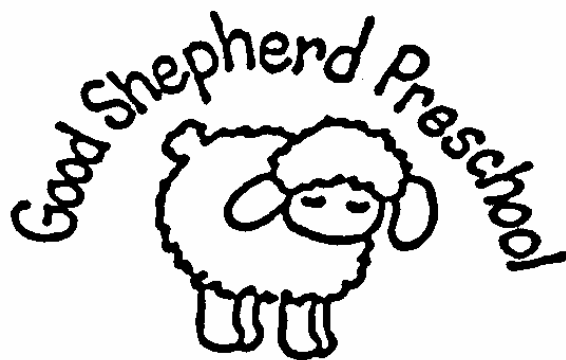


2010-2011  
Good Shepherd  
United Methodist  
Preschool  
Policies



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Good Shepherd United Methodist Preschool

14999 Birchdale Avenue  
Woodbridge, VA 22193  
703-670-4244

[goodshepherdpreschool@gmail.com](mailto:goodshepherdpreschool@gmail.com)

(Policies revised January 2009)

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## CLASS SCHEDULES

The school shall open after Labor Day and close by the last day in May.

The number of days that a class meets is subject to change. The decision would be dependent on: demand, space availability, parent approval and meeting minimum class size. See Appendix A

## ENROLLMENT

Enrollment shall be effective when parents are notified that the child has been accepted. Such notice shall be given after application for admission is duly made and approved, the registration fee paid, and required health forms and information records filed and found satisfactory by the administrator. There shall be no more than 12 children in each 3-year-old class, no more than 16 children in each 4-year-old class and no more than 16 children in each 5-year-old class.

## TUITION

Tuition payments are made monthly and are due the first school day of the month. Payment of tuition is based on a 9-month school year. A child entering in the middle of the month may be charged ½ month until the first of the next month. A family who has more than one child enrolled at Good Shepherd will be given a \$10.00 per month discount on tuition for each subsequent child enrolled.

One month's advanced tuition is due to the preschool **on or before May 10** prior to the fall term for which your child is enrolled. A thirty-day written notice of withdrawal is required for return of any tuition.

## PAYMENTS

All payments must be made on the first school day each month and become delinquent after the 10th day of the month. If tuition is not paid by the last school day of the month, we reserve the right to withdraw a child for non-payment. All checks shall be made payable to Good Shepherd Preschool. Cash payments must be handed to a staff member. Payment by check is preferred.

Returned Check Policy: Checks returned for insufficient funds:

1st offense - Parent will be contacted regarding course of action for repayment.

2nd offense - Parent will be required to pay tuition in cash thereafter. Students who have not paid by the last school day of the month will be disenrolled.

The preschool will collect a fee for each returned check. The fee shall be the amount charged to the preschool by the bank.

## CURRICULUM

The staff shall recommend a curriculum to be approved by the Preschool Committee. In developing the curriculum, the staff shall be guided by the goals and philosophy embodied in the Christian faith. Parents of children enrolled shall be advised of the curriculum.

### CHAPEL TIME

There will be one ~~20-minute Chapel Talk~~ each month. GSUMC's Christian Educator or her designee will lead this.

In addition, there may be one 20-minute Chapel ~~Music~~ each month depending on availability of special music.

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CHAPEL TALK

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## CHILDREN ELIGIBLE

- Children eligible for the 3 year old class must be 3 years old by September 30<sup>th</sup>.
- Children eligible for the 4-year-old Pre-Kindergarten class (3 day program) must be 4 years old by December 31<sup>st</sup>.
- Children eligible for the 4 year old Pre-Kindergarten class (5 day program) must be 4 years old by September 30<sup>th</sup>.
- Children eligible for the 5-year-old Pre-Kindergarten class (5 day program) must be 5 years old by March 31<sup>st</sup>.

## REGISTRATION

A registration fee for all students is payable with the application for admission. Upon payment of this registration fee, your child is automatically accepted for enrollment. The registration fee is not refundable except when a situation beyond your control makes it impossible for your child to attend school, and you notify the school in writing by June 15<sup>th</sup>.

If a child is withdrawn within the school term and is re-admitted within the same school term, another registration fee shall be payable with the application for re-admittance. This registration fee is not refundable. When capacity enrollment is reached, a waiting list is formed.

Registration ends Dec. 1<sup>st</sup>. Only transfer students will be accepted after this day. No new students will be accepted after March 15<sup>th</sup>.

## **HEALTH**

A doctor's statement verifying a physical exam within 12 months prior to the beginning of school shall be required and shall be filed with the school before the child's participation in class. The doctor's health statement should indicate the child is healthy, up to date on immunizations. The child must be able to participate in school activities. No child shall be admitted to the school, if, upon examination, it is found that his/her condition is such that it may endanger the health or well being of other children. Any child who shows signs of illness shall not be sent to school.

A child must be kept home when they are ill, have head lice, ring worm or scabies or when he/she is fussy, cranky or generally irritable. A child must be free of fever, diarrhea, constant cough and/or vomiting (when not medicated) for at least 24 hours when coming back to school after an illness.

A child, who is not well enough to participate in the full range of activities, including outside play, should not be sent to preschool on that day.

In event of the child's becoming ill at school, or being exposed to a communicable disease, parents shall be notified at once. Parents must likewise notify the school at once if a child has a communicable disease.

If the child has been out of the U.S. for 5 consecutive months at anytime during the last 5 years, then he/she must have a negative TB test before being admitted or readmitted to the school.

