

All forms needed to complete your child's registration can be found on our website:  
GoodShepherdCreativePlay.com

## **FAMILY RESPONSIBILITIES**

Thank you for choosing Good Shepherd Creative Play as your child's preschool. We are excited to be a part of your child's school adventure. When you choose Creative Play, you are choosing to be an active participant in your child's education. For some families, that means working in the classroom as a helper parent, and for all families, serving on one committee.

### **Important Reminders:**

Tuition payment is due the first of every month by cash or check made payable to Creative Play, you may also access PayPal to remit payment with an additional 2.8% fee. We appreciate you being prompt with your tuition payment.

Every family is expected to work in the classroom as a helper parent throughout the school year. If you are in a 5 day class it is up to 12 times throughout the school year. If you have opted out of your work days, the office will assign the work days.

We ask that you arrive on time for your scheduled work days (8:45am). When you are on time for your day it gives the teacher the opportunity to go over the plan for the day. This freed the teacher up to greet your children upon arrival.

Always call the office if you are running late for your scheduled work day. Also if you are not scheduled to work, remember that class starts at 9:00 am Please arrive closer to those times. Classroom doors will not open until 5 minutes prior to class time.

If you are unable to work your day it is **your responsibility** to make a switch with another parent. You must call the office (not your child's teacher) to notify us of the switch so we may make the change on the master schedule. You may also use a "work for pay" person to cover your day, although we encourage you to always try to make a switch with another parent before using this option. Remember, the cost for work for pay is \$40.00 cash, depending on your enrolled class.

Remember those fun days you had working in your child's classroom?!! This is a special time in your child's life that you will want to enjoy. Have fun when you are here, dance, sing, and get involved...be a participant, not an observer.

Please follow the parking lot rules. The parking lot only flows and works when you follow the guidelines the school has set. (Further information about the rules of our parking lot can be found in the Guidelines and Parking Lot Diagram on our website) Always remember to read the signs and park in the designated rows. **NEVER BACK UP!** Don't forget to share this information with anyone who drives your child to or from school.

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## **Snack**

**It is the responsibility of all 4 year old parents to provide a healthy snack for their child on a daily basis.**

Serving healthy snacks to children is important to providing good nutrition and supporting lifelong healthy eating habits. We feel snack time provides skills important for Kindergarten readiness. During snack time we are teaching the children decision making skills, manners, concern for others, independence as well as working their fine motor skills.

Please pack a small portion sized snack, along with a beverage, in a paper bag or a reusable lunch bag. Please keep in mind that we are an allergy aware school.

Please make certain all snacks are peanut and tree nut free. Individual's snacks are not to be shared with classmates. Our **Allergy Awareness Policy** can be found on our website.

A suggested peanut/tree nut free snack list will be provided along with an article about healthy eating choices, to help you when choosing your healthy selections.

## **Things to remember:**

We will begin creating the work schedule this summer. The **only exceptions** we consider are:

- You are pregnant and due in September or October, we will not schedule you the first two months of school
- Your work schedule outside the home has you working the same day every week and you are unavailable to work at Creative Play on that particular day

If you have another sibling in a Toddler/Time for Twos class, **it is your responsibility** to change your work day if the class falls on a scheduled work day.

If you have multiples and would like them in a different class, and there is another available class, you must let the director know of your request by June 30<sup>th</sup>.

**All requests** must be in writing to the director by June 30<sup>th</sup>. **We will do our best to accommodate you.**

All children entering school in September must have the most updated **Required Health Examination Form** (physical) and **Immunization** record on file by September 1<sup>st</sup>, in order for your child to start school. Please always submit your child's updated medical records after an annual appointment as to remain current.

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 1<sup>st</sup>. If your child has any other medical condition we need to be aware of, please share this information with the Director.

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### **Things to remember: (cont'd)**

If you have any changes to your phone or address since you placed an application with us, please report changes to the office.

### **Tuition and Bond**

You will receive a letter via the USPS explaining the following, but for reference, some of the information regarding tuition and bond payments is shared here:

You must pay your first month's tuition payment and your family Bond (if applicable) no later than **June 15, 2023**.

You will pay your last month's tuition payment in September.

Keep in mind, your child's school tuition is and annual fee broken into 10 monthly payments for your convenience.

The bond is our insurance that as a member of our school, your family fulfills the requirements and responsibilities outlined in our Creative Play Guidelines (found on the website). As long as you have fulfilled your responsibilities, the bond will be refunded to you at the end of your time with us.

You may choose to make a payment via the "Pay Here" or "Donation" buttons on the website. When you click on the link, it will direct you to a Donation page, on the top of this page is a box that reads "add a note" you must complete this note with the following information so we can credit your payment correctly:

1. Your Child's Full name (first and last)
2. Your child's session (ex. 3 year old, Wed. Toddler)
3. The month you wish to apply your tuition towards
4. You must add 2.8% to your total payment if you choose to pay via PayPal
5. Note if you are including a Bond payment