

## **Welcome to Good Shepherd Montessori School**

We would like to extend a warm hello to all of our families. We look forward to a very special year of growing and learning together. We hope you join us in appreciating the validity of your child's preschool/kindergarten experience and the importance of what they are learning. You are welcome to observe your child at work in their busy, happy, and creative classroom. We recognize the importance of parents as partners in our school. An open, trusting relationship between parents and staff will facilitate a successful experience for your child. Parents are encouraged to share ideas, concerns, time, talent or observations that help support the learning environment.

### **WHO WE ARE: AT A GLANCE**

The Good Shepherd Montessori School program is a ministry of the Episcopal Church of the Good Shepherd. We serve children from 2 ½ to 6 years of age.

#### **License & Certifications**

- Washington State Licensed Child Care Center
- Early Achiever rating: "A Quality Level of Excellence"
- Early Achiever award: "Area of Specialization in Interactions and Environment"
- "Approved Education Program" for the Episcopal Diocese of Olympia

#### **Mission Statement**

Our mission is to offer high quality Christian based education, which will provide developmental, intellectual and spiritual guidance to children; grant need based scholarships dependent on funding; and provide families with an atmosphere of trust and Christian love.

#### **Philosophy**

We believe:

That each child is created by God and is a unique individual to be treated with dignity and respect.

That each child has an eagerness for learning and a desire to be functionally independent.

That each child has an individual pattern and timing of growth – spiritually, emotionally, socially, intellectually, and physically. The environment and curriculum, along with the teachers observation and guidance, are in response to the individual differences.

That the diversity of each child should be celebrated. It is our desire to provide a caring and nurturing community for the children, modeling and encouraging them to be loving, courteous and accepting of others.

## PROGRAM OVERVIEW

### **Our Goals and Objectives**

The main objective of Good Shepherd Montessori is to provide a carefully planned, stimulating environment which will help children develop within themselves the foundational habits, attitudes, skills, and ideas which are essential for a lifetime of creative thinking and learning.

The goals for the children are to develop a personal relationship with God, learn about the traditions of the church, and the teachings of the Bible; strengthen a positive attitude toward school and learning; build a sense of high self-esteem; foster habits of concentration for lifelong study skills; develop habits of initiative and persistence; foster inner discipline and a sense of order; sharpen sensory-motor skills, develop compassion and socially acceptable behavior; acquire the basic skills necessary for a lifetime of learning and develop each child's innate, ultimate potential through high self-expectations.

### **Curriculum**

The Montessori curriculum, developed by Dr. Maria Montessori, is divided into four areas of study: Practical Life, Sensorial, Language, and Mathematics. The studies of art, music, geography, history, botany, and science are interwoven into the four areas.

**Practical Life** - This provides for refinement and coordination of movement, order, repetition, and small muscle control. In addition, the children learn to care for themselves and their environment.

**Sensorial** - The sensorial area offers sensory education of all the senses for reality based classification of the child's impressions of the world. The language lessons in the sensorial area are given to aid in secure concepts and to give words to the child's experience.

**Language** - Language in the Montessori classroom incorporates the spoken and written language with the learning of sounds and alphabet. Creative language is explored while learning reading and cursive writing.

**Mathematics** - The mathematics area explores all four operations of addition, subtraction, multiplication, and division, along with the basics of the decimal system. Beginning with concrete work with manipulatives, progress is made towards abstract concepts.

Children work with lessons in all of these areas at their own pace, moving on after mastering the materials. Through active involvement, children develop independence, self-confidence, and critical thinking skills.

Together with the Montessori curriculum, GSM offers the Catechesis of the Good Shepherd religious education curriculum which was developed by Dr. Sophia Cavelletti, a Hebrew scholar, and Montessori education Gianna Gobbi. The Catechesis was designed to follow Montessori theory and practices.

The Catechesis of the Good Shepherd curriculum is based on the conviction that God and the child are in relationship. We believe that within children there is a deep desire to live out their profound religious nature. Our programs provide the teachers, environments, and materials which help the child discover the great gift of God's love in the person of Jesus Christ, the good shepherd.

The role of the teacher is to provide opportunities and tools for the child to use as s/he learns for him/herself. The teacher is trained in pedagogical methods designed by Maria Montessori to create an environment which frees the child to explore and discover how things work for him/herself. Once the environment is set, the teacher invites the child to participate in it. The teacher is ready to back away from a child engaging in work or to step in and redirect the child's disruptive behavior.

