



Ram Lamb Prep Handbook

Arrival at School

Ram Lamb Prep will be opened at 7:30am. We ask that all the students get to school no later than 8:00am. Parents will not be allowed in the classrooms/building at this time. This will help the children grow accustomed to a routine/schedule and save any unnecessary interruptions to the class. Long Good-byes are hard on your child (and you); please we ask that you do not linger. Give you Child and big hug and smile and then depart promptly. Make sure your child is well rested.

Daily Dismissal

Dismissal is at 2:30pm. Children staying for the After-Care program will wait in the classroom until the After-care teacher arrives at 3:00pm. Any child not picked up by 3:00 will be considered late pick-up and will be taken to Aftercare. If there is any change in the dismissal of you child, please let us know.

Early Dismissal

During early dismissal days, the dismissal will be at 12:45pm. We will follow the same dismissal procedure as regular days. Early dismissal days are noted on our weekly newsletter, the monthly school calendar, on the parent portal and our school webpage.

Authorization for Pick Up

Children will only be released to their parents and those persons listed on the registration/authorization form as emergency contact/ alternate pick up. A photo ID will be required of someone whom we do not know. A signed note must be given to the school Office prior to releasing your child to someone who is not listed on your child's registration/authorization form and emailed to our Office before the child is released. **No phone calls will be Accepted.**

Changes of Address, telephone numbers, and emergency Contact

The school records must be kept up to date so parents can be reached in an emergency. If you move or change your home, work, or cell phone numbers, please notify the School office immediately. Please also keep your emergency contacts information up to date.

Absences

If your child is absent, a note explaining his/her absence, date and signed by the parent, is required by the school office upon returning to class.

Assessments

Portfolios are used for assessment. Sample of your child's work check list and notes on progress are saved and put in the portfolio throughout the school year.

Bathroom Accidents

Please have an additional uniform (including socks) inside a gallon zip-lock bag, in the child's book bag in case the child needs to be changed. We ask you Please label the uniform and bag with your child's full name.

Birthdays

Birthdays are special for all of us especially our children. This is to be pre-arranged with the teacher. You may bring cookies or donut holes (Store bought) to share with his/her classmates. Please check with your child's teacher regarding classroom allergies.

Biting

Although biting is a normal behavior that sometimes occurs with young children, it is always taken very seriously. A child may bite when he/she is angry, frustrated, or lacks the language skills necessary to express themselves. If biting does take place it will be documented and both sets of parents will be notified immediately.

Discipline

Good discipline begins at home. School is a place where learning takes place. It is up to the parents to set the standards for their children. We are your partners in educating your child. It is the school's responsibility to ensure that your child has a good and safe learning environment. The teacher will re-direct any child that's is being disruptive and communicate how the problem can be solved. Redirecting quickly takes the focus off of any unwanted behavior and refocuses the child's attention in a more positive direction. If the difficulty continues the child will be given personal space away from the other children. When the child rejoins the group, they will be welcomed back. If the child's behavior does not improve, a conference with the parents will be requested.

Dress Code

The children are expected to be in full uniform everyday school is in session unless otherwise notified. The students are expected to be well groomed. Their hair and general appearance must be neat and tidy. Long fingernails or unkempt hair is not allowed.

Girls (PK-2, PK-3, PK-4)

Dress: Navy Polo Dress or Baby Doll Plaid Dress (Shorts must be worn under)

Mass Uniform: Baby Doll Plaid Dress (only for PK-3, PK-4) (once a week)

Socks: White Socks with Logo are Required

Boys (PK-2, PK-3, PK-4)

Shirt: Gold Polo with Logo

Mass: White Oxford shirt with Logo (once a week)

Pants: Elastic Waist Pants with Logo

Shorts: Elastic Waist Shorts with Logo

Socks: White Socks with Logo are Required

All Students:

Sweater: must be school sweater with Logo. Sold at Gama Uniform

Jacket: must be school jacket with Logo. Sold at Gama Uniform

PE Uniform: Pe Mesh shorts with Logo and Gold P.E. Shirt with Logo (Twice a week)

Shoe Requirements (Sesame Step)

(PK-2, PK-3, PK-4)

Girls: Black Mary Jane

Boys: Black Brighton Sneaker or Black Gavin Loafer

PE Shoes: Permitted colors Solid Black, White, Navy, or Grey (No colored laces or soles)

Cold Weather

During Cold weather, students may wear a GSCS Sweatshirt or GSCS Jacket over the uniform while in the classroom. Your child may wear a long sleeve white shirt under their uniform. They may also wear Sweatpants (Black or Navy Blue). In extreme cold weather, any outerwear may be worn, but must be removed in the classroom.

Enrollment policy

Ram Lamb Prep enrolls children starting at 20-24 months. Registration of new students adheres to the schedule of Good Shepherd Catholic School. Re-registration will open in February of each year. Spaces are very limited so please register as soon as you are notified.

Birth and Baptismal certificates must be present at the time of initial registration.

The Florida Department of Health requires that no student be permitted in the school without his or her up-to-date immunization record. New students are required to have a medical examination before entering the school.

