

CHRIST THE GOOD SHEPHERD

PRESCHOOL HANDBOOK



1655 Magnolia Road

Vineland, NJ 08361

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Email: ctgpschool@verizon.net

Website: christthegoodshepherdpreschool.org

The preschool is an academic based school incorporated with hands-on learning, play, and love!

We have been providing Early Childhood Education for over 30 years.

Preschool Schedule

Our school opens at 6:45 am and closes at 5:30 pm. Childcare is provided during these times. The educational portion of the day is from 9:00 am until 1:00 pm.



Arrival & Dismissal

When a student arrives at the Preschool, it is the parent's responsibility to see that the student is brought into his/her classroom. We require at Christ The Good Shepherd Preschool that each student **MUST** be Signed In & Out and that a parent/guardian must **ENTER** the school to do so. Parents must advise a staff member when someone else will be picking up the child other than themselves. **They will be required to show a photo ID.**

Parking for Drop Off and Pick Up

- Parking is available in the large parking lot near the gym.
- Parking is also available in the small parking lot located by the preschool entrance that has the preschool sign.
- Parking is **prohibited** in front of the preschool along the sidewalk or in the fire lane in front of the church.

Arrival Time: All day student: Arrival time is between 6:45am and 9:00am.

Half day student: Arrival time is between 8:50am – 9:00am

Dismissal Time: Half day student: Must be picked up **by 1:00pm**

All day student: Must be picked up **NO LATER** than 5:30pm



Illness

If a student becomes ill during the day, you or the designated person will be contacted and asked to take the student home. The school's policy is that a student must be symptom free for 24 hours before returning to school. If the student is home because of a contagious illness, please notify the school. A doctor's certificate must be presented upon the student's return stating that they are well again.



Existing Medical Condition

If a student has allergies or an existing medical condition, please make us aware of this vital information. A written **"Plan of Action"** **MUST** be attached to your child's Universal Health form. The health, safety and comfort of your child is very important to us.

****ALLERGIES:** Christ The Good Shepherd Preschool reserves the right to decline any child with severe allergies. We are a small non-profit school and do not have a nurse on staff.



Head Lice

Christ The Good Shepherd Preschool has a No Nit Policy that will be strictly enforced. If you discover a case of head lice, please notify the school. School staff will inspect all students in classes where there is a known head lice problem. Students who have head lice may not return to school until they have a doctor's note stating they are **lice and nit free. In addition to the doctor's note the child must be checked by the Director to ensure they are both lice & nit free. Even with a doctor's note – the Director has the final decision. As in any absence from school – you are financially responsible for any time missed due to this communicable condition.**



Dispensing Medication

****Whenever possible: Please administer all medication and treatments at home.**

The Preschool will dispense prescription medication and only those over the counter medications listed. A parent must fill out and sign the required medication form that will be in each classroom.

PRESCRIPTION MEDICATION

All prescription medication for a child shall be:

1. Prescribed in the name of and specifically for the child.
2. Stored in its prescription container, which has been labeled with the child's name and expiration date of the medication, the date it was prescribed or updated and directions for its administration.

NON-PRESCRIPTION OVER THE COUNTER MEDICATION The Preschool shall limit the dispensing of non-prescription over-the-counter medication to the following types of medicines, which shall be dispensed in accordance with the dosage, age and or weight of the child, as indicated on the label.

1. Antihistamines
2. Cough Suppressants
3. Decongestants
4. Non-aspirin fever reducers/ pain relievers
5. Topical preparations, such as sunscreen and diaper rash preparations.

****The Preschool may permit the dispensing of non-prescription medication other than those listed above or according to instructions other than those listed on the label, if the child's health care provider authorizes it in writing. **Before administering a health care procedure associated with the child's health condition, a staff member must be shown how to do so by the child's parent or another appropriately trained person.**

****If a child has a chronic health condition requiring the administration of prescription or non-prescription medication or health care procedures on a long-term basis, the Preschool shall obtain from a child's parent a written statement from a health care provider, indicating:**

1. The name of the child
2. The name of the medication or procedure
3. The condition or indications for administration of the medication or procedure.
4. The instructions for administration of the medication or procedure.
5. The name and telephone number of the health care provider.



