

FIRST GOOD SHEPHERD CHURCH AND SCHOOL  
323 S. 13<sup>th</sup> STREET  
LAS VEGAS, NV 89101

Church	~	(702) 384-6106
Church Fax	~	(702) 384-2080
Preschool	~	(702) 382-8610
School	~	(702) 382-8610
Preschool E-mail	~	<a href="mailto:fgspreschool@live.com">fgspreschool@live.com</a>
School Website		<a href="http://www.fgsls.org">www.fgsls.org</a>

You are invited to worship with us at any time, and if you are seeking a church home, please contact the church office.

<i>Worship Services</i>	~	<i>Saturday</i>	~	<i>5:00 p.m.</i>
		<i>Sunday</i>	~	<i>8:15 a.m.</i>
		<i>Sunday</i>	~	<i>11:00 a.m.</i>

<i>Bible Classes and Sunday School</i>	~	<i>Sunday</i>	~	<i>9:45 a.m.</i>
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<i>Mr. James Krafft</i>	~	<i>Administrator/Principal</i>
<i>Mrs. Pam Ufer</i>	~	<i>Preschool Director</i>
<i>Miss. Brooke Bormann</i>	~	<i>Preschool Administrative Assistant</i>

First Good Shepherd Lutheran School of Las Vegas, Nevada is owned, operated and supported by the First Good Shepherd Lutheran Church-Missouri Synod Congregation.

First Good Shepherd Lutheran School's enrollment is open to all who do and would seek Jesus Christ as their Lord and Savior. We offer equal opportunity to all students regardless of race, color, national or ethnic origin to participate in programs and activities made available to students of the school.

## **Welcome to First Good Shepherd Lutheran School's Preschool**

**“Let the children come to me, and do not  
hinder them, for the Kingdom of God  
belongs to such as these.”  
Matthew 19:14**

We are pleased and honored that you have entrusted us with the care and early learning experiences of your child. This handbook has been developed to familiarize you with our program, policies and performance standards. It will hopefully answer most of your questions; however, we wish to extend to you an open invitation to speak with us anytime a question or concern arises.

First Good Shepherd Lutheran School's Preschool is a community outreach ministry of First Good Shepherd Lutheran Church and School. We exist to glorify God and share the gospel message of salvation, which is ours through faith in Christ Jesus. We teach through the use of Christian Bible-based curriculum, music, art, science, cooking, math, language, and life-style examples of our staff. We will emphasize love, understanding, routine and discipline, thereby promoting a good self image, cooperation, and trust in each child.

We thank you for allowing us to join with you in providing for the care, love and nurture of your developing child. We look forward with eagerness to our time with your little one.

Joy in Jesus,

Pam Ufer, Preschool Director, and the  
Staff of First Good Shepherd Lutheran Preschool

## **Mission Statement**

**“To provide an environment where all children are loved equally, therefore treated uniquely. To encourage and nurture their God given gifts, so they may know, understand, and show the love and forgiveness of our Lord and Savior Jesus Christ.”**

## **Proverbs 22:6**

**“Train a child in the way he should go and when he is old he will not turn from it.”**

## **We Believe**

- Every child is a unique creation of our heavenly Father with an individual pattern and timing of growth, as well as individual personality, learning style and family background.
- Every child is in need of developing a personal relationship with Jesus Christ, knowing Him as Lord and Savior.
- A child acquires cognitive, emotional and social knowledge and physical adeptness through playful, hand-on interaction with objects and people.
- A child does not need to be forced to learn, but rather, is motivated by a personal desire to make sense of his/her world.
- Teachers of a young child are guides, facilitators, and helpers responsible for preparing an environment that will provide stimulation, challenging materials and activities for little ones to explore.

First Good Shepherd Lutheran School’s Preschool shall endeavor to provide a safe, loving, nurturing, and spiritually motivating environment, encouraging whole child growth and development, while responding to the needs of families. Each child will be exposed to a wide variety of learning experiences, encouraged to explore his environment and participate in activities in which he will experience success. Although specific learning experiences will be planned for each day, the atmosphere will not be so highly structured as to prevent the use of incidental (happen-chance) learning situations to their fullest extent.

