated and dedicated teachers and their desire to love and nurture each student.

**WE BELIEVE** Good Shepherd Lutheran School must carry out the Savior's command to go and make disciples of all nations.

**WE BELIEVE** Good Shepherd Lutheran School follows the directive of our Lord; "Teaching them to observe all things whatsoever I have commanded you," and thus makes Him the focal point of its educational process.

**WE BELIEVE** that the school in all its teachings and practices subscribes to and supports the doctrines and doctrinal principles of the Lutheran Church - Missouri Synod.

**WE BELIEVE** that the future of the church, the community, and the country lay in the hands of the children.

THEREFORE, as a Christian school, our school is one of the best agencies to:

1. Preserve children and their families to eternal life in the kingdom of God.

2. Teach children and their proper relationship to God and their fellow man.

3. Develop in children the necessary skills and attitudes to make them responsible Christian citizens of their community;

To those ends, Good Shepherd Lutheran Church operates, without profit, this preschool to provide children quality instruction in all subjects in accordance with the tenets of biblical faith and in the interest of good citizenship.

## **ORGANIZATION OF THE SCHOOL**

Good Shepherd Preschool is a ministry of Good Shepherd Lutheran Church, Collinsville, Illinois. The congregation has provided a Board of Christian Day School for the management of Good Shepherd Lutheran School, preschool through grade 8, and the Day Care Center.

The congregation has established the position of school principal and delegates to that person the management of the school and preschool. The principal's office is located on the main campus at 1300 Beltline Road.

A director is appointed by the Board to serve under the principal and is responsible for the day-to-day operation of the preschool. The Director serves as a preschool teacher.

## **STATEMENT OF SERVICES**

Through group and individual experiences children develop their abilities and attitudes toward themselves and their peers. Each child is taught basic educational concepts. The children, through experiences in art, music, Bible stories, science, literature, phonetics, social living, and physical activities will achieve many goals. Through these experiences we hope the child will develop a sense of independence and self-approval.

The program has been designed to provide a wholesome atmosphere in order to instill fellowship with God, acceptance of self, and love for one another.

All activities will be integrated throughout each session. The learning readiness aspects of the program will be coordinated with the full curriculum of Good Shepherd Lutheran School. This will enhance proper transition for children desiring entrance into the Good Shepherd kindergarten.

## **ENROLLMENT POLICIES**

### **Admission Procedure**

Admission can be considered when the following have been received:

1. Completed Application for Enrollment.

2. The pre-registration fee. This fee is credited toward the final registration costs.

If accepted, your child may attend so long as the Certificate of Child Health Examination has been received.

### **Age Requirements**

3's: Children must have reached the age of three by September 1 of the year in which admission is desired.

4's: Children must have reached the age of four by September 1 of the year in which admission is desired.

### **Toilet Training**

Children must be toilet trained prior to their first day of attendance.

### **Health Requirements**

Physical examinations are required of children entering the program for the first time. Verification must be provided to the school.

Immunizations are required of children as are required by Illinois State law. Verification of such must be provided to the school.

Students may be excused from these requirements if objection is made because of constitutional or medical reasons. A statement of such objection must be provided to the director by the parent or guardian.

**Please advise the school of special conditions including allergies to foods and limitation on activities.**

### **Acceptance of the School Philosophy, Purpose, Goal, and Objectives**

Children and parents or guardians must accept and agree to abide by the philosophy, purpose, goal, and objectives of the school.

### **Needs of the Child**

The regular program must be capable of meeting the needs of the child without interfering with the needs and/or education of the other children.

### **Probationary Admission**

All children are admitted on a probationary basis. This period ends at the end of the third full month following the first day of attendance.

### **Acceptance of Applications**

The director in consultation with the principal admits students to the school.

Admission Priority Policy:

1. Students who are currently enrolled and are members of the congregation.
2. Students who are currently enrolled but are not members of the congregation.

3. Students who are not currently enrolled but are members of the congregation.
4. Students who are not currently enrolled but have siblings enrolled in the school.
5. Students who are not currently enrolled but are members of another Lutheran congregation.
6. All other students.

## **FINANCIAL SUPPORT**

The support of a large and important undertaking such as quality Christian school must be a team effort. At GSLS that team is composed of school parents, the membership of Good Shepherd Church, and other friends of the school.

### **Three sources of financial support:**

#### **1. The tuition and fees charged of all students.**

Tuition provides for the “operating costs” of the school including salaries, worker benefits, utilities, custodial services, etc.

