

***Good Shepherd Lutheran
Child Development Center***

**Preschool
Parent Handbook and
Agreement
2008-2009**

Good Shepherd Lutheran Child Development Center

*26800 Newport Road
Menifee, CA 92584
Phone: (951) 672-6675 Ext. 219
Fax: (951) 672-6680
License No. 330911548*

School Hours:	Monday through Friday	6:30 am – 6:00 pm
Morning Class Time Hours:	Monday through Friday	8:00 am – 12:00 pm
Afternoon Class Time Hours:	Monday through Friday	12:30 pm – 3:30 pm
Office Hours:	Monday through Friday	8:00 am – 4:00 pm

MISSION STATEMENT

Proverbs 22:6 – “Train up a child in the way he should go, and when he is old, he will not depart from it.”

Good Shepherd Lutheran Child Development Center exists to share the Gospel of our Lord and Savior, Jesus Christ. We are committed to meeting the needs of all students as they grow spiritually, intellectually, emotionally, and socially. Students are given the opportunity to learn from dedicated professionals in an environment characterized by Christian love, positive reinforcement, and professional excellence. We encourage and assist students to work to their potential, to demonstrate responsible behavior, and to live according to God’s will.

PHILOSOPHY

Good Shepherd Lutheran Child Development Center is a ministry of the church, which is part of the Missouri Synod. The children will have occasional interactions with the Pastor of the Church as well as the Director of Christian Education. Through these interactions and the curriculum the teachers will introduce in the classroom, the children will experience the security of God’s love for us through Jesus, and a wonder and respect of His creation.

We recognize that God has created each child unique and special with their own natural timetable of development. It is our goal to provide a warm, loving and secure environment where each child can develop and experience success at his or her own rate of maturation. We believe that young children learn best through play, but are also capable of sitting through short times of instruction. It is our desire to develop the whole child: physically, emotionally, socially, intellectually, and spiritually through developmentally appropriate curriculum. Children will be encouraged to explore and experience the rich environment surrounding them. It is our hope that each child will develop a love and excitement for learning, for books, and for Jesus, that they will then carry with them into their future educational and spiritual experiences.

ADMISSION AND ENROLLMENT

We admit all children regardless of race, color, religious background, or national/ethnic origin. Children with special needs will be taken on a case-by-case basis, as we are not specifically equipped for all cases.

Our preschool program is designed to serve children 2.5 years to 6 years of age. All children **MUST** be fully toilet trained, which means being able to use the bathroom independently before starting school. We realize an occasional accident may occur, but children who are consistently unable to use the bathroom independently will be asked to remain at home until more control is developed.

The first four weeks of enrollment are a probationary period for the child. At this time, we will be able to determine if continued enrollment is in the best interest of the child.

Children may be enrolled two days a week (Tuesday/Thursday), three days a week (Monday/Wednesday/Friday), or five days a week. Part-time hours are 8:00 a.m. to 12:00 p.m. or 12:30 p.m. to 3:30 p.m. Full time hours are anytime between 6:30 a.m. to 6:00 p.m. Please ensure that your child is present at the beginning of class so they do not miss out on instruction time.

Upon enrolling your child into our program, there is a non-refundable \$100 fall registration fee and \$20.00 emergency kit fee. These fees, plus all enrollment forms, must be completely filled out, signed, and returned to the school office before your child may start their first day of school.

FEEES

The rates are as follows:

2 Half Days AM	T/Th	\$ 3264/yr	\$ 255/mo	\$128 August payment
2 Half Days PM	T/Th	\$ 2703/yr.	\$ 235/mo.	\$118 August payment
2 Full Days	T/Th	\$ 3968/yr	\$ 345/mo.	\$173 August payment
3 Half Days AM	M/W/F	\$ 3623/yr	\$ 315/mo.	\$158 August payment
3 Half Days PM	M/W/F	\$ 3370/yr	\$ 293/mo.	\$147 August payment
3 Full Days	M/W/F	\$ 5267/yr	\$ 458/mo.	\$223 August payment
5 Half Days AM	M - F	\$ 5003/yr	\$ 435/mo.	\$218 August payment
5 Half Days PM	M - F	\$ 4715/yr	\$ 410/ mo.	\$205 August payment
5 Full Days	M - F	\$ 7705/yr	\$ 670/mo .	\$335 August payment

Discounts:

1. For your convenience, the annual tuition may be paid in 11.5 monthly installments. If you pay in 11.5 installments, the first installment is due on August 1st for August and September. Subsequent payments are due on the 1st of October, November, December, January, February, March, April, May, June, July, and ½ a payment in August.
2. Preschool families with two children enrolled in our preschool will receive a 10% discount on the lowest tuition fee. If you have three children enrolled, a 15% discount will be taken off lowest tuition fee and 10% taken off next lowest fee.
3. Pre-payment Discount: a 2.5% discount will be given when yearly fees are paid in full by September 1, 2008 or at the time of enrollment.
4. Active members of Good Shepherd Lutheran Church will receive a 15% discount on their child's tuition after agreeing to the terms of membership and meeting with the pastor.

