

GOOD SHEPHERD CREATIVE PLAY
112 NORTH MAIN STREET
PEARL RIVER, NEW YORK 10965
www.goodshepherdcreativeplay.com
(845) 735-2737

GUIDELINES AND ORGANIZATION – CREATIVE PLAY PROGRAM

Good Shepherd Creative Play is a community outreach organization of Good Shepherd Lutheran Church. As such, any change in policy, educational direction, or philosophy must meet with the approval of the Church Council.

Good Shepherd Creative Play 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 school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school administered programs.

I. OBJECTIVES AND DESCRIPTION

1. OBJECTIVES:

- A. To provide a non-profit cooperative preschool for three and four year old children in a Christian atmosphere where;
 - 1. The teachers and staff encourage social, emotional, physical and intellectual growth and development of the whole child.
 - 2. Children can express themselves creatively through play, art, music and language.
 - 3. A child can find his/her place within a social group.
 - 4. Parents have an opportunity to participate in their child's school experience.

- B. To provide parents with the opportunity to gather for fellowship and discussion.

2. DESCRIPTION: (all classes and times are based on enrollment)

- A. Creative Play has three year old classes that meet:
 - Tuesday and Thursday 9:30 a.m. - 12:00 p.m.
 - Monday, Wednesday & Friday 9:00 a.m. - 12:00 p.m.
 - Monday- Friday 9:30 a.m. – 12:00 p.m.

Creative Play has four year old classes that meet:

- Monday – Friday 9:00 a.m. - 12:00 p.m.

- B. Our 2 day three year old class shall consist of one teacher, two helpers and up to fourteen children. The 3 & 5 day 3 year old classes shall consist of one teacher, an aide and one helper and up to sixteen children. Our four year old 5 day classes consist of one teacher, one aide, one helping parent and up to 16 children.

- C. Each child must have reached his class age on or before December 1st.

2. DESCRIPTION: (cont'd)

- D. No child is to be brought to school more than 5 minutes before the class begins or picked up no more than 5 minutes after class is over. A fee of \$25.00 will be charged for each 15 minute period that you are late.
- E. Parents bringing their children 15 minutes after the start of class must stop in the office to Let us know that they have arrived. Parents wishing to take their children out before dismissal time, must also stop in the office. This should not be done on a regular basis, as it disrupts the class.
- F. Pearl River School District closings, school vacations, and holidays will usually be observed. Closings due to inclement weather will be relayed by Facebook and an e-mail will be sent. Closing of the school for any emergency shall be at the discretion of the Director or officer in charge.

II. MEMBERSHIP

- 1. Children are accepted into the program regardless of race or religion, on a first-come, first-serve basis, with preference given to Good Shepherd Church members and Creative Play alumni. Children currently enrolled in the program are given first opportunity to re-enroll for the following year before enrollment is opened to the public.
- 2. Voting privilege is granted to members of the Executive Committee, teachers and one vote per family enrolled.

III. RESPONSIBILITIES

- 1. It is understood that each voting member or designated substitute, approved by the director, must participate in and support all activities and programs of the play group including the following:
 - A. Assist in the classroom on a regular rotational basis, based on the printed schedule. If you cannot work a day it is your responsibility to find a replacement. Parents have the choice to Opt Out of their classroom participation. A predetermined dollar amount will be made in exchange for the workday being covered.
 - B. Prompt payment of tuition on the 1st of each month.
 - C. Attendance at Membership Meetings held with one vote per family. A substitute may attend in place of a member, but the member must stop in the office on the next school day to receive a copy of the minutes from the meeting.
 - D. Service on at least one group committee.
 - E. Participation in daily housekeeping.
 - F. Check bulletin board and all posted notices.
 - G. Consistently check for updated e-mail information.
- 2. If a parent is unable to fulfill the above responsibilities:
 - A. They must notify the Director immediately.
 - B. May apply in writing to the Executive Board asking for special permission to be excused.
- 3. If a child will be out of school for any length of time for any reason, the child's place will be held if tuition is paid. If tuition is not paid; the child may be replaced. No short term replacements are permitted and you forfeit your bond as well as the last month's tuition.