An integral part of our ministry is to respond to your family needs and provide you with spiritual and emotional support. The Christian training of children is primarily the responsibility of the parents (Deut. 4:9, Deut. 11:19, Prov. 13:1, Prov. 22:6, Eph 6:4). We strive to create opportunities for families to come together in fellowship, and to encourage you in your role as a parent.

## **STAFF LICENSING**

FGSLPS is licensed by the State of Nevada Division of Public & Behavioral Health Child Care Licensing Unit (702) 486-7918 and is under the direction of First Good Shepherd Lutheran Church's Preschool Board. Our staff has been carefully selected for their commitment to excellence in early childhood education and their desire to uphold principles of Christian nurturing.

All staff members are required to have a CDA (Child Development Associate) or other teaching certificate, in the area of early childhood. Every staff member must obtain a minimum of twenty four (24 hrs) approved Early Childhood Continuing Education training hours per licensed year. These may be earned through college courses, seminars, workshops and/or conferences. Licensed CPR and First Aid training are presented to all staff members on a regular basis.

## **CURRICULUM**

Our Bible curriculum is built upon Bible based teachings. Each child will receive their own age appropriate Bible.

Both law and gospel is presented in lessons, as it is law that shows us our need for a Savior and gospel that assures us of our Lord's unconditional love.

We incorporate a curriculum, which meets and exceeds the Nevada Pre-Kindergarten Standards. Teachers and staff work together to seek ways to encourage independent learning with children making choices, solving problems and learning critical thinking skills. Resources from a variety of early childhood publishers are also used as needed to complete the development of a well-rounded, age appropriate program.

## **WORSHIP**

"Jesus Time" is experienced daily in the classroom. As we are sponsored by First Good Shepherd Lutheran Church, you may expect our "Jesus Time" to reflect the teachings and principles of the Lutheran Church – Missouri Synod. A group chapel service is held weekly in the church sanctuary. The pastor of our congregation, the preschool director, or other volunteers from our church and school staff conduct the services.

If you are interested in learning more about the teachings of the Lutheran Church – Missouri Synod, the Pastors conduct Adult Information classes several times throughout the year. Contact the church office for more information at 702-384-6106.

## **ENROLLMENT**

Enrollment is open to children who have turned 18 months prior to September 30<sup>th</sup>.

Class size is limited to 16 children per class in our 2 ½ and 3 years old classes and 16 children in our 4 year-old preschool programs, with a lead teacher and an assistant when enrollment in the classroom exceeds ratio, which is 10-1. The 18 months – 2 year old preschool program will have a maximum of 6 children per day with only a lead teacher. Classroom placement is determined by a child's birth date and administrative discretion.

Advancement into kindergarten at First Good Shepherd Lutheran Elementary School requires that a child be 5 years old prior to September 30<sup>th</sup> of that school year and passing an entrance exam administered by the Kindergarten staff. **There is no early testing.**

### **STUDENT FILE INFORMATION**

**The following items must be completed and given to the preschool office prior to your child's first day of school:** (These items are given at Parent Orientation)

#### **All Students:**

1. Child's Record
2. All immunizations must be up to date  
(Copy of current shot record in child's file)
  - POLIO: series of 3 plus booster
  - DPT: series of 4 plus booster
  - MMR: 1 plus booster
  - HIB: series of 3 plus boosters
  - HEP A: series of 2
  - HEP B: series of 3
  - CHICKEN POX: 1
3. Pre-admission Physical Exam Form
4. Application and Child History Form
5. Spiritual Planning Survey
6. Off-site Emergency Evacuation Permission Slip
7. Contract For Admission Form
8. Parent Code Of Conduct Form
9. Current Student Information and Authorized Escort Form with Addresses
10. Allergy Alert Form
11. Medical Statement for Special Dietary Needs (only if applies)
12. On-going Prescription Medication Form (only if applies)
13. Permission to Release Information/Field Trip Permit/Right to View Complaints
14. Consent for Medical Treatment
15. Contract/Written Policies Form
16. Photo Publicity Release
17. Year Book Request
18. Knowledge of disinfectants and pesticides
19. Information Exchange

**ALL FORMS MUST BE FILLED OUT COMPLETELY**

## **POLICIES & PROCEDURES**

### **HOURS OF OPERATION**

First Good Shepherd Lutheran School offers a Fall Preschool Program as well as a Summer Camp Program, Monday through Friday, from 6:30 a.m. – 6:00 p.m. Several different attendance programs are available.

