

GOOD SHEPHERD CREATIVE PLAY
112 NORTH MAIN STREET
PEARL RIVER, NEW YORK 10965
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GUIDELINES AND ORGANIZATION - UPK (UNIVERSAL PRE KINDERGARTEN) PROGRAM

Good Shepherd Creative Play is a community outreach organization of Good Shepherd Lutheran Church. As such, any changes 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 pre-school experience for four year olds, where children are encouraged to become independent, self-confident and enthusiastic learners.
- B.** The UPK classes follow the Creative Curriculum.
 - 1. This curriculum is aligned with the New York State Early Learning Standards and the New York State Pre-Kindergarten Foundation for the Common Core.
 - 2. The Standards address the following areas of development:
 - Approaches to Learning
 - Social and Emotional
 - Physical Developmental and Health
 - Communications, Language and Literacy
 - Cognition & Knowledge of the World
- C.** Teachers will monitor growth and development of each child through:
 - 1. Fall and Spring Assessments
 - 2. Brigance Screening
 - 3. Daily observations and interactions with the child.
- D.** Parents are encouraged to participate in their child's school experience
- E.** Parents have the opportunity to gather for friendship and discussion.

2. DESCRIPTION:

- A.** Our UPK 4 year old classes meet five (5) half days a week:
 - **Morning** classes meet from 9:00 a.m. – 11:30 a.m.
 - **Afternoon** classes meet from 12:30 p.m. – 3:00 p.m.
- B.** Children should not arrive more than 5 minutes before the start of class. Children should be picked up promptly at dismissal time. A \$20.00 fine will be charged for each 15 minutes extended after class time.

DESCRIPTION (cont'd)

- C. Parents bringing their children after 9:15 a.m. or 12:45 p.m. 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.
- D. Pearl River School District closings, school vacations and holidays will usually be observed. Closings due to inclement weather will be relayed by the email committee, by contacting Facebook or a school closing web site. Closing of the school for any emergency shall be at the discretion of the Director or officer in charge.
- E. Our UPK classes consist of one (1) teacher, one (1) aide or assistant and up to 17 children.
- F. Each child must have reached his or her class age on or before December 1st.

II. MEMBERSHIP

- 1. Children are accepted into the program regardless of race or religion. Placement is made through Childcare Resources of Rockland.
- 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 Creative Play including the following:
 - A. 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.
 - B. Service on at least one group committee. (description of the committees on pg. 6)
 - C. Check bulletin board and all posted notices.
- 2. If a parent is unable to fulfill the above responsibilities:
 - A. They must notify the Director immediately.
 - B. They may apply in writing to the Executive Board, asking for special permission to be excused.
- 3. In following with Childcare Resources of Rockland, if a child will be out of school for any length of time, Childcare Resources of Rockland should be notified and the child may be replaced.

IV. FINES

1. **If a member or substitute fails once in fulfilling attendance at a Membership meeting, 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:
 - A. Excuse
 - B. Fine \$30.00
 - C. Fine \$40.00
 - D. Forfeit the bond
2. Repeated failure to comply with parking lot policy may result in a fine.

V. FEES

1. 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.
 - B. If any or the entire bond is used for fines, that amount must be replaced immediately.

VI. 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 48 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. 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.
4. We are a peanut and tree nut aware school.
5. Every child must have a completed Allergy form on file with Good Shepherd Creative Play upon registration.
6. 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.
7. Every child must be toilet trained.

VII. 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. 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, 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 must be certified by the State or have a 5 year plan for certification)
 - 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: the office will reach out to you to make a purchase for the school to either shop-rite, Costco or BJ's. We would provide a list and a check and give you a week's window to turn around with the purchase.

Programs: We are still navigating how we can re-imagine our programs if necessary. This may include the physical set-up/break down of a show, performing in a program or helping with props and such. This is a great committee if you have a creative side of you waiting to burst out or you simply want to have some fun along with the kids!

Puppet Shows: The puppet committee presents one or two puppet shows per year for the children. We provide the puppets, the scripts and props you provide the voice! The children are always amazed by who is behind the stage!

Building and Maintenance: This can involve classroom clean-up, small maintenance repair work or outside landscaping support.

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.