

GOOD SHEPHERD PRESCHOOL  
**PARENT HANDBOOK**

2022-2023



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Director: Mrs. Christine Linso, M.Ed.

Teacher's Name \_\_\_\_\_

Teacher's Phone Number \_\_\_\_\_

Teacher's Email Address \_\_\_\_\_

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## **PURPOSE AND OBJECTIVES**

### Purpose

To provide quality preschool learning experiences in a Christian environment. The goals of our program include helping children build skills in all areas of development through creative, interactive, stimulating and fun activities. Each individual child is recognized for his/her talents, capabilities and needs. Each child is cared for as a child of God.

### Objectives

The objectives of our program:

- ♥To develop language, social, motor, listening and self-help skills
- ♥To provide opportunities for developing interest in areas of music and art
- ♥to encourage appreciation for the wonders of God's world through active participation and learning
- ♥to promote school readiness through developmentally appropriate activities
- ♥to build a love of books
- ♥to create enthusiastic and confident learners
- ♥to accept and care for each child as a child of God

### Policy for the Protection and Care of Children

Our school is a "safe place" for all persons and seeks to provide a safe and enriching environment for all children. We follow Good Shepherd Lutheran Church's "Policy for the Protection and Care of Children." Our staff has current clearances and training as required by the state of Pennsylvania.

## TYPES OF CLASSES OFFERED

### Types of Classes Offered

Classes are staffed by degreed, experienced teachers. Our caring staff is committed to their work here with young children and committed to the objectives of our school. Class size and age are determined by the guidelines of the school's Charter and Operating Procedures. The school is governed by the Nursery School Board comprised of the Director, Church Pastor, Church Business Administrator, two church members and two school parent members.

#### **Classes based upon enrollment and availability.**

Two-year olds (Must be 2 by September 1 of new school year)

Two day: Tue/Wed

9:00-11:30

Three day: Tue/Wed/Th

9:00-11:30

Three-year olds (Must be 3 by September 1 of new school year)

Full day: Tue/Wed/Th

9:00-2:30

Half Day: Tue/Wed/Th

9:00-11:30

Four-year olds (Must be 4 by September 1 of new school year)

Full day: Tue/Wed/Th

9:00-2:30

Half day: Tue/Wed/Th

9:00-11:30

Friday Enrichment class – Math/Science and Language Arts Concentration

9:00-11:30

ALL student's bring their own healthy snack and water bottle daily. Full day students are required to bring their own lunch in addition to daily snack (nut free).

#### Late pick-up:

Pick up is at 11:30 for half day and 2:30 for full day. If you arrive at 11:40/2:40, you will be required to pay a \$10.00 late fee that will be expected at the time of pick-up. If you arrive for pick-up after 11:40/2:40, a \$5.00 fee will apply for each five-minute increment, again, expected at the time of pick-up.

#### Identification:

If someone other than the parent is picking up, they must be on the written on the Student Master Sheet and will be asked to produce identification.

### **TUITION RATES AND COLLECTION**

1. Checks and money orders will be the only acceptable method of tuition payment. **No cash** will be accepted. This applies to the activity fee as well. Checks are made payable to – Good Shepherd Preschool.
2. Cash will be accepted for certain programs/trips only.
3. Tuition is due on the first of the month. It is considered late by the 5<sup>th</sup> of the month and a late fee of \$10.00 will be assessed. ***If tuition is more than one month late, your child will not be permitted to attend school until tuition is paid.***
4. You will be expected to pay the fee charged to our account by any checks you wrote that did not clear.
5. Payments can be mailed to the school or put in the tuition collection box located in the hallway. Do not hand tuition envelopes to teachers.
6. All payments must be made in the tuition tracker envelopes provided. If that envelope is not available, please use a small envelope.
7. Please put your child's name on the check. This is especially important if your name is not the same as the child's. Indicate the month of tuition payment.
8. If using an envelope other than the tuition tracker envelope, please put your child's name and class on the outside of the envelope.
9. Tuition rates are set each year at the December board meeting.
10. ONE MONTH'S TUITION MUST BE PAID BY JUNE 1 TO SECURE YOUR CHILD'S CLASS PLACEMENT. THIS PAYMENT IS HELD IN ESCROW AND WILL BE APPLIED TO THE NINTH MONTH'S PAYMENT, THAT OF MAY OF THE CURRENT SCHOOL YEAR. THIS PAYMENT IS NON-REFUNDABLE AFTER JULY 15<sup>TH</sup> OF THE CURRENT SCHOOL YEAR. NO REFUNDS ARE MADE AFTER THIS DATE – THERE ARE NO EXCEPTIONS TO THIS POLICY.
11. NO REDUCTION OR REFUND of tuition will be made for absences, illness or voluntary withdrawal from Good Shepherd Preschool.

