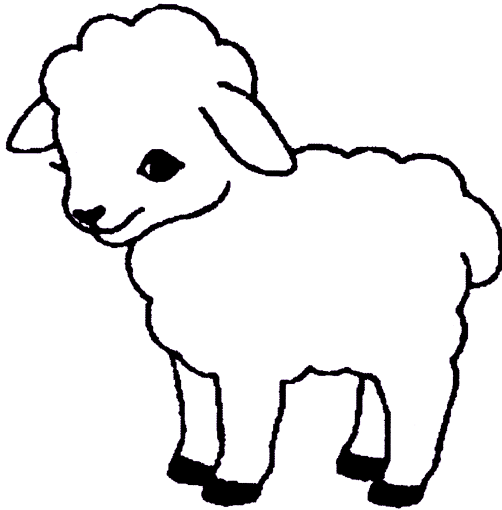


**GOOD SHEPHERD  
LUTHERAN PRESCHOOL  
Parent Handbook**

**2025 - 2026**



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Roanoke, VA 24018-1618  
(540) 774-8746  
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*Dear Parents,*

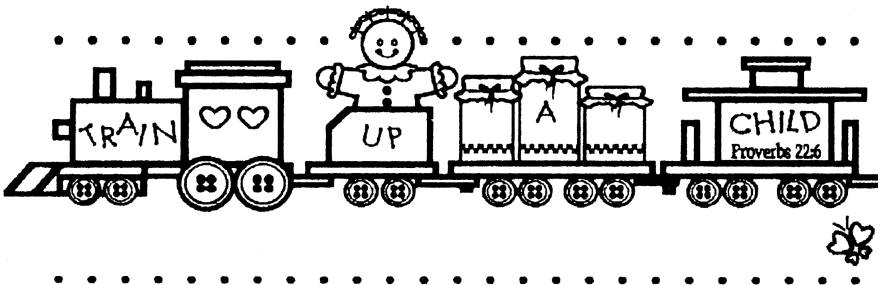
*We would like to welcome all of you to Good Shepherd Lutheran Preschool. We are truly excited about this new Preschool year! We hope it will be a very rewarding year for you and your child.*

*We are very pleased with the warm and happy Christian learning environment our staff provides for each child. Our hope is to make these first school experiences exciting and pleasant so that your child will continue to enjoy learning, playing, and sharing with others.*

*Please feel free to visit our school and share your ideas, suggestions, and concerns. Your input is very important to us.*

*Sincerely,*

*Katie Clayborne  
Preschool Director*



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## Preschool Calendar Year 2025 – 2026

August 26	7:00 - 8:00 p.m.	Parent Night
August 28	2's - 9:45 a.m.	Meet & Greet
August 28	3's - 9:45-10:30 a.m.	Meet & Greet
August 28	Pre-K - 10:30-11:15 a.m.	Meet & Greet
September 2	8:00 - 9:00 a.m.	1st Early Morning Care
September 2-5	9:00 - 11:00 a.m. for 2's & 3's 9:00 - 12:00 p.m. for Pre-K	1st Week of School
September 8-12	9:00 - 11:00 a.m. for 2's & 3's 9:00 - 12:00 p.m. for Pre-K	2nd Week of School
September 15	12:00 - 1:00 p.m.	1st Lunch Bunch Week
September 18		*No Lunch Bunch
September 24	11:00 a.m.	Early Dismissal
October 13		Preschool Closed
October 16		*No Lunch Bunch
October 22	11:00 a.m.	Early Dismissal
October 23	11:15 a.m.	Fall Party
November 3		Preschool Closed
November 4	Election Day	Preschool Closed
November 20		*No Lunch Bunch
November 26-28	Thanksgiving Break	Preschool Closed
December 11	11:00 a.m.	Christmas Program
December 18		*No Lunch Bunch
December 22-31	Christmas Break	Preschool Closed
January 1-2	New Year's Break	Preschool Closed
January 5		Preschool Closed
January 15		*No Lunch Bunch
January 19	Martin Luther King Day	Preschool Closed
February 9		Preschool Closed
February 12	11:15 a.m.	Valentine Parties
February 19		*No Lunch Bunch
February 25	11:00 a.m.	Early Dismissal
March 13		Preschool Closed
March 19		*No Lunch Bunch
March 23-27	Spring Break	Preschool Closed

April 2	11:15 a.m.	Easter Parties
April 3	Good Friday	Preschool Closed
April 16		*No Lunch Bunch
April 23	6:00 - 7:00 p.m.	Family Dance Night
April 29	11:00 a.m.	Early Dismissal
May 14	11:00 a.m.	Pre-K Closing Program
May 21		*No Lunch Bunch
May 22		Last Day of Preschool

All dates are subject to change. As much notice as possible will be given.

