



2024-2025 Parent Handbook

"Children are a gift from the Lord, they are a reward from Him."

Psalms 127:3

Welcome to Good Shepherd Preschool & School Age Programs! To teach children is one of God's most precious gifts! Thank you for selecting us to help your child learn and grow in an environment where your child will feel safe and loved.

We believe that children are astute learners, naturally curious, and creative. This is why we give them the chance to play through their senses and imaginative play. Our goal is to help each child develop a love of learning, build a positive sense of self, and foster friendships along the way.

This handbook guides the policies, procedures and goals set for this school year. Please read it thoroughly and refer to it first to answer any questions you may have throughout the year.

We are honored to be a part of your child's educational journey.

Prayerfully,

Katie Patrick
Director

Communication

Effective communication between the school and families enables us to help your child get the most out of their preschool experience. We will communicate with you primarily through Procure, but in some instances will reach out via phone, email, or conferences. All Lead Teachers have planning periods, where they are available for extended conversations or phone conferences. For more immediate concerns, please contact the Preschool Office and we will relay the information to your child's teacher. Drop-off and pick-up times are not the best time for lengthy conversations because it takes the teacher's attention away from their students.

In an emergency, it is important that the school reaches a parent or guardian. Please keep the preschool updated when your contact information changes.

If weather conditions cause school closures or delays, Good Shepherd Preschool will notify parents via blast notifications through Procure and posting on our social media sites. (Facebook and Instagram) We follow Gwinnett County Public Schools in case of inclement weather closures or delays.

Parents can also check for GCPS school closures/delays on WSB-TV.

Preschool Office: 770-925-2411

Schedule Changes

If you want to change your child's schedule, please request a schedule change form from the Preschool Office. All schedule changes must be approved, according to availability, in advance.

To withdraw from the program, please request a withdrawal form from the Preschool Office. We ask that you give us two weeks' notice prior to your child's last day. If we do not receive two weeks' notice, you will be invoiced for tuition and responsible for payment.

Discipline

Our staff members utilize the Positive Discipline approach to behavior in the classroom. Our classrooms are set up to minimize the opportunity for inappropriate behavior. We set clear rules that are consistently enforced, have appropriate child/teacher ratios, and keep the children engaged with developmentally appropriate activities. Of course, all children will occasionally behave inappropriately. If a behavior is either dangerous to themselves or others, we may ask that the family withdraw their child for a determined length of time. This decision is based on the severity and frequency of behavior, extenuating circumstances, and if all resources to help correct the behavior have been exhausted. Each case is handled individually with the assistance of the Preschool Administration and the Good Shepherd Preschool Team.

Special Needs

If it is determined that a child is having difficulty with adjustments to school, is frustrated with the learning situation, or is disrupting their classroom, the Director and teacher will meet with the parents to create a learning plan. This sometimes will involve outside resources. If a student already has a 504 plan or another learning plan, we are fortunate to have a close working relationship with Gwinnett County services. We work with Gwinnett County to

provide the appropriate support for our students' learning. If we feel we are not capable of meeting the child's needs or do not have the appropriate resources, we reserve the right to ask the parent to find a school that might better serve their child.

Child Protection Policy

All Good Shepherd Preschool staff members are mandated reporters of child abuse. All staff members have received and are familiar with the church's specific child protection policies. The Director or designated person-in-charge shall report or cause to be reported suspected incidents of child abuse, neglect or deprivation to the local County Department of Family and Children Services in accordance with state law.

Contact Information

Preschool Office

770-925-2411

Administrative Staff:

Director

Katie Patrick kpatrick@goodshepherdpc.org

Assistant Director

Kristen Bennett kbennett@goodshepherdpc.org

Financial Policies

Tuition

Preschool tuition is broken into ten equal payments throughout the school year. Tuition is due by the 10th of each month. You can pay tuition by check, cash or online through our secure parent portal, Procure. **We do not prorate tuition for absences of any nature.**

Payments past due by 7 days will be charged a 10-dollar late fee. Any family more than 14 days (about 2 weeks) past due in payments will be billed a **20-dollar late fee** and then

forwarded to the Preschool board for a recommendation for payment action. Any family more than 30 days past due in payments will cause suspension in their child's enrollment. (Exception is if a family has signed and is following a formal payment plan.) If you are having difficulties making tuition payments, please contact the Director immediately.

Summer camp tuition is billed by block and due the first day of each block. There are two blocks in the summer, each block is approximately 4 weeks long. The tuition policies are the same for summer as they are for our regular school year.

Reduced Tuition

We are pleased to be able to offer financial assistance as support to families. Our ability to offer reduced tuition is dependent upon the availability of funds and enrollment for the school year. The number and amount of reduced tuition agreements is based on the following criteria: availability of funds, number of applicants, the family's size and annual gross income, and special circumstances that would affect the ability to pay full tuition. To learn more, please contact the Preschool Director.

Drop In Rates

The Preschool offers the option of drop-in care for early morning, afternoons, or extended days. If you need more care, contact the Preschool Office 24 hours in advance to ask about availability.

Rates are listed below:

Early Morning Care: \$15.00/day

Afternoon Care (until 3:30 pm): \$15.00/day

Extended Care (until 6:00 pm): \$20.00/day

Registration Fee

A non-refundable registration fee is collected from all students. The registration fee pays for the consumable supplies for the classroom during the year. Please direct questions regarding your student's account or Procure to the Director, Katie Patrick at

kpatrick@goodshepherdpc.org.

