

**Parent  
Handbook  
2017-2018**



A ministry of Brady Lane Church  
Believing-Living-Connecting

[www.bradylanechurch.org](http://www.bradylanechurch.org)  
2701 Brady Lane, Lafayette, IN 47909  
(765) 474-1633

# GOOD SHEPHERD LEARNING CENTER HANDBOOK

**Our center has been serving the Lafayette Community for over twenty five years.**

## OUR STAFF

Director: Mrs. Tricia Roller

Teacher: Mrs. Laura Haro

Teacher: Mrs. Cheryl Fletcher

For information, forms, or billing inquires please contact our church office:

Lesley McKowen, Office Manager

Brady Lane Church

2701 Brady Lane

Lafayette, IN 47909

Office hours are: Monday thru Thursday, 8 AM - 4 PM

Friday, 8AM - Noon

Phone (765) 474-1633

**Emergencies:** In the event you need to reach our school during the school session, you may call the church number:

Brady Lane Church

Phone (765) 474-1633

Senior Minister: Jeff Keller

Next Generation Director: Nic Mayberry

GSLC Treasurer: Cathy Deford

Visit us on the web:

[www.bradylanechurch.org](http://www.bradylanechurch.org)

## PHILOSOPHY

The Good Shepherd Learning Center is based on the understanding 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

# 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
- Zoophonics
- exploring the use of a variety of materials

## 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/or individual activities
- an eagerness to try new things
- appropriate responses to discipline
- expressing feelings through art and music

## 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 fine motor skills and hand-eye coordination
- providing activities to improve gross motor skills
- strengthening self-help skills

## **ENROLLMENT AND WITHDRAWAL**

### **Enrollment Procedures**

1. All forms required by GSLC must be completed prior to the first day of attendance.
2. A certificate of good health, signed by a physician, is required within 30 days of the child's admittance to the school.
3. Immunization shots must be current and documented.
4. We offer a class for potty-trained Pre-School children. To qualify for this class, your child must be 3 by August 1.
5. To qualify for the Pre-K classes, your child must be 4 by August 1.
6. A non-refundable enrollment fee of \$40.00 is charged annually for each child, payable at the time of application.

## **SCHOOL HOURS**

### **Operating Hours**

1. The preschool class (3-year-olds) will meet on Tuesday and Thursday mornings from 9:00 – 11:30 AM.
2. The Pre-K class (4 & 5 year-olds) will have class on Monday, Wednesday and Friday mornings from 9:00 – 11:30 AM.

### **Arrival and Pick-up**

1. The parents/guardians must accompany their child into the room. Children are not to be dropped off outside GSLC to walk in alone.
2. All adults (parents, guardians, and child care providers) are to model appropriate behavior. Please be respectful, considerate, and use appropriate language. Swearing and name calling will not be tolerated.
3. Doors will open at 8:55. Experience has shown that students coming late tend to be upset and/or disruptive. They also miss out on important learning activities. Therefore, for the wellbeing of your child and other children in the class, they should arrive as close to 9:00 as possible.
4. Children are to be picked up at 11:30 AM.

5. A written note or call is needed if someone other than the parents/guardians is picking up the child.
6. 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.
7. A Key Card will unlock the building from 8:45-9:30 for drop off and 11:15-11:45 for pick-up. If you come to the building during other hours of the day, a staff member will need to buzz you into the building.
8. The key card has your child's name on it, this will be used as the identification tag to pick up your child. If someone comes to pick up a child without it, we will ask to see their ID to make sure they are authorized to pick up the child.
9. If you lose your cards and need a replacement or would like more than 2 key cards for your family, extra cards may be purchased for \$5 each.

## **Withdrawal Procedures**

1. GLSC reserves the right to drop a family for any of the following reasons:
  - a. Delinquency in payment fees as stated in the **tuition policy** section of this handbook.
  - b. Non-cooperation or inability of the child or parents/guardians to adjust to the school program.
  - c. Any child whose presence is detrimental to other children and/or staff members.
2. To withdraw a child, parents/guardians must submit **in writing** a two week notice.

## **FEES**

### **Tuition**

An application cannot be processed until the enrollment fee is paid.

1. The tuition for the Preschool class is \$70.00 per month.
2. The tuition for the Pre-K class is \$90.00 per month.
3. A 15% discount is allowed for parents/guardians enrolling siblings.
4. A full month's tuition is due regardless of attendance.
5. No refunds will be made when students are absent due to illness or vacations.