### **Program Options**

Good Shepherd Montessori offers a developmentally appropriate environment where children have the opportunity to explore the spiritual, academic, emotional, social and physical realities of life and community. There are two options available to fit the educational goals and financial resources of individual families. The options are:

Full-Day Montessori – for children ages 2 ½ through 6. Children attend five days per week and are guided through a full complement of Montessori materials and curriculum. In addition, they participate in the Catechesis of the Good Shepherd religious education program. Full day Montessori begins at 8:30-3:00 with before care and after care options. In their Kindergarten year ½ day students are required to attend full-day. At the end of this program, children are prepared for first grade and full participation in a faith community.

Half-Day Montessori – for children ages 2 ½ thru 4. Children are guided in the Montessori curriculum and they participate in the Catechesis of the Good Shepherd religious education program. When children turn 5 by Sept. 1 they are required to attend full day in order to fulfill the kindergarten requirement.

### **Integrating New Students**

In the fall, returning students enter the first week. We gradually integrate new students into their classroom beginning the second week of September on a start date designated for each new student. This scheduling permits the community in the classroom to become re-established and ready to receive new students. It also ensures new students receive needed care and individualized attention to ease their transition to school.

### **Trial Period**

We accept all new children on a six week trial period. This allows both the school and the family the necessary time to be certain the program is best for all concerned. Please communicate often with your child's lead teacher if you have any questions or concerns, especially in the first few weeks.

## **Discipline**

Consistency is the key. We believe that discipline is based on the individual needs of the child and the situation that has occurred. We believe in choices given, expectations clearly defined, and redirection and positive reinforcement methods. This helps to teach children problem solving skills as well as gain a clear understanding of their value and the respect and the value of those around them. Clear rules are set and followed consistently. Children are given several opportunities to choose to follow the rules after they have been explained and discussed with them.

Children are encouraged to use words to express their feelings and needs in constructive ways, for example, “I don’t like it when you call me names.” “I get angry when someone pushes me.”

Good Shepherd Montessori recognizes the responsibility to ensure that all children have the right to a safe, encouraging, and orderly environment. In this environment, children learn to practice problem solving skills and recognize that appropriate behavior is essential to success. Special behavior plans will be developed with children who experience ongoing behavior problems and clear, consistent, enforced consequences will occur for defined severe infractions.

Corporal punishment by any person on the premises, including biting, jerking, shaking, spanking, slapping, hitting, striking, or kicking the child, or other means of inflicting physical pain or causing bodily harm is not allowed or tolerated.

The staff, parents, and whenever possible, the child, will share the responsibility in establishing and modeling reasonable and clearly communicated expectations and consequences. By treating each child with dignity, we will affirm the worth and diversity of all, thereby creating a climate of mutual respect and understanding. We will make every effort to help the child develop inner control and acceptable behavior. Good Shepherd Montessori reserves the right to end the enrollment of a child whose behavior may cause harm to themselves, other students, staff or damage to property.

## **Transition policy for children**

Whenever possible the school staff makes every effort to work with the parent and child if there is concern about the child’s development, the following steps are taken:

1. Meeting with the parent(s) to discuss concerns and develop an action plan which could include a referral for an assessment. This meeting is documented and placed in the child’s file.  
(If child is on an IEP we regularly communicate with the parent and specialists.)
2. We agree to communicate to update the parent and if the child was referred for an assessment, to discuss how the goals are either being met or not.
3. If a parent is not willing to work with GSM staff on behalf of their child, we reserve the right to end the enrollment.

## **Observing in the Classroom**

Parents and other adult family members are welcome to visit the school, but must check in with the Director or teacher upon arrival. A qualified staff member must accompany you any time a

child other than your own is present.

## **STAFFING & FACILITIES**

### **Staff**

Good Shepherd Montessori recognizes the need for excellence and realizes the development of an outstanding program depends on the training and support of its staff. We employ qualified, professional staff who are dedicated to the children we serve. Our Montessori teachers and school director are certified by the Association Montessori International, a rigorous worldwide teacher-training program. Our religious education teachers are certified in the Catechesis of the Good Shepherd curriculum by the National Association of the Catechesis of the Good Shepherd. Our entire staff have a genuine love and interest in the Montessori and Catechesis principles for learning. Continuing education in early childhood education and child development is required of all staff.