If you require a statement of tuition payments made, please see the director.

## **HEALTH GUIDELINES AND GENERAL INFORMATION**

### **Health Guidelines**

**1. Children should NOT be sent to school with fever (100.3 and above), coughs, runny noses or other cold symptoms. Children should know how to use a tissue when necessary. Children can return to school when they are 48 hours fever free without fever reducing medicines such as Advil or Tylenol.**

**2. Children who have vomited during the night should rest at home the following day. DO NOT bring them to school.**

**3. Children with rashes must be taken to the doctor before attending school. YOU MUST PROVIDE A DOCTOR'S NOTE IDENTIFYING THE RASH AND STATING WHETHER OR NOT IT IS CONTAGIOUS. CHILDREN WITH CONTAGIOUS RASHES ARE NOT PERMITTED IN SCHOOL UNTIL THE RASH CLEARS. WE RESERVE THE RIGHT TO SEND HOME A CHILD WITH A RASH OF UNKNOWN ORIGIN UNTIL THE CHILD HAS SEEN A PEDIATRICIAN.**

4. Parents will be required to sign a health information form at the beginning of each school year, providing medical information. This information is kept confidential and will only be used in the event of a need to seek emergency medical care for the child.

5. Staff is not permitted to administer medication of any kind under Pennsylvania state law, with the exception of rescue medication per signed parent permission slip. Concerns regarding all health related matters should be discussed with your child's teacher.

### **General Information**

#### **Clothing –**

1. Mark each item of outer clothing with child's first and last name including mittens and hats. Also, write your child's name on or inside the school bag.

2. Children should wear clothing that allows for self-sufficiency in the bathroom.

**3. Send in a complete change of clothes for your child in case of an accident. Put these clothes in a plastic bag labeled with your child's name.**

**4. Provide an oversized shirt to use as a cover for painting and other messy activities. Mark your child's name plainly on the shirt.**

#### **Calendars and Newsletters**

Each child will receive a monthly calendar and newsletter with pertinent information concerning the month's activities and the show n' tell topic for the week. Please ask your child's teacher for additional calendars if another adult is responsible for bringing your child to school.

## **TOILET TRAINING POLICY**

This policy has been established to ensure the health and safety of both students and staff in our school. In addition, becoming independent in taking care of oneself in the bathroom is an important developmental skill which children must learn. Toilet training, as it pertains to our preschool, means that children are able to indicate their need to use the bathroom to the teacher in a timely fashion. Since the bathrooms are in the classrooms, children may use them at any time. Children who use the bathroom must do so independently, being able to manage clothes and use of toilet paper by themselves. All children must keep a complete change of clothes at school in case of an accident. If there is an accident, a “mishap” report will be filed.

**2-year-old Playgroups** – Children entering our 2’s classes do not have to be toilet trained to attend school. Parents must supply diapers/pull-ups until the child is using the toilet regularly. Please inform your child’s teacher when you begin potty training, so they may support your efforts at school. Also, please be sure your child is wearing a fresh diaper/pull-up when arriving in the morning.

