



## **Preschool Parent Handbook**

Updated July 2016

### **2016-17 School Theme**

***“For I know the plans I have for you,”  
declares the Lord, “plans to prosper you and not to harm  
you, plans to give you hope and a future.”  
Jeremiah 29:11***

**Gethsemane Lutheran School is a ministry of  
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# Gethsemane Lutheran School | 2016-2017 CALENDAR

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**8.** First day of School (½ day)

**2.** No School or Childcare

**2-3.** No School

**16.** M.L. K. Day (No School)

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**2.** No School (Faculty Development)

**5.** Labor Day (No Childcare)

**2-3.** Parent Teacher Conferences (½ day)

**20.** Presidents' Day (No School)

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**4.** End of 1<sup>st</sup> Quarter

**5-7.** Fall Break (No School)

**13-14.** Parent Teacher Conferences (½ Day)

**3.** End of 3<sup>rd</sup> Quarter (½ Day)

**13-17.** Spring Break

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**11.** Veterans Day (No School)

**21-25.** Thanksgiving Break

**24-25.** No School or Childcare

**5.** ½ Day (Faculty Development)

**14.** Good Friday (No School or Childcare)

**17.** Easter Monday (No School)

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**20.** End of 2<sup>nd</sup> Quarter

**21-30.** Christmas Break

**25.** Last Day of School (1/2 Day)

**29.** Memorial Day (No Childcare)

**30.** First Day of Summer Camp

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

“For I know the plans I have for you,” declares the LORD, “plans to prosper you and not to harm you, plans to give you hope and a future.”  
Jeremiah 29:11

First/Last Day of School
Half Day
Early Release 2:30
No School
No School/No Childcare

Updated 5/13/16

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## **INTRODUCTION TO GETHSEMANE**

### **WELCOME!**

The staff of Gethsemane Lutheran Preschool welcomes you and your family to our preschool family. Gethsemane Preschool has been educating and blessing families in the Tempe and surrounding areas for over 30 years. Our school is a community and each classroom is a family unit. The children and staff work together through Christian love, respect, and support.

A child's growth is made up of a series of predictable and universal stages. However, we recognize that each child is an individual and his/her development is uniquely designed and created by God. In light of this, we attempt to provide a classroom environment in which the children can explore, experiment, discover, and practice their abilities and skills. They are encouraged to stretch their boundaries and discover new areas of learning.

Our teachers establish an active, fun, and stimulating classroom environment using a variety of methods and techniques to allow the children to experience hands-on learning. We believe children learn best when they are involved in the experience and when they participate using all their senses. We believe a teacher's God-given responsibility is to guide, model, disciple, and impart information permeated with Christ's love to help "train up a child in the way they should go." Proverbs 22:6

This Parent Handbook is designed to give you, the parent, all the information needed to have a successful year at Gethsemane Preschool. Please take the time to familiarize yourself with the information and policies contained in the handbook. If you have any questions about any of the information, please feel free to contact the school office or your child's teacher.

Once again, we are thankful that you have chosen our preschool as your child's starting place for their educational journey and we look forward to working with you throughout the school year.

### **LUTHERAN SCHOOLS**

Gethsemane Lutheran School is just one of more than 2000 elementary schools and preschools operated by congregations of the Lutheran Church-Missouri Synod (LCMS) throughout the United States. Christian education has been valued by our denomination since its inception. Our school is part of a national network of Lutheran schools. Regionally Gethsemane is part of the Pacific Southwest District of the LCMS.

### **GETHSEMANE VALUES**

Students have regular opportunities to learn about Jesus Christ and all he has done for them as their personal Lord and Savior. It is our prayer that students hear and believe that salvation comes by grace through faith, knowing that Jesus died for their sins and promises them eternal life in heaven. Students are

encouraged to apply God's standard to their own actions, behaviors, and attitudes. They are taught and encouraged to live out their faith in meaningful ways.

Students are nurtured in an environment that extends forgiveness and, in turn, are taught the importance of extending God's grace to others. Students have teachers who lead by example (words, actions, behaviors, and attitudes) and encourage them to do the same. All teachers give the children opportunities to succeed and excel because they are taught at their developmentally appropriate. The students are encouraged to build up, support, and care for each other.