Late Charge: Monthly tuition must be paid by the 1st of each month. If your monthly tuition is not received by the 5th of each month, you will be assessed a 10% late fee on your account balance. If your account is not brought current by the 10th of the month, you will forfeit your child's spot and your child will no longer be able to attend school.

Part time students who arrive before 8:00 a.m. or stay beyond 12:00 noon for morning students and beyond 3:30 p.m. for afternoon students, due to an emergency will be charged \$10.00 per hour. This is for partial hours as well. Prior arrangements must be made with the director before leaving your child longer than their assigned session times. Statements are issued at the beginning of each month and due at time of receipt. They will be placed on your child's sign in/out sheet.

Late Policy: It is imperative that your child(ren) be picked up at the end of their enrolled program time. All children MUST be picked up NO LATER THAN 6:00 P.M. The following charges will be incurred per child, and is payable directly to the teacher who stays late with the child at the time the child is signed out:

- 1-5 minutes late: \$10.00
- 6-10 minutes late: \$20.00
- 11-15 minutes late: \$30.00
- 16-20 minutes late: \$40.00
- 21-25 minutes late: \$50.00
- 26-30 minutes late: \$60.00
- After 30 minutes: \$75.00

When parents are 45 minutes late, it may be necessary to call the Sheriff's Department and release the child to their custody if:

- No one authorized to pick up the child can be reached by phone
- Parents have not called to inform us that they are on the way to pick up their child

A \$25.00 service charge will be assessed to your account for a returned check and at this time you will be asked to pay all future payments through electronic debit.

Accounts delinquent more than 60 days will, at the discretion of the School Board, be forwarded to a collection agency or turned over to the school lawyer for legal action.

Receipts: The preschool does not routinely issue individual receipts for payments unless it is a cash payment. Your cancelled check will serve as your receipt. However, we will be happy to give you a receipt upon request.

SCHOOL CLOSURE

On the following days school will not be in session and campus will be closed:

- | | |
|-------------------------------------|--------------------------------|
| Labor Day (9/1) | Veteran's Day (11/10) |
| Thanksgiving Vacation (11/27-11/28) | Christmas Eve (12/24) |
| Christmas Day (12/25) | New Year's Eve (12/31) |
| New Year's Day (1/1) | Martin Luther King Day (1/19) |
| President's Day (2/16) | Good Friday (4/10) |
| Memorial Day (5/25) | Teacher In-Service (6/15-6/16) |
| Independence Day (7/4) | |

TERMINATION OR WITHDRAWAL

If you are going to withdraw your child from our program, a two (2) weeks notice is required. This notice must be in writing and delivered to the school office.

The preschool also reserves the right to terminate this "at will" agreement for any reason. Some of the reasons may include, but are not limited to the following:

- The account becomes delinquent
- The child is not fully toilet trained
- Failure of the parents/guardians to honor the obligations listed in this handbook, or any rules, regulations, or manuals provided by the preschool
- The child demonstrates extreme discipline/behavior problems where it is deemed to be a threat to the welfare of the other children and/or no cooperation is shown by the parents or guardians to help resolve this issue

- The child's special needs are beyond the preschool's scope of care

REFUNDS

Refund Policy: No credit is given for regularly scheduled school holidays and vacation periods. No tuition credit is given for any days a child is absent due to illness or vacation. Registration, emergency kit, and tuition fees are non-refundable.

RECORDS

In order to meet state licensing regulations, it is mandatory that **all forms be completed and returned to us before your child can be enrolled and placed in a class.** If you move, change telephone numbers, begin a new job, add someone who is allowed to pick up your child, or in any way change the data you have given us on these forms, please notify the preschool office. Because we use this information to reach you in case of emergency, it is **extremely important** that we have accurate information at all times.

