

Gloria Dei
Preschool and Kindergarten
ENROLLMENT
2012-2013

Prepared January 2012



Gloria Dei Lutheran Church
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Gloria Dei Preschool and Kindergarten

OPERATING POLICIES AND PROCEDURES

Welcome to Gloria Dei Preschool and Kindergarten. Please read through this information carefully and keep it for future reference. This booklet has been designed to help you understand our program and policies.

MISSION STATEMENT

We are happy to be part of your family's life. Our purpose is to extend the ministry of Gloria Dei Lutheran Church by providing a quality preschool and kindergarten program with a nurturing, God-centered environment.

PHILOSOPHY STATEMENT

We believe that an educational program should be based on a set of beliefs, which thoughtfully reflect the goals of those who are responsible for the program.

This is the philosophy statement for Gloria Dei Preschool and Kindergarten.

- * We believe that each child is a unique and special gift from God.
- * We believe that the family provides the child's most important learning environment. Therefore, we offer education, involvement opportunities and support for the entire family as a mission of Gloria Dei Lutheran Church.
- * We believe that each child's first school experience should encourage positive feelings about self and respect for the diversity and culture of others.
- * We believe that each child should learn according to his/her own developmental levels in the areas of physical, intellectual, emotional, social, and spiritual growth through active discovery in a safe environment.
- * We believe in providing a curriculum, which is rooted in best age appropriate practices for child development and current educational theories.
- * We believe that parents and teachers together can foster a love for life-long learning as each child grows and explores God's world.

This statement is a continuing effort by Gloria Dei Preschool and Kindergarten. It is intended to be a working document – one which should be used as a framework in preparing curricula for the training of early childhood education students as well as examining and improving the teacher-family-faith relationships.

GOALS AND OBJECTIVES

As an extension of the Christian ministries of Gloria Dei Lutheran Church, our objective is to provide an environment that fosters love, patience, security and care for each child entrusted to us regardless of race, creed, sex, or national origin.

ACCEPTANCE INTO THE PROGRAM

A child is placed within the preschool according to his or her age and developmental ability. If a child has difficulty adjusting to the preschool a conference with the parents and teacher may result in finding an alternative placement for the child.

Gloria Dei Preschool and Kindergarten admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students within the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, athletic policies or any other school-administered programs.

GENERAL INFORMATION

The Preschool follows the Edmonds School District calendar. This applies to holidays only. If the Edmonds schools are closed due to weather, we will be closed. If the district is running one to two hours late we will attempt to run on regular schedule. Parents are to use their own judgment based on the weather conditions in their own area.

A snack is provided in all school classes.

Children should dress for "hands-on" activities and appropriate for weather conditions.

Gloria Dei Preschool and Kindergarten

OPERATING POLICIES AND PROCEDURES (continued)

GENERAL INFORMATION (continued)

Field trips are taken on occasion and parents are encouraged to participate. Permission slips and legal car seats are required for all children to attend. Criminal background checks and adequate auto insurance are required for all drivers.

ILLNESS POLICY

Children who come to Preschool should be well enough to participate in all activities including outside play.

Children who come to school unable to participate will be sent home at the discretion of the teacher.

If your child is ill or not feeling well please keep him or her home, as we want to protect staff and other children from the possibility of being exposed to communicable illnesses. The school should be notified if a child will not be attending school.

ENROLLMENT PROCEDURE

Complete and return:

All Registration Forms

Certificate of Immunization Status (**Required**)

All immunizations **MUST** be up-to-date.

Consent for Medical Treatment Form

General Permission

Parent Agreement

Registration Fee, Tuition (monthly, in advance)

GUIDANCE POLICY

Young children are learning to get along in groups away from home. The role of the teacher is to help children learn acceptable ways to achieve the goals they seek. Teachers give children cues and instructions about which behaviors to maintain or avoid and which alternative behaviors may be more successful. A positive approach to guidance is used giving children choices, by using indirect guidance and positive redirection. The staff does not spank; the staff allows no type of corporal punishment, verbal, frightening, humiliating or otherwise harmful tactics.

The school's aim is to provide positive reinforcement for each individual so as to encourage a positive self-image and a desire to participate and learn. We respect each child as an individual who can develop inner controls necessary in the building self-respect and acceptance by the group.

CHILD ABUSE AND NEGLECT

While we hope never to be faced with these situations, it is important that our policy be clearly stated. We are required by law to report to Child Protective Services any suspicious circumstances having to do with a child's physical, psychological, emotional health or well-being.

FIRE AND EMERGENCY EVACUATION PLAN

In case of a fire or other emergency requiring the building to be evacuated, the children will be escorted to the southwest corner of Gloria Dei Church property (on the embankment off Larch Way). Parents will be notified by telephone as soon as possible. Emergency policies are available in each classroom for preview.