Outside Play

We try to go outside every possible day. We ask that your child be appropriately dressed for the weather. When the temperature is 45 degrees or above OR 90 degrees or below, you will find us outdoors.



Clothing

The students at the Preschool are very busy being children. We are on the floor a great deal. Please dress your child comfortably and sensibly: in clothing to play and be active, as well as learn independence.

We supervise the students in the bathroom, but it is helpful if the students can manage their clothing to go to the bathroom. They want to do it themselves and get frustrated with belts or buckles that won't come undone.

Please label all students sweaters, coats, mittens, hats, boots etc. This will help minimize confusion on what item belongs to which student.

Each student has a hook and cubby for his/her own things. Please provide a Ziploc bag containing a **complete** change of clothes including socks & spare shoes. If your child will be napping at the Center, we ask that you bring in some type of blanket or sleeping bag with a small pillow and a crib sheet (48"Lx23"W) to cover the nap mat. All nap items **MUST** be in a LARGE ZIPLOC BAG., **everything labeled**, including the Ziploc bag. All nap items must go home every week to be washed. They are to be sent back to school with the student the following week.



Check Cubby

Check your child's cubby daily as we try to send their work home every day. Also important papers will be sent home in your child's folder. Discuss what your child did during his/her school day. Praise them for any improvement you may see. We are more interested in the learning process than the finished product. We do not believe in pressuring the students at this age to achieve. Let them grow in peace and happiness, content and secure with themselves and their surroundings.



Communication

Our school utilizes Remind. This form of communication is essentially a text message and can be used to contact your child's teacher, the director (Miss Mary Watson) or assistant director (Ms. Lauren Perna). Each teacher and administrator also utilizes email. Parents are welcome to call the school as often as needed to check in on your child. Please try to keep contact (Remind or email) during business hours (between 6:45am and 5:30 pm) **unless there is an emergency**. Teachers are often busy with the children and will answer you as soon as it is convenient. Any communication after 5:30pm may not receive an answer until the next business day.



Conferences

If you have any questions about your child, consult the teacher for information. The aides will direct your questions to your child's teacher. We are dedicated to the students and to making their stay here a happy learning experience.

Any information that you can pass on to your child's teacher that better helps us understand your child and his/her behavior is greatly appreciated. If you wish to speak to the teacher regarding your child's progress, please set up a conference as needed. It is difficult for a teacher to give you and the class attention at the same time. At a conference, you will have the teacher's undivided attention.



Special Days

We think every day is special, but some are more special than others. A student's birthday is very special to them. We encourage you to celebrate your child's birthday with his/her class. Please see your child's teacher about what you would like to send on that day. We celebrate the birthday in the morning as a snack.



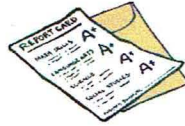
Holidays

Holidays, such as Halloween, Christmas, Valentine's Day and Easter are celebrated in various ways. A note will be sent home explaining the details of the day. All children are welcome to attend holiday events.



Monthly Calendar

At the beginning of each month, a calendar will be sent home to tell you briefly what your child will be working on. It will also have reminders of upcoming school closings for holidays and any Special Events the school may be having.



Progress Reports

Twice a year, you will receive a report card that will help keep you informed about your child's progress. The teachers plan activities to develop skills in math, reading, and listening. Each day talk to your children. What did they do? Who did they play with? What did they enjoy? If your child does not want to talk about it, don't force the subject. Eventually you will be told, most likely when it is least expected!

When you pick up your children, give them hugs and kisses. Show them that you are happy to see them. This makes them happy to return to us the next day. Happy children are eager to learn, share, and care. With your help, we can provide a warm and loving atmosphere where special things happen every day.



Food Program

The students scheduled to arrive before 8:30 am will be served breakfast. It will be unsweetened cereal and milk. The children will also receive a mid-morning snack and those students napping at the school will receive a snack after nap. Please pack a lunch and have the lunch box labeled with your child's name. Each classroom has a microwave, in case something needs to be heated. We ask parents/guardians to send in 2 monthly snacks, enough for the entire class.