ATTENDANCE

In order for your child to obtain the maximum benefit from our preschool, punctuality and regular attendance are very important. Our curriculum begins promptly at 8:30 a.m. for the 8-12 morning session, and at 12:30 p.m. for the 12:30-3:30 afternoon session.

Vacation/Illness and Absence Procedure: In order to meet our budgetary needs, tuition is based on an annual rate broken into equal monthly payments. Therefore, parents are required to pay tuition fees in each increment, regardless of the child's attendance.

SIGNING IN AND OUT PROCESS

California State Licensing requires that each preschool child be signed in and out each day the child is in attendance. Parents/Guardians are required to **sign their full legal signature and time of day when signing the child in or out.**

You child's teacher will be happy to show you where the sign in/out log is kept in your child's room. Each child has his/her own sheet for each month. The person signing your child in and out must be over the age of 18, be legally responsible for the child or given the authority by the child's parents/guardians, **and be on the authorized list** in your child's file in the office.

No child should be left alone in the parking lot, at the school gate, in your vehicle, or on the playground at any time. According to Title 22, Section 101226.1 (b)(1) – "No child shall be accepted without contact between center staff and the person bringing the child to the center." Section 101226.1 (b)(2) states: "The licensee (preschool) shall require that the person bringing the child to the center remain until the child is accepted."

All children must be signed in each day and the teacher must be aware that the child is present. It is against the law and a danger to the child to be left unattended. If this occurs, it could be grounds for termination of enrollment. The preschool will not be held responsible for a child left unattended by a

parent/guardian. Once a responsible adult signs out the child, the preschool is no longer responsible for the care of the child.

If it is necessary for the child to go home with someone other than the parent/guardian who usually takes him/her, the school **must** be notified in writing. **PHOTO IDENTIFICATION WILL BE REQUIRED** of the person picking up the child, if the supervising teacher is not familiar with the individual. This is for the protection of the child.

PARENTAL RIGHTS/CHILD CUSTODY POLICY

In accordance with California Education Code 49061, Good Shepherd Lutheran School maintains that parents, who are legally separated or divorced, shall have equal legal rights to the custody of the child and to the child's school records. Either parent may ask to review his/her child's school records or check the child out of school at any time with proper identification.

This policy shall remain in effect unless a parent presents a court order that indicates which parent has sole legal custody and/or physical custody, or a restraining order is active and in order on file. Good Shepherd Lutheran School will not act as an intermediary in these instances.

ILLNESS

Your child's health is a matter of major importance to us. We want to protect your child and the other young children in our program. As a school, we take necessary precautions to avoid exposing the children to unnecessary germs and contaminants. We also believe that a healthy child functions better and is able to learn at a better rate than one that is feeling ill and not themselves.

Children who appear ill when they arrive will not be admitted. Should your child become ill or show any of the symptoms listed below while in our care, you will be notified and required to pick up your child as soon as possible.

Please keep your child home if the following signs and symptoms are evident:

- Fever as evidenced by an oral temperature above 99 degrees or rectal temperature above 100 degrees, or has had a fever in the previous 24 hours. A child should stay home for 24 hours after his/her temperature returns to normal. This is for the protection of your child as well as the protection of others
- Upset stomach and/or vomiting that morning or the night before. The child's stomach must be settled for 24 hours before returning to school
- Is taking an antibiotic and has not been on the antibiotic for 24 hours
- Has diarrhea, even if caused by taking the antibiotic in the last 24 hours
- Has diarrhea with increased water in stool and/or decreased form that cannot be contained by the use of the toilet
- Has eye discharge or crust. A child with conjunctivitis ("Pink Eye") must stay out for 24 hours after prescription medication starts and until all redness and discharge is gone
- Has croup. A child with croup must stay out until the fever and cough are gone
- Has a constant and persistent cough
- Is fussy, cranky, and generally not him/herself

- Has a constant runny nose
- Has an undiagnosed body rash. A note from a doctor is required to return to school
- Has symptoms of a possible communicable disease – these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain, and/or fever
- Is unable to play outside
- Has a doctor’s appointment for suspected illness- please do not bring your child to school prior to the appointment.
- Has head lice. Child should remain home until treatment is completed and all lice and nits are gone
- Has ringworm. Ringworm should be treated by a doctor and is contagious until 24 - 48 hours after treatment

If your child contracts any communicable diseases such as pink eye, lice, measles, mumps, chicken pox, or scarlet fever, **you must report** it to the preschool director as soon as possible. If your child has been exposed to any communicable disease at the school, a note will be sent to the parents advising them of the disease.