### **FULL-DAY ATTENDANCE**

Children enrolled in our program may attend unlimited hours from 6:30 a.m. – 6:00 p.m. However, based on our experience, we recommend your child not stay more than 9 – 10 hours per day, to avoid daycare burnout.

**\*\*We ask that you make every effort to have your child in school by 8:30 a.m. so that he/she may actively participate in the daily planned learning experiences of our preschool program. We are a preschool not a daycare facility therefore; children arriving after this time may disrupt the classroom's routine. The administration reserves the right to refuse attendance to a student who arrives after 9:15 a.m. on a school day.**

If your child remains in the center past 6:00 p.m., you are subject to a late pick-up fee of \$5.00 per minute. This fee is to be paid in cash.

All children enrolled in our program must rest/nap daily. Rest time is from 12:30 – 2:00 in the 4 year old rooms and 12:30 – 2:15 in the 2 and 3 year old rooms. Any child awake at the end of that time period will be allowed to get up and move around the room quietly. Sleeping children may continue to nap until 2:30. Parents are to supply a crib sheet (optional) and a small blanket for their child to use. (no sleep sacks) All napping items MUST fit in the child's school bag. Linens are to be brought on the first day of weekly attendance and taken home each Friday or last day of weekly attendance to be laundered. School bags may be purchased in the preschool office for \$5.00. **All linens must be labeled with your child's name!**  
**Please no backpack as spaced is limited.**

### **REGISTRATION**

An annual, non refundable registration fee of \$225.00 per child is charged to each family upon request for enrollment.

## **TUITION**

Tuition for the school year program (August 18, 2014 – June 5, 2015) is charged weekly and must be paid in advance of service. There are 42 weeks of the 2014/2015 school year. Payment for the first week of school is due on or before Parent Orientation on Monday, August 11<sup>th</sup>. Subsequent payments must be received on or before the first day of attendance of each week. Tuition charges reflect ***time reserved*** for your child, not actual attendance. **NO CREDIT** is given for holiday, sick or no-show days. Payment may be made any number of weeks in advance. **A 10% late fee will automatically be added to any account remaining unpaid after 2 weeks unless arrangements have been made with the preschool office.** Your student will **not** be allowed to attend and may be in jeopardy of losing placement in the registry if the account falls in arrears more than two weeks.

A sibling discount will be applied to a second child in the preschool with the lesser tuition. OR If the second child is in elementary, the sibling discount will be applied to the elementary-aged child if the preschooler attends the 5-day program. No discount will be applied to the elementary-aged child when the preschooler only attends the 3-day program or the 4-day program.

\*Children absent two weeks, without notice or non-payment, will be removed from our roster. Re-enrollment at a later date will be dependent upon availability. A re-entry fee of \$100 will have to be paid in addition to the weekly tuition and any outstanding balance upon re-enrollment in our center. If your child must be withdrawn from the center, please notify the preschool office. Withdrawal forms are available in the preschool office.

## **TUITION PAYMENTS**

Elementary tuition and Preschool tuition are to be paid separately. Tuition payments may be made with cash (exact change please), by check, or by credit/debit card (\$5.00 processing fee per swipe). Place payment in the tuition drop box located at the preschool office (checks only). Make checks payable to FGSLs (First Good Shepherd Lutheran School). All payments will be receipted.

Payments made by check are subject to NSF fees as follows:

1<sup>st</sup> returned check \$15

2<sup>nd</sup> returned check \$25 and future payments will have to be paid either with cash, money order or cashier's check

\*All charges to your account reflect the time you have reserved for your child, not his/her actual attendance. Full tuition is expected unless the office has been notified, in writing, of an attendance status change.