### **Structure**

The Good Shepherd Ministries Board is responsible for approving the Good Shepherd Montessori school budget and strategic direction. The Good Shepherd Ministries Board has chosen to direct the on-going strategic management of the Good Shepherd Montessori school through an appointed Good Shepherd Montessori Board. The GSM Board is led by the Rector or his appointee as chairperson and staffed by elected church and community members. The Good Shepherd Montessori School Director reports directly to the GSM Chair and is a non-voting member of the GSM Board. No other teachers or staff members are members of the GSM Board, but they may be invited to the GSM Board meetings. Members of the GSM Board meet with the Good Shepherd Ministries Board at least one time per year to gain approval for the school budget and discuss the strategic direction of the school.

### **Facilities**

Good Shepherd Montessori is located within the Church of the Good Shepherd at 805 SE Ellsworth Road, Vancouver, WA, 98664. During the course of the school year the children will have supervised access to the classrooms, the adjacent restrooms, the nursery room, the music room, the parish hall and the playground. They may also have supervised visits to other areas of the Church buildings.

### **Volunteers**

We have several areas where parents can get involved, at their own choosing, throughout the school year. This can be in the form of small projects done at home, helping to maintain our playground as needed, assisting with our fundraisers, attend parent education evenings or coming into the school to listen to readers. A Volunteer Opportunity handout will be sent home in your August packet.

*Please note that volunteers who regularly work directly with children must satisfactorily meet the requirements of a criminal history and background inquiry, including fingerprinting as required by the State of Washington, take Safeguarding God's Children training, and complete a one-step*

## **ENROLLMENT & PAYMENT PLAN**

### **Eligibility and Non-Discrimination Policy**

Children who are toilet trained and between the ages of 2 ½ and 6 are eligible to attend Good Shepherd Montessori. We fully embrace diversity and do not discriminate against anyone based on race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion or disability. We practice a policy of open enrollment and children are admitted to our program as space is available.

### **Enrollment**

To apply for admission, we ask that you first schedule a tour and observe the classroom. The observation gives you an opportunity to learn about our program. An enrollment form and fee is then required. Our returning students, their siblings and COGS families have first priority to enroll up to a set date, and then we begin to enroll new students for the next school year. When your child is enrolled you will be asked to complete forms giving us important information regarding your child's background, special needs, and health as well as where you can be reached in case of an emergency and names of individuals permitted to pick up your child. The state requires that all children enrolled in licensed daycare facilities have a complete immunization or exemption form on file at that school.

### **Fees and Payments**

A payment box is located just outside the classroom near the sign-in/out sheets. Payments are due in full on the first of each month. A late fee of \$20.00 is added to any payments received after the 5th day of the month. A fee of \$20.00 is charged for all returned checks. If payment is not received by the 14<sup>th</sup> of the month we reserve the right to end your child's attendance at GSM with a two day notice to parents/guardians.

Annual tuition is divided into 10 equal payments over the course of the school year (September to June). Therefore, the same monthly tuition rate is charged for short, or partial, months as is charged for longer months.

### **Discounts**

We offer a 10 percent sibling discount when more than one child is enrolled at Good Shepherd Montessori. The discount will be deducted from the second child's tuition.

### **Financial Aid**

Good Shepherd Montessori values providing need-based scholarships as a cornerstone of our mission. Scholarships are awarded to approximately 25 percent of our students each year based on financial need--providing an opportunity for a child who could not otherwise afford to attend GSM. Applications may be obtained from the director. Criteria for awarding scholarships are set by the Good Shepherd Montessori Board. A separate committee determines scholarship

awards. In awarding scholarships, we do not discriminate against anyone based on race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion or disability.

### **Ending Enrollment**

To remove your child from the school, prior to the end of the school year, you must give two weeks written notice. Please see the Director for more specific information.

## **SCHEDULE & ATTENDANCE**

### **Hours of Operation**

Good Shepherd Montessori is open from 7:30 am to 5:30 pm, Monday through Friday, with classes running from 8:30 am to 3:00 pm. Before- and after-school care can be arranged for in advance either at a monthly contracted rate or on a drop-in basis.

