

2009-2010

PARENT HANDBOOK



GOOD SHEPHERD LUTHERAN SCHOOL

**1180 Lynwood Drive
Novato, CA 94947**

(415) 897-2510

FAX 892-0663

Attendance Line 209-9398

Federal Tax ID 94-1637119

GoodShepherdLutheran.org

Contact Information

School Office
Middle School

415-897-2510
415-897-8099

School Office

Good Shepherd Lutheran School
1180 Lynwood Drive
Novato, CA 94947
Phone 415-897-2510
Attendance Line 415-209-9398
Fax 415-892-0663
E-mail office.gsls@verizon.net

Cell Phones:

| | |
|----------------|----------|
| Office | 729-6199 |
| K-5 Playground | 729-6184 |
| School House | 729-6198 |
| 2's | 729-6163 |
| Middle School | 729-6165 |

Administration

| | | |
|---------------|------------------------------------|-------------------------|
| Carol S. Wise | Administrator | wise.gsls@verizon.net |
| Cathy Timmer | Preschool Director | timmer.gsls@verizon.net |
| Karen Kane | Office Manager (MT) | kane.gsls@verizon.net |
| Nellie Gogas | Office Manager (WTHF) | gogas.gsls@verizon.net |
| Sue Gannon | Bookkeeping/Student Accounts (MWF) | office.gsls@verizon.net |
| Susan Mauch | Bookkeeping/Student Accounts (TTH) | office.gsls@verizon.net |
| Karen Kane | Director of Admissions (W) | kane.gsls@verizon.net |
| School Board | | gslsboard@yahoo.com |

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|-------------------------------|----------------------------|------------|
| Good Shepherd Lutheran School | Tax ID Number: | 94-1637119 |
| Good Shepherd Lutheran School | Preschool Facility Number: | 210102819 |

**GOOD SHEPHERD LUTHERAN SCHOOL
PRESCHOOL – 8TH GRADE**

**Faith ♦ Integrity ♦ Leadership
Service to Others ♦ Academic Excellence
Creating Foundations for Life**

To offer an enriched environment with academic excellence in a Christian setting is our primary mission. Good Shepherd Lutheran School is a mission of Good Shepherd Lutheran Church and exists as a coeducational, Christian day school, encompassing preschool and kindergarten through grade eight. We are a unique community where children are nurtured while being given the educational and spiritual foundations they need for life. At Good Shepherd Lutheran School students are treated with respect and given guidance to help them make age appropriate decisions that will aid them throughout their lives.

Our program provides opportunities for academic, emotional, social, spiritual and physical growth. We believe that it is our duty to maintain the highest educational standards integrated with the teachings of God's Word.

Absences

Please call the school attendance line (209-9398) to report an absence.

Administration

Good Shepherd Lutheran School is operated as a mission under the Articles of Incorporation of Good Shepherd Lutheran Church. GSLS welcomes all children regardless of race, color, religion, national origin or ancestry. The affairs of the School are governed by the Administrator and the School Board. The School Board is appointed from the members of Good Shepherd Lutheran Church and consists of at least five members. The Administrator is responsible to the GSLS Board for the administration and interpretation of the established policies and is further charged with implementing the School curriculum and managing the day to day affairs of the School.

The Preschool Director assists the Administrator in the interpretation of the established policies, implementing the curriculum and managing the day-to-day affairs in the Preschool.

It is the Preschool Director's duty to keep the preschool in compliance with all state and local regulations. The Middle School Coordinator assists the Administrator in overseeing the day-to-day operations and the instructional program in the Middle School.

Birthday Parties, Invitations and Gifts

While we highly value the special occasion of every child's birthday, we ask that school based celebrations be managed to avoid distraction from learning. We ask that parents work closely with teachers so that recognition of birthdays are part of a class routine. Party invitations and gifts are not to be exchanged in classrooms, on school grounds, or at

school-sponsored activities. Please send all party invitations through the mail. Do not use Friday folders or children's backpacks to distribute birthday party invitations.

Please avoid sending balloons or flowers, for which we acknowledge as thoughtful, but tend to become a distraction. Please check with your child's teacher as to how their class celebrates children's birthdays. Thank you for your understanding.