**\*Students may not start a new school year if there is an outstanding balance from the previous year in the Preschool Program or the Elementary school.**

## **MEALS & SNACKS**

First Good Shepherd Lutheran Preschool provides a nutritious morning and afternoon snack along with a lunch which is served to the children in our program. A copy of our menu will be posted on the parent information board and in the children's classrooms. (An individual copy will be made available on our visitor's table). Please review the menu and alert us to any foods that could prompt an allergic reaction in your child.

	9:15 a.m.	A.M. Snack
Daily Meal Schedule	11:30 a.m.	Lunch
	3:00 p.m.	P.M. snack

We do not offer an alternate menu for children who cannot or do not wish to eat what is served on any given day. Substitutions within reason can be made for children with allergies as long as a **written exemption or verification has been obtained from a doctor** and filed with our office. Special dietary needs must be provided by the parent or guardian: i.e. goat's milk, rice milk, soy products. For a child with multiple allergy considerations meals should be provided from home. Keeping in mind refrigeration is **NOT** available for special lunches.

\*You may elect to send a "sack" breakfast with your child from home if he/she arrives before 7:45 a.m. We will be happy to provide milk for cereal or to drink at no additional cost. Please send only items with sound nutritional value, i.e. bagels, yogurt, cereal

## **CENTER ARRIVAL & PICK-UP PROCEDURES**

Each day of attendance, **your child must be signed in and out on his/her assigned classroom roster.** In the space provided by your child's name please note the exact time of arrival and departure, both being initialed by the person dropping off or picking up the child. This is to insure that we have an accurate record of every child in our center at all times in the event of an emergency.

Any person dropping off or picking up a child must be at least **18** years of age and catalogued in our records as an authorized escort. If you know someone else will be picking up your child please write the name of that person on the comments line of the sign-in sheet, this makes everyone aware that someone different is picking up your child. Please also let the preschool office and your child's teacher know. Each individual must provide a legally recognized photo identification such as a driver's license, military I.D. or state identification card. The I.D. will be required until our staff can readily identify the authorized escort by sight.

**A CHILD CANNOT and WILL NOT BE RELEASED TO ANYONE WHO DOES NOT PROVIDE APPROPRIATE IDENTIFICATION or WHO IS NOT LISTED AS AN AUTHORIZED ESCORT ON YOUR CHILD'S REGISTRATION CARD. THERE WILL BE NO EXCEPTIONS!**



## **CENTER VISITATION POLICY**

First Good Shepherd Lutheran School is eager to work cooperatively with the family in fostering Christian, social and emotional growth and development of their child. We welcome and encourage parental participation in classroom activities. Visits and observations by parents or legal guardians are welcome at any time. However, to maintain security, all visitors entering the building must report to the preschool office, sign-in and receive a visitor's badge. If there is a person in the building that appears suspicious in any way, please contact the school, preschool, or church office immediately.

## **CHILD ABUSE**

It is the responsibility of the School Administrator, Preschool Director and entire staff of First Good Shepherd Lutheran School and Preschool to report any signs of verbal and/or physical, emotional and/or sexual abuse of any kind, because of our positions we are required by law to report any suspicion of child abuse. This is also the responsibility of parents and/or other adults in our society to report, if they even suspect any type of child abuse.

Any signs of child abuse seen or heard will be documented and will be reported to the child abuse hot line. **Child Abuse Hot Line # 702-399-0081**

It is also our responsibility not to release any child with any adult who has been drinking and/or shows signs of drug use. We suggest that if this occurs you arrange for another authorized adult to pick up your child.

## **PORTFOLIOS AND PARENT/TEACHER CHATS**

Portfolios are how we assess your child's development throughout the school year. A portfolio is a visual account of your child's development and may include artwork, photographs, dictation, and writing samples. The portfolios are compiled by the child's teacher and are available to parents for viewing upon request, as well as, during parent/teacher chats. Parent/teacher chats are held twice a school year. Refer to the school calendar for dates.

## **SCHOOL BAGS**

The Clark County Health Department is requiring the complete separation of children's clothing and personal items. Therefore, First Good Shepherd Lutheran School will require all children's items (i.e. blanket, crib sheet, "small nap stuffy") to fit in a nap bag, which may be purchased in the preschool office for \$5.00. Please mark your child's bag with their name in black permanent marker. Please place a change of clothes, complete with socks and underwear, in a gallon sized zip lock bag with your child's name clearly marked on the front. Students bring their nap bag at the beginning of their attendance week and bring it home to be laundered at the end of the week.

