

CHRIST THE GOOD SHEPHERD

PRESCHOOL HANDBOOK



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*The preschool is an academic based school incorporated with hands on learning, play,
and love!*

We have been providing Early Childhood Education for over 30 years.

Policies & Procedures

The following selected policies and procedures govern conditions that effect your child's welfare in the preschool. For more detailed information on these and other policies that may relate to the care of your child, parents/guardians are encouraged to call the preschool and speak with the Director. All preschool policies are in accordance with the **Manual of Requirements for Child Care Centers**, as published by the State of New Jersey Department of Human Services Division of Youth and Family Services. Some of the policies below only apply to children who are in our full day program, but please take the time to read them all and familiarize yourself with all that Christ The Good Shepherd Preschool has to offer.

1. State Licensed

Christ The Good Shepherd Preschool is licensed by the State of NJ, displayed In the hallway near the pre k 3 classroom. We are periodically inspected by the regulatory agencies to ensure the best for your child in the areas of health, safety, and specific requirements mandated by state standards. We value and support our partnership with the state regulatory agencies commitment to quality childcare.

2. Preschool Hours of Operation

Christ The Good Shepherd Preschool's hours of operation are 7:00 am – 5:30 pm, Monday thru Friday.

Full Day Drop Off: 7:00 am – 9:00 am	Half Day Drop Off: 9:00 am
Full Day Pick Up: 3:00 pm – 5:30 pm	Half Day Pick Up: 1:00 pm

3. Late Pick Up Fee:

Christ The Good Shepherd Preschool closes at 5:30pm sharp. If your child is NOT picked up by that time, a late fee of \$15 will be assessed.

4. Returned Checks:

If a check deposited comes back "Insufficient Funds" the preschool will charge a fee of \$35. This will be added to your tuition payment. At this point, a parent/guardian will be required to pay in cash.

5. Equal Opportunity

The preschool is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex or national origin. We accept children on a first come first serve basis.

6. Security Measures / Open Door Policy

The preschool has an open door policy which means you are not required to schedule an appointment and you may stop by the preschool at any time during the day. We want you to feel free to visit the preschool at any time. An appointment may be needed, if you need to have an in depth conversation with your child's teacher or the director.

In the classroom is a sign-in sheet. We require that you sign-in and out each day.

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As a security measure, you are required to walk **your child into his/her classroom** and see that they are under the teacher's supervision before you leave. **Do not allow your child to walk themselves into the preschool. Equally important is that you MUST re-enter the preschool when picking up your child at the end of their day. Your child can ONLY be released to adults, so please DO NOT send in a brother / sister that is not 18 years old.**

7. Release of Children

As stated prior, Christ The Good Shepherd Preschool will only release children to an adult & ONLY to an adult that is listed on your child's enrollment form. If you need someone other than the people listed, you MUST send in a note or call the preschool and notify his/her teacher that you are sending in someone else to pick them up. You must give the person's FULL NAME, DATE & estimated time of pick-up. They are REQUIRED to show PHOTO ID to enter the preschool to pick up your child. Please make sure anyone who is to pick up your child KNOWS this vital information. We will NOT release the child without the proper identification. This is in the best interest and safety of your child. Please do not get upset with any staff member who may ask you for your ID, they are only following policy and have your child's safety in mind.

8. Fire Drills & Security Drills

The preschool has put into place plans for, fire drills, lockdown drills, shelter in place and evacuation drills. Drills are held regularly. Should an emergency requiring evacuation of the preschool occur, you will be notified immediately.

9. Medicine

Christ The Good Shepherd will only administer medication that is provided by the parent and signed in on the **MEDICINE FORM**. See your child's teacher for the form. All prescribed medications need to be dated, labeled and have the child's name on it as well as the dosage.

WHENEVER POSSIBLY, THE PRESCHOOL STRONGLY ENCOURGES THAT ALL MEDICATIONS BE GIVEN AT HOME.