### **GETHSEMANE LUTHERAN SCHOOL – HISTORY**

Gethsemane Lutheran School was established in the fall of 1978 as a way to reach the community with the love of Christ. Over the years the property has expanded and been remolded so that children ages two through eighth grade can participate in many programs.

Gethsemane is strong in fine arts with classes in choral and instrumental music. Gethsemane is a member of the Black Canyon Athletic Association and competes with valley schools in a variety of sports.

Technology is integrated throughout the school. Promethean interactive boards are in the K-8 classrooms to enhance the teaching/learning process. iPads and Chrome Books are found throughout the K-8 campus and used in various ways.

### **GETHSEMANE LUTHERAN SCHOOL MINISTRY TEAM**

The administrative team at Gethsemane Lutheran School is comprised of the Principal and School Ministry Team. The administrative team meets monthly to discuss various aspects of the school including but not limited to policies, promotions, budget, and programs. Meetings are open to all church and school families. If sensitive information needs to be discussed the board may elect to go into executive session.

The school is the main outreach ministry of Gethsemane church. The church and school work together to prepare children and families to serve as Christ's ambassadors in our world. The School Ministry Team consists of laypeople elected by the Voters' Assembly of Gethsemane Church and they serve for two years. The Chairman also serves on the church's Mission Director Team.

### **WORSHIP**

As a thankful response for all that Christ has done for us, we teach our students the importance of Christian worship as an integral part of the Christian life, whether that be at Gethsemane Lutheran Church or at the student's home congregation. We always welcome families to join us for worship.

### **SUNDAY WORSHIP**

8:00 a.m. Traditional worship in the gym

10:00 a.m. Contemporary worship in the gym

Holy Communion celebrated in all services on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of each month.

### **SUNDAY BIBLE CLASSES**

Sunday School is at 10:00 on Sunday mornings.

### **LICENSURE**

Gethsemane Lutheran School is licensed by the AZ Department of Health Services, Bureau of Child Care Licensing, 150 N. 18<sup>th</sup> Ave., Suite #400, Phoenix, AZ 85007. The phone number is (602) 362-2536. All State and County inspection reports are updated regularly and available for review at the School Office upon request.

Gethsemane Lutheran School does meet the minimum liability coverage requirements set forth by the State Health Department. A copy of the liability coverage is available for review in the school office.

### **EMPOWER PACK PROGRAM**

Gethsemane Lutheran School participates in the Empower Pack Program sponsored by the Arizona Department of Health Services. Current Empower Pack policies are available in the school office for parent

## **ADMISSIONS & FINANCIAL POLICIES**

### **NONDISCRIMINATION POLICY**

Gethsemane Lutheran School admits students of any race, color, religion, national, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, religion, national, or ethnic origin in the administration of its educational policies, admissions policies, and/or athletic and other school administered programs.

### **ADMISSIONS AND ENROLLMENT**

Enrollment is open to all preschool-age children (ages 2-5) in the community. The child's age and maturity level at the time of enrollment will help determine which room the child will be in. GLS follows the student/adult ratios set by childcare licensing requirements.

Registration begins in February for the new school year and will continue until each class is full. Current school families will get first priority for registering for the new school year.

To enroll a child and have them participate in our program, a parent or legal guardian must complete and submit the following forms and information including, but not limited to:

1. A completed Emergency Card
2. A completed registration form
3. An updated immunization record
4. Registration Fee

All information for an enrolled child must be kept up-to-date throughout the child's enrollment.

### **FINANCIAL POLICIES**

**A. Registration Fee:** The registration must be paid at the time of enrollment. This fee is non-refundable.

**B. Tuition:** The yearly figure is divided into ten equal installments for your convenience (with the first payment due by August 1). The full month tuition is due for each month your child is enrolled. Tuition remains the same for each month, regardless of the number of school days or early withdrawal.

Tuition varies based on the schedule chosen by the family. The family is provided an up-to-date tuition schedule at the time of enrollment.

