



GREEN PASTURES PRESCHOOL
“Come Grow with Us”



Dear Parents and Families,

On behalf of the Green Pastures Preschool Staff and Good Shepherd Lutheran Church, I would like to welcome you to this new preschool year. Preschool years are filled with fun, discovery, and lots of learning. Our hope is for you to have a great year growing in faith, knowledge and love with us at Green Pastures.

Please take a moment to read through this booklet. It includes important information about our school and the upcoming school year.

We commit ourselves to the overall development of each child. In our Christian school, many opportunities to learn counting, ABC’s, colors, and shapes are presented with emphasis on social skills, self-confidence, self-help, and respect for others. We use art, music, and games along with play as our vehicle to learn and grow.

We are excited to start this new school year with you!

The Staff of Green Pastures Preschool

PRESCHOOL Director’s OFFICE HOURS
 8:30 AM-Noon M-Th or by appointment

Important Numbers and Email information

Jessica Welchans, Director	785-312-7611 785-320-3690 cell	greenpasturespreschool@gmail.com, www.greenpasturespreschool.org
Fernanda Raney	785-312-7611 Pre - K Teacher	fernandaraney@gmail.com
Joy Marker	785-312-7611 Beginner Teacher	cirrusjoe@gmail.com
Good Shepherd Lutheran Church	785-843-3014	

GREEN PASTURES PRESCHOOL

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ARRIVAL AND DROP-OFF

Arrival and drop off is an important part of the day. The children’s day at Green Pastures begins in the classroom promptly at 9:00. It is important for each child to arrive on time. During those first minutes is when the child is able to relax, talk with their friends, and start the day in a calm, unrushed manner. It is also a time the teacher is available to welcome the child, hear about important happenings in their life, etc. If you arrive late, please assist your child in joining the group in the least disruptive way possible. Thank you!

ENTRANCE, PARKING, AND PICK UP

The northeast door will be unlocked at 8:50am.

Each student is asked to use the restroom, and then wash hands with soap before being walked to their classroom.

All children must be personally delivered and picked up in the lower level of the church at the beginning and close of each session (unless prior arrangements have been made). Please do not let the children out in the parking lot to find their own way to class, or upon dismissal, find their own way to the car.

In the parking lot, please keep in mind to watch for children at all times.

Please be reminded; once your child has been released to their adult at pick up, the staff or the school is no longer responsible for said child. That being stated, we will not release your child to anyone you haven’t designated or who does not have adequate safety restraints.

The Director will be upstairs to unlock and greet parents at pick up starting at 11:20 am. Children are dismissed at 11:30 am. Your promptness is greatly appreciated. You are allowed two (2) late pick-ups due to unforeseen circumstances. Unavoidable delays sometimes can’t be helped. Otherwise, after 11:40 parents will be charged a late fee charge of \$1.00 a minute. Payment of late fees is due by the following day. Exceptions must be prearranged.

ATTENDANCE

Regular attendance in class helps the school year go more smoothly. **Please call the school or let us know when your child will be absent.** We do appreciate knowing when you plan to miss school or if your child is sick.

ILLNESS

Children should be **kept home at least 24 hours AFTER vomiting OR after a fever has ended.** Children with sore throats should not be brought to school. Helpful guideline: Would you want your child to play with another child who has the symptoms your child has? If not, your child belongs at home.

You can help us reduce illnesses by teaching your child how to blow his/her own nose as well as good handwashing technique.

If your child becomes ill with a communicable disease, please notify the preschool so parents of exposed children can be alerted.

CANCELLATION OF SCHOOL

In case of inclement weather, we will follow the Lawrence Public Schools USD 497 closures. In any other case, you will be notified by email or phone.

SELF-HELP – INDEPENDENCE BUILDING

We encourage each child to take care of his/her own needs and personal belongings. We expect each one to remove their own coats/jackets and hang them up; use the bathroom unaided (This is required by the health dept. We are not allowed to help wipe); use and return their own supplies; and pick-up toys and items used during the day and put them away in their proper places. We are always available to help if things “get stuck,” are hard, new or frustrating. Children need countless amounts of encouragement and time if they are to succeed in these areas and your help in allowing them to learn is also needed.

Spills and accidents occur. **We do ask that parents always keep a change of clothing, including underwear and socks in a Ziploc bag in the child’s backpack.** Children are encouraged to wear informal, comfortable clothing that can be easily managed for bathroom needs. The children have a period of outdoor play every day, weather permitting. Dressing in layers when the weather is cold helps your child feel more comfortable. Warm outer clothing and comfortable, supportive shoes are a “MUST”. Flip-Flops or beach shoes are not appropriate for school and playground play.

Birthdays

Birthdays are special days, and each child will be assigned a day to bring special birthday snacks of their choice. Individual items are easier than a cake that has to be cut. We try to give you a date closest to the birthday or half-birthday if we can.

CALENDARS

SNACK CALENDAR will be emailed and posted on the Information Board.

WEEKLY THEME CALENDARS are posted in the hallway on the Information Board.

Special events, reminders, and vacation days, will be posted on the Information Board.

A weekly email will be emailed with special events and reminders etc.

SNACKS

We ask students to take turns bringing snacks for the students and in both classrooms. A list of assigned snack days and number of kids will be posted on the Information Board. The school provides napkins. If the day assigned to you does not work, please switch with someone else on the list. We will be serving water, so only a snack is needed.

Ideas for snacks: fruits, vegetables, yogurt, crackers, cereal and cheese. The teachers can prepare fruits and veggies, just let us know when you drop it off in the morning so we can plan. Please keep food quantities to snack size.

