All forms needed to complete your child's registration can be found on our website: GoodShepherdCreativePlay.com

FAMILY RESPONSIBILITIES

Thank you for choosing Good Shepherd Creative Play as your child's preschool. We are excited to be a part of your child's school adventure. When you choose Creative Play, you are choosing to be an active participant in your child's education. For some families, that means working in the classroom as a helper parent, and for all families, serving on one committee.

Important Reminders:

Tuition payment is due the first of every month by cash or check made payable to Creative Play. We appreciate you being prompt with your tuition payment. We are in the process of creating the ability to pay your tuition online. We will provide you with additional information when we establish a link.

It is important to show up on time to work in the classrooms, or call when you are running late. When you are on time for your day, it lets the teacher explain the day to you and be available to greet the children as they arrive.

Remember, it is your responsibility to get coverage for your day. Try and help other parents out when they need to make a switch for a work day. We encourage you to always make a switch with another parent before requesting a work for pay person. Do not forget to notify the office of any switches you make. You may always contact the office for help.

Please follow the parking lot rules. The parking lot only flows and works when you follow the guidelines the school has set. (Further information about the rules of our parking lot can be found in the Guidelines and Parking Lot Diagram on our website) Always remember to read the signs and park in the designated rows. **NEVER BACK UP**! Don't forget to share this information with anyone who drives your child to or from school.

Snack

It is the responsibility of all 4 year old parents to provide a healthy snack for their child on a daily basis.

Serving healthy snacks to children is important to providing good nutrition and supporting lifelong healthy eating habits. We feel snack time provides skills important for Kindergarten readiness. During snack time we are teaching the children decision making skills, manners, concern for others, independence as well as working their fine motor skills.

Please pack a small portion sized snack, along with a beverage, in a paper bag or a reusable lunch bag. Please keep in mind that we are an allergy aware school.

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Snack (cont'd)

Please make certain all snacks are peanut and tree nut free. Individual's snacks are not to be shared with classmates. Our **Allergy Awareness Policy** can be found on our website.

A suggested peanut/tree nut free snack list will be provided along with an article about healthy eating choices, to help you when choosing your healthy selections.

Birthday/Holiday Celebrations

We welcome the celebration of holidays and birthdays. However, in keeping with our allergy aware policy, food that is brought into school and shared with the class, must be chosen from our **Acceptable Snack List**. A copy of this list can be found in our office.

Things to remember:

We will begin creating the work schedule this summer. The **only exceptions** we consider are:

- You are pregnant and due in September or October, we will not schedule you the first two months of school
- Your work schedule outside the home has you working the same day every week and you are unavailable to work at Creative Play on that particular day

If you have another sibling in a Toddler/Time for Twos class, **it is your responsibility** to change your work day if the class falls on a scheduled work day.

If you have multiples and would like them in a different class, and there is another available class, you must let the director know of your request by June 19th.

All requests must be in writing to the director by JUNE 19th. We will do our best to accommodate you.

All children entering school in September must have the most updated **Required Health Examination Form** (physical) and **Immunization** record on file by September 1st, in order for your child to start school. Please always submit your child's updated medical records after an annual appointment as to remain current.

If your child has **allergies**, there must be a **Plan of Action** completed by your child's physician on file with the school by September 1st. If your child has any other medical condition we need to be aware of, please share this information with the Director.

If you have any changes to your phone or address since you placed an application with us, please report changes to the office.

All forms needed to complete your child's registration can be found on our website: GoodShepherdCreativePlay.com

Things to remember: (cont'd)

Tuition and Bond

You will receive a letter via the USPS explaining the following, but for reference, some of the information regarding tuition and bond payments is shared here:

You *must* pay your first month's tuition payment and your family Bond (if applicable) no later than **June 10, 2020**.

You will pay your last month's tuition payment in September.

Keep in mind, your child's school tuition is and annual fee broken into 10 monthly payments for your convenience.

The bond is our insurance that as a member of our school, your family fulfills the requirements and responsibilities outlined in our Creative Play Guidelines (found on the website). As long as you have fulfilled your responsibilities, the bond will be refunded to you at the end of your time with us.

For a temporary solution, during shelter in place, you may also pay your tuition and bond on our website.

You may choose to make a payment via the "Pay Here" or "Donation" buttons on the website. When you click on the link, it will direct you to a Donation page, on the top of this page is a box that reads "add a note" you must complete this note with the following information so we can credit your payment correctly:

1. Your Child's Full name (first and last)
2. Your child's session (ex. 3 year old, Wed. Toddler)
3. The month you wish to apply your tuition towards
4. Notate if you are including a Bond payment

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Dates to know:

Visitation Day

We invite you and your child to visit the school to see their classroom and meet their child's teacher for a short visit. This is a 10 - 15 minute visit, and you need not stay the entire 1½ hours that is set aside for this day. All four year olds will visit as follows:

Morning Session - Friday, September 11, 2020 - 9:30 a.m.-11:00 a.m.

Mandatory Meeting

Your next mandatory meeting will be in the evening, 7:00 pm, at Good Shepherd Lutheran church. You will receive your work schedule and you will meet your child's classroom teacher.

Thursday, September 10, 2020 - 7:00 p.m.

First Day of School

Monday, September 14, 2020.