

Good Shepherd Preschool Academy Parent Handbook 2024-2025



Good Shepherd Preschool Academy
Parent Handbook
Revised, 2024

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Good Shepherd Preschool Academy

Parent Handbook

MISSION

Good Shepherd Preschool Academy, an integral part of Good Shepherd Parish and members of the Diocese of Lexington serves students Preschool through 8.

We are committed to promoting spiritual awareness, academic excellence, and individual responsibility among our students, so they may live more fully in relationship with God and others.

To put Christ at the Heart of it All!

Integrity Respect Independence Service Honor

State

Good Shepherd Preschool Academy admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Good Shepherd School does not discriminate based on race, color, nationality and ethnic origin in administration of its educational policies and admission.

ADMISSION POLICY

Children of G.S.C.S Parishioners, who are active members of the parish by December 31 of the year prior to admission, will have priority for admission to the school. Families who relocated from another Catholic parish outside of the Lexington Diocese area may provide a letter from their pastor that verifies their active membership in their former parish. *(An active parishioner is defined as someone who is registered and participates in time, talent, and/or treasure.)*

* Children entering the PreK-3 must be three years old by August 1st of the school year admitted.

* Children entering the PreK-4 must be four years old by August 1st of the school year admitted.

* Children entering into KindeReady must have completed a PK-4 Program.

**** ALL PreK-3 and PreK-4 students MUST be potty trained upon the start of the school year!**

**

PRESCHOOL AFTER SCHOOL CHILD CARE SERVICES

To enroll in the Aftercare program, please fill out the registration form completely marking your child as attending our ALL-DAY program, read the policies carefully, and return all forms to school along with the registration fee. We will continue to accept students on a first come, first served basis, with limited positions available. Registrations will be dated as they are received.

ADULT CHRISTIAN STANDARDS

The choice of attending Good Shepherd Preschool Academy by parents for the children, includes a commitment to be governed by the school's policies and procedures, and rules in addition to conducting themselves in a respectful, professional manner in all areas involving school, its students and personnel and related school business. As a Catholic school, we consider it the responsibility of all adults to conduct themselves in such a manner that they serve as Christian models for our children. It is through our actions and behavior that our children learn how to conduct themselves. We must all share this responsibility and work together to provide our children with the best training and education possible for them to become strong Christian people.

COMMUNICATION WITH STAFF

Parents and school staff have various forms of communication.

E-Mail: Each staff member has an e-mail address. Use the first letter of the staff member's name, their last name, and then add: @gssfrankfort.org

Telephone: All staff members have a voicemailbox. Good Shepherd Preschool Academy's phone number is (502) 223-5041. **(SCHOOL OFFICE)**

Conferences: All conferences need to be scheduled with Director or the lead teacher. Conferences may be virtual or by telephone if you are unable to attend in person.

CONFIDENTIALITY

Families having any concerns should follow the Issue Resolution Procedure. Communication is key for success in the preschool program. Please do not gossip in such a way that is harmful to families or teachers. Our goal is to provide a safe, loving environment for each of our children. We do not want to harm a child, family, or teacher by talking about them to others and not speaking directly to those involved. Please understand when talking with teachers that teachers cannot compare or comment on other children in the classroom.

LICENSING REQUIREMENTS

Good Shepherd Preschool Academy is a licensed facility and meets all state requirements. Each month all classes will participate in a fire and disaster drills. These drills are documented and inspected by the State and Fire Marshall each year.

IMMUNIZATIONS CERTIFICATES:

Children entering Good Shepherd Preschool Academy must have an up-to-date Kentucky Immunization certificate upon entering school. In addition, as children turn 4 years and 5 years old, they must go to the pediatrician and present preschool staff with a copy of current immunization certificate within one week of the child's birthday.

SCHEDULES

A schedule for each classroom should be posted in and outside each classroom. Schedules are a tentative plan for the instructional day in preschool, and sometimes must be changed to meet the needs of the individual class. If you have any questions about the schedule of the day, please ask the teacher as some days there is much flexibility in the classroom schedule, especially regarding outside play.

SNACKS

State licensing requires that all snacks include *1.) skim or 1% milk, 2.) a serving of fresh fruit, 3.) a serving of a nutritional snack.* **There are children in the preschool program with severe peanut allergies, and so all classes will be allergy conscious.**

HEALTH AND SAFETY

We are a well-childcare facility. We will err on the side of caution when it comes to the health and wellbeing of your child.

Your child's health is very important to us. We cannot accept any sick children at our school. A child who is sick exposes the other children and our staff to illness. If your child becomes ill while here, you will be contacted immediately.