Our traditional Montessori program is offered five days a week and families can choose from either full days (8:30 am to 3:00 pm) or half days (8:30 am to 12:00 pm). Kindergarten aged students must attend Monday through Friday, full days.

### **Daily Schedule**

7:30am – 8:25am	Before-school care – Activities/Art Expression/Work Time
8:25am – 8:35am	Arrival time, greet children
8:30am – 11:00am	Lessons/Work Time
9:00am – 10:30am	Snack out/Snack put away
11:00am – 11:30am	Group Time – circle
11:30am – 11:50am	Large Muscle – outside (weather permitting) or inside
12:00pm	Half-day children excused
12:00pm – 12:35pm	Lunch
continued.....	
12:35pm – 2:45pm	Lesson/Work Time/Naps
2:45pm – 3:00pm	Group Time
3:00pm	Full day children excused
3:00pm – 3:30pm	After-school care: Large Muscle – outside (weather permitting) or inside
3:30pm – 5:30pm	After-school care: Quiet Time/Play Time/Snack

### **Absences**

Please notify the school before 8:30 am if your child will be absent for whatever reason. If the absence is due to illness, please communicate the cause (i.e. cold, cough, fever, and diarrhea).

The school operates on a monthly budget with expenses that occur whether or not an individual child is present. Therefore, we do not reduce the monthly charge for absences, vacations, holidays, or illness.

### **Attendance, Late Arrival and Late Pick Up**

Regular attendance is necessary to take full advantage of the learning opportunities at GSM. Children who arrive late may be disruptive to their classmates who have settled into their work. Excessive absenteeism or late arrival may result in end of enrollment. Children need to develop firm concepts of time and this includes arrival to school. Attendance records become part of your child's permanent record once he/she starts kindergarten.

There is a late pick up charge is \$5.00 for each quarter hour or fraction thereof that a child is left beyond the time contracted care ends. We understand that emergency situations arise when you may be a few minutes late to pick up your child. If this happens, please call as soon as possible to inform us. Enrollment may also be ended for children who are repeatedly picked up after the scheduled end of their day at GSM.

*If a child is not picked up within a reasonable time past closing, and every effort has been made to reach parents/guardians and emergency contacts, then the school has no option but to contact Child Protective Services and have the child taken into the auspices of the State system by a social worker. Keep contact information current so this situation can be avoided.*

### **Snow and Bad Weather Days**

Parents should follow news releases from the Evergreen School District for ***weather-related closures***. You can sign up for Flash Alerts to receive an e-mail and/or text message about these types of closings at: [www.evergreenps.org/Parents/Pages/SchoolClosures](http://www.evergreenps.org/Parents/Pages/SchoolClosures). The Evergreen School District Emergency Hotline can also be reached at 360-604-3637.

If Evergreen School District schools are closed, we will also be closed. If Evergreen schools have a late start due to bad weather, GSM will also have a late start. Late start time is based on the beginning of school. Example: a 2 hour late start would be 10:30. No a.m. care on late start days. If Evergreen School District sends students home early we will also send students home early. Please keep your emergency numbers current so we are able to contact you in case of early dismissal.

### **Holidays**

Good Shepherd Montessori follows the same holiday schedule as the Evergreen School District. The holidays are as follows:

Veteran's Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Birthday, Presidents' Weekend, Spring Break, Memorial Day

Teacher In-Service days, for staff training, will also be scheduled and students will not attend school on those days. The full year calendar is posted on our website at:

[www.goodshepherdvancouver.org/montessori](http://www.goodshepherdvancouver.org/montessori)

## **HEALTH & SAFETY**

### **Sign In/Sign Out Procedure**

Each child must be signed in and out by a responsible adult on a daily basis. The adult must sign their **full name** (no initials). This protects your child and meets State licensing requirements. Sign-in/out sheets are located just outside the doors to the classrooms. After signing in, take your child to the door of the classroom and release them to the staff member in their room. We make it a practice to greet each child as they enter the room. All visitors must check in with the teacher or director upon arrival.