**C. Payments:** Statements will be delivered by email at the beginning of each month. Payments are due the 1<sup>st</sup> of each month. Payment can be made by check (payment box is located in the school office), online by credit card, or auto payments from a bank account may be set up.

If not received by the 20<sup>th</sup> of the month a \$30.00 late fee will be applied. A \$30.00 fee will be assessed for any returned checks or auto pay. Three returned checks in one year school period will require that all future payments be made in cash, money order or cashier's check.

**D. Delinquent Accounts:** When an account is 30 days past due the bill must be paid or satisfactory arrangements made within 30 days. If financial arrangements are not made with 30 days (60 days overdue) the child may be dismissed from school. No student may be enrolled in the school unless past accounts are brought current or arrangements are made.

**E. Absences:** We are unable to make adjustments for days of absence. Tuition assures your child a space in his/her class whether or not he/she is present.

### **WITHDRAWAL**

To withdraw (during the school year) you must notify the office in writing at least two weeks in advance of your withdrawal and complete the necessary paperwork. It is also necessary to make sure that any outstanding balance is



paid in full. A child may be asked to leave for the following reasons including, but no limited to:

1. Failure to pay tuition
2. Child does not have current immunizations
3. Child cannot successfully acclimate to the class
4. Child uses inappropriate physical behavior towards other children or adults

### **SCHOOL HOURS**

Preschool classes are from 8:30 a.m. – 11:30 a.m., Monday through Friday. Extended care hours begin as early as 6:30 a.m. and run until 6:30 p.m. School Office hours are Monday through Friday 6:30 a.m. – 6:30 p.m. The office is closed on all school holidays.

### **CALENDAR YEAR**

Gethsemane Lutheran School follows a traditional school calendar year which somewhat parallels the calendars of the Tempe and Kyrene School Districts. Most holidays will be observed on the same days as the Tempe Public Schools. A copy of the school calendar is located in the front of the Parent Handbook and on the school website.

## **EARLY CHILDHOOD PROGRAM**

### **CURRICULUM**

GLS is a play-based developmentally appropriate preschool that provides both child-directed and teacher-directed activities. Academic areas are not taught using worksheets but instead preschoolers learn by high-interest, hands-on, authentic play situations and centers throughout the year.

Infused in every aspect of our program is our love for God and the desire to include Him and His principles in everything we do. We offer a strong Bible curriculum, One in Christ, where the children learn many Bible stories as well as how to keep the Word of God in their hearts.

Zoo Phonics is used to aid in letter sounds and recognition. Curriculum incorporates various hands-on learning experiences in science, math, art, language arts, movement, and music activities.

### **CHAPEL**

Chapel is held once per week. The days are alternated weekly so that all children experience this worship experience. Chapel is held in a variety of formats and is led by the teachers, students, administrator, and pastor. Offerings

are taken at each Chapel and go towards special class projects that reach other people. An example is that offerings may be used to buy animals for 3<sup>rd</sup> world countries through World Vision. We encourage and invite parents, family, and friends to worship with us.

Once a month preschool attends Chapel with the entire school; preschool through 8<sup>th</sup> grade. A Chapel buddy program has been established where older and younger students are paired up in a mentoring relationship. Buddies attend Chapel together and may do a few activities together throughout the year.

### **LIBRARY**

Gethsemane maintains a school library. The children either visit the library weekly or the librarian visits the classroom for storytime. Occasionally the children may check out a book.

### **MUSIC**

Preschool classes enjoy music and movement time. The students sing in Sunday worship about two times per year and participate in a Christmas program and a spring program.

### **FIELD TRIPS**

Field trips are an integral part of the education process at Gethsemane Lutheran School. Parents are notified as to date and time of each trip. Included in the enrollment papers is a consent to attend field trips that parents sign. Students who do not have a signed permission slip will remain at school during the duration of the trip. Transportation for field trips is generally on a GLS bus or by parent drivers. Parents are encouraged to participate as chaperones for some field trips and as requested by the teacher.