Calendar

GSLs follows a traditional school year calendar which is posted at the end of the school year and is available on the website. GSLs maintains a live calendar on the home page of the school website at www.goodshepherdlutheran.org

Child Abuse Reporting Obligations

In accordance with California law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. GSLs staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Dual Households

Good Shepherd Lutheran School requests that both parents in a split family situation complete an emergency/information packet. If requested, we will provide separate forms to split families explaining each parent's responsibility for tuition, hot lunch, field trips, daycare, enrichment payments, and elective costs.

Emergency and Natural Disaster

Parents are notified immediately of serious injury or sudden illness that occurs during school hours. For this reason, it is necessary that you notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at GSLs confers upon the School the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision when the parents cannot be reached.

In the event of a natural disaster, listen to your local radio and TV stations for emergency information. We will follow the direction of the Novato Unified School District as to the opening or closing of the School. GSLs has developed a disaster preparedness plan to be used in the event of a major emergency. Our staff has been trained in first-aid, CPR, and emergency procedures. Our buildings are all up to code and inspected annually to maintain a safe environment. There is on hand at school, food and water for 72 hours of isolation.

If your child requires prescription medication, please provide a 72-hour supply to his/her teacher. The welfare of your child is our primary concern. In all emergency situations,

children will be kept at school under staff supervision until they are released to an authorized person, unless evacuation is ordered to a civil defense area.

Parents must inform the school at once of any changes to the information contained on the Registration or Identification and Emergency Information (LIC 700) forms.

Field Trips

Classroom field trips are an important part of our program at GSLS. They provide parents an opportunity to be directly involved in their child's education. Please use the following guidelines when driving on field trips:

- Leave siblings at home.
- Be a model: Chaperones should model good behavior by listening to and following the rules laid out by the teacher.
- Please refrain from talking on a cell phone when you are driving.
- Keep the schedule: Field trips are carefully orchestrated, with set times for arrival, departure, lunch, and events. It's important that all the chaperones follow the schedule precisely.
- Please do not take any side trips or make any stops that are not scheduled by the teacher unless it is an emergency. If you have an emergency stop please use the cell phone tree provided by the teacher.
- Focus on the children. It is important you stay focused on keeping your group of student's together and on task. Remember that the field trip is a learning opportunity for the class, not a family outing.
- Car Seats: Parents are required to provide their child's car seat/booster for compliance with the State Law that states: Any child under the age of six weighing less than 60 lbs. must be secured in a federally approved child passenger restraint system and ride in the back seat of a vehicle.
- All drivers for GSLS field trips must be pre-screened through DMV. Drivers who are not on the approved list will be allowed to drive their child only. GSLS/GSLC will not be responsible for accidents that may occur during this time. If you are planning to drive, GSLS must have a copy of your CDL, DMV driving record and current insurance.
- Drivers with 2 or more points on their driving record will only be able to drive their own children.
- Good Shepherd Lutheran School provides a yearly permission slip that covers all field trips for the year. In addition the teachers will send home an information slip

prior to the field trip. This will include all the important information for the current trip and a request for parent drivers. No child may attend a field trip without having a permission slip signed by a parent or guardian on file.

Head Lice and Nits

Good Shepherd Lutheran School is a no nit school. This means that children with live lice or live nits must be picked up from school, treated, and have nits manually removed. The following steps will take place in regards to head lice and nits at Good Shepherd Lutheran School.

- Parents will be called
- Students with live lice and/or nits will be sent home.
- Students who have been treated and still have nits will be sent home.
- When necessary GSLS will conduct head checks.

Hot Lunch Program

Parent volunteers run the Hot Lunch program. Order forms are sent out for each seven-week session with a due date for return. No changes, refunds or late orders are accepted. Participation is voluntary. Preschool students enrolled in the Lunch Bunch program may order hot lunch.

Illness

A student can only benefit from their school day if they are physically well enough to participate in both indoor and outdoor activities. Please consider the well being of your child's classmates and our staff when deciding whether to send your child to school. A student with signs of illness will be sent home.

Illness Exclusion Guidelines

Exclude child from day care or school if any of the following exist:

1. Elevated temperature: Oral above 99:6 degrees F.
2. Coughs interfering with sleep, causing vomiting or spitting up of mucous.
3. Persistent pain, including earaches, stomach pain, pain on urination, or injured limbs.
4. Parasitic infections such as lice, pinworms, or scabies.
5. Vomiting or nausea within the last 24 hours
6. Diarrhea within the last 24 hours.
7. Fever within the last 24 hours.
8. Sore throat.
9. Rashes that itch are blister-like, weeping, and/or accompanied by a stiff neck, enlarged glands, or any of the above.