### **Tuition Payment Policies**

1. Tuition is due on the first business day of the month.
2. Make sure your child's name is on your check.
3. Please have the correct amount if using cash.
4. If payment is not made by the last business day of the month, your child will no longer be enrolled.

5. For your child to be reinstated, you must remit two payments (one payment for the month behind and one payment for the next month).
6. Any return check fees assessed by the bank will be the responsibility of the parents/guardians.

## **SCHOOL CLOSINGS**

If Lafayette School Corporation is closed due to inclement weather, GSLC will also be closed. In the event of an announced school corporation delay, we will delay 1 hour with a start time of 10:00 AM. The pick-up time on delay days will be moved to 12:00 PM (noon). In the event of a closing or delay, you will receive a call from Brady Lane Church informing you of the situation. We do not follow the same holiday calendar as Lafayette School Corporation with the exception of Christmas break and Spring break. Other holidays or days off will be noted in your monthly newsletter.

## **HEALTH**

### **Illness**

1. 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.
2. 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.
3. A certificate of good health, signed by a physician, is required before re-entrance by a child after a lengthy or serious communicable disease or illness.

### **Accidents**

1. In the case of a minor injury an accident report will be filled out and the staff will inform parents/guardians when the child is picked up.
2. In the case of a serious accident or injury, 911 will be called first after which the parents/guardians will be notified.
3. If emergency treatment is required, the parents/ guardians will need to meet the staff and child at the hospital.

## **SNACKS**

Each day we look forward to a nutritious snack. The teacher will assign a "Helper of the Day" to assist with the snack and bring show and tell.

1. Each child will be assigned a snack day.

2. Ideas for nutritious snacks include: dry cereal, trail mix, animal crackers, cheese crackers, crackers, pretzels, popcorn, cheese, fresh fruit, carrot sticks, milk, and/or 100% fruit juice.
3. Please do NOT bring **RED drinks, nuts, cakes, cupcakes, cookies, pudding or items with icing, candy, fruit roll-ups or fruit snacks** for maintenance of classroom and health and safety of children.
4. In the event that your child will be absent on his/her assigned day, see his/her teacher.
5. Snack days are an excellent way for children to assume a responsibility.

## **CLOTHING AND SUPPLIES**

1. Your child will need a change of clothes in case of an "accident" (including underwear and long pants).
2. To prevent loss and confusion, please mark your child's name on all outer clothing, especially mittens, boots, and hats.
3. 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.
4. No Flip-Flops. Please wear tennis shoes or hard-soled shoes.
5. You may want to bring a sweater or sweatshirt to keep at school for cool days.
6. Please wear shorts or leggings under dresses.
7. No tank tops.
8. Children may be asked to contribute an item for holiday parties or a box of tissues.

## **DISCIPLINE**

We encourage good behavior with positive reinforcement and a reward system.

### **Methods of Discipline**

1. Supervised time out
2. Note sent to the parents/guardians
3. Parents called at work/home

### **Methods Not Used**

1. The teaching staff will not use, nor permit any person to use, corporal punishment or any methods considered cruel, harsh, humiliating, frightening, or unusual.
2. Children will not be subjected to abusive and/or profane language.
3. Punishment will not be associated with food, rest, or restroom breaks.

**IN EXTREME CASES, A CHILD MAY BE DISMISSED DUE TO SEVERE DISCIPLINE PROBLEMS**

## **BIRTHDAYS**

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. **Cakes and cupcakes will not be served for birthdays.** Children are welcome to bring a birthday treat or goodie bag to be sent home with the other students, although this is not necessary.

## **Good Shepherd Learning Center**

### **School Calendar 2017-2018**

#### **September 2017**

5th School Starts for Preschool Class

6th School Starts for Pre-K Class

#### **October 2017**

27th Fall Break

#### **November 2017**

23rd Thanksgiving Vacation

24th Thanksgiving Vacation

#### **December 2017**

13th Christmas Program @ 6:30 pm

25th Christmas Vacation Begins (Pre-K & Preschool)

#### **January 2018**

8th School resumes from Christmas Vacation (Pre-K)

9th School resumes from Christmas Vacation (Preschool)



15th Martin Luther King Day

**February 2018**

19th President's Day

**March 2018**

26th Spring Vacation Week Begins

**April 2018**

2nd School Resumes from Spring Vacation (Pre-K)

3rd School Resumes from Spring Vacation (Preschool)

**May 2018**

24th School Year Ends (Preschool)

25th School Year Ends (Pre-K)