## **BIRTHDAY POLICY**

Young children love celebrations, especially their own birthdays! Parents are welcome to bring special treats for sharing, however, please **NO** clowns, super hero visitors, magicians, etc. Let your child's teacher know if you plan to bring treats and to find out what the individual classroom's birthday policy may be.

## **PERSONAL POSSESSIONS**

Although sharing is an encouraged gesture, we ask that the children do not bring toys or other personal possessions to school. It will be left up to each individual teacher to determine "Show-&-Tell" and it **MUST** be labeled with your child's name and fit in their assigned cubby. Items may only be played with during the time designated by the teacher. All belongings **must** return home at the close of the day. First Good Shepherd Lutheran School will not accept responsibility for items lost or damaged at school.

## **HEALTH POLICIES**

School is no place for a sick child. It not only prolongs the healing process, but it may promote ill health among other children and staff members. Should your child become ill during the day, (exhibiting an auxiliary temperature of 100 degrees or more, having chills or coughing, has diarrhea or vomiting), you or your authorized escort will be notified. You are expected to pick-up your child **IMMEDIATELY**. Your child will be removed from contact with the other children until you arrive.

**Your child should remain at home at least 24 – 48 hours after being sent home, antibiotics have been initiated AND until any symptoms have dissipated. DO NOT BRING YOUR CHILD TO SCHOOL IF HE/SHE HAS A FEVER, DIARRHEA, OR HAS BEEN ILL THE PREVIOUS EVENING.**

\*Reminder: If your child is ill and cannot attend school, you are still responsible for payment of full tuition. **Tuition is based on time reserved for your child, not his/her attendance.**

## **MEDICATION**

First Good Shepherd Lutheran School will give out prescription medication with documented permission. We must abide by Clark County Health Department's regulations; therefore, the following guidelines must be followed in order for the school staff to give a child the required medication.

### **Prescription Medication To Be Given At School Must Have:**

1. A written order from the physician. (This includes over-the-counter medication).
2. Parent/legal guardian signed permission
3. Must come in the original container with the prescription label on it stating name of drug and dose. Child's full name must be on container.
4. Time to be given and other instructions, side effects, etc. must be in writing.

### **Non-prescription Medication To Be Given At School Must Have:**

1. A written order from the physician
2. Parent/legal guardian signed permission
3. Must come in the original container with the manufacturer's directions
4. Child's first name must be written on container
5. Time to be given and other instructions, side effects, etc. must be in writing.
6. Dose must correspond with the manufacturer's specifications.

### **Procedures for Medication:**

1. All medication administered at school will be kept in a locked cabinet in the sick room office.
2. The student will take medication at the designated time while supervised by the authorized personnel.
3. Refrigeration is available for medicine that needs to be kept cold.
4. Limited quantities of medication should be kept at school.
5. Parent must notify the school when the drug is discontinued and/or the dosage or time is changed. If the medication is resumed, the preschool office must receive a new order.
6. The school is to keep an accurate and confidential record of medication received by each child.
7. Newly written orders from the doctor must be renewed annually for students on long-term medication.
8. No child may have any type of medicine (prescription or non-prescription, cough drops, etc.) on their person, in their school bag, or in their cubby at any time. This is for the safety of all!
9. Hand lotion, sunscreen, chapstick, etc., must be labeled with child's name and will be administered by your child's teacher. These products may not and will not be shared.

## **DISCIPLINE POLICY**

Discipline, by its very definition, is a “maintenance of order; a system of training in obedience.” It is **not CRIME AND PUNISHMENT**. Our policy in regard to discipline is a reflection of the philosophy upon which our program is based. We want to help children reach their fullest potential and, therefore, will use methods of discipline that will not hinder the development of confidence, feelings of self-worth and interpersonal relationships including the respect for the rights and well-being of others. We will promote methods of discipline that will enhance values, development, and self-control in our children. To help develop feelings of self-worth, we will stress positive disciplining. Children with special behavior concerns may be put on an individual program to positively reinforce improvements in their behavior. Staff members will provide positive role models for behavior by treating the children, their families and belongings respectfully. Our staff is not allowed to use punishment that is humiliating or frightening to children. No physical punishment in any manner or form shall be inflicted upon any child.