\*Lunch Bunch is not held on the 3rd Thursdays of each month due to staff meetings.

## **Mission and Vision Statements**

The mission of Good Shepherd Lutheran Preschool is to minister to preschool-aged children and their families in the congregation and community.

Our vision is to be recognized as the premiere provider of Christian preschool education in our area. We will do this by providing a Christian environment where children hear and learn God's word and discover and develop their God-given gifts with guidance from a Christian teaching staff.

## **Curriculum**

At Good Shepherd Lutheran Preschool, we feel responsible for providing a relaxed learning environment. In our program we expose the children to different learning situations. In the course of a day, the children may experience each of the following activities, depending on the age and subject being dealt with that particular week:

Visualized Bible Lesson • Prayer • Chapel • Music • Manners and Self Control • Health and Safety • Alphabet and Numbers • Arts and Crafts • Perceptual Concepts • Special Science • Free Play • Outdoor Play • Shapes and Colors

## **Parent-Teacher Communications**

**Staff Availability** – The staff will be available to answer simple questions regarding your child most mornings or afternoons. If you have concerns or want an actual conference, please contact the teacher so a time can be scheduled.

**4-Year-Old Conference** – All parents of 4-year olds will have an opportunity to meet with his/her child's teacher prior to Kindergarten registration.

**Grievances** – It is the desire of the Good Shepherd Lutheran Preschool Board to be aware of the needs and desires of the school parents. The door of the Preschool Director's office is always open and Board members are willing to listen. If any difficulties arise that require mediation, all parties involved will prayerfully ask for guidance and will respectfully listen to one another. In all circumstances, Matthew 18 will be followed for resolving conflict.

- Parents and teaching staff should try to work out any difficult situations or disagreements among themselves before involving the Preschool Director.
- If a situation cannot be remedied without a third party, parents and staff should report any grievances to the Preschool Director.
- If the Preschool Director cannot remedy the situation, the School Board will be informed.
- All grievances should be discussed privately in the Preschool Director's office or in an empty classroom with closed doors.
- If parents have any grievances concerning the Preschool Director, the School Board should be contacted (540-774-8746, Church Office).

### **Legal Guardianship/Child Custody**

If a parent or another person has been granted legal custody of a child, the legal guardian must present a copy of the custody papers to the Preschool. These papers will become part of the child's Preschool record. This will ensure that the Preschool will release the child to the proper person.

### **Visitation**

Good Shepherd Lutheran Preschool welcomes parents and other interested persons to visit the Preschool **at any time!**

### **Requirements for Enrollment**

**Immunization Form** – This form must be completed by each child's physician before entering Preschool. If a child is not current on required shots, we will expect the deficiencies to be taken care of as outlined by the child's physician.

We reserve the right to deny any child admission into the Preschool who is not current with their immunizations.

**Certified Copy of Birth Certificate** – Each **new** child's birth certificate number must be provided for enrollment in the current Preschool year. This number must be documented by a staff member. Please bring the Birth Certificate to the Parent Night or the first day of Preschool. **We must have this number by the second week of Preschool!**

## Programs & Classes Offered

20 months by September 30 to 5 years of age

### Tuition

<u>Program</u>	<u>Monthly Cost</u>	<u>Hourly Cost</u>
<b>5-day</b> (9:00 a.m. - 12:00 p.m. Monday - Friday) Ages 20 months-5 years	\$350.00	\$5.83
<b>4-day</b> (9:00 a.m. - 12:00 p.m. Monday - Thursday) Ages 20 months-5 years	\$315.00	\$6.56
<b>3-day</b> (9:00 a.m. - 12:00 p.m. Tuesday - Thursday) Ages 20 months-3 years	\$280.00	\$7.78
<b>2-day</b> (9:00 a.m.-12:00 p.m. Tuesday and Thursday) Only available for 20-month - 2 years	\$250.00	\$10.42

**Family Rate:** If you have more than one child enrolled in our preschool, you may take \$5 off the youngest child’s tuition rate per month.

### Ratio – Staff/Student

We will strive to maintain the following ratios at all times:

<u>Age</u>	<u>Teacher-Student Ratio</u>	<u>Class Size</u>
<b>20 months</b>	1:5	Maximum 10
<b>2 Years</b>	1:8	Maximum 12
<b>3 Years</b>	1:10	Maximum 12
<b>Pre-K</b>	1:10	Maximum 12

### Registration

We require a registration form and fee of \$100 at the time of registration to secure a place for your child. Please note, this fee is non-refundable.

## Tuition/Returned Check Fee

Tuition will be due on the 15th day of **each** month. Failure to pay by the 30th of each month will result in a late fee of \$25 per month, per child. If tuition payment is more than 30 days late, your child/children **will not** be able to attend preschool until your account is paid in full or special arrangements are made.

