Good Shepherd Early Childhood Educational Center
Parent Handbook 2011-2012
Infants to Three Year Olds
Where Children Come First!

Good Shepherd Early Childhood Educational Center
5902 Oleander Drive
Orlando, Florida 32807
407-277- 4200 Ex 220
Mrs. Maria V. Jiménez, Director
Lic# C-090R0218

Preschool by Classroom:
Classroom A……213
Classroom B……262
Classroom C……234
Classroom D…….....263
Classroom P……261
Preschool Office…….220
After School-Care after 3pm…....264

HOURS:
Open 7 a.m.
Close 6 p.m.
Monday through Friday

COST:
Registration Fee $100.00
Supply Fee for Infants and One year olds $50.00
Supply Fee for Two and Three year olds $40.00
Tuition for Infants and One year olds $180.00 weekly
Tuition for Two and Three year olds $145.00 weekly

GOOD SHEPHERD

EARLY CHILDHOOD EDUCATIONAL CENTER CALENDAR

2011-2012

August 5th, 2011	Open House 4:00pm-6:00PM
August 8, 2011	1st day of classes of the Preschool
August 14, 2011	Open Mass at 11:00 am
August 15, 2011	1st day of classes of GS SCHOOL
September 5, 2011	Closed-Labor day
November 11-13, 2011	Verbena Hispanic-Carnival
November 23-25	Closed for Thanksgiving
December 23-30, 2011	Closed-Christmas Holidays
January 3, 2012	All children return
January 16, 2012	Closed-Martin Luther King
February 17-19	Mardi Gras Festival
February 20, 2012	Closed-President's Day
February 22, 2012	Ash Wednesday
April 5-6, 2012	Closed-Holy Thursday, Good Friday
April 9, 2012	Closed-Easter (Sunday)Monday
May 28, 2012	Closed-Memorial Day
June 1, 2012	Last Day of classes
June 6, 2012	Summer camp begins

Mission Statement

Our mission is to recognize that each child is unique, as we provide love and learning in a Christ-filled environment.

Philosophy

Recognizing the uniqueness of each child, we will foster an environment that nurtures the whole child. Faith, knowledge, and community are enhanced in an atmosphere of love and trust through developmentally appropriate activities.

Objectives

We believe that it is the responsibility of the Early Learning Center to:

1. Teach children to seek God's love and witness Jesus' presence in their daily lives.
2. Encourage an appreciation of the uniqueness of each person as a child of God.
3. Encourage sensitivity, gentleness, and respect in relating to one another.
4. Realize that children must be treated as individuals.
5. Provide daily opportunities for children to explore a variety of problem solving techniques.
6. Guide, protect, and encourage children to learn at their own rates.
7. Provide activities that are flexible for both large and small groups.
8. Provide materials for learning that relate to each age group.
9. Provide information to parents concerning the welfare of the child and activities in the school environment.
10. Meet all state and local requirements.

Policies and Procedures

ABSENCES:
If your child will not be in class, we ask you to please call the preschool office or your child's classroom by 8:30am. If you are planning to withdraw your child or change from full time to part time you must give a minimum of 2 weeks notice. If this is not adhered to you will be charged the additional fees.

ACCIDENT REPORTS:
If your child is hurt in any way during the day, a report will be written for you to read and sign. If the accident is serious, you will be called. It is ***MOST IMPORTANT*** that an Emergency Procedure Card be in the preschool office. Please keep this **information updated** at all times.

ADDRESSES & PHONE NUMBERS:
All correct addresses and phone numbers (home, work and cell) must be on file in the preschool office. If for some reason these are **changed during** the school year, **please notify the office at once.**

BIRTHDAY PARTIES:
Your child may celebrate his/her birthday at the preschool. Parents are asked to send in a **simple treat** for each child. Please do not send in goodie bags, balloons, ice-cream, and hats and so forth as it is an added expense that many families cannot afford. Birthday gifts are **not** to be exchanged at school. All other parties, (Halloween, Christmas, Valentines, Easter, and end-of-the-year) will be handled by each teacher.

BITING:
We at Good Shepherd understand that biting is a normal stage of development that some young children go through. It is something they will outgrow in time. **Young children, who bite, bite for a reason. This is normal and developmentally understood.**
Common Reasons Why Children Bite: teething, exploring, stress, frustration, imitation, behavior, personal space is violated or crowded, lack of vocabulary, signs of affection to obtain attention.
Classroom Strategies used to Discourage Biting: We "shadow" the child who has exhibited biting behavior. We carefully observe the child who has bitten to determine if there is a pattern of when the biting behavior occurs. We comfort the child who has been bitten and firmly let the child who bit know that "biting hurts" and we offer an object to bite such as a teething ring or cold cloth.
When Biting Cannot Be Controlled: We feel honored to have your child with us, however, there are cases when a child does not or cannot adjust to the environment and/or the group. In those cases we might have to ask you to withdraw your child. In cases that the safety of children or teachers is at jeopardy, immediate termination will occur. In any case, deposit is not refundable.