#### **2. Financial support from the general fund of Good Shepherd Lutheran Church.**

This preschool is a ministry of Good Shepherd Lutheran Church. Most notable of Good Shepherd Church’s many means of financial support are the buildings and grounds, the mortgage for which is paid by the church. Building additions, expansions, remodeling are provided by the church. The congregation also provides major repairs of the building. The tuition charge would be increased significantly were it not for this generous financial support.

#### **3. Fund raising events, donations, and other gifts.**

Events and sales are held each year to provide for purchase of important supplies and equipment. School families are not required to participate in these events and sales. The guiding value is that since all students benefit, all families will determine how they will participate. The School Auction is the “biggest” fundraiser of the year.

Parents, members of Good Shepherd Church, grandparents, businesses and many others show their support for quality education by providing donations and gifts to the school. All such gifts are tax-deductible. Employers and fraternal insurance companies often match gifts to the school upon request.

### **Pre-registration Fee**

This non-refundable fee is due at the time of application for enrollment. This fee serves to reserve the class opening for the coming year.

### **Activity Fee**

This non-refundable fee is used to provide for the various parties and field trips held during the school year and to provide for the annual school yearbook.

### **Tuition**

Payment is accepted over 10 installments. The first payment is due at final registration. Subsequent payments are due on the first school day of the month, September through May. A payment schedule is prepared for each school year.

Tuition accounts falling behind by two weeks (14 days) are considered to be in arrears. Lack of payment can result in the exclusion of the child (ren) from the program until the account is made current. **Tuition is due even if a child has been absent.** Checks should be made payable to Good Shepherd Lutheran School.

### **Check Return Fee**

\$15.00 must be charged per check for those returned to the school by the bank. This is due when payment is made for the returned check.

### **Statement of Non-discrimination**

Good Shepherd Lutheran School admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

## **CALENDAR**

The preschool term begins toward the end of August with the other Good Shepherd classes and follows the same holiday schedule as the remainder of the school. Classes conclude in May.

Good Shepherd follows the school closing plan for Collinsville, Unit 10. Listen to KMOX radio, Channels 2, 4, and 5 for information pertaining to the closing of school. If the Collinsville schools are closed, then Good Shepherd is, too. School Reach will be another way in which we will communicate with each of the families.

## **DAILY ATTENDANCE**

Two sessions are held for four-year-old children. A session meets on Monday, Wednesday, and Friday mornings, and a session meets on Monday, Wednesday, and Friday afternoons.

Three-year-old children have class on Tuesday and Thursday mornings. An afternoon session on those same days is opened, as enrollment requires.

Morning sessions are held from 8:30 to 11:00 a. m. Afternoon sessions are held from Noon to 2:30 p.m.

Children may enter the preschool room fifteen minutes prior to the beginning time of their session. To make a smooth and safe transition from home to school, please bring your child to the preschool room. Never drop your child off in the parking lot.

Parents are asked to pick up children at the session's ending time at the preschool room. Children will be dismissed with their parent or guardian. Please notify the school staff if changes are made.

Please notify the school staff each day during which your child will not attend preschool.

Please do not send your child to school if he/she is ill. All children should be fever free for 24 hours prior to coming back to school. Children should be kept at home if they show any of the following symptoms: temperature above normal, diarrhea, vomiting, rash, cough, and extremely runny nose. If your child has contracted a contagious or communicable disease or illness (e.g. strep throat, viral infection, infected ears and/or glands, measles, mumps, chicken pox, head lice), please notify the school. Parents must be informed of the possible spread of such illnesses and conditions.

If your child should become ill during the school day, he/she will be placed in a quiet area away from the other children and the emergency contact will be called and requested to take the child home.

Notify the preschool if your child is found to have head lice. Children with head lice may not attend the preschool or any school class or activity until they have been examined by a staff member and found free of lice and larva (nits). Once notified, the preschool will examine every child in the class and will notify by note the parents of all children in the class.

## **SPIRITUAL NURTURE**

The children will learn about their Lord and Savior Jesus and will have opportunities to put their knowledge and faith to practice. Prayers are said during the school day. A story from the Bible is included each school day. Every first and third Wednesday a special children's worship service is held in the classroom. It is often led by a pastor of Good Shepherd Lutheran Church. Simple children's songs are sung and the pastor provides a special spiritual lesson for the preschool children.

## **DISCIPLINE**

Disciplinary action is taken out of love and not anger. Rules are explained and discipline is related to the child's action. Consistency in discipline is very important. The goal of discipline is the development of the child's self-discipline. The children are made aware of the consequences of their mistakes. Discipline should encourage children, when appropriate, to solve their own conflicts.