MEDICATIONS

We prefer not to administer medicine to your child. If it is necessary, state law requires that you bring this to the attention of the director so proper arrangements can be made. If you are administering medications at home, it is helpful if you inform your child’s teacher in the case of unusual behavior or adverse reactions to the medication.

When medications need to be brought to school, the medication must be in the **original package** with the child’s name on it, the amount of dosage needed, how to administer and how often, or the container must be accompanied by a permission slip from the doctor with instructions as stated above. The parent must also fill out a medication form. The medication must remain in the preschool office and be picked up there at the end of the school day. **NO** medication is allowed in the classrooms. This includes inhalers used for asthma.

No over-the-counter medication will be given to the child unless specifically required by the child’s doctor and is accompanied by a note from the doctor.

CHILD ABUSE

As required by California State law (California Penal Code 11166) teachers and staff members are obligated under penalty of fine and/or incarceration to report to the authorities any reasonable suspicion of child maltreatment including physical abuse as well as emotional deprivation, sexual abuse, exploitation, inadequate supervision, and neglect or endangerment of the child. Staff members, with the full knowledge and approval of the director, will make such reports in the best interest 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. If it does become necessary to make a report, please be assured such action is taken only in the spirit of what is best for your children and family. The goal is to obtain help and support where it is needed. Child Protective Services and/or The State of California Dept. of Social Services Community Care Licensing Division may interview children in our care upon confirmation of identity.

HARASSMENT POLICY

Good Shepherd Lutheran Preschool is committed to providing a learning environment that is free from harassment in any form. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. It includes, but is not limited to, any of the following: verbal, physical, visual, and sexual harassment. Harassment by any student or staff member is prohibited. All allegations of harassment will be taken seriously and investigated in a prompt, confidential, and thorough manner.

DRESS CODE

Preschool is a time for exploration through all the senses. This means the children can and will get messy. Please dress your child for play. Ripped or torn clothes, cut offs, boots with pointed tips, bare midriffs, or open-toes shoes are not acceptable. Clothing should be easy for the children to take down and pull up for restroom use. Shoes should be firm-soled and flat for safety. Socks must be worn with all shoes. Hair should be neat and clean. Excessive hair colors and styles will not be accepted. We also encourage children to bring a jacket or sweater on all but the hottest days. **ALL REMOVABLE CLOTHING SHOULD BE MARKED WITH YOUR CHILD'S NAME.**

RELIGIOUS CURRICULUM

Our Bible lessons are centered on Jesus as our Savior and stress that God loves and cares for us. We teach through song, prayer, video, books, CD's, puppets, and other aids. We use the Voyages curriculum by Concordia. All children participate in a developmentally appropriate chapel service each week. Children occasionally are asked to sing at our Sunday services as well as participate in holiday singing events throughout the year. Children's chapel is held in our church sanctuary under the supervision of their teacher.

ACADEMIC CURRICULUM

Our curriculum is a Gospel-centered, theme-based, developmental curriculum. Good Shepherd Lutheran Child Development Center's early childhood program takes into account all areas of the child's development:

- Emotional Development- Helping the child to understand himself and others, to deal with and express feelings, and to develop sensitivity, self-awareness, self-knowledge, and self-esteem.
- Social Development- Helping the children learn to function in a group of adults and children, and to adjust to the expectations of the school setting.
- Intellectual Development- Helping the child to acquire information and understanding about the world.
- Physical Development- Helping the child acquire strength, stamina, coordination, flexibility, and sensory awareness.
- Spiritual Development- Helping the child to commit his life to God's Loving care and guidance and to become a whole person in Christ.

DAILY SCHEDULES

Classes begin each morning at 8:30 a.m. All classes have their own group times in their classrooms. This time includes learning respect and recitation of the American and Christian flags, filling in the calendar to gain an understanding of dates and time, identifying the weather so they know how to dress appropriately and how to identify the seasons, “helper charts,” sharing time, stories, songs, finger plays, and arts and crafts. Each teacher adds their own special touch to this time with the children. During this time the children are given the opportunity for outdoor exploration for half an hour, weather permitting. They are free to play on the playground and develop their gross motor and socialization skills. They do this by participating in the following type of activities: riding tricycles, climbing the jungle gym, playing in the sand or with other equipment provided by the preschool. At 11:30 a.m. the children eat lunch together as a class. All children are to bring their own nutritious sack lunch from home.