**3-year-olds Classes** – We **expect** that **most** children entering our 3’s classes will already be toilet trained. If not, we insist that **parents complete their child’s training during the first two months of school.** When a potty-trained child has a messy accident, staff will immediately contact the child’s parent or guardian to come to school to aid the child. Staff will assist the child (if need be) in the removal of **only** the outer layer of clothing. Staff is **not** authorized to remove the soiled underwear. Staff will direct the child to cleanse themselves with baby wipes, dampened toilet paper, etc. **Staff are NOT permitted to wipe the child.** Child may then change into clean clothing that has been provided previously. Upon their arrival, parent may inspect the child to ensure proper cleansing has occurred and render further assistance if necessary. The parent or guardian will then take the soiled clothing into their possession. **Parents may opt out of staff intervention by signing a waiver. This means your child would remain in their soiled clothing until an authorized individual selected by the family can come to school to change them. Parents must be available or authorize another family member to be available to take care of this for their child if they do not sign the waiver. In all cases, our staff is not authorized to wipe children of this age.**

**Beginning NOVEMBER 1<sup>st</sup>, all children in 3’s classes should be wearing regular underwear.** If your child is not wearing regular underwear by November, you will be told to keep them home until they are fully trained. Tuition must still be paid in order to hold your child’s place in class. Parents of 3’s will provide regular underwear for their child in November to replace any pull-ups sent in.

**4-year-olds Classes** – **ALL** Children entering our 4’s classes are required to be toilet trained, unless there is a valid medical reason. Parents must submit a doctor’s note, prior to the start of the school year. Under no circumstances except that mentioned previously, will pull-ups be allowed. Children should be sent to school wearing regular underwear. Parents should provide regular underwear for “wet” accidents. Our staff is not authorized to change a “messy” accident nor wipe children of this age.

**ALL CHILDREN WHO ARE FULL DAY MUST BE ABLE TO CARE FOR THEMSELVES INDEPENDENTLY IN THE BATHROOM AND WEAR REGULAR UNDERWEAR IN ORDER TO BE PERMITTED TO STAY FULL DAY.**

## **WEATHER-RELATED CLOSINGS**

1. Our school will close for inclement weather when the Centennial Schools are closed. However, we reserve the ability to make the weather-related decisions independent of Centennial considering their ability to utilize virtual school.
2. If Centennial opens “two hours late,” we *may* open at 10:00 am with a regular dismissal of 11:30 for half day and 2:30 for full day.
3. If inclement weather threatens, early dismissal may occur.

**DELAYED OPENINGS, CLOSINGS, AND EARLY DISMISSALS ARE AT THE DISCRETION OF THE DIRECTOR. FIND OUT THE SPECIFICS FOR OUR SCHOOL USING ANY OF THE INFORMATIONAL TOOLS LISTED BELOW:**

Our school name will appear on NBC 10's SNOW ALERT broadcasts on the bottom of your screen.

Check our school's Facebook page for information.

Teachers will send a group text to alert parents of weather-related closings or delays.

Inclement weather/snow make-up days are at the discretion of the director and the Good Shepherd Preschool Board. Adjustments will be made if deemed necessary but the regular school year will not be extended beyond one week.



## DISMISSAL AND PARKING POLICIES

### Arrival/Dismissal

Children must be brought to and picked up from the classroom. Parents/Guardians should leave their child at the classroom door with their teacher(s). Parents/Guardians do not need to enter the classroom to assist their child or to extend their goodbyes. A current list of persons to whom your child may be released must be provided at the beginning of the school year. This list may be changed by the parents any time during the school year. Children will be dismissed only to adults age 18 and older.

Notify your child's teacher in writing when there is a change in the usual pick-up person!!

When we do not know the person you have designated to pick up your child, the staff will ask that person to show their driver's license.

**IF THERE IS A NEED TO CHANGE THE PICK-UP PERSON FOR THE DAY AND YOU HAVE ALREADY DROPPED OFF YOUR CHILD, YOU MUST CALL THE SCHOOL TO REPORT THE CHANGE AND PROVIDE THE NAME OF THE PERSON WHO WILL PICK-UP.**

### Parking Policy

The school is required to follow the church's parking policy:

All cars must be parked within the lines of a designated parking space.