The following are not used at the school: corporal punishment (spanking), verbal abuse, or punishment for toilet accidents.

It is important that the preschool workers support the parents and that the parents support the preschool workers. Parents will be notified of any problems and the steps taken to eliminate them.

Repeated or extreme disobedience will result in the termination of the child from the preschool program.

### **STEPS FOR DEALING WITH DISCIPLINE PROBLEMS**

1. Take the child from the group and talk to him/her about it.
2. Move the child to another group of children, or another center.
3. Put the child in Time Out.
4. If the Behavior becomes aggressive with kicking, hitting, and or scratching, the parents will be called to pick the child up immediately.
5. After two calls over a time period of two weeks, the child will be asked to leave.

## **COMMUNICATION**

An important component of a successful educational experience is the view of parents and teachers as partners. Effective two-way communication is vital to that partnership.

Please feel free to talk about your child with your child's teachers. We care about meeting your child's needs. If a formal discussion is desired, feel free to make an appointment. Parents are welcome to observe at any time. Parents wishing a conference should feel free to arrange it by phone or personally with the teacher. The teachers will confer with the parents whenever necessary.

The weekly school newsletter provides calendar information, updates on school activities, and helpful hints for parents. This is the school's primary means of communication. It is sent home with each student. Contact the school office if your copy does not make it home.

A monthly calendar of events is prepared by the preschool teachers and sent home with each child.

## QUESTIONS AND CONCERNS

Disputes, difference of opinion, and conflict over ideas, purposes and values will occur wherever people gather together.

Constructive suggestions and concerns are welcomed. They offer the opportunity to explain why things are done a certain way. Suggestions and shared concerns also offer the opportunity to see the need for change.

The procedure below is based on Jesus' directives as found in Matthew chapter 18, verses 15-17, with regards to differences and conflicts between people at Good Shepherd.

As with all matters, it is important that we first approach the Lord in prayer, seeking full understanding, patience, and the desire to do what is pleasing and good in His sight.

The pastors of Good Shepherd Church may serve as counselors, mediators, or advisers. They may be contacted through the church office.

### **1. Jesus said to first go to the person with whom you have a concern.**

A parent concern should be brought to the attention of the lead teacher in the child's class. Most times a clarification is all that is needed. It is important that we seek factual information by asking questions before forming a conclusion. The lead teacher should bring the concern to the attention of the director. It does no good to speak with others unrelated to the situation unless we seek their advice.

Clarification of school policy and other decisions of the Board of Christian Day School may be directed to the principal or Chairman of the Board of Christian Day School for explanation.

### **2. If going to the person cannot solve the problem, Jesus said to then get a responsible person to help solve the problem.**

If the concern can not be addressed to the satisfaction of the parent then the director should bring it to the attention of the Principal.

After seeking clarification from the principal, concerns about school policy and other decisions of the Board may be taken to the Board by contacting the Board Chairperson. The concern must be stated in written form.

### **3. If steps #1 and #2 have not resulted in a successful resolution, Jesus directed Christians to then go to a group of responsible people.**

At Good Shepherd that group is the Board of Christian Day School. Classroom problems may be directed to the Board Chairman in writing if steps one and two have not helped to resolve the problem.

Concerns regarding Board policy and other decisions may be directed to the Church Council of Good Shepherd Lutheran Church by contacting the President of the congregation through the school office.

### **PERSONAL INFORMATION**

Please keep the office informed so your child's records may be accurate as to any change of address, telephone number, place of employment of father and mother, current telephone number, name, and address of the person to be called in case of emergency and the unavailability of a parent.

Only authorized personnel will have access to your child's file. No person shall have access without written consent. However, pictures of the children involved in various activities may be used for publicity reasons.

### **SCHOOL PICTURES AND YEARBOOK**

A photographer is made available to take pictures of the students. Several packet choices are available for purchase. All students have their picture taken in the fall for inclusion in the school yearbook. The yearbook cost is covered by the Activity Fee. Spring pictures are also taken with the option to purchase.

### **INSURANCE**

Good Shepherd Lutheran School is in full compliance with standards for insurance.

### **EMERGENCIES AND SAFETY**

The safety of children and staff is highly valued.

In case of a minor medical injury, the staff will comfort the child, wash the wound, and, if needed, apply ice or a bandage. These incidents will be reported to the parents.

Accidents requiring medical attention but not emergency treatment will be reported immediately to the person identified on the child's medical form.

In emergency situations, the staff will notify the emergency medical service for transportation to the hospital. The person identified on the child's medical form will be contacted immediately.

Emergency procedures are explained and drills conducted for tornado, fire, and earthquake emergencies. Children are provided instruction on the safe use of playground equipment.