MUSIC TIME

Once a week the students are involved in half an hour of music time. The music teacher directs the children during this time. They sing songs about Jesus as well as other preschool songs. The music teacher helps the school coordinate our Christmas and Promotion programs.

SNACKS

The preschool provides nutritious snacks in the morning and early afternoon. The morning snack is served between 9:00 and 10:00 a.m. The afternoon snack is served between 2:30 and 3:00 p.m. Snacks include two to three items from the basic food groups. This may include milk, juice, fruit, vegetables, crackers, granola bars, bread products, etc. Occasionally parents are asked to provide snacks throughout the year. Please ensure that these are nutritious and natural, with no artificial colors or flavors. Throughout the year your children will be able to participate in class parties. Teachers will inform you in advance of how you can help and what various food items needed. We encourage parents to allow their child to celebrate their birthday at school. Birthday parties for the children need to be coordinated with you child’s teacher. Unfortunately, we are unable to warm up lunches.

NAP/REST TIME

According to Title 22, Section 101230 (b), “All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center.” We cannot force or make a child sleep, but we are required to offer this rest time to them.

Nap/rest time begins at 12:30 and lasts until 2:00 or 2:30 depending on the age group and children’s need for rest. The school will provide mats for the children. Please bring a crib sheet and anything else they will need to rest. All these items need to be placed in a backpack or duffel bag and kept at school for the week. Please make sure that all items are clearly marked with your child’s name. At the end of each week, these items need to be taken home to be washed and returned to school for the following week.

RAMS LEAGUE

The Ram's League is our version of the public schools' Parent/Teacher Association (PTA). Parents and teachers meet to coordinate fundraisers, create special committees as required, and make decisions as to how fundraiser monies are to be used.

Meetings are scheduled monthly and are coordinated at the beginning of each school year.

Fundraisers play an important role in the overall operation of the preschool. The funds that are earned go towards maintaining and upgrading the equipment for the children. The preschool director and the Rams League will determine how the funds are to be used. Fundraiser involvement is on a voluntary basis, however, we welcome and encourage participation to the best of your ability.

Other areas where the Rams League contributes to the preschool include, but are not limited to the following:

- Collecting Box Tops or Education
- Collecting Campbell Soup Labels

COMMUNICATION

It is very important that there is good communication between the preschool and you as parents. Please check our website for up-to-date information concerning events throughout the year. The website is at www.gslcmsmenifee.org.

Some of the teachers send out classroom newsletters. These are specifically geared to events in your child's classroom. They may inform you of upcoming birthdays, classroom parties, and other events specifically planned by your child's teacher.

When picking up your child, make sure you check his/her cubby and file folder for papers that are being sent home. This includes newsletters, fundraiser information, book orders, class work, and your child's art projects. Your children are eager to show off what they have learned and what they made in class.

If you need to get in touch with your child's teacher or the preschool office, please feel free to give us a call. If we are out of the classroom or away from the office, voicemail is available. Calls are returned in a timely manner.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled in January and February to discuss the development of each child and to assess kindergarten readiness. Parents are welcome to arrange informal conferences with teachers before or after school anytime during the year. Teachers will also schedule conference times when necessary to address particular issues.

DISCIPLINE/POSITIVE GUIDANCE

We believe discipline/guidance is the process of teaching children self-control, providing opportunities for children to practice future independent living skills. It allows us to demonstrate to the child appropriate behavior and to discuss with the child why the behavior is not acceptable. At the preschool age, children are very self centered and impulsive. As parents and teachers, it is our responsibility to assist the child in learning there are times when we must wait and allow others to have a turn.

Based on state requirements, included in your enrollment packet, it is against the law to use corporal punishment, humiliation, or restrict a child from eating, using the bathroom, or resting.

When a child misbehaves, the teacher attempts to assess the total situation including the environment at school and at home, the student's physical condition, age and stage of development, special holiday events, and any recent changes in the student's life. We try to encourage the child to solve their own problems and develop skills to express their feelings verbally to the student or students who have offended or hurt them.

The way a teacher responds to a child's behavior depends on the circumstances surrounding the behavior. Depending on the situation, the teacher may let the behavior go a short time to see if the child is able to come to a resolution on his/her own. Sometimes a teacher will redirect the child to another activity or center in the room. Other times the child may have to "shadow the teacher," meaning follow the teacher and help the teacher around the room. "Time out" may be used to have the child calm down and think about what just occurred, before they try to explain it to the teacher. When time out is used, the amount of time given should be equal to one minute per each year of the age of the child. In extreme cases, the child may be sent to the director for corrective action.