In our disciplining, we will treat children with respect as individuals and with fairness. When feasible, the children will help establish basic rules that they follow, such as taking turns. When these rules are broken, children will be disciplined in a method suitable for the infraction. These methods may range from a verbal reminder of the rules, redirection to another activity, or an age appropriate “time-out” (which is sitting away from the group until the child is ready to rejoin the group). The teacher should discuss with the Preschool Director or School Board continuous concerns, especially those involving injury of other children, and staff member, or property destruction. Counseling with the family or professional guidance may be needed if the child’s behavior seems to be due to emotional influence beyond our control.

When the child’s behavior has become a continuous disruption in the classroom or causes a threat to the safety of others or self, First Good Shepherd Lutheran School has the right to discontinue services to the child.

## **LANGUAGE**

The language of our children and adults should always reflect the highest Christian standards. Street expressions, crude expressions, cursing and swearing are not acceptable and will result in disciplinary action as needed.

## **PERSONAL CONDUCT**

All individuals and guests at First Good Shepherd Lutheran School are to be treated with respect and dignity. FGSLs must be an environment that is free from harassment and violence. It is a violation of FGSLs standards for students to harass a person through conduct or communication that is demeaning or physically harmful.

Harassment is considered to be word and/or actions directed toward an individual or group which intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is not limited to, references made to a person or group based upon a person's age, sex, race, religion, size, or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs, and spreading rumors directed toward an individual or group are considered to be harassment. Refer to the parent code of conduct. First Good Shepherd Lutheran School reserves the right to discontinue services to the child or parent who violates this policy.

## **DRESS CODE**

Your child should be dressed in weather appropriate clothes and shoes. They should fit comfortably and securely and allow for free movement. **Flip-flop sandals and cowboy boots are not permitted.** Tennis shoes are preferred for their comfort and safety, although strap on sandals with back straps are acceptable. **No skulls, Superheros (ie: Spiderman, Wrestlers, Batman, etc.) or inappropriate sayings on clothing.** Boys may not wear earrings. No make-up, including lip gloss, is allowed. Girls should wear shorts under skirts and dresses. We suggest you dress your child in inexpensive play clothes. With the variety of activities your child participates in throughout the day, accidents do happen and clothing may get torn or soiled. These items cannot be replaced by the center.

EACH CHILD IS REQUIRED TO STORE A WEATHER APPROPRIATE CHANGE OF CLOTHING IN HIS/HER CUBBY. All items must be labeled and replaced as they are used. **The school does not have extra clothing for your child to use should an accident occur.** If your child does not have spare clothing and an accident occurs, you will be contacted.

## **GRIEVANCE POLICY**

Should you have a concern about the care or well being of your child while under our supervision, we ask that you speak with your child's teacher, or to the preschool director, immediately. A concentrated effort will be made to address all grievances with the goal of reaching a mutually acceptable solution.

In the event you feel the concern is not answered to your satisfaction, you may elect to contact chairman of our Preschool School Board to seek an audience with the governing body of our school.

## **FIRE DRILLS/SHELTER IN PLACE DRILLS**

Fire drills are executed once a month to ensure the safe and prompt evacuation of children and staff in the event of an actual fire.

The children will exit the door on the west side of the building, in the pre-school hallway. The children will then walk down the sidewalk and into the parking lot against in front of the north wall.

The routes for exit from each room are posted near the door of that classroom. Shelter in Place drills are executed once every three months to ensure staff and children are prepared in case there is an emergency. First Good Shepherd Lutheran School has a Crisis Plan in place, you may ask in the preschool office to review the plan.

## **EMERGENCY EVACUATION**

Should a disaster occur in which the emotional or physical safety of the children becomes uncertain, parents or authorized escorts will be notified to retrieve the children from our location immediately. In the event that an emergency evacuation is necessary we have a Crisis Plan in place.