(The above was taken from "Pediatric Nursing", "Nursing in a Parent Co-operative Child Care Center", Emily H. Meyer, RN, BSN, MN.)

Immunizations/Medical Records

Students entering our school for the first time must bring an immunization record of at least

- four (4) DPT/DT/Td
- four (4) Polio
- two (2) MMR (Measles, Mumps, and Rubella)
- three (3) Hepatitis B immunizations
- one (1) Varicella (chicken pox)

The month, day and year of the immunization must be furnished to the school office. Most children need booster immunizations before entering kindergarten. First graders must have a complete health examination during the 18 months before entering first grade.

To simplify things, your child could have the examination when you visit the doctor for immunization boosters before kindergarten. The Physician's Report (a school form) needs to be filled out and signed by the doctor as a permanent record in your child's school file. State regulations require that each student have a California Immunization Record in his/her school file that is filled out by the staff using the immunization record that you bring when the child enters school. There are two types of exemptions to the immunization requirements. Your child may be exempted by a doctor because of a medical condition, or by you because of your personal or religious beliefs. Inquire at the school office if you claim either of these exemptions for your child.

Returning students need only to have cards kept current. If the student has received any immunizations during the summer, or if there is any additional information that should be listed on the health card, please bring dates and/or information to the school office.

Lost & Found

Please mark all personal items. The lost and found for elementary and preschool is located in the schoolhouse. Small articles may be claimed from the school office. Several times throughout the year leftover articles will be given to charity. We cannot be responsible for lost personal property.

Medication - Authorization for Administering

The California Education Code provides for any pupil who is required to take, during the regular school day, medication prescribed for her/him by a physician provided the school received:

1. A medication authorization form signed by the parent or guardian indicating the desire that the school assist the student in taking his/her medication must be on file.
2. Medication must be in the original and appropriately labeled prescription container.

All medications and the authorization form must be turned in to the teacher. Students must be able to assist and be cooperative in taking any prescribed medications at school.

Non-Discriminatory Policy

Good Shepherd Lutheran School 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, scholarship, athletic and other school-administered programs.

Parent Association (PA)

GSLC Parent Association (PA) is a parent association formed to benefit all students of Good Shepherd Lutheran School. The GSLC PA meetings are scheduled monthly. Officers are elected at a general meeting. There are no membership dues. Parents of children in the School are encouraged to take an active part in the PA by attending meetings and offering their time and services.

The goals of the PA are:

1. Sponsorship of special events for the children
2. Liaison between school board and parents
3. Education of parents
4. Raising funds through special events

Pets

Pets are not to be brought into the classroom at any time unless they are the subject of a prearranged share. Pets brought on campus are to remain in vehicles at all times.

Registration Priorities

1st - 8th Grades:

Priority 1: Returning students and children of GSLC and GSLC staff

Priority 2: Siblings of returning students on last year's waiting list but were not admitted because the class was full

Priority 3: Members of Good Shepherd Lutheran Church NOT already enrolled

Priority 4: Siblings of returning students

Priority 5: New Families

Kindergarten:

All kindergarten students must be 5 years of age by September 1 of the academic year for which they are seeking admission. Kindergarten acceptance requires an interview with the student's parents and/or guardians, attendance at a "Kindergarten Play Date" and meeting minimum standards on a developmental screening for school readiness.

Priority 1: GSLC Preschool students with siblings at GSLC and/or children of Good Shepherd Lutheran Church and GSLC staff

Priority 2: GSLC Preschool students whose families are members of Good Shepherd Lutheran Church

Priority 3: Members of Good Shepherd Lutheran Church not already enrolled

Priority 4: Children who did not attend GSLC Preschool but have siblings in GSLC

Priority 5: GSLC Preschool students

Priority 6: New Families

Preschool:

Priority 1: Members of Good Shepherd Lutheran Church, currently enrolled K-6 families, and children of GSLC and GSLC staff

Priority 2: Returning preschool families

Priority 3: New Families

In order to maintain a **Priority 1** status, the student/sibling must remain enrolled for the same school year. Returning students must continue to be students for the full school year in order to maintain their space for the upcoming year. **If you withdraw your K-6 child after registering, your preschooler will lose priority registration status even if they are already registered, and will be placed on the waitlist for that class.** The School reserves the right to balance the boy: girl ratio in a class. Those not getting an immediate class placement will be put on a waiting list.