CLOTHING:
Please dress your child in weather appropriate **PLAY** clothes for school. They are children and want to be comfortable to run and play outside as well as paint inside. Closed toe shoes or tennis shoes are the best and safest for the playground - **NO SANDALS**. Please put your child's name inside all coats and sweaters. Each child should always **have a change of clothes** in their cubby in case of accidents or spills. Girls with pierced ears are to wear only stud earrings and nothing that hangs from the ear. Belts are not always easy for children to undo, if your child has a problem with belts, please do not have them wear them.

CONFERENCES:
We want your child to be happy and feel loved here at Good Shepherd, so please let us know of any problem they might be having. Mornings are busy, so if you would like to talk to your child's teacher at length, they will gladly be available to you by appointment or telephone conference

(between 1:30-2:30 ONLY). All conferences at school will be scheduled through the preschool director. We can schedule a time that is good for both you and the teacher. ***We ask that you DO NOT call teachers or teacher assistants at home.***

DEPARTMENT OF CHILDREN AND FAMILIES:
In meeting the requirements of our state licensing agent, each child must have in their student file a physical form dated within the year and an up-to-date immunization form. These are periodically checked both by our staff and inspectors for the department of health. If your child's records are not in order or have expired, you will receive a reminder with a specific date that compliance must be met if your child is to stay enrolled at the preschool. This is for the safety of all children, their families, our staff and their families.

DISCIPLINE:
In the Early Childhood Center all discipline is age appropriate for each class. It is to be remembered that:
1. No corporal punishment is ever administered to students at Good Shepherd Early Childhood Center
2. The children shall be disciplined only in a constructive manner.
3. Children shall not be subjected to discipline, which is severe, humiliating, or frightening.

DISSATISFACTION:
If at any time you are dissatisfied, or upset with a situation or the way a teacher handled a certain situation in the preschool, please go directly to the director and schedule a conference with that teacher. Please do not go to other parents to discuss your dissatisfaction; please come directly to us. We all need to work together for your child's safety and happiness.

DISMISSAL:
No child will be released from the preschool at any time, to any person, not listed on the registration form by the parent. In the case of a single parent, with total custody, a notarized copy of the custody section of the divorce will need to be on file. Anyone picking up a child MUST have some kind of picture ID with them for identification.

ILLNESS:
Children with symptoms of communicable disease will remain with a staff member until parent or designated representative arrives for the child. We make every effort to reach parents when a child is ill, but after 30 minutes we will contact the emergency contacts indicated by the parents. We will not serve children with:
• A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
• A fever of 101 degrees or above
• Diarrhea and /or vomiting two or more times in a day
• Evidence of head lice or other parasites
• Severe coughing
• Conjunctivitis (red eyes with or without drainage)

• A moist or open cold sore
• Yellow or green mucus
Children may be readmitted:
A. With a physician's statement that a child is free from disease, and that returning poses no risk to the child or others.
B. If visibly free from communicable disease, fever free without benefit of fever reducing medication for 24 hours, and free of vomiting/diarrhea for 24 hours on a normal diet.

INFANT/TODDLER:
For sanitary reasons, children in diapers must arrive in disposable diapers. Please furnish us with diapers by the box, also wipes for your child, (please mark with your child's name). All bottles and baby food must be clearly labeled with your child's name. Bottles must be marked both on the cap and the bottle. Please furnish us with extra clothing, blankets and bibs for your child. Don't forget to put your child's name on ALL their items (coat, sweater, etc.) We will supply sheets for infant cribs.

***IDENTIPASS*:**
All persons who Drop-off or Pick-up children MUST have an IdentiPass. This is in accordance with the Diocese of Orlando-Policy of "Keeping our Children Safe".
What is IdentiPass?
It is our Safety Plan here at Good Shepherd School/Preschool.
What do I need to do?
If this is your first year at Good Shepherd, you will need to have your picture taken.
How many badges will each family be given?
Each family will be given two badges and two Good Shepherd Blue lanyards. Additional badges and lanyards can be purchased for $10.00.
When must I wear my ID?
You will need to have your IdentiPass on whenever you are on the school campus. This card has a bar code that you can swipe for entrance through the gates. One gate is on the West side of the property (over the bridge) the other is on the East side of the property. Just swipe your card the way you do your credit cards. Please DO NOT let anyone else in the gate.
Please understand that we do this to keep your children safe while they are in our care.
What happens if I forget my Badge?
You will need to go to the Front Office of the Elementary school building and ring the bell, your I.D. will be checked and you will be given a pass.