### **Release of Children in Our Care**

Only adults who are listed on your enrollment form will be allowed to pick up your child. If we do not recognize the person, picture identification will be required before the child is allowed to leave the school. Authorized adults are responsible for the sign in/out procedure. It is important to periodically update the list of people authorized to pick up your child. If a person other than one listed on the registration form is to pick your child up, please leave a note with the child's teacher with the person's name and contact information. If written notification has not been received from you, we will need verbal authorization from you before we release your child to an unfamiliar person.

### **Hand Washing Practices**

Good Shepherd Montessori staff will wash their hands upon arrival at the preschool, after toileting, after coming in contact with body fluids, before food preparation, and before eating. Children also wash their hands upon arrival at the preschool, after outdoor play, after toileting, and before eating or cooking activities.

### **Health Policy**

All health, medication and emergency forms must be turned in before your child begins attending Good Shepherd Montessori. Medications are best given at home unless a specific time during school hours is required by a prescribing licensed health care professional. All prescription medication must be in the original bottle and must have the child's name, dosage, and the date on the label. Nonprescription medications like allergy medications, non-aspirin pain relievers, sunscreen etc. should be in the original bottle and dosage may not exceed the recommended amount. Medications will be stored in locked containers and will be inaccessible to children. The complete health policy is posted on the bulletin board.

Children with any of the following symptoms are not permitted to be or remain in care:

1. **Fever:** of at least 100 ° F as read under arm (axillary temp.) **accompanied by** one or more of the following: diarrhea or vomiting, earache, headache, signs of irritability or confusion, sore throat, rash, fatigue that limits participation in daily activities.
2. **Vomiting:** two or more occasions within the past 24 hours.
3. **Diarrhea:** three or more watery stools within the past 24 hours, or any bloody stool.
4. **Rash:** especially with fever or itching.
5. **Eye discharge or conjunctivitis (pinkeye):** until clear or until after 24 hours of antibiotic treatment.

6. **Sick appearance, not feeling well, and/or not able to keep up with program activities.**
7. **Open or oozing sores**, unless properly covered **and** 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary.
8. **Lice or scabies:** Head lice: until no nits are present. Scabies: until after treatment is begun.

Following exclusion, children are readmitted to the program when they no longer have any of the above symptoms and/or Public Health exclusion guidelines for child care are met. Children with any of the above symptoms/conditions are separated from the group. Parent/guardian or emergency contact is notified to pick up child. We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold).

If GSM staff has concerns about a child's ability to safely return to care, we reserve the right to request a note from the child's health care provider. We ask that an ill child, as described above, not attend school because the child is unable to be an active part of our daily program, exposes other children and staff to illnesses, and the child is at risk for being exposed to other diseases when the child's resistance is low. In the event your child becomes ill at school, the child will be separated from the rest of the children and made as comfortable as possible until you arrive. Parents should make every effort to have an ill child picked up within an hour.

If Good Shepherd Montessori staff has a reportable communicable disease they will not have contact with the children. Persons with a reportable communicable disease are not allowed on the premises unless approved by a health care provider. Reportable communicable diseases will be reported by Good Shepherd Montessori to the local Health Department.

### **Emergency Procedures for an Accident or Sudden Illness**

In the event of an accident or sudden onset of serious illness, the school will not hesitate to seek proper care for a child. The child's emergency instructions on file will be consulted and the parents will be called. If necessary, the child will be transported to Peace Health Southwest Washington Medical Center in an emergency vehicle. The consent statement that the parent signed will accompany the child so that treatment can be given in the absence of the parent.

### **Disaster Response Plan**

The Good Shepherd Montessori disaster response plan has been designed for response to fire, natural disasters and other emergencies. The plan will be read, reviewed and signed annually by the director and staff. The plan is posted on the bulletin board. Fire drills are conducted each month. Disaster drills are conducted once each quarter. We prepare for disasters by developing and maintaining a disaster plan, training staff, asking families to provide emergency kits for each child, storing drinkable water, keeping accurate attendance records, and requiring families to provide accurate contact numbers. After a disaster we will account for all children and evacuate (if necessary) to Ellsworth Elementary School, 512 SE Ellsworth Road, Vancouver WA (360) 604-6950 (across the street and just north from the Church). The evacuation routes and plans are posted on the bulletin board.