10. Sunscreen

During the summer, we recommend that you send in sunscreen to the preschool, since your child will be playing outdoors often. Be sure to put your child's name on the bottle. **Please apply sunscreen prior to your child coming to school.**

11. Communicable Diseases

Christ The Good Shepherd Preschool has a written policy on the management of communicable diseases and is posted in the hallway near the Pre K 3 classroom. The policy includes a list of illnesses and or symptoms for which a child will be separated from the class and possibly be sent home. The policy includes the list of diseases for which a child will not be

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readmitted to the preschool without first having a physician's note clearing them to return. Finally, you have our assurance that during any outbreak of an excludable disease at the center, you will be notified by a written notice of the outbreak, in case your child may have been exposed.

***Returning After an Illness – If your child was sent home with a fever, make sure your child is fever free, without medication, for 24 hours before returning to school. If your child was sent home for diarrhea or throwing up, make sure they can eat normally and are symptom free for 12 hours without medication. Lice: we have a nit free policy. Child must be nit free.**

12. Allergies / Existing Medical Conditions

If a child has allergies or an existing medical condition, please make us aware of this vital information. A written "PLAN OF ACTION" must be attached to your child's Universal Health Form. The safety and comfort of your child is very important to us.

****Allergies:** The preschool reserves the right to decline any child with life threatening allergies. We are a small non-profit preschool and DO NOT have a nurse on staff.

13. First Aid

A First Aid kit is located in each classroom. The preschool has staff who are trained in CPR and First Aid.

14. Clothing

Your child will be active, both indoors and out. It is important for your child to be dressed in comfortable season appropriate, washable, play clothes. We ask that each child brings in a complete change of clothing to be kept in their cubby, in case of spills, accidents, messy play. Send clothing to school in a ZIPLOC bag with their name on it.

15. Shoes

Your child should wear sneakers or closed toe shoes to school at all times. **NO FLIP FLOPS ALLOWED.** Sturdy sandals only if they have a back strap. Children do a lot of running around and climbing and need to have on shoes/sturdy sandals that will stay on their feet and support their ankles. We have occasional Water Day Games in which flip flops or water shoes are allowed.

16. Outdoor Play

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As long as the temperature is 92 degrees or below for Spring/Summer and 40 degrees or above for Fall/Winter, children will go outside every day to play. Children are encouraged to run, jump, bend and be active daily. We are cautious to keep them outside for a short time to prevent weather related illnesses.

17. Lunch / Snack

Please pack a lunch and have the lunch box labeled with your child's name on it.

Snack Time: All children will receive a mid-morning snack and those staying all day will be offered a snack after rest time. We ask that all parents donate 2 monthly snacks, enough for the entire class. Please see your child's teacher for snack suggestions.

18. Rest Time

If your child is napping at the preschool the following items are needed:

- Crib sheet to fit sleep mat
- A small blanket and pillow
- May bring a small stuffed animal to sleep with
- All items are to be in a LARGE ZIPLOCK BAG
- Please label EVERYTHING / nap items are to go home EVERY WEEK to be washed and returned to school each week.

19. Birthdays

Birthdays are a special event in a child's life. Please contact your child's teacher, if you would like to send in a special treat for the class.

20. Discipline & Expulsion Policy

At Christ The Good Shepherd Preschool our discipline policy adheres to the state guidelines. Please read our posted Discipline Policy located in the hallway next to the Pre K 3 classroom.

Expulsion: Our classroom staff are trained in appropriate practices minimizing discipline problems in the classroom. If we should have a habitual discipline issue, we will contact the parent/guardian to discuss a plan. Parents are partners with our staff in any concerns. We rarely expel children in our program. The only time this occurs, is if the safety and well-being of the children & the classroom cannot be met.

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21. School Closings / Tuition

Christ The Good Shepherd Preschool is a nonprofit school. We rely strictly on tuition to meet our expenses. We can only maintain the high quality programs we have for the children with your cooperation. As per your tuition agreement, parents/guardians are financially responsible for all weeks of school, whether your child attends school or not (e.g. vacations, sick, school holiday etc.) The preschool does not make up any missed days.

***Hospitalizations:** Should a student be admitted to the hospital for a period of 5 or more days, the preschool will waive

Tuition for 1 week of the student's registered days. **Must present the preschool with acceptable documentation.**

Please Note: As a licensed center, we must inform you it is the obligation of parents and staff to report child abuse/neglect/exploitation to the State Central Registry and Child Abuse Hotline.