LATE PICK-UP:
All children MUST be signed out no later than 6:00pm. Many of our staff have families of their own or are attending classes and need to be gone no later than 6:00pm. If you are late, there will be a charge. $1.00 per minute per child will be assessed and due immediately. Late fees not paid at the time of pick up will be billed. While we understand emergencies do arise, continuous tardiness may result in termination of enrollment for your family, so complete cooperation is expected and appreciated.

LUNCHES:
Good Shepherd encourages your child to enjoy a pleasant lunchtime each day. Lunch can be sent in a lunch box (name inside) or brown bag marked with your child's name. Please make lunch a nutritious, simple meal. Children will be encouraged to eat all healthy food before snacks. Lunches **may not** be brought over from the elementary school cafeteria due to DCF ruling. Milk can be purchased for $2.00 a week. Please include this in your tuition check. Please do not send in ***carbonated drinks.*** We do not have facilities to heat or refrigerate meals.
Also we ask you NOT to bring in outside lunches from McDonald's, etc., as this is difficult for the other children.

MEDICATION: *(Prescribed and over-the-counter)*
A medication form must be completed and signed before any medication can be given to any child. This includes cough drops and vitamins. ***NO* medication** of any kind is to be placed in lunch boxes or school bags. This is for your child's protection as well as for the protection of the other children. All medication must be in the original container with the original pharmacy labels showing the child's name, name of drug, and directions for dispensing. Please give to your child's teacher or the director.

NAP TIME:
Children are allowed to bring in a sleepy time friend for naptime. A sleepy time friend is a stuffed animal (not Barbie, Power Ranger, etc.). A sleepy time friend must be small enough to fit in your child's cubby. If a pillow is sent, please keep it **SMALL**, also small blankets. Our cubbies are small. ***All Naptime*** belongings need to go **home on Fridays** to be ***washed***. ALL CUBBIES should be emptied on Friday.

SAFETY:
All children who arrive between 7am and 8am are to be taken to Room D. Infants are to be taken to their room. All other classroom doors are locked and should remain so until 8:00am or until your child's teacher arrives at school. Please **NEVER GO OUT A LOCKED DOOR** -- exit where you entered. This applies as well in the ***p.m. hours.***

SIGN IN & SIGN OUT:
No child is permitted to the center after 11:00 am without prior approval of the Director -- we would like all children here No Later than 8:30 am. It is ***MANDATORY*** for parents to sign in on arrival and sign out on departure. You will need to sign your signature and time of arrival and departure. We must have this for our official records. Parents do ***NOT*** leave your child **unattended** in a classroom. Please **do not** send your child with breakfast to be finished. All children will have a ***snack*** of cereal and milk between 8:00 and 9:00am. After 8:00am, you may take your child to their classroom. If for some reason the teacher is not there, please do not leave your child but rather take them to the preschool office or another classroom where there is staff on duty. Please check your child's folder **daily.**

TOYS:

Children are not allowed to bring toys to school. Each classroom is sufficiently supplied with learning manipulative and activities. Toys from home cause disagreements and tears among the children. If your child enters the classroom with a toy, you will be asked to take it home.
If a child has a toy that did not go home, the teacher will take it from them and return it to the parent. We are not responsible for any broken or lost toys. Girls are not allowed to bring in purses with makeup and nail polish items. These items are not only messy, but dangerous as well. This is done for safety. Please do not send in movies unless a teacher has requested them. We may only show "G" movies.

TUITION:
Tuition is $180.00 weekly for Infants and one year olds, $145.00 weekly for two and three year olds. This amount is due whether your child is present or absent in school. Tuition is NOT PRO-RATED at any time. Anytime Tuition is arrears of two weeks your child will not be able to attend until the account is paid in full. Tuition is paid online via Smart Tuition. For more information, please visit their website at www.SmartTuition.com. Non Sufficient Funds checks will be charged $25.00 per attempt.

Summer Camp:
Summer Camp tuition fee will be paid directly to the Pre-school office. All payments are due on Monday, of the week attending. A late charge of $5.00 will be charged if payment is received after Monday.

PARENTS' SIGNED AGREEMENT
We have read and agree to be governed by this handbook. We understand all the policies and procedures, including the disciplinary procedures, tuition policies, and medication policies. We have received a copy of "Know Your Child Care Center" from the Department of Children and Families.

PARENT(S)
SIGNATURE _____

SIGNATURE _____

My child(ren) is/are_____

_____

DATE _____

Please, return to the preschool office.

Thank you,

Mrs. Maria V. Jiménez
Director