

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 for 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, which means working in the classroom as a helper parent and for all families, serving on one committee.

SCHOOL EXPECTATIONS

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 that you are 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 two-day class, it is up to 13 times and if you are in a three-day class, it is up to 12 times, in a five-day class it is up to 14 times. If you have opted out of your workdays, the office will assign the workdays.

We ask that you arrive on time for your scheduled workday (8:45a.m./9:15a.m.) When you arrive on time for your day it gives the teacher the opportunity to go over the plan for the day. This frees the teacher to greet your children upon arrival.

Always call the office if you are running late for your scheduled workday. Also, if you are not scheduled to work, remember that class starts at 9:00a.m./9:30a.m. 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 \$35.00 or \$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!** Do not forget to share this information with anyone who drives your child to or from school.

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THINGS TO REMEMBER

We will begin creating the work schedule over the 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 a particular day.

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

If you have multiples and would like them in a different class, and there is another available class, you must let the director know in writing by June 30th.

All requests must be in writing to the director by June 30th. 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 1st, for your child to start school. Please always submit your child's updated medical records after an annual appointment to remain current.

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

We are a **peanut and tree nut aware** school. Our **Allergy Awareness Policy** can be found on our website.

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. If your child has any other medical condition, we need to be aware of, please share that information with the Director.

All snacks and beverages for 3-year-olds are school provided. Our snacks are determined to be peanut and tree nut free.

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, 2024**.

You will pay your last month's tuition payment by September 1st.

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Keep in mind, your child's school tuition is an 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). If 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. Notate if you are including a Bond payment

SOME THINGS TO WORK ON FOR SEPTEMBER

Potty Training

All 3's must be potty trained to attend, that means no pull-ups or diapers. If you are close, keep working on it! If you have not started... now is the time. It helps to be consistent with potty training. We understand this may be a challenging time for you and your child, but you will get through it 😊

Separation Anxiety

It is certainly appropriate for three-year-olds to feel some anxiousness about their new surroundings. Even though they may have been here with their older sibling, there may still be uncertainty. Some helpful tools that have worked for parents in the past include:

Tell your child you are so excited that they get to go to school because you know how much fun they are going to have.

Drive past the school and point out the fun playground and our building so that it becomes familiar.

Stop by the office over the summer to say hello (especially if you need to drop off paperwork)

Have your child help pick out their backpack and big girl/boy underwear.

Visit the library and find books about school. "*The Kissing Hand*" by Audrey Penn is a excellent selection.