Gloria Dei Preschool and Kindergarten

CLASS DESCRIPTIONS

2-Day Class:

This class is designed for children who are 2 ½ to 3 ½ years old with potty training started. The emphasis in this class is on developing self-help, communication, and social skills. Children will learn to direct their own activity and make choices regarding the activities they choose to do. Each child is able to work at his or her own ability level.

3-Day Class:

This class is an extension of the 2-day class. Children entering this class are 3 ½ to 4 ½ years old. The emphasis continues to be on the development of self-help, communication and social skills. The same types of activities presented in the 2-day class are available. Scissors are introduced in this class and children are encouraged to learn to print their name.

4-Day Class:

Pre-Kindergarten:

This class offers more structure and is designed for older fours and five year olds that are not yet entering kindergarten. Children entering this class require a longer attention span with an ability to participate in group activities. Alphabet skills are emphasized through visual observation, sounds, writing and signing. Math skills are developed through number recognition and a beginning understanding of math functions. Science, social studies, literature, music, arts and crafts, and physical education activities are also part of the curriculum. Children will be encouraged to learn to print their name and know their address and telephone number. Topics for learning will be theme oriented and seasonal and will be literature based. A calendar will be provided each month to inform parents of daily topics and activities.

Kindergarten:

This class is a half-day five-day a week program designed to provide children with the continuity and consistency that best bridges the transition from preschool to first grade. Students will begin to read, write, and learn basic math skills, all of which are essential for the learning and development in other subjects such as art, music, science, social studies, health and physical education. The curriculum will provide challenging and successful learning experiences for all students at their own level with activities and thematic units designed to integrate learning in all areas. The classroom will accommodate up to twelve students and incorporate varied learning centers.

All of the classes use developmentally appropriate practices. Activity centers are used throughout the programs. All classes offer art, music, dance, puppets, stories, and outdoor play. A computer is also available for exploration in the pre-k and kindergarten classrooms. Field trips may be planned for all classes.

Gloria Dei Preschool and Kindergarten is a Christian school. We incorporate prayer into our classroom at snack time and with many of the songs the children sing during circle time. Chapel is also a weekly part of the class time activities.

Gloria Dei Preschool and Kindergarten

Fee Schedule for 2012-2013 Term

Age Requirements

2-DAY CLASS: Children must be 2 ½ years old by the first of September of the current year to be eligible for the 2-day class (M/W and T/Th).

3-DAY CLASS: Children must be at least 3 ½ years old by the first of September of the current year in order to be eligible for the 3-day class (M/W/F a.m. and p.m.).

4-DAY PRE-KINDERGARTEN CLASS: Children must be at least 4 ½ years old by the first of September of the current year in order to be eligible for the 4-day pre-kindergarten class (M-T-W-Th a.m. and p.m.).

KINDERGARTEN: Students must be 5 years of age by the first of September of the current year in order to be eligible for the kindergarten class (M-T-W-Th-F a.m. and p.m. if demand dictates.).

Annual Registration Fee (All Classes)	\$ 50.00	Payable at enrollment; refundable until August 1 st	
	<u>Per Month</u>	<u>Days of the Week</u>	<u>Time</u>
2-Day Class	\$168.00	T-Th	9:00 to 11:15 a.m.
3-Day Class	\$194.00	M-W-F M-W-F	9:00 to 11:30 a.m. 12:30 to 3:00 p.m.
4-Day Pre-Kindergarten Class	\$215.00	M-T-W-Th M-T-W-Th	9:00 to 11:30 a.m. 12:30 to 3:00 p.m.
Kindergarten (P.M. class based on demand)	\$242.00	M-T-W-Th-F M-T-W-Th-F	9:00 to 11:45 a.m. 12:30 to 3:15 p.m.

There is a 10% discount for families with two children in the preschool and 15% for three or more. Gloria Dei members receive a 10% discount on their monthly tuition.

Payment Policies

Payment for Preschool is due the 1st of each month in advance. You will not be billed. Payment not received by the 10th may result in a \$15.00 late fee. If tuition for a given month is not paid in full by the 25th of the month, termination of services may result and the position will be considered open for enrollment of another student. Any bank charges incurred for returned (NSF) checks would be due and payable. Fees are subject to change on need.

THERE ARE NO DISCOUNTS OR REFUNDS FOR ABSENCES, ILLNESSES OR VACATIONS.

A two-week notice is required for a student withdrawal. If a student is withdrawn any time during a given month, tuition is due for the entire month if a two-week notice is not received.

Students who start school after the 15th of the month will pay one-half (1/2) of the tuition that month. This is in effect for all months except September, when full tuition is due regardless of start date.

