



Christ the Good Shepherd
Lutheran Church and School

42690 Cherry Hill Road
Canton, Michigan 48187

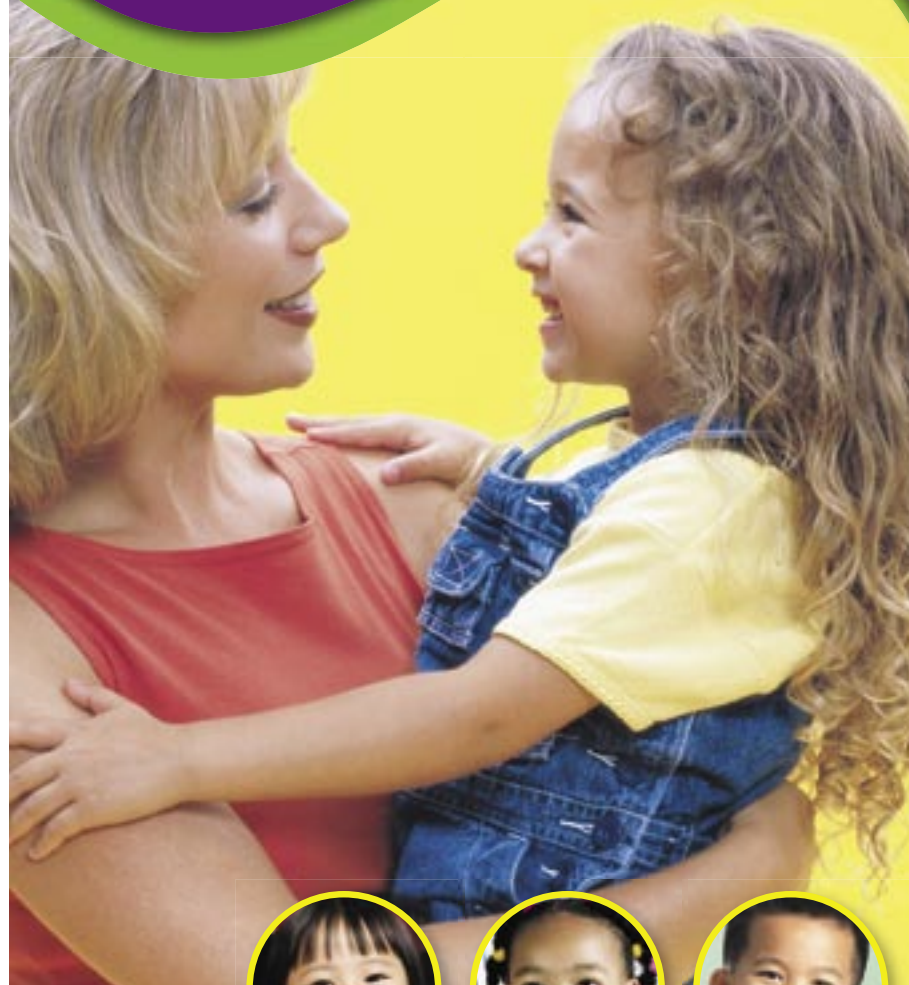
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Preschool Parent Handbook



Admission and Withdrawal Policies

Open registration for the following year will begin in February on a predetermined date. A waiting list is kept in the church office. Priority for admission is as follows:

1. Returning students and siblings begin registration on a predetermined date in January.
2. Christ The Good Shepherd members who have not been previously enrolled until the day of Open House.
3. All others are eligible to enroll anytime during and following our first Open House of the year.

In order to withdraw your child from the preschool program, the school requests a written notice 2 weeks prior to withdrawal. The school reserves the right to withdraw a child from the program:

1. If the child's needs cannot be met by this program's curriculum, in this situation a meeting would be held with the parents and the teacher.
2. If the child is considered to be a detriment to other children or to the program.
3. For delinquency in payment of fee.
4. CTGS or Little Lambs Preschool reserves the right to withdraw any child for any reason deemed acceptable by the Director and/or The Lay Leadership Board.

Class Size

Classes are limited to 20 students in accordance with our Michigan Family Independence Agency license.



More Information

Make checks payable to “Christ The Good Shepherd” or “C.T.G.S.”

Should any check be returned for non-sufficient funds, a \$25.00 charge will be assessed.

Extended vacations or lengthy illnesses do not exempt families from making full tuition payments. Occasionally financial problems arise in families which may cause delayed payments. If this occurs please contact the church office to make arrangements. Holidays, funerals, school closings for inclement of weather, or any reason are not refundable.

Should tuition payments become habitually late, the following steps will be taken:

If payment has not been received by the 10th of the month, a \$25.00 late fee will be added to your account. Accumulated non-payment of assessed fees will result in the dismissal of your child from the program.

Please Note: All payments must be in the form of check or money orders ONLY! We do not accept cash, debit or credit cards at this time.