**Monthly Tuition Payment** – An envelope will be pinned to your child’s backpack near the end of each month to be used for your monthly tuition payments. It would be appreciated if you would use this envelope to make payments and return it in the same manner. Please make checks payable to *G.S.L. Preschool* for the exact amount.

### Monthly Tuition Schedule

<b><u>Due Date</u></b>	<b><u>Tuition Month</u></b>	<b><u>Due Date</u></b>	<b><u>Tuition Month</u></b>
September 15	October	January 15	February
October 15	November	February 15	March
November 15	December	March 15	April
December 15	January	April 15	May

**Returned Check Policy** – There will be a **\$25.00 fee for each returned check**. After 2 returned checks, payment by other means will be necessary such as cash or a money order.

**Illness or Vacation** – If your child is ill or your family is on vacation, the monthly tuition remains the same and remains due the **15th of the month**. This payment assures that your child will have a place for the entire month on the days scheduled.

**Withdrawal from Preschool** – If you find it necessary to withdraw your child from the Preschool, we ask for **a thirty-day notice** along with that **month’s tuition**.

## **Arrival and Dismissal**

**Arrival and Dismissal** – Doors open at 8:55 a.m. Dismissal is 12:00 noon, Monday-Friday, or 1:00 p.m. Monday-Thursday for Lunch Bunch. **An overtime fee of \$15.00 per 30 minutes** will be charged when parents are late in picking up their children. Please be prompt.

**Entrance by Walking** – Parents that would like to walk their child into the Preschool are asked to park in the front parking lot and enter through the first set of double doors near back parking lot. If picking up your child after Lunch Bunch, only the car line is available.

**Car Line Procedure** – Parents are **NOT** to use their cell phone while we are loading/unloading your child/children. This will help with the safety of all! Please place your car tag in the passenger side window so the staff can clearly read your child's name during pick-up. Parents who use the car line are asked **NOT** to park or leave their car while in line or in the back parking lot. If a need arises, please pull around to the front lot. This will help keep the car line moving. All children must remain in their car seats!

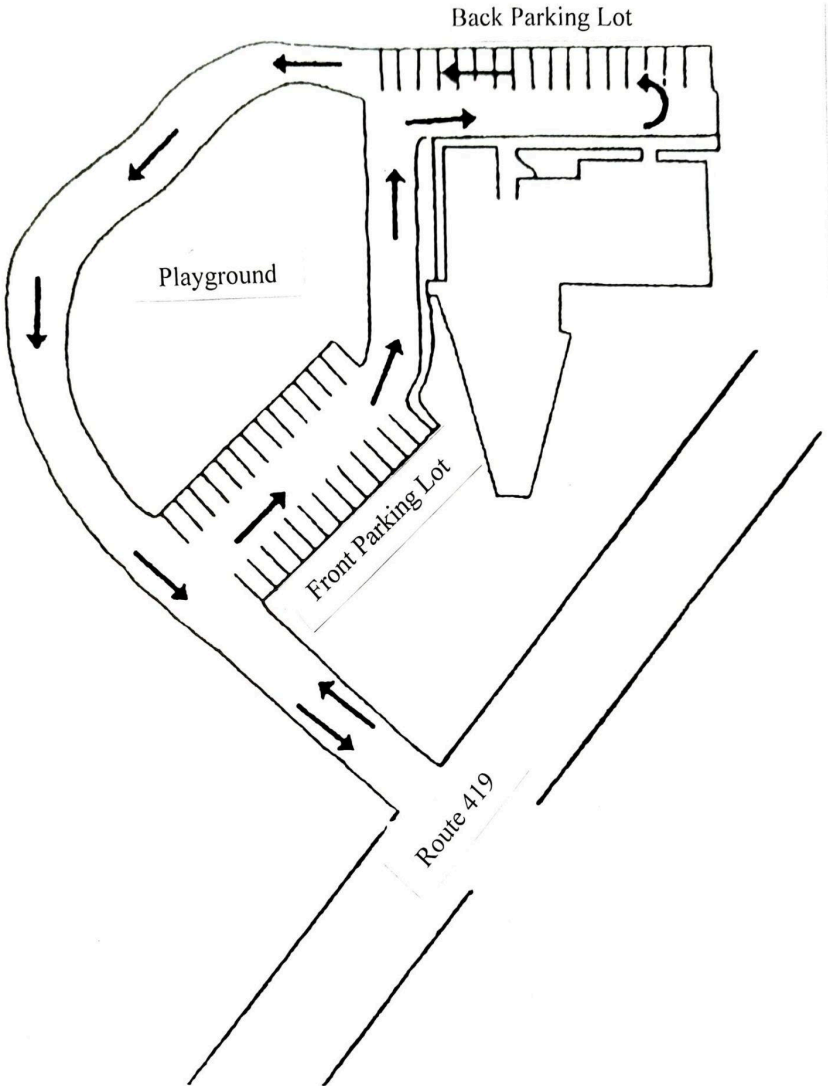
**Car Line Assistance** – Assistant Teachers will help the children out of the cars in the morning, and Lead Teachers will load the children in the cars in the afternoon.