You may **NOT** park:

- in the driveways
- in the reserved spaces for the visitors, pastors, and handicapped
- in the "drop off" lane of Plum Street
- anywhere on Plum Street
- on Edden Court (crossing Plum St. from Edden Court is dangerous with young children)**

**The "drop off" lane is designated for families with babies, or very young siblings. Please be courteous and leave the lane open for these individuals. Thank you!**

**Always hold your child's hand when walking in the parking lot!**

## SAFEGUARD PROCEDURES

The following safeguards are in place. We ask that you read these carefully and comply with them throughout the school year.

1. The Plum Street doors will be locked until 8:55 am each morning. The Plum Street entrance doors and the preschool hallway doors will then be locked from 9:15 until 11:30 and from 12 noon until 2:30 each day the school is in session. We will not open the door for you during these times. If you arrive late to school, or are picking up your child early, follow the procedure #6.
2. A note from you is strongly recommended when someone other than yourself is picking up your child at the end of the school session. Please provide this for the extended day teacher as well, if your child is staying for extended day that day.
3. If you are in a daily carpool with other preschool families, a note listing all of the participants is needed and will suffice for the entire year. Please provide this list for our extended day program, as well.
4. If you call during school hours to inform us of a change in who is picking up your child, ask to speak directly to your child's teacher. Your call will be forwarded to the classroom.
5. We request that you furnish us with the last four digits of your social security number. These digits will be recorded on the confidential "white emergency cards" and the teacher's own class list. When speaking with the teacher on the phone about a change in dismissal, you will be asked these numbers as a means of identification. It is your responsibility to make sure that your spouse or other family member has these numbers in case of an extreme emergency.
6. You must inform us at the beginning of the school day if you are picking up your child early, before the regular dismissal time. Please report to the church office or make arrangements with the Director. The secretary will inform us of your arrival, walk you to the brown double doors at the end of the hallway, and unlock the door for you. It is your responsibility to inform others who pick up your child, of this procedure. Follow this same procedure if you are late to school.

## PEANUT-FREE POLICY

**\*Several of the children attending our school this year have food allergies.** We know that many kinds of food allergies can be life-threatening. Specifically, several students have peanut allergies. Children with peanut allergies can have a reaction without ingesting peanuts, but merely by being near or touching someone who has recently eaten peanut products. We have taken steps to make our environment "peanut-free."

\*Snacks that we serve at school are peanut-free as indicated on the food information labels. Children who have any kind of food allergies are required to provide their own snack and juice each day and their own party food on party days.

### THINGS YOU MUST DO TO HELP:

1. If your child has eaten peanut butter for breakfast, you **MUST BE SURE TO WASH** his/her hands and mouth before coming to school. This is very important!
2. If bringing in treats for a party or birthday, **DO NOT** bring in anything with peanut butter or peanut oil as an ingredient, such as peanut butter cookies, candy or crackers. Double check with your child's teacher for an appropriate treat. If you are the parent of an allergic child, consider volunteering to bring in a party treat so that your child may eat something that is the same as the rest of the class.
3. **FULL DAY STUDENTS** - You may **NOT** pack peanut butter sandwiches, crackers or candy for your child if he/she is staying for lunch. If you buy Lunchables, be aware that sometimes the snack item does have peanut butter. We are currently allowing food processed on a machine that processes peanuts but not containing peanuts in any form (such as granola bars, cookies, etc.) Any food that does not meet these requirements will be left in the lunchbox and not given to your child. An allergic reaction is a very real threat.