If your child exhibits any of the following symptoms before coming to school, he/she will be sent home:

- Diarrhea- this means more than one abnormally loose stool an hour.
 - If your child has diarrhea during the evening, night, or in the morning before coming to school, you MUST keep your child at home.
 - Your child must be diarrhea free for 24 hours before returning to school.
 - If your child is taking medication that can cause diarrhea, you must provide our school with written documentation from your child's doctor or pharmacist, stating that your child's diarrhea has been caused by medication, or your child will be excluded from school.
- Elevated Temperature- this means a morning temperature of 100 degrees or more.
- Unusual cough
- Sore throat or difficulty swallowing
- Difficult or rapid breathing
- Vomiting- your child should be vomit free for 24 hours before returning to school.
- Body aches/chills
- Yellowish skin or eyes
- Pinkeye (Tears, redness, or eyelid lining irritation, followed by swelling and discharge).
 - If your child has eye discharge that is allergy related, you must provide our school with written documentation from your child's doctor stating the discharge is allergy related and not contagious to others. To protect all our children and staff, our school will consider any eye discharge to be contagious to others. If medication is prescribed by your child's doctor for eye discharge, your child must be on that medication a full 24 hours before he/she will be allowed to return to school.
- Headache or stiff neck
- Unusual spots or presence of a rash
- Infected skin patches (crusty, bright yellow, dry or gummy areas of the skin)
- Severe itching or scratching of body or scalp
 - If your child has been prescribed medication for a communicable disease, your child must have been on that medication a full 24 hours before he/she be allowed to return to school.

- Please notify our office if your child has been exposed to any communicable disease (chicken pox, strep throat, mumps, measles, whooping cough, etc...) Cooperation from all parents is essential in helping us prevent the spread of communicable disease in our school.

CHILDREN MAY BE SENT HOME AT THE DISCRETION OF THE DIRECTOR/ SCHOOL PRINCIPAL SHOULD THEY EXHIBIT SYMPTOMS OR BEHAVIOR THAT INDICATES h

MEDICATION AND DOCUMENTATION

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to school in the container received from the pharmacy and must have on its label the following:

- Child's Name
- Name of child's Doctor
- Frequency
- Dose
- Date

All prescription and non-prescription medication, including sunscreen, should be taken to the teacher before school and have the appropriate documentation

CHILD ABUSE LAWS

Good Shepherd Preschool Academy abides by the Child Abuse Prevention, Adoption, and Family Services Act. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

SESSION INFORMATION

Preschool hours are as follows:

Half Day- 7:30A.M. – 11:30A.M.

Full Day- 7:30A.M – 2:15P.M.

All Day – 7:30A.M. – 5:30P.M.

The class day begins at 7:30A.M. We ask that you please have your child here by that time. This allows for them to participate in all that day's planned lesson.

Tardiness will be documented, and late fees will be assessed for late pick-up and your child will be sent to the Preschool All Day Program.

CURRICULUM AND CLASSROOMS

The Pre-K program has a curriculum and assessment to chart the progress of all children. Conferences will be scheduled with your child's teacher throughout the year to discuss the progress of your student.

PreK-3:(THE BEGINNING TO LAYING OUR LEARNING FOUNDATION)

The PreK-3 program is center-based, giving children the choice to explore art/easel, book/cozy calm area, blocks, dramatic play, musical instruments, puppets, puzzles, math & science areas, and sensory activities each day. Children are taught in individual, small and large group settings, inside and outside the classroom using songs, music & movement, as well as Spanish and Sign Language. Children will gain knowledge and experience in all the developmental areas: Cognitive, Adaptive, Motor, Social & Emotional, and communication over multiple exposures. Our preschool program uses the Kentucky Early Learner goals to plan experiences for children, as well as "Discovering God's World", curriculum to plan spiritual experiences for children.

PreK-4: (LAYING OUR LONG-TERM LEARNIG FOUNDATION)

The PreK-4 program is a rich learning environment that uses themed units to teach children the concepts needed to be successful in kindergarten. The Pre-K4 class is center-based giving children the choice to explore art, blocks, dramatic play, math & science, music, and sensory activities each day. The children develop fine and gross motor skills in individual, small and large group settings, in the classroom and outside the classroom. Children will gain knowledge and experience in all the developmental areas: Cognitive, Adaptative, Motor, Social & Emotional, and Communication over multiple exposures. Some of the cognitive skills, the children will learn the alphabet both sound and recognition, as well as number recognition and counting. The children will practice writing skills daily and learn a few basic sight words. Our preschool program uses the Kentucky Early Learner goals to plan experiences for children, along with "Discovering God's World" curriculum to plan spiritual experiences for children. The PreK program will also gain experience in the humanities: Spanish, Music, P.E. and Art with specialized encore teachers.

KindeReady: (Promoting and Enhancing Your Child's Development)

KindeReady serves as a bridge between preschool and kindergarten. It provides students the individual extra time to develop fundamental skills needed for success in a school setting that is appropriate to the student's age and development.

The structure of daily activities is to encourage independence and self-confidence and enhance self-regulation and group cooperation through large group, small group, and one-on-one participation in a variety of hands-on interactive experiences.