If the misbehavior is persistent a parent/teacher conference may be necessary to create an action plan for the child. The director may also be involved in this conference. In some situations a more professional evaluation of the child may be necessary to eliminate or discover a learning disability.

GENERAL BEHAVIOR

In general, children are expected to follow the rules listed below:

1. They must show respect to teachers and staff at all times
2. No running inside buildings: “walking feet only”
3. Children are not to sit or stand on tables
4. Nap/rest time is quiet time
5. Inside voices are to be used indoors: no screaming
6. No biting, kicking, pushing, spitting, name calling, “potty talk”, hitting, or destructive use of materials and or equipment will be tolerated
7. Children are expected to clean up after themselves after eating as well as after playing in the various centers the classroom has to offer
8. No sand throwing

EMERGENCY PLAN

In an effort to prepare the children for a natural disaster, we perform earthquake and fire drills once a month. Disaster preparedness is discussed in the classroom with the children. If a natural disaster does occur, the children are prepared as to what they should do.

One of the most important things we require for each child is an emergency kit. The kit contains enough food and supplies to sustain the child in case of an emergency. The kits are \$20 and will be billed at the time of registration. The kits are kept in our emergency sheds and are easily accessible if an emergency occurs.

In the event that a natural disaster does occur, the school will retain responsibility of all children on the premises until they are released to a parent, guardian, other designated adult, or until they have been transported to an official evacuation center, in which case elected staff will remain with the children until all have been reunited with their families.

All of our teachers and staff are trained in CPR and First Aid and have been assigned specific roles to play if a disaster occurs. In the event of a disaster, first of all, **DON'T** panic. Your child will be safe with us until you are able to arrive. Once you reach the school, come directly to the control center, which will be clearly established on campus, to pick up your child. It is important to follow the set procedures in order to keep track of all children at all times. Do not leave with your child until the control center has been notified.

VISITATION RIGHTS

Parents and guardians have the right and are encouraged to visit the school and observe all activities at any time they deem appropriate. We do ask that while children are napping that you do not come into the room and disturb them.

The State Licensing Agency has the right to interview a child, the school staff, and to inspect and audit all records maintained by the school without securing prior consent of anyone. Licensing also has the right to observe the physical condition of a child, including conditions indicating abuse and neglect, and to have a licensed medical professional examine a child if deemed necessary.

Occasionally we may also have Early Childhood Education students from the college visit to perform observations of the classrooms, teachers, and students as one of their class requirements.

GRIEVANCE PROCEDURE

We welcome comments and/or concerns regarding our preschool. If issues are related to a teacher, it should be discussed with the teacher first. If there is no resolve, it should then be brought to the attention of the director. If the director is unable to come to a satisfactory solution, the director will take it to the School Board.

PICTURES

A photography release is included in your packet for marketing, public relations, portfolio assessment, Lifetouch professional photography, Pony Pictures and the yearbook.

INSURANCE

All students are covered by a limited accident liability insurance policy. Our insurance policy stipulates, however, that the parents' carrier is the primary insurance carrier. This fee is part of the registration fee you pay upon enrolling your child into our program.

THANK YOU

Mark 9:37 – “Whoever welcomes one of these little children in My name welcomes Me.”

Thank you for choosing Good Shepherd Lutheran Child Development Center as your child’s first school. We look forward to working with you and your child in preparing them for an enjoyable and successful education.

Please sign the last page of this booklet and return it to the preschool office. This booklet is for you to keep and refer to when issues arise. If you have any questions, comments or concerns, please feel free to bring them to our attention and we will do our best to assist you. Thank you.

Serving Christ,

Cynthia Begando
Early Childhood Education Director

ENROLLMENT AGREEMENT

We, the parents/legal guardian of _____ have read this
Child's Name
parent handbook for the school year 2008/2009, and have filled out all the required forms included in the enrollment packet. By signing this agreement, we agree to:

- All the terms and conditions stated in this handbook
- Keep our account current and be financially responsible for paying all the fees associated with the preschool
- Cooperate with the general policies and procedures and to abide by the rules and regulations of the preschool

Our signature below also indicates these terms and conditions have been explained to us, and all of our questions have been satisfactorily answered.

Signature of Parent/Guardian

Relationship to Child

Date

Signature of Parent/Guardian

Relationship to Child

Date

Preschool Director

Date