### **Reporting and Investigation of Child Abuse**

The Department of Social and Health Services, Child Protection Services and law enforcement agencies have the authority under Washington State Law to receive and investigate child abuse cases. Any concerned individual may report suspected abuse incidents to CPS. Childcare centers and schools are mandated by law to report suspected incidents of physical, sexual, or emotional child abuse, neglect, or exploitation. If there is believed to be immediate danger to a child a report will be made to local law enforcement.

### **Pesticide Application Policy**

The Church of the Good Shepherd uses a licensed pest control company, to occasionally apply pesticide in order to control ants and yellow jackets. The pesticide is typically applied to the exterior of the building but may also be used inside, if necessary. The spraying is done on Fridays after the children are finished with the area for the day. Because the space is not used by Good Shepherd Montessori students for at least two days after the application we are not required to pre-notify families or staff. A poster stating that a pesticide was used will be placed at each primary point of entry for 24 hours following application. An annual summary of pesticide applications is available.

## **MEALS & SNACKS**

### **Meals and Snacks**

A healthy morning snack will be served each day for the children. Menus follow the required State Licensing requirements. We ask that each family provide snacks for the class a minimum of two weeks during the school year. Monday through Friday students will be asked to purchase groceries for the whole week while students attending partial week programs will be teamed together with other partial week families and only have to purchase a portion of the groceries. A grocery list will be provided to ensure the menu complies with licensing nutritional requirements. The menu is posted on the bulletin board. All food preparation is done by GSM staff with State of Washington food handler permits. If a child has known food allergies, Good Shepherd Montessori requires that the family provide all food consumed by the child including snacks, lunch, & social events.

Full day students eat lunch at 12:05 pm. Please pack a nutritious lunch for your child including a protein, a grain, and a selection of two items from the fruit and vegetable groups. Do not send candy or desserts. Milk will be provided. Children attending school over 8 hours will need to bring a snack from home for their late afternoon snack. Pack lunch and snack in a lunch box or bag clearly labeled with their name. Do not bring food that contains nuts or that is labeled with a warning that it may contain nuts.

### **Special Health Needs**

Our center is committed to meeting the needs of all children. This includes children with special health care needs such as asthma, allergies, chronic illness and/or disability. Inclusion of

children with special needs enriches the child care experience and benefits all staff, families, and children.

The parents of a child with special needs must provide an Individual Health Plan signed by a health care provider. In addition, we ask the parents to: discuss any reactions the child has at home or any health changes with staff; complete all forms in an accurate and timely manner; meet with GSM staff to explain needs and demonstrate use of Epi-Pen (if an Epi-pen is prescribed); provide snacks, lunch and all other food and drink (excluding water); provide properly labeled medications and replace after use or upon expiration; educate the child in the self-management of their food allergy including: what are safe and unsafe foods, strategies for avoiding exposure to unsafe foods, not sharing food, symptoms of allergic reactions, and how and when to tell an adult they may be having an allergy-related problem. When parents are present they retain responsibility for child.

## **SPECIAL DAYS & EVENTS**

### **Birthdays**

You may help your child celebrate a birthday at school by sending a favorite book to donate to the classroom or inexpensive items for each classmate (such as a pencil or coloring sheet). Your child's teacher will provide you the date of the celebration. Parents are welcome to attend. No birthday food treats are allowed to safeguard the health of our students with special needs.

If you are planning a home party for your child, please **do not hand out invitations at school**. You may place the invitation in parent files. If your child will be attending a party after school, please do not send gifts to school with your child. It is upsetting to those who are not invited.

### **Sharing**

Sharing is a time for spontaneous conversations and teaching. Suggestions include items found outside such as leaves and rocks, items from other lands such as coins or pictures, pictures of pets or family, books about nature, history or true facts, art projects done at home and musical tapes. "Talk sharing" about visitors or events that are important to the child are also valuable learning opportunities. Toys, clothing, superhero books and play jewelry don't provide a learning opportunity and are not appropriate for sharing time. Sharing begins shortly after the school year starts and is optional. Your child's teacher will notify you when sharing begins.

### **Field Trips**

The children enjoy field trips which provide learning opportunities as well as time to have fun together. Good Shepherd Montessori cannot be responsible for transporting any child to a field trip location due to state licensing requirements. Parents will be notified and complete an authorization form prior to any field trips, including walking field trips in the neighborhood.