FIELD TRIPS

Several field trips are planned for the year and will be scheduled as the year progresses. We will do our best to provide you with as much time as possible to plan for our Field Trips. Parents will be required to drive or make arrangements with another friend, family member, etc. to transport your child to and from the field trip. Parents are required to drive and help provide supervision and participation. Thank you in advance!

CLASS GROUPING

Every student is accepted for a four (4) week trial period of adjustment. Children attending preschool **NEED TO BE POTTY TRAINED!** Enrollment in the Beginner (Caterpillars) program is for children who are a minimum of three (3) years of age. Enrollment in the Prekindergarten (Butterfly) program is for children who are a minimum of four (4) years of age. Our student to teacher ratio will not exceed 10:1 for Beginners and 12:1 for Pre-kindergarteners.

CATERPILLAR CLASS (3 year olds)

At the beginner (Caterpillar) level, an introductory program is used. The children learn the Alphabet with emphasis on the sounds, simple placement, the shape and recognition of letters. They will work on recognizing and matching colors and shapes. Students will be introduced to number recognition, value, rote counting, simple patterns, and sequencing. The classroom will be filled with books that introduce your children to storytelling, how to hold a book, learning a story has a beginning middle and end, developing vocabulary, listening to a story, retelling a story, and interacting with a story. They will learn to recognize their name in print and be introduced to basic handwriting with an emphasis on developing fine motor skills. Social and self-help skills are always reinforced through our day and play.

BUTTERFLY CLASS (Pre –K, 4 year olds)

At the Prekindergarten (Butterfly) level, the curriculum from the beginner level is used as a building block to develop, reinforce and expand skills. The children will continue their study of the alphabet and letter sounds. As they are ready, they will be introduced to the letters, words and sentences. Pre-K students will continue work on counting, basic addition, place value, number recognition, patterns, and sequencing. They will continue to develop their handwriting skills for writing in the future. They will begin to learn knowledge of personal information (address, phone number, etc.). Simple graphing will be introduced. Within all we do, we work on social and self-help skills.

DRAMATIC PLAY

Our students will be introduced to the world of acting and pretending. They will use their creative imagination to perform Nursery Rhymes, Bible stories, and children's stories with puppets or as actors and actresses.

MUSIC

Our Music enrichment program offers a fun, active, engaging multisensory workout for young children. Research shows that music makes your child a better learner. Music and movement instruction improves children's memory, cognitive development, learning skills, and expressive ability.

CHRISTIAN CURRICULUM

Our Christian curriculum includes Bible stories from both the old and new Testaments. The children will be introduced to the most basic concepts of the Christian faith. God loves me, God loves everyone, God wants us to love others. We will endeavor to help the class apply these concepts in their daily experiences; helping them to see how children can show others love.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled in November and February. However, parents should feel free to consult with teachers at any time before or after class. You may schedule telephone or in person conferences any time throughout the year. You may schedule a conference concerning your child with your child's teacher, send a note to school or call and leave a message with the Preschool office. If a teacher needs to talk to you, she will contact you. **PLEASE do not discuss your child in his/her presence.**

VISITS

Parents are welcome to visit their child's class at any time. Please make arrangements with the classroom teacher, so that you can be let into the building. Some scheduled visits will also be encouraged for special events.

SPECIAL NEEDS ASSESSMENT POLICY

When special needs and/or problem situations arise with children, the Lead teachers will address these with each other and the Administration. The Director/Admin will observe the child on multiple occasions on different days and document the observations. Documentation will include date, time and a paragraph that addresses the concern.

The Director will then meet with the teaching team and try to implement a plan that is beneficial to the child/situation, to resolve the problem. If the Director feels that more help is needed, the parent(s) and the teaching team will meet at a time that is convenient for parent(s) and staff, to implement a plan to benefit the child and resolve the situation. The child's parent(s) ALWAYS have the final decision.

If the parent(s) chooses not to follow the recommendations and the child is disruptive or threatens the safety of others, more discussions will be held until an acceptable outcome for all involved has been reached.

SPECIAL SERVICES

We desire to facilitate the best possible learning environment for each of our students. If your child has a written IEP, (Individual Educational Plan), state law mandates that we have a copy of it in our files. Please give copies to our office as soon as the plan has been finalized. All information remains confidential.

SAFETY

Doors are locked promptly at 9am and will be unlocked at 11:20. Please call to be let in the building if you arrive in between those two times.

In an emergency, students will stay and be counted with their classroom teacher and/or director. You will be notified by phone, text or email if we have to evacuate off-site. No child will be released until all children are accounted for and parents notified.

If your child has a medical condition, please see the director so that we can fill out an Emergency Medical Action Plan to keep your child safe while at school.

TUITION

Our tuition is based on the total number of days your child is scheduled to attend school. We then take the amount and divide into 9 equal monthly payments. Each month, tuition is due by the 1st of the month, with late fees added after the 10th. Please pay promptly.

**Tuition for the current school year can be found online,
on the registration form, or by asking the director.**

Late fee of \$15.00 may be assessed on late tuition payments after the 10th, unless prior arrangements have been made. A returned check fee of \$30.00 will be charged for each returned check. If tuition and late fees are not paid by the 20th of the month your child may no longer attend preschool until all fees are paid or arrangements have been made.

WITHDRAWAL POLICY

We require a **4 week notice** in writing to the preschool director **prior to withdrawal**. If less than four weeks notice is given or it is not in writing, the student will be considered enrolled and tuition will be due accordingly.

*Any changes and/or additions to this handbook will be given to you in writing.