All preschool students must be the required age by September 1 of the academic year for which they are seeking admission.

Role of Parents

GSLC endeavors to act in partnership with parents for the benefit of the students. We believe the academic, moral, and spiritual growth of children to be a ministry that begins at home. As a school community, we invite parents and staff to constantly reinforce the importance of the relationship between parent, child, and school. As role models for children, parents and teachers realize that their example of effective partnership is vitally significant.

Room Parents

Sign up to be a room parent with your classroom teacher. Room parents assist with activities during the year. These persons will also serve as contact people for the PA as needed.

Sexual Harassment

The State of California Assembly Bill #2900 requires that all education institutions have a written policy on sexual harassment. Good Shepherd Lutheran School (GSLC) recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. To promote an environment free of sexual harassment, the

Administrator or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

GSLs shall not tolerate the sexual harassment of any student by any other student or any school employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. GSLs encourages students and staff to immediately report any incidence of sexual harassment to the Administrator or designee. The designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the School.

Other types of conduct which are prohibited in the School and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the School's sexual harassment policies.

Staff

The staff consists of an administrator, a preschool director, middle school coordinator, extended care supervisors and teachers. They are responsible for planning, evaluation and revision of the program, for being aware of current developmental practices, for providing exploratory materials, curriculum and experiences, and for establishing the best

possible relationship among the child, the school and the home. Our K-8 classroom teachers are all credentialed teachers. Our enrichment teachers are all specialists in their fields. Our preschool teachers all meet the California State requirements for preschool teachers.

Student Records

School records will be retained permanently at the school site.

Each student's permanent cumulative record may include:

- directory information
- academic work completed
- grade or level placement
- enrollment data
- standardized test results
- permanent health record
- social and developmental behavior

Access to Student Records

- Parents of currently-enrolled or former pupils have the right to access records related to their children.
- school-certified personnel shall have access to student records for legitimate educational interests only.
- Designated clerical staff shall have access to student records for purposes of making entries or maintaining records, under supervision of the Administrator.
- The School will not, without written authorization from parents, release student records. This authorization shall be in writing, signed and dated by the person giving consent. It must specify the records to be released, the reasons for release, and the names of the parties to whom the records will be released.
- The school must comply with a court order to release information concerning a student with or without parental authorization.

Student Withdrawal from GSLS

If a student is moving to another school, the parents should notify the teacher and the office several days in advance. This advance notice ensures the teacher and the office have the time to complete necessary withdrawal procedures. Parents must notify the office in writing if they are going to withdraw their child.

Tuition and Fees

Registration and tuition fees are set each year by the GSLS Board to project operating costs. While Good Shepherd Lutheran School carefully allocates its resources, the cost of this experience cannot be sustained by tuition alone. Your continued support of the schools Annual Fund plays a critical role in supporting the annual financial needs of programs, faculty and our campus.

Volunteer Hours

Each family is required to provide a minimum of 25 hours of service per school year. Volunteer hours can be met in a variety of ways. Our intention is to make it very easy to fulfill this obligation.

Ways to Volunteer

- Helping in the classroom
- Driving on field trips
- Preparing and/or serving hot lunch
- Working at various PA events
- Working at other school events and activities
- Simple repairs
- Coaching a GSLS sports team through Novato Christian Sports
- Participation in work days
- Helping teachers with classroom preparations
- Answering phones in the office
- Office paper shredding
- Other activities that require time and effort
- Helping in the school garden

Activities Not Counted for Volunteer Service Hours:

- Attending school sporting events
- Attending Back to School Night, school chapels, parent teacher conferences, Open House, speech events, science night,
- Going on the 4th grade Sacramento tour
- Amusement park outings

- Hours spent baking for your child's birthday treat at school
- Hours spent shopping for items being donated to the school

Additional Guidelines

- To count driving towards service hours your driving must be needed for transportation and you must transport children other than your own.
- Middle School student service hours are separate from family service hours.
- Donations of items for auctions or school use, such as bake sale treats, etc., are not considered service hours.
- Items purchased for the school are considered donations and are not prorated into services hours.