## GETTING READY FOR SCHOOL

### **What to Bring to School (please check your “items to bring to school list for complete list”)**

1. A complete change of clothes, including two pairs of socks and underwear clearly marked with your child’s name. **Labeling** the clothing eliminates anxiety experienced by a child who can’t find their clothing item.
2. A Ziploc bag containing nonperishable food items to sustain your child up to 72 hours. (please refer to the “checklist of items to bring to school handout for specific items).
3. Supply of required medications, for up to 72 hours, along with medication form.
4. Children who take naps should bring a small blanket and a small pillow in a cloth bag. The nap items will be taken home on their last day of school each week and returned on returned on the first day they return
5. A photo of your family and one of your child (4” x 6” size).
6. A backpack to hold y our child’s belongings
7. Non-skid socks for children to wear in class – labled with name
8. Lunch for full day children/a snack for children in after-care program. *We are a nut-free*
9. Child-sized, water-proof water bottle. This come each day and returns home to be sanitized.

### **Clothing**

We encourage you to send your child to school in simple, easy to manage, sturdy, and comfortable clothing. Sneakers or rubber-soled shoes are recommended. **No clogs, cowboy boots or flip-flops will be allowed.** Rain boots may be worn outside, but are not permitted in the classroom. Please provide a raincoat and rain boots that can stay at school so children can benefit from daily fresh air/movement. Please do not bring toys to school as this is a huge distraction from their Montessori experience.

### **Jewelry**

We ask that children do not wear or bring jewelry to school as it can be easily lost and it often creates hurt feelings if it lost or broken. Thank you for understanding.

## CONCLUSION

There are many opportunities for you to be involved in your child’s program as your time, work schedule(s), energy, and interest level permits. At Good Shepherd Montessori we will have two parent conferences scheduled during the school year. We will also have other opportunities for

joining in the children's community and occasions for gathering. We welcome your participation in these events and in volunteering to help in our programs throughout the year.

It is our belief that both you and your child will benefit from the experience at Good Shepherd Montessori. By providing your child a safe, comfortable learning environment, we pray he or she will grow up to be a happy, self-confident, loving adult who knows God's love as a result of this positive early childhood experience.

We realize what a special gift your children are and we look forward to working with them and watching them grow and share their uniqueness with others. There is nothing more incredible than watching the wonder in a child's eyes as they discover the world around them. Thank you for the opportunity to serve them

**Good Shepherd Montessori Preschool and Kindergarten  
Good Shepherd Ministries, a Non-Profit Corporation**

**Privacy Notice to our Clients**

Businesses concerned in or involving financial matters of their clients may now be required by federal law to inform their clients of their policies regarding the privacy of that client information. The purpose of this notice is to explain what we will be doing with financial information that you provide to us, and the ways that we will protect your privacy.

We have always protected our parents' and students' right to privacy and will continue to do so, consistent with applicable law. Generally speaking, information regarding any parent or student will not be provided to third parties, absent compelling production by means of subpoena duces tecum or other process of law subject to judicial review and restraint. Federal law now may also require that we let you know how we are protecting your privacy.

**Types of Nonpublic Personal Information We Collect**

We may collect nonpublic personal information about parents or students that is provided to us by you or obtained by us in the process of providing schooling for our students. This information may include information about personal finances and property.

**Disclosure of Information**

We disclose nonpublic personal information about you only to individuals or entities necessary in order to provide you with the educational services you have requested and only as permitted by law and/or as authorized by you, subject in all events to approval by responsible staff. In situation of contested parentage (e.g., custody disputes), we provide information only by subpoena duces tecum. For instance, our staff may have access to your nonpublic personal information, such as your address or social security number, in order for us to efficiently provide you with the educational services you have requested. In some situations we may provide information to another organization (such as your accountant or attorney) in order to obtain

information or assist in providing the education services you have requested. We do not disclose any nonpublic information about you to anyone except as is necessary in order for us to provide you with the educational services you have requested.

### **Your Privacy is Important to Us**

We restrict access to nonpublic personal information about you to those school officers, governing board members, scholarship committee members, and/or staff members who need the information to provide you with the educational services you have requested. We retain records and files relating to the educational services you have asked us to provide. In order to guard your nonpublic personal information we maintain physical, electronic, and procedural safeguards to preserve the confidentiality of your records. Please call us with any questions that you have about protecting your privacy, at 360-892-7770.