

Shepherd's Flock Preschool Handbook



"You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, so let your light shine before men, that they may see your good deeds and praise your Father in heaven." Matthew 5:14-16

As Christians, this is our essential mission. Our purpose is to become the light to a dark world. In order to bring the light into the darkness, we must enter the darkness. The goal of Shepherd's Flock Preschool is to equip these young ones, so that they may be lights in their homes, communities and future schools. These children will learn that you do not need to be a grownup in order to be an effective light for our Savior. Even these precious little ones can be mighty tools of the Lord. Here at Shepherd's Flock, children will learn how to live for God so that they can take His light from this place into the darkness of the world around them. "Darkness is the absence of light and darkness alone cannot dispel the light, but the smallest light can dispel the greatest darkness."

Mission Statement

Our mission at Shepherd's Flock Preschool is to rigorously educate children in Biblical principles and academic standards. We will prepare these children in such a manner that, upon entrance into grade school, they will be a step ahead and prepared for any challenges they may face. Activities will be fun and structured to keep children actively engaged in the learning process. Children will be provided with incentives to reward them for positive behavior and academic accomplishments.

Enrollment: The preschool shall maintain at all times an enrollment record for each child. Forms contained in this file are required in order for your child to attend Shepherd's Flock Preschool. Your child's pediatrician, as well as you must fill out the forms appropriately. This record will be kept current and shall include the following information:

- Health Inventory Part I - completed, signed by parent
- Health Inventory Part II - completed by doctor
- Emergency Form - completed, signed by parent
- Lead Screening Addendum - completed by doctor
- Immunization Certification - completed by doctor
- 'All About Me' Form - completed, signed by parent
- Medication Form (if applicable) - completed by doctor
- Registration Form (SF Version) - completed by parent
- Parent Contract - completed by parent (once each year)

******IN ORDER TO ENROLL YOUR CHILD, HE OR SHE MUST BE THE AGE OF THE GROUP HE OR SHE WILL ENTER BY SEPTEMBER 30th. THIS AGE REQUIREMENT APPLIES TO ALL INCOMING STUDENTS.**

Hours of Operation: We ask that parents arrive no earlier than FIVE minutes prior to the start time, and arrive promptly at dismissal time.

Full-Day Four-year-old program meets:

Tuesday - Friday; 9 am – 4 pm

Half-Day Four-year-old program meets:

Tuesday - Friday; 9 am -12 noon or 1 pm - 4 pm

Full-Day Three-year-old program meets:

Tuesday and Thursday; 9 am - 4 pm

Half Day Three-year-old program meets:

Tuesday and Thursday 9 am -12 noon or 1 pm - 4 pm

September 14th-June 11th

Full Day Program: We are happy to provide a full day program to interested parents. For participation in the full day program, parents are required to provide lunch for the child.

Holiday Observances: The school will be closed on the following observed holidays:

- Thanksgiving - November 23rd - November 27th
- Christmas - December 21st – January 1st
- Easter - April 2nd

Tuition:

Four-year-olds; Full Day - \$480/month

Four-year-olds; Half Day - \$240/month

Three-year-olds; Full Day - \$300/month (eligibility for three-year-old full day Three-year-olds; Half Day - \$150/month determined on a case by case basis)

One time enrollment/registration fee - \$70 (includes t-shirt purchase) One time snack fee - \$70/\$140 for full-day students

**Due to our extremely reasonable tuition rates, no discounts will be provided for families with multiple children. We appreciate your understanding.

Late Fees: Parents who are consistently late picking up their children will pay a late fee of \$5.00 per every 10 minutes late. If an emergency arises and you are unable to pick your child up on time, please notify the school as soon as possible by calling 410-798-1413.

Payment Schedule: Tuition is due on the 15th of each month for that month's tuition. Personal checks are accepted. If a check is returned, the parent will be held responsible for any fees assessed by the school's financial institution. Tuition that is past due by 30 or more days will be subject to a \$25 late fee. If circumstances arise that are beyond your control, please see Miss Erin, we will be glad to assist you.

Termination Policy: Shepherd's Flock Preschool reserves the right to terminate care of any child who:

- Consistently hits, bites or otherwise injures other children
- Consistently acts out through swearing; tantrums or other forms of aggression
- Whose parents routinely abuse drop-off and pick-up times
- Whose parents are frequently delinquent in tuition payment
- Whose parents regularly fail to prepare their child with necessary materials and/or clothes

Child Abuse: If any staff member of Shepherd's Flock Preschool suspects a child is being abused, that staff member will report immediately to the pastors of Chesapeake Christian Fellowship and/or to the director. The staff member will then report his or her suspicion to the Child Protective Services of Anne Arundel County, Maryland.

Illness: If any child becomes ill to the extent that it puts other children at risk of becoming ill, that child will be separated from the class. At that time, parents will be notified. Together, we will determine the best course of action to care appropriately for that child, which may include picking the child up from the school. We ask that you keep your child home if he or she has a temperature in excess of 100°F, profuse vomiting, excessive diarrhea, nasal mucus that is yellow, brown or green, excessive coughing, or exposure to any other contagious illness. We reserve the right to disallow children from care who exhibit any of these signs of illness with appropriate discretion. If your child is in need of medication, we will distribute it. All medication, whether prescription or non-prescription, must come in its original container and clearly labeled. A form will be provided for your pediatrician to complete with detailed instructions on how the medication is to be administered. If you decide to keep a child home due to illness, we ask that you inform the school as soon as possible at 410-798-1413. Communicable diseases will be reported to the Department of Health.