## **TRANSPORTATION**

Transportation to and from school shall be the sole responsibility of the parents. A list of enrollees will be made available before school opens to help you in forming carpools. If you do not wish to have your name, address and phone number included on this list, then you must indicate such on the application for admission. The school day shall commence for the child when he/she arrives at school and is checked in by his teacher. No child shall be brought to the school before 8:55 A.M. or 12:25 P.M.

For your convenience, we offer a service, called Curb Service, where by you may drive up to the front entrance of the church and one of our staff members will assist your child out of the car and to his/her class. At the end of the school day, your child will be returned to your car for you. This program is not mandatory

Only persons designated in writing by the parents may call for our students. The parents may change such designations in writing, when necessary.

## **VISITORS**

So long as no conference is held with the teachers, adult visitors shall be welcome to come at any time without prior notice, but please check in with the administrator before going to the classroom. If a consultation with the teacher or Preschool Chairperson is desired, an appointment should be arranged in order that classroom time not be interrupted.

## **WITHDRAWALS AND ABSENCES**

A child may be withdrawn from the school with a written thirty-day notice. In event thirty-day's notice is not given, thirty days tuition will be charged from the date on which notice is given. In the latter case, a credit may be given if another child is enrolled from the waiting list to fill the vacancy created without adequate notice.

If a child is kept home temporarily because of illness, family vacation, or other reasons, tuition charges shall continue.

If a child is absent for an extended period because of serious or protracted illness, a reasonable adjustment of tuition shall be made. Because of continuing expense of the school, no adjustment will be made for the first 30 consecutive calendar days. If tuition has been paid in advance, credit shall be given on the child's return for overpayment.

The school reserves the right to request withdrawal of any child for any cause deemed sufficient by the teaching staff and the Preschool Committee.

If the school is closed temporarily as a health precaution, because of weather conditions, or any other reason beyond the control of the school, tuition shall continue to be charged.

## **HOLIDAY, WEATHER & OTHER CLOSINGS**

Sessions will not be held on holidays (i.e. national holidays, seasonal recess such as Christmas & Easter breaks, etc.) observed by the public elementary schools in Prince William County, or on such additional holidays as may be determined by the Preschool Committee.

School may be closed or have adjusted schedule for church events such as funerals, meetings, worship services, etc.

If Prince William County public schools are closed because of weather conditions, this school will also be closed. If it is announced that the public schools will have a 2-hour delayed opening because of inclement weather, Good Shepherd will have the following schedule:

- Morning classes will be in session from 11:00 a.m. to 12:45 p.m.
- Afternoon classes will be in session from 1:15 p.m. until 3:00 p.m.
- Closing of public school for reasons other than weather (e.g. power failures or other conditions not affecting Good Shepherd) will not affect our schedules. In cases of adverse circumstances, parents will be informed of school closing.
- Listen to the local radio station for confirmation.

We will generally follow the lead of the Prince William County Schools in regard to making up snow days; however, any "make up" days will be scheduled at the discretion of the preschool committee in consultation with the preschool administrator. Notice of scheduled "make up" days will be sent home with students.

## **TEACHING STAFF**

The Good Shepherd Methodist Preschool shall be staffed with appropriate teachers and assisting personnel. The number of teachers will be determined by the school enrollment. They shall have the professional training, experience and other general qualifications necessary.

Each member of the staff is certified annually by a practicing physician to be free from any disability which would prevent them from caring for children. The preschool files the appropriate criminal record checks for each staff member.

## **CONFERENCES**

The school will set aside time to have conferences with the parents. Conferences will be held for all students.

## **PROBLEMS**

Problems regarding teacher-student relationships shall be referred first to the teacher in question; if not satisfactorily resolved, such complaints shall then be referred directly to the Administrator or the Preschool Committee.

## **EXCLUSION**

A child may be excluded from the program if the child's inappropriate behaviors impact the learning environment. A partial list of unacceptable behaviors includes biting, tantrums, spitting, pushing, kicking, shouting, inappropriate language or inappropriate physical contact.

## **LATE PICK UP FEES**

A child should be picked up within 10 minutes of closing time. The preschool staff will charge a babysitting fee if children are not picked up promptly at the end of each session. The fee will be calculated as follows: **\$2.00 per minute for each minute beyond the 10-minute "grace" period.**

After advanced notification, this fee will be billed to the family payable on the first day of the following month.

## **CHANGES IN REGULATIONS**

Changes in regulations may be made when action becomes necessary for the betterment of the school. There will be thirty days notice, where possible, of effective dates of any necessary changes during the school year.

## **AMENDMENTS**

These Policies may be amended on recommendation of the Preschool Committee.

## APPENDIX A

3-year-old program 2 day Program (Children must turn 3 years old by September 30<sup>th</sup>):

Tuesday & Thursday	9:00 to 11:30 A.M.
Wednesday & Friday	12:30 to 3:00 P.M.

3-year-old program 3 day Program (Children must turn 3 years old by September 30<sup>th</sup>):

Monday, Wednesday & Friday	
Afternoon session	12:30 to 3:00 P.M.

4-year-old Pre-Kindergarten 3 day program (Children must turn 4 years old by Dec 31<sup>st</sup>):

Monday, Wednesday & Friday	
Morning session	9:00 to 11:30 A.M.
Afternoon session	12:30 to 3:00 P.M.

4s & 5s Pre-Kindergarten 5 day program (Children must turn 4 years old by Sept 30<sup>th</sup>):

Monday, Tuesday, Wednesday, Thursday & Friday	
Morning session	9:00 to 11:30 A.M.
Afternoon session	12:30 to 3:00 P.M.

5s & Almost 5s Pre-Kindergarten 5 day program (Children must turn 5 years old by March 31<sup>st</sup>):

Monday, Tuesday, Wednesday, Thursday & Friday	
Morning session	9:00 to 11:30 A.M.