Simply Giving withdrawals will be assessed on the 1st of the month.



Class Parties

Parties for various activities will be held throughout the year. The Parent Committee will assist in the planning and execution of these parties. Please speak to your child's teacher if you wish to join or would like more information regarding the committee.

Snacks

Snacks and a drink will be provided at each session by parents. Please keep in mind nutritious snacks are encouraged. Please avoid foods high in sugar as well as drinks which stain when spilled. A list of nutritious snack ideas will be available from your teacher. Please reserve special treats like cupcakes, doughnuts and cookies, for special occasions such as birthdays.

Birthdays

Birthdays are very special days for children. Special treats for classmates are welcome but not mandatory. Summer birthdays may be celebrated during the year as long as you notify the teacher or parent committee when you plan to celebrate the birthday. Try to bring the snack on a day close to your child's birthday or, as in the case of summer birthday children, your chosen celebration date.

Fees

Little Lambs Preschool and Learning Center operates as a self-supporting, educational, non-profit agency of Christ The Good Shepherd Lutheran Church.

A non-refundable registration fee is to be paid at the time of registration. Placement within the program will not be reserved without payment of this fee.

Tuition payments are to be made in the form of checks, money orders or by the auto withdrawal program "Simply Giving®". Simply Giving participants receive a discounted tuition rate of 20 percent. To sign up for simply giving please obtain a form from the teacher or church office. All payments are to be remitted by mail or in person to the church office.

Make checks payable to "Christ The Good Shepherd" or "C.T.G.S." Should any check be returned for non-sufficient funds, a \$25.00 charge will be assessed.



School Hours

For the 2 Day Class: 3 yr old TTh
Morning classes begin at 9:00 am and end at 11:30 am. Afternoon classes begin at 12:30 p.m. and end at 3:00 p.m.

For the 3 Day Class: 4 yr old MWF
Morning classes begin at 9:00 am and end at 11:30 am. Afternoon classes begin at 12:30 p.m. and end at 3:00 p.m.

For the 5 Day Class: Y-5 M-F
Morning classes begin at 8:45 am and end at 11:45 am. Afternoon classes begin at 12:30 p.m. and end at 3:30 p.m.

Arrival and Dismissal of Students

Please accompany your child into the entryway at the beginning of each class session and sign your child in at the computer. You may proceed into the coat room to hang your child's back pack and jacket and then wait in the entryway for the teacher to come and collect her students and escort them into the classroom.

Please sign your child out on the computer as you enter the building for dismissal and wait in the entryway until the teacher dismisses her class. Please be prompt. Only those who are listed on the emergency card will be allowed to remove your child from school. If someone other than those listed on the information card will pick up your child, the teacher must receive written notification in advance and the person will need to provide state issue ID.

Late Pick Up Fee

Occasional emergencies arise which can cause a child to be picked up late. However, our policy which is in effect is, \$1.00 per minute charges will incur for every minute you are late.

Attendance

Regular and punctual attendance is important for the proper development of your child. This may "only be preschool" but we are teaching our children right now the values of school and education which will carry them through life.



Absences

Parents should call the school office if a child will be absent. Doctor and dental appointments should be made before or after school hours whenever possible. Children are not allowed to leave the school grounds during school hours unless they have permission from their parents and their teacher, and are accompanied by an adult listed on their emergency card.

School Closing Policy

Primary reasons for school closing will be bad weather or utility failure. Please watch Channel 4 for announcements. Christ The Good Shepherd/ Little Lambs Preschool will not be mentioned specifically. When Plymouth-Canton schools close, our school will close also. Should a death of member of the congregation occur, school may also be closed on the day of the funeral. If our school closes when Plymouth-Canton schools do not, parents will be notified.

Health Requirements

Each child entering preschool in the state of Michigan must have a current immunization program as required by Act 12, Public Acts 1960. Parents must have a health appraisal form signed by their doctor on file in the church office. Parents must sign an emergency card giving the name and address of the family doctor as well as his telephone number, together with permission for emergency treatment in case of serious illness or accident. For the safety of your child, parents' home, cell, and business telephone numbers must also be listed in the school office file, even if numbers are unpublished.

Medications

The only medication that Christ the Good Shepherd will administer is an epinephrine pen. Please notify the teacher for distribution. Please regulate all other medications around their school schedule so they can be administered at home.



Orientation Meeting

An orientation meeting will take place for all parents before the start of school. All parents will receive notification announcing this meeting. Attendance is appreciated and urged and is for parents only.

Volunteer Opportunities

Parents are welcome to assist in the classroom by volunteering. Opportunities will be available for your consideration and will be listed in the newsletter or on a sign up list.

Parent Committee

This year, we will implement a parent committee to perform services such as cutting craft materials at home, planning class parties, processing book orders, assisting with picture days etc. If you would like to join this committee, please inform your teacher.

Field Trips

The children will take a few field trips during the year. Parents are required to bring their own children. Minimal fees for field trips may be collected periodically throughout the school year.