Families may pay \$600 in lieu of their service hours. Families who leave Good Shepherd Lutheran School for any reason during the school year will be charged for hours not served at a prorated rate of hours per month. If you do not wish to fulfill this obligation, you may choose to pay \$24 per hour for each hour not worked.

Service hour sheets are available on the school website and in the school office. A Volunteer Log is also available on our web-site. Please use this log to record the hours you volunteer. These forms should be turned in to the school office when you have completed your 25 hours or by March 30 whichever comes first.,

Many thanks to the group of parents who worked hard to develop this volunteer system that acknowledges the efforts made by all of you on behalf of our school.

PRESCHOOL

PRESCHOOL

Philosophy - Preschool

Good Shepherd Lutheran School's preschool philosophy is based on the knowledge that children learn through experience—they learn by doing. We work towards enhancing the development of the "whole child." We strive to provide a program that nurtures their social, emotional, cognitive, physical, and spiritual development. We provide an environment that is as child-centered and with as many hands-on projects as possible. Preschool is the beginning of the child's school experience. The transition from home to school is a positive one through careful planning by experienced & qualified teachers. Happy and nurturing experiences in preschool build a positive attitude that can be the foundation for life-long learning.

We work toward:

- Developing the habits and attitudes that will make the child comfortable and free to learn
- Practicing the give and take of getting along with others
- Growing in understanding of self and attaining a good self-image
- Developing a background of experiences that will serve as a basis for future learning

We offer an integrated theme-based curriculum with daily learning stations that may include activities in the following areas: art, science, cognitive development, motor skills, and creative play. We believe that every child goes through developmental stages of growth, and that it is the responsibility of our staff to foster that development and to consider each child's individual needs.

License - Preschool

Good Shepherd Lutheran School Preschool is licensed by the State of California Department of Social Services (DSS) and accredited by the National Association of Education for Young Children (NAEYC). Our policies and procedures are in compliance with Child Care Center Regulations as set forth in the Community Care Licensing Division Manual of Policies and Procedures. The licensing agency has the authority to interview children without prior consent and to observe the physical condition of the children including conditions that could indicate abuse, neglect, or inappropriate placement, and to have licensed medical professionals physically examine the children.

Program - Preschool

Good Shepherd Lutheran School Preschool offers a developmentally and age appropriate program for children ages 2-5. Our program meets from 9:00 a.m. to 12 noon. Student/teacher ratios (1:12) as required by the State of California are maintained at all times.

Admission Policy - Preschool

Good Shepherd Lutheran School welcomes all children regardless of race, color, religion, national origin or ancestry. Our Preschool operates on a traditional school year calendar. As California State law requires, all forms must be filled out and returned to the office before a child can attend preschool.

Facility Operation - Preschool

Children are admitted to the classroom at the designated starting time for each class and must have an authorized adult pick them up at the end of class. Children must be signed in at arrival and signed out at departure. Handwriting must be legible on the signature sheet. The authorized adults must sign their full names and the time in/out. This is a California State law. Children not picked up within 10 minutes past the ending of the class will be signed in to extended care.

Parent/Teacher Communication - Preschool

Parents are welcome to visit and observe the classroom; however, the visit cannot be used as a parent/teacher conference time since the teacher has responsibilities to other children as well. A parent may make arrangements for a conference with the teacher outside of class time.

Discipline - Preschool

The preschool staff uses positive techniques of guidance that include redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement rather than competition, comparison, or criticism. Consistent, clear rules are explained to the children. The practice of "time outs" is used only when redirection is not successful. The staff does not invoke corporal punishment. We believe in positive redirection. The preschool staff strives to help children be comfortable, relaxed, happy, and involved in all of their activities.

Good Shepherd Lutheran School makes every effort to work closely with parents to maintain a mutually supportive relationship. We will communicate with you regarding your child's developmental progress. All students are accepted on a trial basis. The school reserves the right to dismiss children who, in the eyes of our staff, are not making a positive adjustment to our school environment. A child who exhibits patterns of behavior that endanger others may also be dismissed.

