

Brady Lane Church
LAFAYETTE



Good Shepherd Learning Center

2701 Brady Lane, Lafayette, IN 47909-3819, (765) 474-1633

*Handbook
2009-2010*

General Information

Head Teacher: Kay Mayberry
Phone: (765) 474-6851

Kay has had 20 years of experience in teaching at our pre-school.

Tricia Roller has had 3 years experience in teacher's assistant at our preschool.

Emergencies: In the event you need to reach the teacher during the school session, you may call her at the church number: (765) 474-1633

Tuition: Bring monthly payments to:

Jan Cain, Office Manager
Brady Lane Church of Christ
2701 Brady Lane
Lafayette, IN 47909

See "Fees Section" for additional information.

Good Shepherd Learning Center Board Chairperson:
Lesley Piper
(765) 404-1327

Good Shepherd Learning Center Financial Information
Jan Cain - Office Manager



Philosophy

The Good Shepherd Learning Center is based on the assumption that each child is unique and lovable, a precious gift from God. Our educational program is designed to meet the following developmental needs of the young child:

1. spiritual
2. intellectual
3. emotional
4. social
5. physical
6. creative

We believe these developmental needs can be met through a structured play environment. Play is an essential medium for learning. Play is a way for the young child to internalize the center's curriculum. Through play, children learn to understand their world, deal with new experiences, and gain a greater sense of their own thoughts and feelings.

Goals

Spiritual

We will foster an awareness of:

- * God as Creator.
- * Jesus as God's Son.
- * Christian values.

Intellectual

The children will be introduced to:

- * following directions to complete a task.
- * reading readiness activities.
- * math readiness activities.
- * language development activities.
- * enrichment units
- * focusing attention to the task at hand.



Emotional

An atmosphere will be provided which stimulates:

- * positive self-esteem.
- * appropriate emotional responses.
- * respect for the rights of others.
- * willing participation in group and individual activities.
- * an eagerness to try new things.
- * appropriate responses to discipline.

Social

We will create an environment conducive to:

- * sharing with others.
- * cooperating with others.
- * being a good follower as well as leader.
- * positive interaction with others.
- * being a willing classroom helper.

Physical

We will encourage the development of coordination through:

- * increased control of the fine motor skills and hand-eye coordination.
- * providing activities to improve gross motor skills.
- * strengthening self-help skills.

Creative

Opportunities will be provided for:

- * exploring the use of a variety of materials.
- * expressing feelings through art and music.
- * encouraging individuality in artistic expression.

Program

We offer a half-day pre-school program for children ages 3, 4, and 5. Our program creates an environment designed to develop your child's potential. We focus on self-esteem, social relationships, motor development and creativity. Christian values are introduced and reinforced through weekly chapel.



Enrollment Policy

We offer a class for potty-trained 3-year-olds. To qualify for the fall semester, your child must be 3 by August 1. To qualify for the spring semester, your child must be 3 by January 1. To qualify for the 4 & 5-year-old class, your child must be 4 by August 1.

Deferred Enrollment: Rather than putting applicants on a waiting list when the classes are full, we use a deferred enrollment policy which enables us to maintain our maximum enrollment. The family becomes an immediate part of the school community even though the child does not yet attend classes. The parent fills out the usual enrollment forms, obtains a physician's pre-admission report, and pays the registration fee. The child's name is listed on the rolls, but marked as a deferred enrollment. When an opening occurs in the class, the child may start attending on a regular basis.

Fees

A non-refundable enrollment fee of \$40.00 is charged annually for each child, payable at the time of application. The enrollment fee includes processing of paper work, activity supplies, and secondary accidental insurance. An application cannot be processed until the enrollment fee is paid. The tuition for the 3-year-old class is \$60.00 per month. The tuition for the 4- and 5-year-old class is \$75.00 per month. A 15% discount is allowed for parents enrolling more than one child. A full month's tuition is due regardless of attendance. No refunds will be made when students are absent due to illness or vacations. **TUITION IS DUE ON THE FIRST BUSINESS DAY OF THE MONTH. MAKE SURE YOUR CHILD'S NAME IS ON YOUR CHECK. PLEASE HAVE THE CORRECT AMOUNT IF USING CASH.** A late fee of \$10.00 will be assessed if payment is not received by the 15th of the month. If payment is not made by the last business day of the month, your child will no longer be enrolled. For your child to be re-instated, you must remit two payments (one payment for the month behind and one payment for the next month). Any return check fees assessed by the bank will be the responsibility of the parent.



