

Parent Handbook

2023-2024



A ministry of Brady Lane Church
Believing-Living-Connecting



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www.bradylanechurch.org
2701 Brady Lane, Lafayette, IN 47909
(765) 474-1633

Good Shepherd Learning Center School Calendar 2023-2024

September 2023

5th School Starts for Mixed Age Class
6th School Starts for Pre-K Class

October 2023

19th Fall Break
20th Fall Break

November 2023

22nd Thanksgiving Vacation
23rd Thanksgiving Vacation
24th Thanksgiving Vacation

December 2023

21st Christmas Vacation Begins (Pre-K & Mixed Age)

January 2024

4th School resumes from Christmas Vacation (Mixed Age)
5th School resumes from Christmas Vacation (Pre-K)
15th Martin Luther King Day

February 2024

19th President's Day

March 2024

25th Spring Vacation Week Begins

April 2024

1st School Resumes from Spring Vacation (Pre-K)
2nd School Resumes from Spring Vacation (Mixed Age)

May 2024

23rd School Year Ends (Mixed Age)
24th School Year Ends (Pre-K)

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 HANDBOOK



Our center has been serving the Lafayette
Community for over thirty years.



OUR STAFF

Director: Tricia Roller

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

Lesley McKowen, Office Admin/Next Gen Director

Lizzie Kincade, Office Admin/Youth Ministry Director

Lee Anna Atwell, Office Admin/Creative Arts Director

Office hours are: Monday thru Thursday, 8 AM - 4 PM
Friday, 8AM - Noon
Phone (765) 474-1633
Email: info@bradylanechurch.org

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
Executive Minister: Patrick McMillan
GSLC Treasurer: Cathy Deford



Visit us on the web:
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

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 day to bring snacks and drinks for the whole class.
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 of a known absence for your child's assigned snack day, see the teacher. In the event of an unexpected absence, the teachers are prepared to cover the snack.
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. We require modest and appropriate clothing. 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 tank tops, shirts showing midriff or backs, or other revealing garments allowed.
5. Please wear shorts or leggings under dresses.
6. No Flip-Flops. Please wear tennis shoes or hard-soled shoes.
7. You may want to bring a sweater or sweatshirt to keep at school for cool days.
8. Children may be asked to contribute an item for holiday parties or a box of tissues.

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. Other holidays or days off are on the last page of this handbook and 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.
4. A child with fever, vomiting, or diarrhea in the prior 24 hours should not be brought to school.

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.

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.

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 Tuesday/Thursday class is \$70.00 per month.
2. The tuition for the Pre-K class (MWF) 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 re-instated, 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 HOURS

Operating Hours

1. The mixed age class (3-5 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/Drop Off

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. Classroom 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 well-being of your child and other children in the class, they should arrive as close to 9:00 as possible.
4. 2 key cards will be issues to each child. This card will unlock the doors from 8:45 AM—11:45 AM. If you arrive before or after those hours the key will not open the doors and a staff member will have to buzz you in.
5. 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.

Pick-up

1. Children are to be picked up at 11:30 AM with the exception of school delay days.
2. A written note or phone call from the parent/guardian is required for someone other than those on the registration list to pick up the child.
3. In the event of recurring late pick-ups, the parents will be given 2 warnings. Any recurrences after that will result in suspension discussions.
4. The key card you are issued, 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.