Newsletter/Calendar - Preschool

The school year begins in August/September and closes in mid-June. Christmas holidays, February break and Easter holidays normally coincide with the winter break, ski week and spring break of the Novato Unified School District. A school year calendar that lists all vacations and holidays is published in the fall of each year and is sent home to each family. Notice of observed holidays, recesses, classroom activities, themes, special days, and events will be printed in a monthly preschool calendar/newsletter and given to parents. Additional notes will be sent home as needed.

Snacks - Preschool

Snack time is included as part of our program and is provided by the school. Teachers are made aware of specific allergies that have been noted by the parents or guardians on the students' medical forms.

Birthdays and Special Days - Preschool

Birthdays are special days to acknowledge your child. The parent may confer with the teacher to schedule a special day to acknowledge a child's birthday. If a child's birthday falls during the school year, the special day will be scheduled near his/her birthday. For children who have a birthday during vacation time, their special day may be scheduled on an agreed upon date during the year. On this day, you may wish to provide a special, **healthy** snack to share with the class, a family photograph and/or a favorite book or toy for the child to share.

Party invitations and gifts are not to be exchanged in classrooms, on school grounds, or at school-sponsored activities. Please send all party invitations through the mail. Do not use Friday Folders or children's backpacks to distribute birthday party invitations.

Please do not bring balloons or flowers or have them delivered to school. Please remember that it is a simple acknowledgement of your child's birthday, not a birthday party at school.

Pre-Arranged Share Items - Preschool

Some of our preschool classes have a pre-arranged share time. Check your child's monthly newsletter and calendar for a sharing schedule and guidelines. These items can be something that is a part of the day's theme. We prefer items that fit into the child's backpack, and we encourage the children to bring something they want to talk about. (We have had students bring new brothers and sisters, kittens, puppies, baby snakes, and even an older brother home on leave from the service!) We do ask the children not to bring toy guns, swords, or any other toys that encourage aggression.

Clothing - Preschool

Because our program involves a wide variety of experiences each day, we ask that children come to school dressed in comfortable play clothes. Children can enjoy themselves much more if they do not have to worry about spoiling their good clothes. We push up sleeves and provide aprons or smocks for messy activities. Clothing that is suitable for active play is best.

We ask that children wear sturdy shoes that completely cover the feet and have non-slip soles. Plastic sandals, cowboy boots, flip-flops, slip-on sandals, jellies, wheelies, ballet flats, crocs, clogs and/or party shoes can be dangerous on the climbing equipment. Tennis shoes that fit and stay securely on the foot are best for school and are the most suitable for active play.

Please use a permanent marker to put your child's name in any and all articles of clothing your child might remove during the course of a day. Unclaimed items in the lost and found will be donated throughout the year.

Extended Care - Preschool

Good Shepherd Lutheran School offers extended hours for families needing additional care.

1. A block time, calendar or drop-in program is available that operates 7:00 a.m. to 9:00 a.m. and 12 noon until 6:00 p.m. Monday through Friday on school days.
2. The program does not operate during school holidays, vacations, or teacher in-service days.
3. Preschool students are eligible to attend the extended care program Monday through Friday regardless of which days they attend school if there is space available.
4. Charges are billed.
5. Families more than 30 days behind in payments may be denied use of the program.

Lunches – Extended Care

We encourage parents to provide healthy and nutritious food choices for their children. The children are encouraged to eat the food their parents provide; however, in a stimulating environment such as school, many children do not eat their normal quantities of food. Any uneaten food will be sent home in your child's lunch box. We do not allow children to share their lunches with other children. In addition, candy, soda, and glass bottles are not allowed at school. We cannot reheat food for the children, so please pack any hot food in insulated containers and include any needed eating utensils.

Rest Time – Extended Care

Parents may request that their child take a nap or rest time. During this scheduled time, the children will rest on their mats that are provided by GSLS and listen to a story and/or music. If the need should arise to pick up your child during rest time, please inform us so we can make arrangements for your child to be with a teacher outside of the resting room. Please provide a fitted crib sheet for your child with their name written on it in LARGE BOLD letters. We will keep the sheet at school in a sealed container. As an option, you may also choose to bring a small lightweight blanket and/or a small travel size pillow with a pillowcase made for this size of pillow. If you bring a blanket and/or pillow, please send them in a small backpack or zippered bag; these items will be sent home weekly for you to wash and return the following week.