A late fee of \$5.00 will be assessed for every 15 minutes you are late in picking up your child. After this fee has been assessed for a third time, the fee becomes \$1.00 for every minute you are late in picking up your child.

Reasons for Dismissal

The school reserves the right to drop a student for reasons of delinquency in payment of fees, non-cooperation, or inability of the child or parent to adjust to the school program.

Schedule

The 3-year-olds will meet on Tuesday and Thursday mornings from 9:00 – 11:30 AM. The 4 & 5 year-olds will have class on Monday, Wednesday and Friday mornings from 9:00 – 11:30 AM. The parent is requested to BRING the child to the room each specified day at 9 AM and to return at 11:30 AM. This request is for the safety of your child. Doors will be opened at 8:55 AM. Keep in mind that tardiness creates an imposition on the teacher and often unhappiness for the child. A written note is needed if someone other than the parent is picking up the child.

School Closing

Notice the last page of this booklet for our school calendar.

In case of inclement weather, we will close. Closing will be announced on TV 18 and Radio: WASK. Closing should be announced by 7:00 AM Closing will say:

“Good Shepherd Learning Center Closed.”



Health

A certificate of good health, signed by a physician, is required at the time the child is admitted to the school. A similar certificate may be required before re-entrance by a child after a lengthy or serious communicable disease or illness. If your child becomes ill at school, and the teacher feels that he/she should be home, you will be called to take him/her home. The teacher should be notified of the reasons for any absence, particularly if a communicable disease is involved, or if the absence will be for an extended period.

Snacks

Each child will be asked to bring snacks for the class according to an assigned schedule. Please, **NO RED** drinks, cakes, cupcakes or items with icing for maintenance of classroom and health of children. Ideas for nutritious snacks include: dry cereal, trail mix, animal crackers, cheese crackers, crackers, pretzels, popcorn, cheese, fresh fruit. In the event that your child will be absent on his/her assigned day, see his/her teacher. Snack days are an excellent way for children to assume a responsibility. They love being the snack person for the day and leading the group in a simple prayer. For holiday parties, children will be asked to contribute an item.

In order to prevent hurt feelings or frustration, invitations to birthday or other parties may be distributed at Good Shepherd Learning Center only if all the children (or all of the children of the same sex as your child) are invited.

Clothing & Supplies

Your child will need a change of clothes in case of an "accident," (including underwear).

To prevent loss and confusion, please mark your child's name on all his/her outer clothing, especially mittens, boots, and hats. It is recommended that children wear comfortable play clothes which allow **for ease with toileting procedures** and that they come dressed appropriately for the weather.



Discipline

Discipline is used when a child interrupts class, hits another child, etc. The child will be told by the teacher to not do this “thing.” If the child continues, he/she will be asked to take “time out” in the “red chair.” The “red chair” will be turned against the wall. The child will be told to think why he/she is having “time out.” “Time out” will consist of only a couple minutes. The child will then tell the teacher why he/she had “time out”. The teacher will elaborate on his/her answer and then he/she may go play, etc.

The teacher will discipline with friendship and love. The teacher will not yell, shake, or use corporal punishment on a child.

Good Shepherd Learning Center School Calendar 2009-2010

September 2009

- 8th School Starts for 3-4 Class
- 9th School Starts for 4-5 Class

November 2009

- 26th Thanksgiving Vacation
- 27th Thanksgiving Vacation
- 30th Classes Resume (4-5)

December 2009

- 1st Classes Resumes (3-4)
- 14th Christmas Program (4-5)
- 17th Christmas Vacation Begins (3-4)
- 18th Christmas Vacation Begins (4-5)

January 2010

- 4th School resumes from Christmas Vacation (4-5)
- 5th School resumes from Christmas Vacation (3-4)

March 2010

- 29th -April 2nd Spring Vacation

April 2010

- 5th School Resumes from Spring Vacation (4-5)
- 6th School Resumes from Spring Vacation (3-4)

May 2010

- 26th Graduation (4-5)
- 27th School Year Ends (3-4)
- 28th School Year Ends (4-5)