School Closings / Tuition

Christ The Good Shepherd Preschool is a non-profit school. We rely strictly on tuition to meet our expenses. We can only maintain the high-quality programs we have for the students with your cooperation. *As per your tuition agreement, you are financially responsible for tuition all days your child is enrolled, whether they attend school or not. (Vacations, sick days, covid quarantines, holidays, inclement/severe weather closings etc.)

***Please Note:** Christ the Good Shepherd Preschool **does not** make up missed days.



Inclement/Severe Weather

Christ The Good Shepherd Preschool follows **Bishop Schad** closings for inclement weather and or severe weather. We will notify all families via **REMIND, Email and post on our FB page**. Delays are based on the preschool's 6:45 am opening.

*When the school is closed due to inclement/severe weather, you are financially responsible for tuition on those days. The preschool does not add days on to its school year for any days missed. Please see your Tuition Agreement.

Hospitalization: Should a student be admitted to the hospital for a period of **5** or more consecutive days, the preschool will waive tuition for 1 week of the student's registered days. **Must present the preschool with acceptable supporting documentation.**



Safety Drills

The safety of our children is very important to us. In compliance with state regulations, Christ The Good Shepherd Preschool conducts monthly fire drills and preschool security drills. Your child's teacher will talk to the class before the drill and explain what will happen and why we do them. Please help us reassure your child that there is nothing to be afraid of and that the drills are to help keep us safe in case of an emergency.



Immunization Exempt Students

Those children with immunization exemptions may be excluded from the center by the Bureau or the Department of Health and Senior Services during a vaccine preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services. As with any absence from school – you are financially responsible for any time missed.



Product Recalls

The State requires the availability of the list of national recalls on all products pertaining to children (toys, clothing, furniture, etc.). The comprehensive list can be found on the Consumer Product Safety Commission's website: www.cpsc.gov/Recalls.

INFORMATION TO PARENTS

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

EXPULSION POLICY

NAME OF CENTER: *Christ The Good Shepherd Preschool*

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

SCHEDULE OF EXPULSION:

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- | | |
|---|--|
| • Try to redirect child from negative behavior. | • Document the child's disruptive behavior and maintain confidentiality. |
| • Reassess classroom environment, appropriateness of activities, supervision. | • Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion. |
| • Always use positive methods and language while disciplining children. | • Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors. |
| • Praise appropriate behaviors. | • Give the parent literature of other resources regarding methods of improving behavior. |
| • Consistently apply consequences for rules. | • Recommend an evaluation by professional consultation on premises. |
| • Give the child verbal warnings. | • Recommend an evaluation by local school district study team. |
| • Give the child time to regain control. | |

DISCIPLINE POLICY

Our standard discipline procedure is as follows:

1. The child is given a warning for inappropriate behavior. He/she is made aware that he/she is responsible for his/her actions, therefore he/she chooses whether to be disciplined or remain with the group. A child will not be disciplined for failing to eat, sleep or for soiling himself.
2. If a behavior is still inappropriate, he/she is placed in a time-out chair for a period of not more than five (5) minutes. The child shall be supervised when he/she is in time-out.
3. After he/she has sat for five (5) minutes, he/she is asked why he/she was being disciplined. Then we explain that it makes us very unhappy when he/she behaves this way.
4. He/she is asked if he/she is ready to listen and help. If so, he/she returns to the activity and is encouraged to be a good helper.
5. If the behavior continues to be disruptive, the parents will be notified, and the teacher will inform the parents of the problem and will work together in resolving it.
6. This policy disallows hitting, shaking, corporal punishment, abusive language, frightening treatment, withholding food or emotional response and making he/she stay silent for lengthy periods.

Use of Technology and Social Media Policy

PARENTS & STUDENTS

Our school uses the following social media/ networking and/ or other websites:

- Center website: www.christthegoodshepherdpreschool.org
- FaceBook: ctsgpschool
- Remind

Our policy is:

- Posting of photographs or videos of children, other than your own, including, but not limited to photographs or videos of children obtained through hand held devices, computers, video monitoring systems, child care monitoring apps, or any other electronic device or transmission is prohibited.
- Any breaches of the center's Policy on the Use of Technology and Social Media identified must be promptly reported to the Director.
- General center information/updates may not be posted without prior approval from the director.
- Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously children/family information is prohibited.