**THANK YOU FOR YOUR COMPLETE COOPERATION WITH THIS POLICY!**

FOR PARENTS OF CHILDREN  
NEEDING RESCUE MEDICATION

The parent of a child who needs rescue medication kept on hand in Good Shepherd Preschool must comply with the following procedures:

1. Parents must sign a Good Shepherd Preschool "Rescue Medication" permission form to be kept on file in the director's office.
2. If the child has a food allergy that requires rescue medication, parents must have the "Food Allergy Action Plan" document completed and signed by the child's doctor on file along with the above referenced permission form.
3. Parents must provide the needed rescue medication, clearly marked with the child's name written on it. In addition, parents must provide telephone numbers for contact.
4. For rescue medication in cases other than food allergies, (i.e. bee stings) parents must provide a doctor's note specifying symptoms and responses for that particular allergic reaction.
5. If the child needs an inhaler for asthma in school, parents must sign the appropriate permission form and have the Asthma Action Plan completed and signed by the doctor. Both forms are kept on file in school.
6. Parents must be aware of expiration dates of the medication and provide replacements when necessary.
7. For food allergies – parents must provide the child's own snack every day. The food must be packaged in individual, single-serving plastic bags with the child's name clearly written on the bag. It is recommended that juice in individual servings be provided as well. Hand the packaged snacks directly to the teacher or assistant teacher. This is to be followed even though our school snacks are peanut-free.
8. For food allergies – For party days – Parents must provide the child's food for party day. Parents can choose to bring in something that their child is able to eat, to share with the class. Check with the teacher to see what is on the party list in order to provide similar items if you wish.
9. For food allergies – food prepared in class. If the classroom teacher feels comfortable in doing so, the teacher may provide the parents with a list of the ingredients used in the day's food preparation. Parents will read and check the ingredients for allergens, and if they wish to allow their child to eat this food, sign the form, giving permission for their child to eat the food prepared in class that day. Parents will respect the right of the teacher to refuse to allow a child to eat the prepared food on any particular day.
10. **IF THE RESCUE MEDICATION REQUIRED IS AN EPI-PEN, THE PARENTS MUST PROVIDE TWO EPI-PENS AS REQUIRED BY THE SCHOOL BOARD OF DIRECTORS.**

PARENT VOLUNTEER OPPORTUNITIES

The following information describes volunteer opportunities for you to consider. You will be able to sign up as a volunteer for each activity during specific times of the school year. Look for the sign-up sheets posted on the bulletin board outside your child's classroom, or a letter sent home in your child's schoolbag.

### **General Volunteer**

If you are interested in helping out at school, please fill out an application to be a general volunteer. Duties would most likely be in a classroom other than your child's and would include aiding in general activities.

### **Extra Hands & Hugs**

This volunteer opportunity is needed when we start our school year. For some of students, this is their first experience away from their parents and they could use some extra TLC until they feel more comfortable.

### **Special programs**

Parents and/or family members may have certain skills/jobs/talents that will be called upon to share with our young learners. If/when there is an occasion for this, we will email or post outside the teacher's classroom on the bulletin board.

### **Fundraising Committee**

We need a team of dedicated parents/grandparents to lead a fundraising committee. If you are interested, please see the director, Chris Linso, to get started!

## **HEAD LICE**

Anyone can get head lice...mainly through direct head-to-head contact but also from sharing hats, brushes and other personal items. Head lice are a problem and do not reflect poor hygiene or social status.

Please do your part to prevent the spread of this condition by checking your child on a regular basis. Lice infestation is much easier to treat if caught early.

## **OUR POLICY**

**IF YOU DISCOVER A CASE OF HEAD LICE, PLEASE NOTIFY THE DIRECTOR OF THE SCHOOL IMMEDIATELY. ALL FAMILIES WILL THEN BE NOTIFIED THAT THERE IS A CASE OF HEAD LICE IN THE SCHOOL. YOUR CHILD'S NAME AND CLASSROOM WILL BE KEPT PRIVATE. KEEP YOUR CHILD HOME AND FOLLOW TREATMENT SUGGESTIONS FOUND IN THE REFERENCES BELOW.**

**ALL PARENTS SHOULD DILIGENTLY CHECK THEIR CHILDREN DAILY FOR A FEW WEEKS AND THEN REGULARLY AFTER THAT.**

**A CHILD MUST BE NIT-FREE IN ORDER TO RETURN TO SCHOOL!!!!**

FOR MORE INFORMATION –

[npa@headlice.org](mailto:npa@headlice.org)

[www.headlice.org](http://www.headlice.org)

THANK YOU FOR YOUR COOPERATION!!