### **SCHOOL BUSES**

Gethsemane has two 15-passenger buses. Adults over the age of 25 who hold a valid driver's license and have been approved by the administration may drive the buses.

### **Conferences**

Parent/Teacher Conferences are held twice a year at Gethsemane Lutheran School in October and February. This is a great opportunity for your child's teacher to speak with you one-on-one and share information concerning the progress your child has made during the school year.

### **Extended Day Activities**

Gethsemane Lutheran School offers an Extended Day experience for the preschool students. The concepts covered in the extended curriculum include, but are not limited to crafts, science, cooking, music, math, language readiness, learning games, and recess.

## **STAFF**

Our staff at Gethsemane Lutheran School is deeply committed to providing a meaningful learning experience for each child. They are loving and dedicated people of faith. They have early childhood training as well as classroom experience. Staff members have CPR and First Aid training and receive at least 18 hours of in-service training each year. Each teacher truly enjoys and loves children.

## **COMMUNICATION**

The staff and office will be in communication with you in a variety of ways throughout the school year. The school distributes an electronic newsletter each Friday titled "Gator Bytes." Gator Bytes are sent to the email addresses families provide on the enrollment form. Extended family members, such as grandparents, can subscribe to the email through the school website, [www.glstempe.com](http://www.glstempe.com).

In addition to Gator Bytes, each teacher distributes weekly newsletters and curriculum calendars. Please make it a habit of checking your email regularly and watch for information about upcoming events. If your email changes, please update that email address with the teacher and in the school office.

## **WEBSITE**

Gethsemane Lutheran School maintains an active website that contains valuable information for students and parents. This is a wonderful way for parents to stay connected and on top of current information.

## **SCHOOL DIRECTORY**

The school directory is available online through RenWeb. It is available through the parent page.

## **PARENT ACCESS**

You as a parent or legal guardian of an enrolled child have access to areas on the school premises where your enrolled child is receiving services. Please sign in at the front desk and get a visitors badge.

## **DISCIPLINE POLICY**

At GLS it is felt that children do best when the teacher builds a positive, firm but fair, relationship with all students. We also believe that when students are actively engaged in an interesting and developmentally appropriate curriculum that offers a mix of child-initiated and teacher-initiated activities, behavior concerns are limited.

In addition to teacher planning, positive or preventive guidance techniques are part of discipline approach. Intervention before the problem exists is our goal. Along with this, we as a staff will focus on:

1. Cueing appropriate behavior- before doing a new activity, talking about what the activity involves, discussing rules regarding the activity, and the expectations of the children.
2. Positive reinforcement – “catching” the children acting appropriately, calling attention to positive behavior and praising it.
3. Manipulating the environment – making simple changes in the arrangement of the physical environment to ensure positive behavior.

The second part of discipline is “After the Fact Discipline.” When a child continues to behave inappropriately, some intervention may be necessary. The child will be given a warning and taken out of the situation if the behavior continues. The child will be allowed to re-enter after the teacher talks to him/her, prays with them, and is assured the child is able to correct the behavior. Every effort is made to reassure the child that they are loved even though their behavior was not appropriate. If continuous discipline problems do arise, parents, teachers, and the director will work together on a positive program for the ultimate benefit of the child.

## **BITING POLICY**

When a child is bitten:

### **For the biter:**

1. The biter is immediately removed with no emotion, using words such as “biting is not okay – it hurts.” We avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people”. Or “That hurts Johnny when you bite him, he is sad.”
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter.

### **For the victim**

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).

### **If biting continues**

1. Room staff meet with the director on a routine basis for advise, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.
4. “Shadow” children who indicate a tendency to bite:
  - Head off biting situations before they occur.

- Teach non-biting responses to situations and reinforce appropriate behavior.
  - Adapt the program to better fit the individual child's needs.
5. "Shadow" children who have a tendency to be bitten:
    - Head off biting situations.
    - Teach responses to potential biting situations: "No" or "'Don't hurt me!"
  6. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
  7. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
  8. Consider early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate.
  9. Prepare the parents of the biting child for the possibility that the child may have to be removed from the preschool and help them to make contingency plans. If it is deemed in the best interest of the child, preschool, and other children; termination of the child from preschool for the duration of the biting stage may occur. Written warning will be given to the parents before this action will be taken.