The children will go on field trips periodically. Expenses for trips are kept low or free when possible. Any field trip charge is usually paid directly to the teacher.

A \$25 fee will be charged for children left at school 10 minutes after dismissal without prior arrangements.

Gloria Dei Preschool and Kindergarten

EMERGENCY KITS

In the event of an earthquake or some other natural disaster or weather condition, we ask that you provide a comfort kit for your child. This is designed to provide short-term aid for your child in the way of warmth, nourishment and security if for some reason our building is unable to provide this. We ask that these kits be brought to school as soon as possible as one can never predict a natural disaster. *Kits will be available for purchase at parent orientation night at a very reasonable price. You may wish to purchase a prepackaged kit and add your own personal touches.*

PROCEDURE FOR EARTHQUAKES:

When practicing fire drills, we include earthquake preparedness. During the initial quake the children are instructed to drop to the floor/ground and cover their head with their hands/arms. If possible they are to get under a table away from the windows. Immediately following the quake we will check for injuries and treat appropriately. The building will be checked and the water/power/gas turned off. If we are able to remain in the building, the children will be relocated to the hallway and made as comfortable as possible to wait for pick-up. If the building needs to be evacuated, we will wait outside in the grass area just beyond the parking lot unless the weather is unsatisfactory. If the children need to be moved to another location, a note will be posted on the playground fence. One possible location would be the Church of the Good Shepherd just east of Gloria Dei on Larch Way. Phones may be out of service or circuits may be jammed. In either event, communication may will be by cell phone. We will do all we can to help each child feel safe and secure until parents arrive. If you have any further questions please don't hesitate to call the church office at 425-776-2444. Emergency policies are available in each classroom for preview.

SUGGESTED ITEMS TO INCLUDE IN KIT:

Picture of child – labeled	Granola Bar
Juice Box	Package of Tissues
Picture of the family, pet, etc.	A note of encouragement
Socks and gloves	Any other items you feel necessary
Survival Blanket (also called space blanket found in sporting goods)	

Place all items in a Ziploc storage bag marked with your child's name along with a picture of your child if possible for easy identification. The kits will be stored in an outside storage shed for easy access. We can never be too prepared and we want to provide the very best for your child. Thank you for your help.

SAFETY PRACTICES

If anyone calls asking about a child or whether or not a child is here, our standard answer is, "for the safety of the children, we cannot give that information over the phone."

Because children are much more likely to go off with a stranger who calls them by name, we no longer identify children on field trips with nametags. Their tags give the name, address and phone number of the school only.

The door at the west end of the school hall is an emergency exit door only and is alarmed. Parents and students may not enter or exit through that door unless there is an emergency. Only staff, students and parents are allowed in the school during school hours. All entry and exit doors will be locked and alarmed during class hours. Anyone having a need to be in the school area (including parents) during class time must sign in at the church office, be approved for entry and wear a visitor tag. Anyone without a visitor tag will be stopped and questioned.

No child will be released to anyone other than the custodial parent or those people listed on their registration forms without prior authorization. A note from a parent or verbal authorization must be given over the phone or the child will not be released.

Gloria Dei Preschool and Kindergarten
3215 Larch Way
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Office: 425-776-2444
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2012-2013 Enrollment Application

Enrollment for: (please check one)

2 Day M/W a.m. 3-Day M/W/F a.m. 4-Day Pre-K a.m.
 2-Day T/Th a.m. 3-Day M/W/F p.m. 4-Day Pre-K p.m.
 Half-Day Kindergarten a.m.

Child's Last Name:	First Name:	Nickname:	Home Phone:		
Address:	City:	State	Zip:		
Date of Birth:	Age:	Gender: Male Female <small>(circle one)</small>	Height: Weight: Hair Color: Eye Color:		
Parent/Guardian #1	Address (if different from child)		Home Phone: Cell Phone:		
Occupation:	Employer:	Employer Address:	Work Phone:		
Parent/Guardian #2	Address (if different from child)		Home Phone: Cell Phone:		
Occupation:	Employer:	Employer Address:	Work Phone:		
Physician:	Address:		Phone:		
Immunization Records (must be completed)					
<u>HEP B</u>					
<u>DTaP</u>					
<u>HIB</u>					
<u>POLIO (IPV)</u>					
<u>MMR</u>					
<u>VARICELLA</u>					

Allergies:

Medications, Medical Conditions or Disabilities:

E-mail Address:

Daycare Provider :	Address:	Phone:
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Previous School Attended:	Address:	Phone:
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Other children in family:	Age:	Grade:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Church affiliation:

Ethnicity:
 African American Asian Caucasian Hispanic Native American Other _____

Field Trip Driver Information

(To be filled out only if you plan to drive on field trips and take children other than your own)

OPERATOR AND VEHICLE INFORMATION:

Driver Name: _____ **Address:** _____

Phone: _____ **Birth date:** _____ **Driver License #:** _____

Insurance Company Name: _____ **Phone:** _____ **Policy #:** _____

Vehicle Year: _____ **Make:** _____ **Model:** _____ **Vehicle License #:** _____

***Number of seat belts:** _____

***You shall only transport the same number of students as the number of seatbelts your vehicle is equipped with and can adequately accommodate properly installed approved student car seats. Also, if your vehicle has air bags, students may only ride in the back seat.**

Criminal background checks are required of all drivers who drive on all field trips.