IV. FINES

1. If a member or substitute fails once in fulfilling a scheduled work day, monetary responsibilities, attendance at Membership meetings, or committee responsibilities, the bond will be forfeited. A letter of appeal may be filed with the Executive Board before a decision is made on forfeiture of the bond. The Executive Board has the option to:
 1. Excuse
 2. Fine \$30.00
 3. Fine \$40.00
 4. Forfeit the bond
2. A \$15.00 fine will be assessed for late arrival on work schedule days -15 minutes prior to start time.
A \$20.00 fine will be assessed for the second offense and at each succeeding offense.
3. Repeated failure to comply with parking lot policy may result in a fine.

V. DISMISSAL OF A MEMBER

1. After consulting with the Director, the Executive Board by unanimous vote may expel any member of the group.
 - A. Each member has the right to appeal any grievances in writing to the Executive Board.
2. Dismissal may be due to incompatibility of child; such as:
 - A. Emotionally too young
 - B. Inability to function in a group
 - C. Not potty trained
 - D. Cannot separate from adult/guardian
3. Failure to fulfill monetary responsibilities will result in forfeiture of the bond and/or expulsion from the group.
4. Dismissal may occur due to inappropriate behavior by parent and/or caretaker.
- 5 Dismissal may occur due to incompatibility of adult with working structure of school and our philosophy.

VI. FEES

1. At the time of registration, a **non-refundable** registration fee is collected per child. First month's **non-refundable** tuition payment is due upon request in June.
2. Tuition is figured as an annual fee. It may be paid in full at any point or may be paid in monthly installments due on the 1st of each month. Because tuition is an annual fee, no refunds are given for illness, vacations or snow days.
 - A. Monthly tuition bills **will not** be sent.
 - B. If a member can not make a tuition payment by the 1st of the month, the member must ask for an extension until the 15th of the month.
 - C. Preferred payment is by check. Cash is accepted, however exact payment is required.
 - D. Delinquencies will be notified by the office and you will be asked to remit the current tuition payment plus the following month's.

VI. FEES (cont'd)

- E. Last month's tuition payment is due by September 1st. If at any time during the course of the year you withdraw from the program, the last month's tuition payment will **not be refunded**.
3. A bond will be posted by each member at the spring meeting.
 - A. The bond is refunded at the end of the school year if the member performs the required responsibilities to the group and has not been fined. Fined amount will be deducted if responsibilities are not met.
 - B. If the member leaves the program prior to the end of the school year the bond will not be returned if we do not fill the position with a new member. Children will not be replaced after December 31st.
 - C. If any or the entire bond is used for fines, that amount must be replaced immediately.
4. A \$12 fee will be collected for checks returned due to insufficient funds.
5. All fees are set by the Executive Board with the approval of two-thirds voting membership.

VII. HEALTH PROCEDURES

1. When your child is unusually fatigued or shows signs of illness or fever the child should be kept home. A child should be fever free for 24 hours *without* the use of fever reducing medication before returning to school.
2. If your child is exposed to a communicable disease, please inform the Director. You, in turn, will be afforded the same courtesy.
3. Always report to the teacher immediately when you observe any accident or signs of illness involving a child during class time.
4. All children entering school in September must have the most updated Required Health Examination form (physical) and immunization record on file by September 1st, in order for your child to start school.
5. We are a peanut and tree nut aware school.
6. Every child must have a completed Allergy form on file with Good Shepherd Creative Play upon registration.
7. If your child has allergies, there must be a plan of action, completed by your child's physician on file with the school by September 1st.
8. Every child must be toilet trained.

VIII. MISCELLANEOUS

1. Substitute teachers:
 - A. A list of qualified substitute teachers will be maintained.
 - B. A substitute teacher will be paid on a per diem basis. Salary will be decided annually.

IX. INSTRUCTIONS FOR PARTICIPATION DAY

1. Helping parents must report at 8:45 a.m., 9:15 a.m. or 12:45 p.m. to their assigned class rooms. Lateness, without a phone call, will result in a fine.
2. Do not visit with other adults in the classroom while working. Your job is to assist the teacher. Siblings are not allowed in the classroom while you are working.
3. Do not hesitate to ask the teacher for help if you feel the need.
4. Rooms should be left in a clean and orderly manner and housekeeping duties are to be fulfilled after the children have been dismissed from class.
5. All classrooms must have counters, tables and floors cleaned and swept. Bathroom sinks should be wiped clean. Toys should be put away neatly.
6. No cell phone use when volunteering in classrooms.