## **NUTRITION, HEALTH, SAFETY**

### **BREAKFAST**

Breakfast is not offered as part of the program at Gethsemane. However, if your child participates in the before-school program and arrives prior to 8:00 a.m., he/she may bring breakfast from home (GLS does not store breakfast items). It is the child's responsibility to sit at a table and eat independently. No microwaves or supplies are available.

### **LUNCH BUNCH PROGRAM**

We offer Lunch Bunch program for all preschool classes Monday through Friday 11:30-12:30. Children may bring their own lunch or purchase a school hot lunch. After lunch the children have an indoor or outdoor free-play time until 12:30. Families sign up on a day-to-day basis in the office. Fees for lunch bunch do not include a hot lunch.

To encourage independence please pack a lunch that your child can open. (Please peel and prepare produce and other foods at home so they are ready to eat, exception: bananas. Microwaves are not available.)

### **SNACK**

GLS provides a morning snack for our preschool 2's class and for all afternoon extended classes. The other preschool classes handle morning snack in their

unique ways. Please check with your child's teacher how snack is handled in their classroom.

### **ILLNESS POLICY**

Your child's health and well-being is a matter of great importance to us. When you enroll your child in preschool you must have current immunization records on file in the office. In addition please inform us of any health issues your child deals with on a regular basis such as food or environmental allergies, diabetes, seizures, etc.

For the safety and health of the class, children with symptoms of illness may not attend school. Children must be symptom-free for 24 hours before returning to school. Please do not mask a fever with a fever-reducing medication such as Tylenol to send your child to school. If any symptoms appear while your child is at school, he/she will be separated from other children and you will be immediately contacted so you can pick him/her up.

**If your child exhibits any of the symptoms below, keep them at home:**

- **Fever – axillary (under the arm) or oral temperature of 100° F or higher**
  - Your child may return when he/she has been fever free for 24 hours without the use of a fever reducer such as Ibuprofen or Tylenol.
- **Vomiting - two or more episodes of vomiting in the previous 24 hours**
- **Diarrhea – Two or more abnormally loose stools in the previous 24 hours**
- **Eye or Nose Drainage – Mucous or pus draining from red eyes or thick, cloudy drainage from the nose**
- **Sore Throat – Sore throat when fever or swollen glands are also present**
- **Skin Issues:**
  - Rash – undiagnosed rashes with fever or other signs of illness
  - Sores – infected sores that have crusting, yellow or green drainage which cannot be covered by clothing or bandages
  - Itching – persistent itching of body or scalp
- **Difficult Breathing**
- **Hard or Continuous Coughing**
- **Fussy (Obviously not themselves)**

**It is your responsibility to inform the School Office immediately if your child has a communicable disease such as strep, chicken pox, pick eye, lice, impetigo, measles, whooping cough, etc.** We are required by state licensing regulations to report all contagious diseases immediately. Thank you for your cooperation on this issue.

It is up to all of us to work together to maintain a safe and healthy environment for everyone at Gethsemane Lutheran School.

### **MEDICATION**

Medications will only be administered to an enrolled child in an emergency situation with prior written permission from their parents. All medication will be administered by designated staff members unless the medication is for life-threatening symptoms. A *Medication Consent Form* is available in the School Office for those parents who need to have medication for their child at school. Parents are encouraged to share any medical concerns and procedures for dealing with the concern if their child has any health issues.

In the case of any medical emergency, a staff member will call 911. The parents of the child will be notified by telephone. Staff members with First Aid and CPR training are listed on the parent bulletin board in the School Office and also in each classroom along with all emergency phone numbers.

### **EMERGENCY DRILLS**

GLS is required to hold fire drills once a month. We use the actual alarm and it can be loud. Your child's teacher will prepare the class before the first drill. You can also assist in preparing your child by assuring them it is something the school does for practice and that it is an important safety tool. You may also give them appropriate tips, such as covering their ears as they are walking out, to help them feel more confident during the drill. We ask that parents notify the teacher if loud noises are upsetting to their child.