Health Policies

Staff members and parents must partner together to foster good health and well-being for your child. Any child who shows signs of illness must not be brought to preschool. Please notify the Preschool Office if your child has a contagious illness. **We reserve the right to decide if a child should be sent home if he/she appears ill on arrival or becomes ill at preschool. Children sent home due to fever, diarrhea or vomiting must be symptom free without medication for at least 24 hours before returning to school.**

In the case of head lice, the child must be treated and is able to return to school when all evidence of lice has been eliminated.

Good Shepherd Preschool is required by law to have completed Certificates of Immunization on file for each child enrolled in our program. This form is due within 30 days of the child beginning our program. After 30 days, your child will not be able to return to school until the form is received. Parents are responsible for providing the school with updated immunization records. If you choose not to participate in childhood immunizations for religious reasons, we require a notarized letter for your child's file.

In a minor accident, all Preschool staff members are trained in CPR and First Aid procedures. When minor accidents occur that may or may not require medical attention, staff members will handle the situation until a parent or guardian can be notified. An incident report will be filed and given to the parents.

Medication

Written authorization to dispense medications shall be limited to two (2) weeks unless otherwise prescribed by a physician or authorized under Georgia law. Medication shall only be dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law. Under no circumstances is medication to be placed in your child's bag. It must be turned in to a staff member in the Preschool Office.

Allergies

Allergy information is recorded by the parent at the time of registration. If your child has any allergies, please provide written information explaining the allergy and potential reactions. Medical release forms must be signed if the preschool is to administer any medications for allergic reactions.

Emergency Medical Care

In a medical emergency, every effort will be made to first contact the parents. If the parent cannot be reached or the situation requires immediate medical attention, the staff will call 911 and the child will be taken to:

**Eastside Medical Center
1700 Medical Way
Snellville, GA 30078**

Arrival & Dismissal

Students must be signed in and out through Procure every day. **THIS INCLUDES CARPOOL******

Half Day Arrivals

(Students registered to arrive at 9:30 am)

Families have the option to participate in morning carpool. Morning carpool begins at 9:25 am and a staff member will unload your child and bring them to their classroom. For the safety of the children and staff members, please have your child seated in the rear passenger seat of your vehicle. This allows us to safely unload your child, without having to walk in front of or behind your car. A carpool map is in your child's folder. Families that choose to walk their child to class should park in the upper parking lot, in a designated parking space.

Half Day Dismissal

(Students registered to leave at 1:30 pm)

Afternoon carpool begins at 1:30 pm. A staff member will assist your child in getting into the rear passenger seat of your car. **Georgia state law requires children under age 8 to ride in an approved car seat or booster seat that is appropriate for their height and weight.** We ask all parents to drive slowly around the circular drive to the lower parking lot to securely fasten seat belts. Staff members are not allowed to fasten their seat belts. Good Shepherd Preschool will not be held responsible for children who are not safely buckled in their seat. At 1:45 pm, if the carpool line is completed, any child not yet picked up will be brought to the Preschool Office to await pick up by their parent or guardian.

Early Morning Arrivals

(Students registered to arrive before 9:30 am)

Early morning care opens at 7:00 am and ends at 9:25 am. Children must be escorted into the classroom daily and signed in by their parent and/or guardian through Procure.

Afternoon & Extended Day Dismissal

(Students registered to leave at 3:30 pm or 6:00 pm)

Afternoon care ends promptly at 3:30 pm. Extended day care ends promptly at 6:00 pm. All children leaving at these times must be picked up from their classroom and signed out.

Please notify the school as soon as you realize you cannot pick up your child on time. If you are late, you will be charged a late fee of \$1.00 per minute.



Parent Handbook Acknowledgement Form

Student Name: _____

Parent's Name: _____

Date: _____

By signing this form, I acknowledge that I have received and reviewed a copy of the Parent Handbook for:

Good Shepherd Preschool and School Age Programs

1400 Killian Hill Road

Lilburn, Georgia 30057

(770) 925-2411

I have read and understand the information provided in the Parent Handbook.

Parent Signature _____ Date _____

Good Shepherd Preschool & School Age Programs Tuition Agreement

The signing of this Tuition Agreement by parents and/or guardians is required before your child may attend Good Shepherd Preschool & School Age Programs. Please read carefully and sign where indicated. It is important that tuition be paid in a timely manner. We are a non-profit school and ALL money goes back into the school to benefit our students. If tuition is not paid in a timely manner, then it ultimately affects the students in terms of services and materials that can be provided. Your understanding in this area is greatly appreciated.

Child's Name: _____

- I understand that the school year is an annual commitment; however, when necessary, a two-week written notice is required for withdrawing my child from preschool. If a two-week written notice is not provided; I know that I will be responsible for the tuition for the upcoming month.
- I understand that during the school year, if I need to change my child's hours or days, a schedule change form must be filled out and approved. After approval, my tuition will be adjusted accordingly.
- I understand that no deductions will be made from tuition for absences of any kind, nor will tuition be prorated for holidays.

- I understand that all tuition balances must be paid in full by the end of the current program (summer or fall) before registering for the next program.
- I understand that the fees for school are based on yearly tuition, broken down into 10 monthly installments (August-May). Monthly tuition is due no later than the 10th of each month.
- I understand that if I am more than 14 days past due in payments, my account will be forwarded to the Preschool board for information and a recommendation will be made for payment action.
- Any accounts more than 30 days past due in payments will cause suspension of their child/children's enrollment. (Exception is if a family has signed and is following a formal payment plan.)

I have read and understand the following statements regarding Good Shepherd Preschool & School Age Programs tuition policies and agree to pay tuition in a timely manner.

Parent/Guardian signature: _____