Class Parties

Parties for various activities will be held throughout the year. The Parent Committee will assist in the planning and execution of parties.



Personal Toys

Personal toys are not to be brought to school unless requested as part of a class activity. Toys that are brought to school at inappropriate times will be taken by the teacher and returned to the child at the end of class so they may be taken home. The teacher is not responsible for lost or broken toys.

Lost and Found

Unclaimed articles will be placed in a lost and found box. Items left at the end of the year will be donated to charity. Parents are urged to mark their children's clothing, especially coats, mittens, hats, and boots.

Spiritual Growth

Children are gifts from God and it is our responsibility to nurture their spiritual development. Our preschool is an available method to aid parents as they strive to prepare their children for adulthood. We encourage parents to take their children to Sunday School, and families to worship together on a regular basis.

If you do not have a church home, you and your family are welcome to join us here at Christ The Good Shepherd Lutheran Church. Sunday morning worship is at 8:30 am and 10:45 am. Sunday School and Adult Bible Class are at 9:45 am. Children's church is offered at the 10:45 am service. A staffed nursery is also available during both services and Sunday school times.

Chapel

At Christ The Good Shepherd we believe God is important in all our lives, therefore, our preschoolers attend chapel once a week with Pastor. The purpose of chapel is to help the children to understand the importance of worship, why we worship, and how to behave during worship.



Emergencies

In an emergency we will contact the parent at the location given on the child information card. 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 contact person, we will take the necessary steps to see that your child receives appropriate care. Please keep the information on the emergency information card up to date, notifying us of all changes in address, telephone numbers or contact persons.

Illness

Children with a temperature, bad cold and/or cough, diarrhea, flu, vomiting, or skin rash should not come to school. If your child has contracted a contagious illness, please notify the office so that we may alert parents of other children of the symptoms. Children who have been sick should be free from temperature, diarrhea, and vomiting for 24 hours before returning to school. The school may request a note from your child's doctor indicating that the contagious illness is cured.

When a child becomes ill at school, parents will be notified immediately to come and pick up their child. If the parent cannot come, the second contact person on the emergency card will be notified. Children will be removed from the classroom and will rest on a cot until such time as the child is taken home.

When illness keeps your child at home, please notify your child's teacher by phone or by a written note. The Wayne County Health Department requires that we file a weekly health report on the kind and number of communicable diseases, especially the following: chicken pox, diphtheria, encephalitis, hepatitis, meningitis, poliomyelitis, rubella, dysentery, measles, mumps, scarlet fever, tuberculosis, strep throat, typhoid fever, and rheumatic fever. Your cooperation in this matter is greatly appreciated.



Curriculum

In keeping with the purposes of Little Lambs Preschool and Learning Center, our curriculum is based on the Word of God. The Christian religion forms the center upon which all instruction and learning are based. Bible time is part of each class day and consists of a devotion and instruction based on the Bible and Christian Doctrine. The religious instruction at our school is chiefly based on learning life applications to Bible stories. Children will learn Bible songs and Bible passages. Christian principles will also be integrated into the study of reading, math, science and social studies, as well as art, music, physical education and health education.

Teacher Evaluations

All preschool children will be evaluated in the fall and spring of the school year. These evaluations will be discussed with the parent during parent/teacher conferences..

Hearing and Vision Testing

Hearing and vision screenings may be given to all children some time during the year by the Wayne County Health Department.

Discipline

Consistent with our Christ-centered curriculum, discipline is carried out in a manner that reflects the love and forgiveness that Christ shows each of us when we do wrong. The children will be encouraged to develop a sense of self-control, cooperation, and respect for others. Positive reinforcement will be offered by the teacher for the development of these qualities. Children shall be prevented from harming themselves, others, and equipment. This will be done by re-directing the child to another activity. If re-direction is not successful, the child may be separated from the group until he or she makes a choice to cooperate with the activity. No child shall be subjected to corporal punishment or verbal abuse under any circumstances.



Teacher Meetings

Any parent who wishes to discuss his/her child's progress may do so at any time throughout the year. Please contact the teacher to schedule an appointment.

Photographs

During the school year, a professional photographer will take color pictures of all of the children. Parents may purchase picture packages. No parent is obligated to purchase pictures at any time. Photos may also be taken for preschool advertisement, be sure to sign the photo/video release form.

Clothing

Dress your child so he/she can play comfortably. Tennis shoes are strongly recommended. Children will be participating in hands-on activities which may cause clothing to become dirty or stained. A complete set of clothing (underwear, socks, shirt, pants) is required to be kept in your child's backpack. Please place them in a Ziploc bag and write your child's first and last name in permanent marker on the bag. Bring the bag with you on the first day of school and be sure to change the clothing for climate.

Outdoor Play

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 your child with mittens, warm coats, hats, and boots. Discretion will be used in especially cold or inclement weather.

