

2011-2012
Parent/Guardian Handbook

Holy Shepherd Preschool
9770 Keilman
St. John, IN 46373

219-365-3803

www.holy-shepherd.org/preschool

Holy Shepherd Handbook 2011-12

PHILOSOPHY

Our Preschool strives to encourage children's learning in many ways. We believe that children learn through play and should be in a safe, clean, and healthy environment. Along with enhancing cognitive development, children experience physical and spiritual growth in conjunction with social and emotional needs to prepare them for an academic future in Kindergarten.

MEET THE STAFF

Teacher

Holy Shepherd's preschool teacher, Val Solan, has been working with preschool children for 31 years. She has a Bachelor of Fine Arts Degree and a Teaching Certificate from Rockford College and has a Montessori Preprimary Certificate. Val's email address is val.solan@comcast.net.

Aide

Sandy Munday is the aide at Holy Shepherd. Sandy has been Val's aide for eight years, and she has taught Sunday School for 17 years.

Our preschool staff members have undergone criminal records background checks and have also acquired Red Cross Certification.

SCHOOL INFORMATION

School Hours:

Pre-K children will meet 9 a.m. to 11:30 a.m. on Monday, Wednesday, and Friday, with an Extended Day option until 1:30 p.m. Pre-K Junior children will meet 9:00 a.m. to 11:30 a.m. on Tuesday and Thursday. Our teacher and aide will assist in bringing the children in from the car line 10 minutes prior to the start of class. Students will be allowed into the classrooms no earlier than 10 minutes prior to the scheduled start time. Classes begin promptly as scheduled.

If you are late dropping off your child, please use the main church entrance and walk your child to the classroom.

School Calendar:

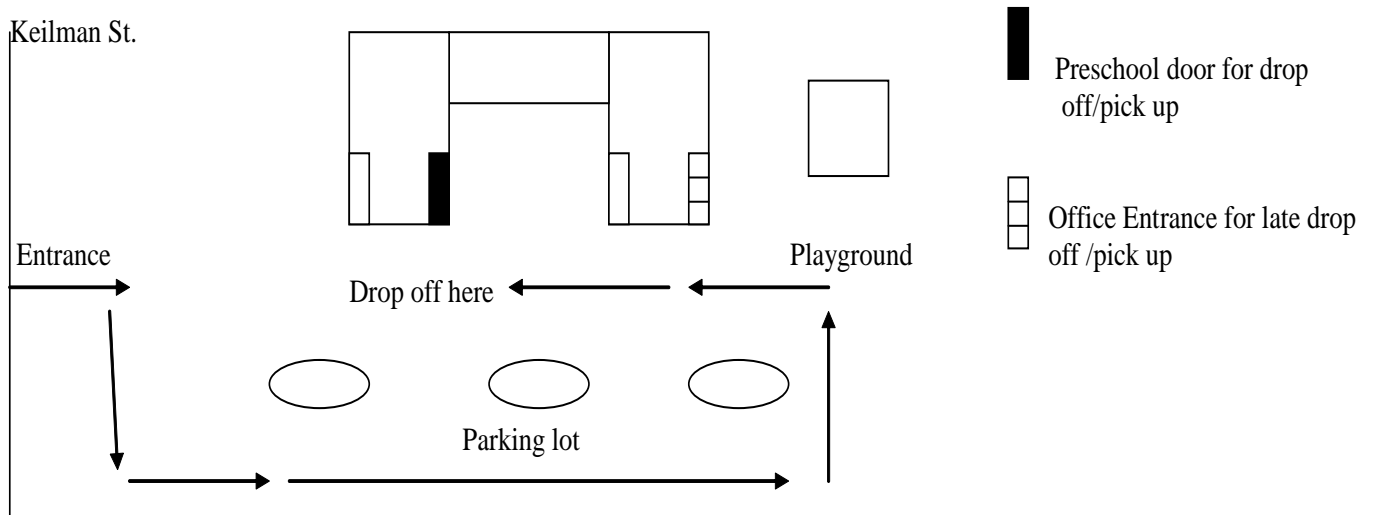
School will begin the Tuesday after Labor Day and will end the Friday before Memorial Day. During that time period, Holy Shepherd Preschool will follow the Lake Central School Corporation calendar for elementary schools. Preschool **will** be held even when the Lake Central Schools have a two-hour delay. When Lake Central schools are closed due to inclement weather, Holy Shepherd Preschool will also be closed.

Car Line Procedure:

The car line procedure helps us ensure the safety of the children. This helps us make sure that each child goes home with those specified on the release form in a timely manner. Every morning the children will be dropped off in front of the Fellowship Hall. These are the doors closest to Keilman Street. Ms. Val or Ms. Sandy will assist your child into the building. Although we do understand that some children may not be comfortable entering without you, it is important that after the first week of school you allow us to bring them in alone. If for any reason you wish to speak with Ms. Val, either before or after class, please park your car and wait until dismissal has ended. The doors open no earlier than 8:50 a.m. At 9:00 the teacher and aide reside in the classroom.