**Picking Up Your Child** – If someone other than yourself is to pick up your child, please send a written note to the teacher. In case of a sudden change in plans, please call the Church Office (540-774-8746) to inform us of the person who will be picking up your child.

## **Punctuality**

It is very important that children form the habit of being on time at an early age. Free play is 9:00 a.m. - 9:15 a.m. each day and is an important time for the children to play and interact with one another. If your child is late, this time is cut short or missed altogether.

# Traffic Flow Map



## **Inclement Weather Procedures**

In case of bad weather, our schedule will be determined by the following:

- If Roanoke County schools open **two** hours late, we will open at 10:15 a.m. and close at 12:15 p.m. Lunch Bunch hours will be 12:15 p.m. to 1:15 p.m.
- If Roanoke County Schools are closed, we will be closed.
- If Roanoke County schools call for early dismissal due to inclement weather, we will close **immediately**.

## **Absence**

We ask that a parent please call the Church Office (540-774-8746) by 9:30 a.m. or contact their teacher when a child will be absent.

## **Illness**

Do not expose other children to illness unnecessarily. If your child is sick, he/she should remain at home. Please do not bring a child to Preschool until he/she has been symptom-free for twenty-four (24) hours. When in doubt, please apply the “Golden Rule.”

## **Illness/Accident while at Preschool**

In the event an accident occurs at school, the staff will contact the parent or person named on the emergency release form. An accident or occurrence form will be completed and signed by the teacher, the Preschool Director, and the parent.

## **Administering Medication**

**Written Order** - The Preschool **will not** give medication to a student without a physician’s written order and a signed request from the parent or guardian.

**Bringing Medicine to Preschool** - Medicine must be brought to Preschool by the parent and given to the Preschool Director. Students are not to have any medication in their possession while at Preschool.

**Medicine in Original Container** - Only medicine in its original container which states dosage and method of administration prescribed by a physician will be administered.

**Dispensing Medication** - Medication will be dispensed and documented by the Preschool Director, teacher, or the Preschool Director’s designee.

## Supplies Needed

At the beginning of the school year, a supply fee of \$125 will be collected for each child for items such as cups, paper towels, tissues, napkins, and snacks.

\*In addition to the above fee, each classroom teacher may require your child to bring other supplies.

## Clothing and Possessions

- Please provide a **labeled** change of clothing for your child.
- Each child needs to bring a **labeled** backpack every day!
- All coats, hats, gloves, etc. should be **labeled**.

Please leave all toys/favorite things at home unless it is for Show and Tell. Show and Tell days will be scheduled by the teachers.

## Playground Rules

**Appropriate Shoes** – For safety, children **must** wear tennis shoes or soft soled shoes. This is also very important in the building.

**Playground Supervision** – Children **will not** be allowed on the playground without supervision. Additionally, they will not be allowed on any piece of playground equipment without a teacher present and supervising the use of that particular piece of equipment.

## Invitations & Birthday Celebrations

**Parties at Preschool** – If you would like to celebrate your child's birthday at Preschool, please talk to the teacher to arrange a time and snack for that day.

**Private Parties** – Invitations to private birthday parties or other events are to be mailed to individual students. Each family will receive a *Preschool Directory* with names and addresses of each child. Please do not have your child or teacher give out invitations at school.

## **Early Morning Care (EMC)**

We offer Early Morning Care for our preschool families. To use this service, you must sign up the day before services are needed. This will allow us to schedule staff for that morning. We will not have staff here on days that the Early Morning Care is not booked. Early Morning Care is from 8:00 - 9:00 a.m. Drop off time is no earlier than 8:00 a.m., and you will need to bring your child into the first classroom near the back parking lot and sign them in. The cost is \$12.00 per day and must be paid when you sign up.

## **Lunch Bunch (LB)**

Lunch Bunch days will be offered Monday-Thursday from 12 noon to 1:00 p.m. Please note that Lunch Bunch is not provided on the 3rd Thursdays of each month due to staff meetings.

The fee is \$12.00 for the extra hour, and your child must bring a lunch from home. The \$12.00 may be prepaid with the monthly tuition or daily Monday - Thursday. The child may not stay without payment for that day.

***Good Shepherd Lutheran Preschool 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 at the preschool. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, or other school-administered programs.***