Guidance Policy:

- INCENTIVES - Incentives are a standard part of our day at preschool. Children will be rewarded with and encouraged by incentives of all types. Incentives may include stickers, stamps, special chores, special treats, special snacks, movie time or special toys.
- INDOOR RULES -
 1. Share with friends.
 2. Talk and play quietly inside.
 3. Walk inside.
 4. Play gently with toys.
 5. Obey your teachers.

- OUTDOOR RULES -
 1. Play gently with all toys.
 2. Use toys the right way.
 3. Listen for the whistle to line up.
 4. Obey your teachers.
 5. Play fairly with your friends.

- TIMEOUTS - A designated area will be set-aside for children who are disruptive, aggressive, disobedient, or violent. Children who are placed in timeout will remain there until they are prepared to return to the activity. While in timeout, children will speak to the teacher about why they are in timeout. (Maximum time is no longer than child's age in minutes.)

- PARENTS - Parents will be informed when a child has been placed in timeout several times for the same behavior. Excessive timeouts will require a parent conference in order to determine how to encourage appropriate, positive behavior.

Potty Training: We ask that your child be potty trained or well into the process of potty training before attending preschool. We do understand that this is not a fool-proof process; therefore we ask that you provide an extra set of clothes for your child in case of accidents.

Snacks: Snacks are provided during each session. With the exception of special occasions and special dietary needs, we ask that you do not send your child with any food or candy (except lunches). Each day's snack will be posted outside the door, along with that day's schedule. (Special occasions include birthdays and other parties.)

Supplies: The only supplies your child will need are the following:

- One box of tissues (two for full day)
- Two rolls of paper towels (four for full day)
- 3 Clorox clean-ups (six for full day)
- One container of hand soap (two for full day)
- Two packages of wipes (four for full day)

Emergencies:

- Each month we will practice fire drills. Evacuation plans will be posted in the classroom visible to all students. In case of a fire emergency, children will be evacuated to a safe distance from the building. Parents will be notified as soon as possible.
- If a child has a medical emergency, immediate first aid will be given. We will then call an ambulance and follow the recommendations of the

paramedics. Parents will be notified as soon as possible. When a parent is not available, the emergency contact person will be notified. Parents will be responsible for any expenses incurred as a result of hospital visits, emergency care, etc. In case of this type of emergency, children will be transported to Anne Arundel Medical Center.

Health Policies and Procedures:

- Non-emergency injuries/illnesses will be treated and parents will be notified. A detailed record of these incidences will be kept for each child.
- Staff members will wash and sanitize hands before and after eating, handling and preparing foods, or handling contaminated clothes or other such items.
- Children will wash and sanitize hands after playing outdoors, before and after eating, and after using the restroom.
- Parents are required to keep a current record of immunizations and the child's last physical exam.
- Parents are requested to notify the school of any special health problems.
- No smoking is allowed in or around the facility at any time.

Conferences: Conferences will be scheduled upon request. A notice of the conference time will be sent home with the child. Conference request forms are available outside of the classroom door. Please allow at least one week for conferences to be scheduled. A report from the conference will be made available the day following the conference.

Volunteers: Parents are asked to volunteer on a regular basis. We understand that sometimes volunteering is difficult given the time constraints of your busy schedule. If you have a desire to volunteer, please speak to Miss Erin about arranging times you would like to help.

Release of Students: Our number one goal at Shepherd's Flock is to keep your child safe and happy. Parents must enter the building and walk their child to the classroom. Parents must return to the classroom to pick up their child.

While we cannot refuse to return your children to you, we ask that you be in a sober and clear-headed state of mind when you pick up your children. If we believe that a parent, daycare provider, or guardian of a child is inebriated, we will not hesitate to call the police and inform them that a parent, who is intoxicated, has left with their child.

In cases where parents are divorced, parents must submit a copy of divorce papers/custody agreements in order to determine which parent is legally allowed to pick up their child.

Field Trips: On several occasions throughout the year, we will be taking field trips to local sites. In these cases, parents will be informed in advance of the event in writing. Parents will also be encouraged to volunteer time helping on these trips. Transportation will be provided by the Chesapeake Christian Fellowship bus, and will be operated by a fully-licensed individual. Forms for the entire year of field trips will be completed at the start of the school year.

Miscellaneous:

- Please inform us of any changes in address, phone numbers, or other vital information.
- Children will only be released to adults, other than parents/guardians, whose names appear of the enrollment form. In case of an emergency, verbal confirmation of another adult picking up your child is acceptable, as long as he or she shows proper identification.

Weather Policy:

- If Anne Arundel County Public Schools are closed, Shepherd's Flock is also closed.
- If AACPS delays the start of the day, the morning session is cancelled. All students report at 1:00 pm (includes full day).
- If AACPS closes early, the afternoon session is cancelled. Students must be picked up at 12:00 noon (includes full day).
- If you are unsure of our schedule, please check your email and/or our website.
- If inclement weather arises and AACPS has made no decision regarding the start of school, please call the church office at 410-798-1413 to assure that school will or will not be in session that day. The condition of our parking lot, given inclement weather, will determine whether school is in session that day.

Shepherd's Flock T-shirts

For the upcoming school year, all children are required to have a Shepherd's Flock t-shirt. This shirt will be instrumental in safety during our many field trips. The cost of the shirt is \$20 and will now be included in the new registration fee of \$70. Every new student will receive a t-shirt that is the same color. Parents are encouraged to order a t-shirt as well! The cost for an adult t-shirt is \$25. Please inform Ms. Erin if you wish to order an adult t-shirt. If you have any questions, please let us know!

To Contact Ms. Erin

Email: erin@shepherdsflockprek.org

Home: 410-867-1816

Cell: 301-367-8487

Church office: 410-798-1413

Church Fax: 410-798-7121