UNACCEPTABLE USE OF SOCIAL MEDIA

Examples of unacceptable use of social media include, but are not limited to, the following:

1. Creating or issuing personal communications that appear to be official communication of the Diocese/Parish/School.
2. Transmitting or disseminating material that is defamatory, abusive, obscene, profane, sexually suggestive, pornographic, harassing, intimidating, threatening, racially offensive, illegal, fraudulent, or otherwise inappropriate.
3. Using organizational sites or accounts for purposes unrelated to your organizational duties or in an unprofessional manner.
4. Disclosing confidential information except as necessary for valid work purposes. Confidential information includes all information that is not generally available to the public, including but not limited to, financial information, and/or personnel files.
5. Violating copyright laws, including the acquisition, use or distribution of pirated software.
6. Using someone else's username or password.

7. Attributing personal Diocese/Parish/School. statements, opinions or beliefs to the Making statements on behalf of the Diocese/Parish/School unless specifically authorized to do so.
8. Transmitting material threatening to another person.
9. Using the technology to bully or harass another individual or group.
10. Using a site for personal financial gain, a business activity or any illegal activity.
11. Creating, transmitting or introducing computer viruses.
12. Deliberately trying to degrade or disrupt system performance.
13. Political activity.
14. Violating any local, state or federal rule or regulation.

Failure to adhere to this policy may result in parent removal from said social media.

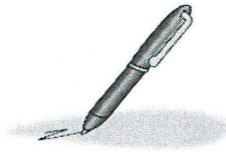
Christ The Good Shepherd Preschool

Tuition Policy

Dear Parents/Guardians:

This policy will be strongly enforced. Please read and follow the below regulations.

- All tuition payments are due Tuesday morning. Parents may pay monthly, bi-weekly or every week. When paying monthly or bi-weekly: payment is due in the beginning of the month or the first week of a bi-weekly payment.
- Forms of payment are: Cash, check and Online Tuition Payment is available. Online has the option for debit/credit, charge card along with the option of one-time payment or re occurring.
- Online Payments: An **ONLINE TUITION PAYMENT INSTRUCTION** sheet will be sent home the first week of each session.
- All checks: Payable to: **CTGS PRESCHOOL**
- Cash payments: **MUST** be in a sealed envelope: **Please include the student's full name, dollar amount enclosed and the date.**
- Tuition payments can be dropped off in the **AM only**.
- If you are more than **2 weeks** late on tuition payments – the preschool reserves the right to NOT allow the student to attend school until full payment has been received. You are financially responsible for the time missed. This amount **MUST** be included in your payment.
- Parents/guardians are financially responsible for all days your child is enrolled- whether they attend school or not. Such as, vacations, sick days, holidays, Covid19 related closures, Covid19 quarantines, inclement/severe weather closings. The preschool does NOT make up any missed days.
- **Final tuition payments for each session MUST be paid in full by the LAST TUESDAY of the current session.**
- Any questions or concerns: please contact Lauren Perna / Mary Watson @ 856-696-0506



PLEASE SIGN AND RETURN THIS PAGE

PARENT RECEIPT OF INFORMATION

- ☐ Information to Parent Document
- ☐ Policy on the Release of Children
- ☐ Policy on Methods of Parental Notification

(Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or injury requiring professional medical attention.)

Christ The Good Shepherd Preschool will notify parents for the above injuries by phone.

- ☐ Policy on Communicable Disease Management
- ☐ Expulsion Policy
- ☐ Discipline Policy
- ☐ Policy on the Use of Technology and Social Media
- ☐ Tuition Policy

I have read and received a copy of the information/policies listed above.

I have read Christ The Good Shepherd Preschool Handbook and fully understand the preschool's Policies and Procedures.

Child(ren's) Name: _____

Parent/Guardian's Name: _____

Signature: _____ Date: _____