Procedures are in place for fire drills which are held in the fall and spring for all classes.

*If directed, there may be a need for the movement of the children to an off-site, safer location to be determined by the emergency management officials. This would be determined by the location of the emergency and how it impacts the school facility.*

*The school will inform the parents of the location by using the phone chains for each class.*

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Procedures for lock-downs are in place. The local police department determines the need for lock-down due to police activity in the area. We are notified by the 911 center to go into lock-down and also when the lock-down has ended. We will work to maintain good communication with parents during lock-down. No children will be released to parents during a lock-down.

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The Upper Southampton Township Emergency Management Officials have recommended the use of a Shelter-in-Place plan in the event of an emergency. The emergency would be due to hazards such as: severe weather, flooding, or hazardous materials incidents via facility, rail, or transportation. This is a short-term measure (hours, not days) designed to keep the children from a hazardous outdoor environment.

Please familiarize yourself with our plan and keep this information in a place in your home where it can be easily obtained.

The business administrator and Good Shepherd Preschool director have been in contact with the Upper Southampton Twp. Emergency Management Director. Our school has collected necessary supplies, water, and non-perishable food that is stored in the room in which we will seek shelter.

If there is an emergency that puts us at risk, the emergency management officials from Upper Southampton Township will notify us by telephone or by messenger. Information concerning this emergency would also be broadcast on radio and TV.

If we are notified, we will take the following precautions:

1. The children will go with their teachers to the youth lounge.
2. Doors in the youth lounge will be sealed and covered.
3. We will contact our "phone chain" volunteers if there is a message to pass along.
4. Listen to the radio or TV for further instructions. In Lower Bucks County the emergency broadcast stations are WBCB 1490AM and KYW 1060AM.
5. If a "Shelter-in-Place" is mandatory for our school, do not attempt to come here and pick-up your child. We can only release your child when the emergency has ended. Remember that the school may be the safest place for your child to be.



6. When the emergency has ended, we will receive notification from local officials. We will then take the children back to the classrooms. Pick up your child at his/her classroom. You will be required to sign your name when you pick up your child. Children will be released to those people who are listed on the master student info sheet. Those who are not authorized must have written parental authorization and photo identification.
7. Please exercise caution in the parking lot when arriving and leaving. Remaining calm is most beneficial to all.
8. We will not be telling the children why we are going to the Youth Lounge. We will exhibit a happy, calm attitude. They are too young to understand any other explanation. Try to continue this as you take your child home. Once they are home, if they have questions, answer them as simply as you can, minimizing the danger. They will sense your anxiety but do not have your abilities to deal with it. Keep them from TV reports and adult discussions. They need to remain innocent.

For more information about a “Shelter-in-Place” plan for your home, contact the Bucks County Emergency Management Agency at 215-340-8700 for their brochure or visit [www.ready.gov](http://www.ready.gov) on the web.

### **Shelter-in-Place Plan - Addendum**

As recommended by the Southampton emergency management director, the following has been added to our shelter-in-place plan:

*If directed, there may be a need for the movement of the children to an off-site, safer location to be determined by the emergency management officials. This would be determined by the location of the emergency and how it impacts the school facility.*

*The school will inform the parents of the location by using the phone chains for each class.*

## **Active Shooter**

Good Shepherd Preschool staff has been trained to prepare for an active shooter situation. As a matter of security, the precise procedure for such an event is not made public knowledge. This is for the safety of your child/children. We will have drills during the year. These drills are carefully designed to maintain the innocence of the children while still preparing them for possibility of such an occurrence.

**THE PARENT HANDBOOK WAS REVIEWED 11/17/2022.**

*Good Shepherd Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and scholarship programs.*