**Therefore, it is essential that parents or other escorts are responsible for signing the child in and out on a daily basis. Additionally, each parent or guardian must be responsible in maintaining current resident, work and authorized escort names, phone numbers and addresses and have the off-site evacuation permission slip on file in the office.**

## **SINGING PRAISES IN CHURCH**

The Preschool children will sing for 3 of the regular worship services at First Good Shepherd Lutheran Church (5:00pm Saturday, 8:15am Sunday, & 11:00am Sunday). The dates will be given at the beginning of the school year on the preschool calendar. Please bring your child so they can show you how they praise God through song and worship.

## **SMOKING POLICY**

First Good Shepherd Lutheran Church and School is a non-smoking facility. Smoking is prohibited in all areas of the building, or on the campus and on the school playgrounds.

## **BOOK CLUBS**

Our center offers the Scholastic Reading Clubs “Honeybee” and “Firefly”. Orders for your student and family are taken approximately once every other month. The purchases you make from these book clubs help to purchase books, cassettes, etc. for the preschool resource center and classrooms. This is a completely optional program, which we hope will be both fun and educational for your family. Reading with your child is one of the best learning experiences for them and you!

## **FUND RAISERS**

First Good Shepherd Lutheran School is a non-profit community outreach program. We strive to provide the best, God guided program possible at the fairest possible rate. Due to the cost of providing such a service as ours, it will be necessary to operate fund-raisers at various times over the course of a school year. FGSLP has four fund-raisers each year. The first is the Magazine fund-raiser in September, the School Carnival and chili-cook off which is usually held the 1<sup>st</sup> week in October, and the school Run-A-Thon usually held in March. Each preschool class will participate in the school carnival with a “themed basket” to be auctioned. Your participation in all fundraisers at FGSLS is optional. In addition, we will host a dinner/silent auction.

## **PARENT SERVICE PROGRAM**

We believe every school family should share in the effort to maintain a high quality program. Personal service in some capacity helps keep the per student cost down, children also benefit from seeing their parents use their talents in service to the school.

### **Here are some ideas of ways you can serve:**

Make promotional posters  
Help with fund-raisers  
Prepare art project materials  
Share your career w/ students  
Read to the children

Serve as a classroom parent  
Save Box Tops for Education  
Assist children on field trips  
Help maintain school property

## **PARENT TEACHER LEAGUE**

The mission of Parent Teacher League is to better enable First Good Shepherd Lutheran School is to fulfill the mission statement of “providing an environment where all children are loved equally, therefore treated uniquely, and to encourage and nurture their God given gifts, so they may know, understand, and show the love and forgiveness of our Lord and Savior Jesus Christ.” Interactive support among the student body parents, teachers, staff, and members of the School Board is encouraged by attending regular scheduled meetings during the year as found on the school calendar. We invite you to participate and be an active part of your child’s school experience.

## **SERVICE PROJECTS**

Several times through out the school year we offer opportunities for service projects. These projects do not benefit First Good Shepherd Lutheran School but other non-profit organizations. We know God has blessed us here at First Good Shepherd and He calls us to serve others. We use these projects to encourage and train the children to share with others. Some of the organizations we help supports are: Lutheran Social Services, Shade Tree Shelter, Smile Train, and Child Haven and Ronald McDonald House. Your family’s participation in these projects is completely optional. We support these organizations through a food drive in November, collecting new or gently use baby items in December, and weekly chapel offerings.

## **FIELD TRIPS**

Teachers may elect to have class field trips. Prior to the trip, parents must fill out a permission slip and licensed drivers may elect to drive. Should you decide that your child will not participate; parents will be responsible for their child’s care. We will not be able to provide an alternative activity or classroom.

## **REFERRAL INCENTIVE**

The growth of First Good Shepherd Lutheran Preschool is based on the work of the Holy Spirit and the families of FGSPS. As a thank you to any FGSPS family who refers a child to our preschool, we would like to give a credit equal to four weeks of tuition of the REFERRED child. If the referred child enrolls for 3 days a week, after that child's 4th week the family that referred them will receive 4 weeks of a credit equal to the amount of a 3 day a week child.