

A DAY IN THE LIFE AT GOOD SHEPHERD DAY SCHOOL

Dawn Patrol (7:30 am - 8:30 am)

Good Shepherd Day School offers families the service of an early morning drop-off. Each age group has a teacher who arrives early to care for the Dawn Patrol children. Parents may **NOT** drop off children prior to **7:30 am**. Children will be signed in upon their arrival on the **Sign-In Sheet** located in each classroom. You can add Dawn Patrol to your child's schedule or drop in on days you need, as long as the Dawn Patrol classroom is within proper staff to child ratio. While the number of children scheduled in the Dawn Patrol program varies from day-to-day, we will typically have room for those families who need to utilize our drop-in option. **In the presence of the current pandemic, our Dawn Patrol procedures may be adjusted to meet COVID-19 protocols.*

Morning - Drop-Off & Car Line (8:30 am - 8:45 am)

Parents are welcome to accompany and walk their child(ren) to the classroom (*or drop off on the front porch during the pandemic*), but you also have the option of utilizing Car Line. **Car Line** is the term given to our process of parents/families dropping children off or picking up at the side door of the main building. During this time, parents drive up and a staff member will call on walkie talkies for your child's teacher. Parents assist children out of the car while waiting for his/her teacher to come.

Each morning, a staff member/teacher will greet parents and children at the Car Line entrance beginning at 8:25 am (*or 8:15 am if during COVID-19 pandemic*) and ending promptly at 8:45 am. Every family receives two Car Line tags with your child(ren)'s names and age group(s). Please display the provided Car Line tag on the driver's side dashboard. More Car Line tags can be provided upon request.

Daily Classroom Routine (8:30 am – 11:30 am)

Classes start at 8:30 am, so it is important to have your child to school on time. Children may miss activities if dropped off after 8:45 am, such as morning free play, playground time, and picking a job for the day. Teachers use the time they have before 8:30 am to prepare their classrooms for the day's activities. If the classroom door is shut, please respect this valuable time, and wait for them to open the door before sending your child(ren) in.

The **schedule** for each class is posted in the classroom. Daily activities include circle time, free choice play within various **learning centers**, outdoor play, snack, and art. Each week children also have **Chapel** and **Music & Movement** either once or twice, depending upon their schedule (*during non-pandemic school year*).

Children will bring their own snack each morning, separate from their lunch box. Parents are asked to provide a nutritious **morning snack** for their child(ren)'s classroom(s). Snack usually consists of crackers, pretzels, fruit, raw vegetables, cereal bars, or other healthy food item. *Licensing requires 2 food groups for daily snacks.* **Water** is offered during snack and the children have access to water throughout the day, so they do not need water bottles from home. Classroom teachers will provide more specific information during Parent Orientation. **In the presence of the COVID-19 pandemic, children will bring their own snack each morning. Please send snack in a disposable baggie separate from child's lunch box.*

Outdoor/Playground Time

The school's playground is adjacent to the building. The area is fenced for security. We offer various types and size activities to engage all age groups – swings, slides, monkey bars, rock wall, rope wall, climbers, and a grassy area for running and kicking balls. In the morning, each classroom gets their own designated time on the playground to allow for maximum space and age-appropriate play. After lunch and nap, age groups will combine accordingly as children and staff go home. Classes will stay inside if it's 15° or colder (with windchill), if it's 90° or warmer (with the heat index), if it's actively precipitating, or it's too icy/wet outside. On these days, children will engage in gross motor play activities inside.

Dismissal & Car Line (11:25 am - 11:45 am)

Morning preschool ends at 11:30 am. Children remain in their own classrooms for pick up. Some children begin eating their lunch, while the others wait patiently for their parents, sitters, etc. to pick them up. Therefore, it is necessary for this pick up to be timely.

A staff member/teacher will begin calling children for **Car Line at 11:25 am**. A walkie-talkie system is used to communicate with the teachers inside the building which families are in line. Please display the provided Car Line tag on the driver's side dashboard. Parents/Adults picking up children are asked to assist their child into car seats and boosters. You are also welcome to pick up children directly from their classrooms (*or front porch per COVID-19 protocols*).

Before leaving, the adult picking up must sign the child(ren) out on the **Sign-Out Sheet**.

EXTENDED DAY

Lunch & Rest Time (11:30 am – 3:30 pm)

Once the morning preschool session ends, children who participate in our Extended Day Program go to the classroom where they will eat lunch. **Children bring their own lunch** (packed at home) and the Day School provides milk and water. *Licensing requires that all children have a nutritious lunch, which means options from multiple food groups. A cold pack is needed if there are items which should remain chilled. Unfortunately, we do not have space in the classrooms' refrigerators for everyone's lunch boxes.*

Lunch time is followed by a second opportunity on the playground (or inside play on bad weather days). **Rest/nap time begins between 12:30-12:45 pm for children in our two- and three-year-old programs and around 1:30 pm for children in our four-year-old program.** *The kindergarten class does not nap/rest.* Rest time ends between 2:30 pm and 2:45 pm each afternoon. Once children put away their nap items, they go to the bathroom (or get their diaper/pull-up checked/changed), wash their hands, and have an **afternoon snack** (provided by the Day School).

*** Dismissal and Car Line for Kindergarten begins at 2:30 pm.**

Mid - Late Afternoon Routine (3:30 pm – 5:30 pm)

An afternoon snack is provided by the Day School. Due to the reduced number of children and staff in our Extended Day Program after 3:30 pm, children are placed in mixed-age groups. These groups will remain either on the playground or in their Extended Day room until their scheduled pick-up time. Once again, parents and other adults are asked to follow the sign-out procedure. **In the presence of COVID-19 pandemic, children will remain in their designated classroom in the afternoon and will not combine in a mixed age group.*

The Day School cannot and will not release a child to someone who is not on said child's pickup list or without written permission of the parents to do so. This adult will be asked to provide proper id for verification purposes before we release the child.

Should something unexpected happen that will cause you to arrive for your child beyond your expected pick-up time, please call Ms. Rhonda and Ms. Megan in the Day School office at (859) 255-9734 so that we can reassure your child and inform your child's teacher(s).

Day School closes promptly at 5:30 p.m.