X. OFFICERS AND THEIR DUTIES

All employees shall remain in their positions until they choose to resign or are dismissed. Dismissal can be made on the recommendation of the Director to the Creative Play Board for a final decision by the Governance Board. If the Assistant Director or other office personnel leaves, the Director will interview perspective employees to fill the position.

1. DIRECTOR

- A. Directs and coordinates entire program.
- B. Recruits Board Members and conducts all meetings.
- C. Hires teachers and classroom staff pending approval of the Governance Board.
- D. Holds monthly teachers' meetings
- E. Is salaried.

2. ASSISTANT DIRECTOR

- A. Assists in the daily operation of the school.
- B. Assumes the duties of the Director when necessary.
- C. Responsible for all office administrative duties including financial and secretarial duties.
- D. Is salaried
- E. The Assistant Director assumes the responsibilities of the Director upon the Director's resignation until a replacement for the Director is hired by the Governance Board.

3. OFFICE ASSISTANT

- A. Purchases supplies for office and teachers and classrooms.
- B. Coordinates the refreshments and juice buying committees.
- C. Plans the refreshment menu for each month
- D. Substitutes for working parents and teachers, if needed
- E. Assist the Director and Assistant Director when needed.
- F. Is salaried.

XI. THE EXECUTIVE COMMITTEE

This committee will be officiated by the Director and consists of the three Officers and Committee Chairpersons. At least one member of Good Shepherd Church must hold the position of Director, Assistant Director or Office Assistant if possible.

- Participates in making major decisions as needs arise.
- Keeps Guidelines up to date and enforces them.
- Reports to the Director the work of their individual committees.
- Reviews yearly budget and recommends to the Governance Board; reviews financial reports and decides on major purchases.
- Votes on Letters of Appeal.
- When a teaching position is vacant, the Director, along with input from other officers, will fill such vacancy. Each candidate shall submit an application and be asked to work in the classroom so that they may be observed in that teaching position. The officers will recommend which candidate(s) should be chosen according to:
 - The application information
 - The applicant's qualification (teachers do not necessarily have to be certified by the State but must have experience working with pre-school age children)
 - An applicant will be selected as a result of classroom observation and interview with the applicant.
- Teachers are to be evaluated annually by the Director with recommendations for continuation of employment to be voted on by the Executive Board if the need arises.
- May create special committees as the need arises and disband them when their final report is submitted.
- If, during the year, the Assistant Director or Office Assistant resign, the Director will interview and recommend hiring a candidate to fill the vacancy for the remainder of the year. A review will be held at the end of the year for continued employment.
- Each member has one vote with the exception of the Director. The Director may vote only to break a tie.
- The Executive Board will meet four times a year.
- One half of the members of the Executive Board constitute a quorum for transaction of all business before the board.
- Any member of Good Shepherd Creative Play may attend Executive Board meetings upon prior notification to the Office Admin. Any voting member may submit written suggestions or criticisms to the Board for consideration.

XII. MEETINGS AND VOTING

1. One Orientation Meeting, and up to, two Membership Meetings are scheduled during the year.
2. Seventy five percent (75%) of the voting membership constitutes a quorum authorized to transact business duly presented at any meeting of the group.

COMMITTEE JOB DESCRIPTIONS

REFRESHMENT BUYING - You will be called during the school year to purchase refreshments for the children. You will come to the office where you will be given a shopping list and a check to shop at Shoprite for the snacks and or juice.

PROGRAMS - Creative Play presents hands-on-programs during the school year put on by the program committee. Presently there is a Dinosaur Program in the spring. We have the scripts. You do the presenting. Committee members are required to sign up for only one program. You must participate in the set up, rehearsal and presentation.

PUPPETS - The puppet committee presents two puppet shows per year for the children. We provide the scripts, props and puppets. You do the presenting. Committee members are required to attend the show.

CLASSROOM CLEANUP - Clean and prepare classroom mid school year. The cleanup times are scheduled for a Saturday in late January. Sign up sheets will have the exact date.

MARKETING/FUNDRAISING – The marketing efforts used by a not-for profit organization work to raise needed revenue for continued operations and to raise donations for a particular cause. An organizations marketing committee develop strategies on how to communicate our not-for profit's message to potential donors and to generate interest in fundraising campaigns.