VEHICLE CERTIFICATION:

Brake lights operate

Windshield wipers operate

Tires have legal tread depth

Turn signals operate

Horn operates

Signature: _____

I certify that the above information is correct and that the vehicle that will be used for the transportation of Gloria Dei Preschool and Kindergarten students is operationally save, properly insured and legally licensed.

Gloria Dei Preschool and Kindergarten

RELEASE INFORMATION 2012-2013 School Term

In case of an emergency, list at least 3 people to notify:

Name	Relationship	Address	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other than yourself, who else has permission to pick your child up? Include child's other parent or non-custodial parent if applicable. Under no circumstance will your child be released to anyone other than those listed or without authorization from parent or guardian.

Name	Relationship	Address	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I authorize Gloria Dei Preschool and Kindergarten to provide care for my child, _____.

Further, I give my permission that my child may be given emergency treatment by a qualified member of Gloria Dei Preschool and Kindergarten.

Further, I give permission for my child to be transported by ambulance or aid car to an emergency center for treatment. In the event that I cannot be contacted, I further consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by licensed physicians or hospital when deemed immediately necessary or advisable by a physician to safeguard my child's health.

Further, I understand that in an emergency, every attempt will be made to contact me first.

Further, I have read, understand and will comply with the policies and procedures set forth in the parent information handbook.

Parent Signature _____ Date _____

Gloria Dei Preschool and Kindergarten

GENERAL PARTICIPATION PERMISSION **2012-2013 School Term**

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.

I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks or field trips in an authorized vehicle.

I hereby grant permission for my child to be included in evaluations and pictures connected to the school program.

I hereby grant permission for a teacher or teaching assistant to take whatever steps necessary to obtain emergency medical care if warranted. These steps may include, but not limited to, the following:

1. Call 911
2. Attempt to contact a parent or guardian.
3. Attempt to contact child's physician.
4. Attempt to contact you through any of the persons listed on the emergency information form you completed for us.
5. If we cannot contact you or your child's physician we will do the following: (a) call another physician, (b) transport your child to an emergency hospital via an authorized vehicle or ambulance.
6. Any expenses incurred under the above will be borne by the child's family.
7. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment.
8. The school will not assume responsibility for a child who has not been signed-in upon arrival to the school.

Signature of Parent or Guardian

Date

Gloria Dei Preschool and Kindergarten

PARENT AGREEMENT 2012-2013 School Term

Date _____

I agree to pay \$_____ per month for school for _____
Child's Name

My child will be attending (check one)

<input type="checkbox"/> 2-Day a.m. M/W	<input type="checkbox"/> 2-Day a.m. T/Th
<input type="checkbox"/> 3-Day a.m.	<input type="checkbox"/> 3-Day p.m.
<input type="checkbox"/> 4-Day Pre-K a.m.	<input type="checkbox"/> 4-Day Pre-K p.m.
<input type="checkbox"/> Kindergarten a.m.	

The first month's tuition is due September 1, 2012 and can be mailed to Gloria Dei Lutheran Church, 3215 Larch Way, Lynnwood, WA 98036 or paid on the first day of class.

I agree to pay:

In advance, each month's tuition for the days contracted regardless of absences due to illness or vacations.

\$50.00 annual registration fee at the time of enrollment, non-refundable after August 1st

A \$15.00 late charge for payments made after the 10th of the month

A \$15.00 service and handling fee for checks returned (NSF) by the bank

A \$25 fee for a child left at the school 10 minutes after dismissal time if prior arrangements were not made

I have read all the information in the Registration Information Handbook and understand the fee schedule and policies.

Signature of Parent or Guardian

Signature of Parent or Guardian

THIS COMPLETED FORM MUST BE RETURNED TO THE OFFICE PRIOR TO YOUR CHILD'S ATTENDANCE. THANK YOU FOR YOUR COOPERATION.

Gloria Dei Preschool and Kindergarten

QUESTIONNAIRE

Has your child been involved in a group care or preschool situation before? _____
If "yes,"

When _____

How would you describe your child's day care/preschool experience? _____

Describe any physical and/or emotional disabilities, if any _____

Why do you want your child involved in our program? _____

How did you hear of our program? _____