### **PESTICIDE PROCEDURE**

Pesticide application is administered the second Saturday of every month at 2:00 p.m. No pesticides will be applied during school hours.

## **PRESCHOOL PROCEDURES & POLICIES**

### **DROP OFF AND PICK UP PROCEDURES**

Classroom doors open at 8:20 and school starts promptly at 8:30. Please arrive on time as children miss important learning opportunities and late arrival disrupts the class. Class ends promptly at 11:30. Children not picked up by 11:35 will go to extended care and fees will be assessed.

Every child must be signed in and out in the office every day. When signing your child in, you must use your first initial and full last name as part of your signature. Your signature must be readable by all staff members. Also, note the time when you have signed in your child. At the end of class, sign your child out using the same method as signing in and note the time again.

If you have someone other than yourself or your spouse picking up your child, that person needs to be listed on your child's Emergency Information Card prior to them coming to the preschool. Also, they will need to have a valid form of identification, which contains a photo such as a driver's license. A staff member will verify their identification before your child is released to them. If there is any doubt regarding their reliability, the child will remain at the preschool with a staff member until a parent or legal guardian can be reached and the alternative pick up person can be verified.

Should a parent need to call the school and give verbal authorization for another person to pick up their child, the office staff will verify the identity of the parent by asking several, random questions from their child's Emergency Information Card and then honor their verbal request. Parents are able to set up an optional telephone authorization code word with the office for these kinds of occasions. Please come to the School Office if you are interested in this option.

### **ATTENDANCE**

If your child is going to be absent, either because of illness or a vacation, contact the school office at 480-839-0906 ext. 120 so we can inform the teachers and keep your child and family lifted in our prayers. In the event of vacations and other planned days, please inform your child's teacher beforehand so they can plan accordingly for that day.

When days are missed tuition is not adjusted and the day is not made up.

### **CELEBRATING BIRTHDAYS**

When celebrating your child's birthday, please remember that all treats brought to school need to be **store bought and in an unopened package.** Please check with your child's teacher for allergies in the class. Many times, parents and children have decided to pass out different items for birthdays such as bubbles, markers, stickers, etc. This is a great alternative to sweet treats.

### **DRESS CODE**

Your child should be dressed appropriately for the day. Remember to have your child wear socks and closed toed shoes every day. Bring your child's backpack to school on a daily basis so that personal items and school papers can be easily transported between home and school. Remember your child's lunch or make sure that hot lunches are ordered and paid for.

Please **LABEL** all child's belongings from home! (Sometimes multiple children have the same item.)

### **ITEMS FROM HOME**

Please help your child remember to leave their toys and food items at home or in the car before arriving at preschool. Toys are very welcomed when it is your child's turn to Show-and-Tell or if the teacher is planning a special day where it is appropriate to bring an item. You will know about these days in advance.



## **SCHOOL SUPPLIES**

Families are asked to contribute a few supply items for the classroom. The list of supplies is available on the school website.

## **LOST and FOUND**

A lost and found box is located outside the office door between buildings 1 and 2. Feel free to check it at any time. Please prevent loss by LABELING items of clothing. After a reasonable length of time, we will donate items to a local charitable organization. Gethsemane Lutheran School is not responsible for lost, damaged, or stolen items from backpacks. Please use reasonable care when bringing valuable items to school.

## **DIAPERS**

GLS will provide a diaper changing area in the preschool 2's room. Children in diapers will not be enrolled in other GLS preschool rooms. Staff will follow the required diaper policy as outlined by the licensing standards, R9-5-601(4). A copy of the policy is available in the school office.

Families are required to provide all diapering supplies. Staff will only use supplies for the intended child. All diapering will be documented for families. The staff will work with the families when it is time to transition out of diapers.

*In summary we are honored that you would trust us with your most precious gift from God, your child. We will do everything possible to ensure that you and your child have an enjoyable and Christ-honoring experience at Gethsemane.*