



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 handbook. 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
Dana Shirley	785-843-3014	

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DROP-OFF - Revised July 2020

In an effort to social distance and keep everyone safe, we will be instituting the following guidelines until further notice. **One family** at a time will be allowed in the building for drop off at the main (double doors) starting at 8:50 am. **Adults will be required to wear a mask.**

Once inside students and adults will be asked to use **hand sanitizer**, as supplies permit. In the entryway, a teacher will take the student's temperature and ask you a series of health questions each day before signing your child in for the day. This may take some time, so please allow an extra five to 10 minutes for your drop off routine. Once screened, students will be escorted downstairs by a teacher. Please say your goodbyes at the top of the stairs.

Once your child is signed in, please exit through the single door closest to the office. This will prevent face to face run-in with the next family that comes inside, and keep all drop off traffic moving in one direction.

PICK UP

In the parking lot, please keep in mind to watch for children at all times. Please avoid gathering around either door to visit or chat with fellow parents. Adults should model mask wearing at pick up time as well.

A teacher will be upstairs to unlock the main doors starting at 11:20 am. One family at a time is allowed inside to pick up your student. Please exit through the single door closest to the office. Once again this will keep all pickup traffic moving in one direction.

Unavoidable delays sometimes can't be helped, but please try to be punctual. If lateness becomes a consistent behavior, arrival after 11:40 will cause parents to be charged a late fee in the amount of \$1.00 per 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 - Exclusions from being allowed to attend

Children should be kept home for:

- a fever of greater than 100 degrees Fahrenheit
- persistent cough
- shortness of breath/trouble breathing
- loss of sense of smell
- other signs of illness (headache, fatigue, vomiting or diarrhea, etc)

Other causes for exclusion:

- If you have traveled to a “hot spot” or have come into contact with a positive Covid - 19 case, child must remain home from school for 14 days from exposure
- Child must be fever free (without medication) for 72 hours or three days
- Anyone sick with vomiting or diarrhea should be symptom free for 48 hours
- Any other illness will be allowed back to class following advice of pediatrician

You can help us reduce illnesses by teaching your child how to blow his/her own nose as well as good handwashing technique. Practice wearing a mask if age appropriate.

If your child, or anyone in your household, becomes ill with a communicable disease, please notify the preschool so parents of exposed children can be alerted. This includes COVID-19.

CANCELLATION OF SCHOOL

You will be notified if we have to close due to any positive cases of Covid-19 within the school. Please note the following may also be cause for closure:

- Not enough teachers, subs due to Covid -19 illness or exposure
- Community closure of non-essential businesses
- Day needed for additional cleaning if others who use the building have tested positive

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.

We will do our best to minimize the amount of time the school must be closed, if the event of inclement weather or illness. All parents/families will be asked to pay the full amount of tuition. Our teachers will supplement with at home zoom meetings, teaching and activities delivered to your door.

After the fourth week of closure, the amount of tuition will be prorated to 75% of the normal amount for any additional instruction time lost. After a sixth week of closure, 50 percent of the agreed upon tuition rate will be required for any lost time in the classroom.

All information is subject to change with very little notice. Please contact your director for more information as the situation changes. All procedures and regulations will be updated regularly and can be found online or be sent by email if you have any questions.

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 two changes 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.

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 individually wrapped shelf stable snacks to be shared among all students on the assigned day. Teachers will pass out all snacks, drinks and napkins. We will provide plastic cups for children to use that will be labeled and sanitized in our dishwasher each evening.

Ideas for snacks: crackers, cereal, pretzels and goldfish Please refrain from bringing sugary snacks, as some students do not tolerate or process lots of sugar well. Preschool will provide a fruit and or dairy serving to accompany your dry snack. This will help cut down on any germ transfer.

Birthday Snack

We will not do birthday snacks this year. Instead we will assign each child a “special day” that they can bring a favorite story from home to share with the students.

FIELD TRIPS - There will be no field trips scheduled for 2020-2021 school year.

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.

Class Sizes

This year we will be intentionally keeping classes small. We will also utilize the main room to help allow space to keep kids as socially distant as possible.

DRAMATIC PLAY and MUSIC

Our dramatic play centers, sensory centers and music class will look differently this year to help reduce the transfer of germs. If you have questions or concerns about our sanitization process, please feel free to ask. We are open to concerns and questions at this time.

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. Because of social distancing requirements, we will be happy to consult with you about your child's progress via email, telephone call or zoom meeting. 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

We usually have many vetted visitors to come into our school for special occasions throughout the year. This year, to minimize risk, we will not be allowing outside guests inside the building until further notice. This includes grandparents, and multiple adults from the same family. We will not have guest visitors for special music sessions, parties etc. The number of repair and service personnel that enter the building will also be limited to after school hours whenever possible.

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 if you arrive in between those two times and need to pick up your child.

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.

Wait List Policy

If all spots in your desired class have been taken, your student will be put on the Director's Wait List. You will be asked to provide your name, number and email so that in the event that a space opens, we have good contact information. Once you have been contacted you will have 2 business days to respond and claim your spot. Your non-refundable registration fee will be due at that time. If you are unable to pay your registration fee and/or contact the director within 2 business days, your spot may be forfeited.

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, announced through email, or given to you upon request.



GREEN PASTURES PRESCHOOL - Parent Contract

2211 Inverness Dr. Lawrence, KS

Phone: 785-312-7611

Email: greenpasturespreschool@gmail.com

We, Green Pastures Preschool (GPP) and the parents or legal guardians of the preschool child agree to abide by the following terms for the 2019-2020 School Year

The parents or legal guardians agree to the following:

1. To pay tuition of \$1980 for the school year in nine (9) equal payments. The monthly amount of \$220 is due on the first school day of each month, beginning in September 1st, 2019 and continuing through May 1st, 2020, with a late fee added of \$15.00, if paid after the 10th of the month.
2. To give four (4) weeks notice to the Director in writing if the parents or legal guardians wish to withdraw their child from school for any reason. Tuition must be paid through those four weeks.

3. To dress their child in appropriate clothing and footwear for school and/or outside play. We agree that flip-flops or beach shoes are not appropriate.
4. To wait for their child, until he/she is checked in and accepted for that day by the teacher in the classroom.
5. To pay late charges of \$1.00 per minute beyond the given grace period of 10 minutes after class is dismissed.
6. Parent will provide the snack for preschool students based on provided snack schedule.

GPP agrees to the following:

1. To hold a space in the desired classroom for each paid non-refundable enrollment fee of \$80.00.
2. To give each student the opportunity to grow by engaging them in a wide variety of activities to include their social, emotional, physical, intellectual, creative, and spiritual development.
3. To provide a stimulating and challenging educational curriculum coupled with warm and loving care. GPP adheres to all DCF and KDHE discipline policies
4. Provide a parent handbook that contains days and hours of operation, sick child policies, attendance information, discipline policies and other medical forms that are required for enrollment.
5. To keep all conversations and discussions, concerning students, between teachers, parents or legal guardians, and volunteers strictly confidential.

Green Pastures Preschool Director

Date

Parent or Legal Guardian

Date

By signing above, I agree to pay tuition and adhere to all policies set forth here and in the parent handbook. I may request additional copies or visit greenpasturespreschool.org to get another copy.