## **CLOTHING**

Play clothes are appropriate for school wear. Please do not dress your child in clothing, which may be spoiled by paint or dirt. Please put your child's name on all coats and boots.

Please dress your child in comfortable clothes, which are appropriate for the season. Children should wear socks and tennis shoes or rubber soled shoes. Please no sandals, flip-flops, "crocs" or open-toed shoes. This assures their safety during all indoor and outdoor activities.

For three-year-olds - Extra clothing should be provided including underwear, shirts, pants, and socks. On the first day of school please place this clothing in a bag with your child's name attached. Wet or spoiled clothing will be sent home and should be replaced the next day. Since spills and other accidents can result in the need for other clothes, it is important to have a change of clothing even if your child does not have toilet accidents. Clothing will be returned at the end of the school year.

## **BACKPACKS**

Because various school projects and other important information will be sent home from time to time, each child should bring a regular-size, non-rolling backpack to school everyday. Please check the backpack every school day.

## **SNACKS**

The school will provide a mid-session snack each day.

## **BIRTHDAYS**

Birthdays are very special to young children. Treats are always welcome. A calendar is posted on the bulletin board in the entry way for those who would like to sign up to send treats on their child's birthday.

## **CLASSROOM PARTIES**

Classroom parties are held for Thanksgiving, Christmas, Valentine's Day and Easter. Room parents coordinate the party activities. All parents are invited to attend. No siblings please.

## **FIELD TRIPS**

Classroom learning is extended with field trips throughout the year. Buses are rented to transport the children. One adult may accompany each child as a chaperon. No siblings are allowed on field trips.

## **TRANSPORTATION**

The school does not provide transportation to and from classes. The parents may form car pools. A list of names and addresses of students will be made available to help locate families with whom you can share transportation. Buses are rented for field trips. Parents are welcomed to attend.

## **SHOW 'N TELL**

Children love to bring something from home and verbal explanations become part of their language development. Please send items, which have been marked with your child's name in their backpacks. Please do not send valuable items. Arrangements should be made with the teacher before sending a pet to school. Please send items that have been marked with your child's name, and that fit inside the backpack.

## **DAY CARE**

Day care services are available for children age three, four, and five. The center is open weekdays from 6:15 a.m. to 6:00 p.m. More information is available through the Good Shepherd Day Care Center.

## **SCHOOL VOLUNTEER OPPORTUNITIES**

Parents and other friends of the school are encouraged and welcomed to volunteer their time through the preschool program. Volunteers are put to use in many ways. Please contact your child's teacher if you, or someone you know, would like to serve as a school volunteer. Your partnership is important for your child and Good Shepherd Lutheran School. This allows us to work together for all children attending our school.

## **VIDEO SURVEILLANCE - SECURITY**

The Early Childhood building and grounds, both interior and exterior, are owned by the church. All grounds, hallways, classrooms are subject to video surveillance, and the students are hereby notified of the school's intent to use such video surveillance throughout these locations.

When entering the facility you will need to ring the door bell for entrance. The visitor will be notified to open the door by a buzz at the door.

## **EXCELLENCE IN EDUCATION**

Excellence in Education is a supportive way parents, families, and friends can help support in a financial way the many programs we have at Good Shepherd Lutheran School. We have many opportunities for individuals to help there are as follows:

- Sowing Together And Growing Together – purchase gift certificates to earn awards for your family and GSLS...These awards towards tuition can be used when your child comes to Kindergarten.
- Target Community Giving Program – shopping at Target or online and use your Target or Target Guest card
- School cash.com – online shopping at schoolcash.com
- General Mills Box Tops for Education – clip box top logos, shop at Box Tops Marketplace or charge with the Box Tops Visa card
- Campbell's Labels for Education – collect Campbell labels from participating grocery items
- Market Day Food Products – order food items on the form or online and items are delivered to the school for pickup (All proceeds go to help fund our 8<sup>th</sup> grade class trip to Washington D.C.)
- Newspaper and Magazine Recycling – help clean up our environment by recycling paper products
- Annual Golf Classic - proceeds support technology in the classrooms.
- Ink Cartridges – collect used ink cartridges and send them to school
- Seasonal Fundraisers
  1. Magazine Sales – takes place in the Fall
  2. Christmas Sales – takes place in October so orders can be here prior to Thanksgiving
  3. Candy Sale – takes place in February  
Parent volunteers are needed to help organize, promote, and encourage the student body to participate.
- Annual School Auction – this takes place in February on a Saturday. This is our largest fund drive with proceeds helping purchase non budgeted items.