The car line works the same for pick up and drop off. Pull up to the Fellowship Hall doors and wait for the aide or teacher to greet your child. We will open the car door and assist your child into the building rain or shine! Either an aide or teacher will be in the hallway to make sure your child reaches the classroom. When you are picking up your child, please form a line in front of the Fellowship Hall towards Keilman Street and wait for your child to be brought to your car. The aide or teacher will open the car door for your child. ***When your child is in the car, please pull forward to put on seatbelts so that the car line can continue to progress. (See diagram)***

Drop Off Diagram
Revised 6/07



ADMISSION REQUIREMENTS

Medical/Health:

Children should be in generally good health and must be fully toilet trained to attend preschool. Parents/guardians will be required to submit a medical form from the child's physician stating that the child is in good health and all immunizations are up to date.

Age:

Children enrolling in the Pre-K class must be age 4 by August 31, 2011. Children enrolling in the Pre-K Junior class must be age 3 by August 31, 2011. Note that children need to be age 5 by August 1, 2012 to qualify for Kindergarten.

Graduation:

Only those students enrolled in a kindergarten program in the fall of 2012 will be allowed to graduate from our Preschool program.

POLICIES

Tuition and Registration Fees:

At the time the child is registered for preschool, a \$70.00 registration fee is required. This will hold the child's place in the class and is nonrefundable. If there is no room in the preschool at the time of such registration, a child may be placed on a waiting list for a \$25.00 nonrefundable fee. If that child is later admitted to the preschool, the \$25.00 will be credited towards the \$70.00 registration fee that is due at the time of admission.

Tuition for the Pre-K Junior class is \$90.00 per month; tuition for the Pre-K class is \$125.00 per month; and tuition for the Pre-K Extended Day class is \$190.00 per month. The first month's tuition is due on the first day of school for September. For the remainder of the school year,

monthly tuition will be due on the first school day of each month. Any tuition that is not received within seven days of the due date will be considered late and will result in a \$15.00 late fee. Consistently late or nonpayment of tuition will be considered grounds for dismissal. If a child leaves the preschool in the middle of the month, parents are expected to pay tuition for that full month.

Behavior:

Children enrolled in Holy Shepherd Preschool will be expected to maintain appropriate behavior. While preschoolers are still learning what is and is not appropriate, truly disruptive behavior presents a problem that needs to be addressed. Parent/Teacher conferences will be arranged to discuss such problems as needed.

Clothing/Personal Belongings:

Children should wear comfortable play clothes to school. Much time is spent on the floor playing and participating in activities that may be fairly messy. It is best to wear rubber sole shoes to avoid any falls. All personal belongings should be clearly labeled with the child's name. Children should not bring personal toys to class unless specified by the teacher.

Illness Policy:

Parents/guardians are asked to keep their children home if they are not feeling well. Fevers, upset stomachs, and just not being "themselves" are all reasons to keep little ones home. Please call the school to let them know when you are keeping your child home (219)365-3803. In the event of a serious or contagious illness, we ask that you inform the preschool so we can inform other parents/guardians. It is the school's policy that the teacher or aide will call parents/guardians to come for their child if they become ill, have a fever, or show any signs of a contagious illness. A student who has had a contagious illness must present to the teacher a doctor's note saying that the contagious phase of the illness is over before he or she will be re-admitted to class.

Visits to the school:

Parents/guardians are welcome to visit the classrooms, but advance notice of such visitation is appreciated.

Snacks:

Parents/guardians will be asked to send snacks for their own children each day. The preschool will have a small supply of prepackaged snacks for use when a child forgets to bring his or her own. Juice will be provided to each child by the preschool. Those children in the Pre-K Extended Day will be asked to bring a lunch each day. The lunches will be refrigerated. Milk will be provided to each child by the preschool.

Birthdays:

In order to better ensure the health of your child, Holy Shepherd Preschool follows the policy that students may bring in sealed and prepackaged birthday treats on that day of school for snack. Please do not send homemade treats because they cannot be served.

Withdrawal from Preschool:

Holy Shepherd Preschool requires parents/guardians to give one month's notice if they are planning to withdraw their child for any reason.

Funeral Contingency Plan:

Holy Shepherd Preschool shares classroom space with Holy Shepherd Lutheran Church. To maintain a safe and secure environment for students, access to the classroom area is limited. In the event of a church funeral or other congregational event, it is not possible to maintain an environment with limited access. Therefore, the preschool staff will keep the children in the classrooms instead of going out for recess or other activities.

2011-12 Preschool Calendar

Note: Detailed calendars with activities, birthdays, and learning topics will be distributed on a monthly basis. Be sure to check your child's packet of materials!

August 25:	Parent Orientation for Pre-K Junior Class, Pre-K Class and Pre-K Extended Day – 7:00 p.m.
August 27:	Open House – 10 a.m.-12 noon.
September 6:	First Day for Pre-K Junior Class
September 7:	First Day for Pre-K and Extended Day
October 27-28:	Fall Break (No School) RESUME October 31
November 24-25:	Thanksgiving Break (No School) RESUME November 28
December 19-January 2:	Christmas Break (No School) RESUME January 3
January 16:	Martin Luther King Day (No School)
February 17-20:	Winter Break (No School) RESUME February 21
March	Picture Day- To be Announced
March 26-30:	Spring Break (No School) RESUME April 2
April 6:	Easter Break (No School) RESUME April 9
May 23:	Last Day for Pre-K Class; Graduation 7 p.m.
May 24:	Last Day for Pre-K Junior Class