Daily activities will incorporate classroom structure; instruction; skill reinforcement in reading readiness, mathematics, writing, science, and social studies; art; fine and gross motor skills; and social/emotional skills, as well as enhancing language development. KindeReady is a class to help bridge the gap and lead the way to your child's success upon entering kindergarten.

Assessing Growth and Development

The Brigance Screening tool will be administered on all students. Screeners will help teachers measure progress, diagnose delays, and identify age equivalents of the development of children from birth to the age of seven. Students will be assessed by their teacher three times throughout the year. Results will be shared in hard copies and parent/teacher conferences. Determination of promotion will be made by teachers after considering the above tools along with observation. A professional evaluation or therapy recommended by the teacher must be followed through, and results shared with teachers within a specified amount of time. Together teachers and parents will work with each other to provide amenities and resources that best fits a child's needs.

Behavior Management

Behavior is handled positively with consideration of the child's age and development. Positive reinforcement and redirection are the most common methods, along with room management, careful supervision, consistent schedules, clear classroom expectations, and well-thought-out day-to-day lesson only when necessary. We will share with parents any concerns or extreme behaviors (biting, choking, spitting, kicking or punching with intent to hurt, etc.) that are not age appropriate.

ARRIVAL AND DISMISSAL

Doors open at 7:00 a.m. Please pull to the school front door entrance when doing morning drop-off and afternoon pick-up for both half day and full day students. If your child is attending

the PreK After Care program, you may pull behind the preschool cottages to sign-out and pick-up your child in the PreK-3 cottage.

**All parents will receive a hanging car tag with your child's last name, please make sure that these are displayed when picking your child up at 2:15 p.m. dismissal.*

Early Dismissal Days: We do **NOT** offer aftercare service during school early dismissal days. All pick-ups will be at the school front entrance. Please be sure to have your child's car tag displayed.

TARDINESS

If the instructional part of the day has begun (8:00 a.m.), you must check-in the school office. Please remember too much tardiness can be distracting to the child, teacher, and class.

CANCELLATION OR DELAY OF SCHOOL

If it is necessary to cancel school due to inclement weather and/or other emergencies including during the school day, parents will be notified via email, text alert, and phone call through our school alert system. It will also be available on the local television stations and school website.

If there is a one-hour delay to the school day, Preschool half day students will still be held for the A.M. session. If there is a two-hour delay to the school day, Preschool half day students are not required to attend that day.

DRESS CODE FOR PRESCHOOL

Children need to be dressed "to play" everyday in preschool. Dancing, running in the mulch, jumping, painting, and sitting on the floor are all a part of learning in preschool. All children should wear comfortable clothes and tennis shoes to play at school. Please do not send your child in belts or open toed shoes. Dress your child in suitable clothing to permit outdoor play. Please label all jackets, sweaters, coats, hats, and mittens/gloves with your child's name.

**We ask that you allow your 3-year-old to wear elastic-waist pants and Velcro tennis shoes, when possible as they are easier to put on independently.*

OUTSIDE PLAY

Preschool students go outside at least 30 minutes twice every day as long as weather permits. Children need to be dressed and with seasonal gear (jackets, coats, mittens, and hats) to go outside every day. Please be mindful that sometimes weather is not at its high for the day when the preschool students are outside, and they may need a light jacket until it warms up in the afternoon. ***Only tennis shoes are permitted on the play structures.*** Children are exposed to three surfaces outside: mulch, grass, and concrete. There are many play structures for climbing, sliding, moving, and engaging in pretend play. Balls, bubbles, sidewalk chalk, paintbrushes, bucket & shovels, happy hoppers, and trucks are toys kept on the playground for children's use. Some days are not nice enough to go outside for play. On these days gross motor activities are completed in the classroom or in the gym.

BACKPACKS

All children need a large 10 ½ x 15in x 3in. Included in the backpack must be a seasonal change of clothes for emergencies, pair of bottoms, top, socks, and underwear. Please label these items with your child's initials and place in a Ziplock bag.

FULL DAY CARE

Children enrolled in Full Day will need the following:

- Lunch
 - *Option 1: Hot lunch must be ordered daily.
 - *Option 2: Packed lunch- According to the FDA food regulations home lunch must consist of a protein, fruit or veggie, and a carbohydrate.
- Standard size crib sheet
- Blanket
- Pillow

SCHOOL CORRESPONDENCE

A school newsletter is sent out once a week giving information to all families about activities and events happening at Good Shepherd Preschool Academy. There are often sign-ups, advertisements, and surveys included in the school newsletter. Your child's teacher will also have a weekly newsletter informing you of the upcoming events and the lesson plan for the following week.

RIGHT TO AMEND

Good Shepherd Preschool Academy reserves the right to amend this Handbook. Notice of amendments will be sent home in writing.

Parent Handbook Acknowledgement Form

Acknowledgement

I acknowledge that I have read and am familiar with the Good Shepherd Preschool Academy policies and regulations set forth in the Parent Handbook.

Child's Name _____

Parent's Name _____

Parent's Signature _____

Date _____