Termination of enrollment

If a child's behavior becomes a threat to other children and/or adults, then arrangements will be made for withdrawal from the program. No child enrolled in the center will be permitted to behave in a manner that may hurt him/herself, another child or adult, or damage property. If a child's behavior is consistently disruptive in such manner that is harmful to the well being of the child, other children, the staff, or the facility, despite efforts at remediation, the school reserves the right to give the family notice of immediate termination of enrollment for the child.

Fees and Tuition

The fees and tuition applicable for each student can be found on our school website.

Hours of Operation

Ram Lamb Prep hours are from Monday through Friday from 8:00am to 3:00pm and follows Good Shepherd Catholic School academic year. Early drop off is at 7:30am. For Holidays observed please check our School Calendar.

In-House Field Trips

Pre-K Students enjoy in-house field trips. Parents will receive a field trip permission form with a cover page explaining the field trip and its cost. Parents must fill out and sign the permission form.

Labeling

Label everything your child brings to school including lunchboxes, bags, sweaters, jackets etc. Please label Lunch boxes on the outside.

Lunch

Parents may pack a lunch for their child or order lunch from a pre-determined menu from our school cafeteria. The menu is located on the parent portal. Children in Ram Lamb Prep have lunch in their classrooms.

Our children tend to share everything and do not understand the concept of an allergy. Due to the severity of allergies, we will inform you of appropriate snack and lunch.

Choking Hazards:

The American Academy of Pediatrics considers the following food and non-food item dangerous for all children under the age of five.

Food Hazards:

- If you send grapes, cherries, or cherry tomatoes please cut them in pieces.
- If you send hotdogs, please cut it lengthwise into 4 spears, not round like coins.
- Please no Plastic bottles with screw-on tops. The tops are hazardous. Ex. Bottled water.
- No gum, chocolate, candy, or popcorn in lunchboxes in school.
- Cut meat and cheese into small pieces.
- Blanch carrots in hot water for 2-3 minutes so they are not so crunchy.
- Peel strings off celery.

Snack

In addition to lunch your child will have a snack in the morning that you, the parent will provide from home. **Please label the items you are sending for snack. Please do not send any candy, soda, or glass containers.**

Medications

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on school grounds or at any school function. The administering of medicine to a child is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physician if it is possible to prescribe medication so that it can be administered at home. Only when absolutely necessary is the school willing to accept responsibility for administering medications, and the under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medication to be taken by student must be personally brought by the parent or guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to School alone.
3. If a student must take any medication during the school day, the medication must be kept with the School office and the student will be taken there to have the medication administered.

4. Parents are responsible for picking up any remaining medication at the end of the school year.

Sick Child Policy

Children will inevitably be exposed to germs and things that can make them ill. We cannot prevent illness but measures will be taken to reduce the spread of disease whenever possible.

Please make arrangements to keep ill children home so they may rest and recover fully before returning to our active center. Illnesses such as no limited to: fever (Temp 100 or above); vomiting; diarrhea; rash (undiagnosed, other than diaper rash); conjunctivitis (pink eye);lice; contagious viruses'; etc.

If your child shows any signs of illness as stayed you will be called to pick up the child as soon as possible. Children may return to school 24 hours after no fever is indicated without the use of medication.

We need to work together. This is a courtesy to other parents and will ensure the good health of all. On the days that your child is ill and will not be attending school, please notify the School before 9:00am or with an email to our Pk Director.

Parent Appointments

The teachers are truly your partners in preparing your child in his/her life's work. Sometimes it becomes necessary for both of you to meet. If you wish to see a teacher, please feel free to call the Office or send a note and an appointment that is mutually agreed upon will be set up. For the students safety teacher can not meet with the parents during drop off or dismissal time.

Parent/Teacher Communications

A monthly school calendar and weekly newsletter will be posted. Also check the parent portal or our website, [Home - Good Shepherd Catholic School \(good-shepherd-school.org\)](http://Home - Good Shepherd Catholic School (good-shepherd-school.org)) for other important information.

Your child will be provided a home folder to send work and notes to and from school. Anything you send to school (notes, checks, etc.) need to be in the folder. Email is also a great way to communicate with your child's teacher. Do not put notes inside the lunch box or loose in the child bag. Please check home folder each day.

Please inform us of any special situations, which may affect your child's behavior or health. Sometimes even the smallest change in a child's life may affect him/her in a very large way. We want to be sensitive to each child and their individual needs.

Parent/Teacher Conferences

Your child will receive a progress report at the end of each quarter. Parent/Teacher conferences will be at the end of the first and third quarter, During the second quarter the progress report will be sent home.

Photos/Videos

Good Shepherd Catholic School reserves the right to use student or parent photos in any school publication and on the school's website. Occasionally photos are sent to the media or the media is invited to the school to celebrate student accomplishments and activities. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year.

Parents, by executing this acknowledgement of receipt of this handbook, Herby release the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

Possessions from home

Jewelry/ Hair Accessories:

Please be very careful with small hair accessories for the girls. They are very dangerous for our little ones. They could end up in a child's mouth.

Jewelry can be dangerous if it breaks and could end up in a child's mouth. Girls must wear post earrings.

Toys from home are not allowed to be brought to school. Your child's teacher will let you know if they are having a special day for the children to bring something to share. Guns, Knives, and other war type toys may **NEVER** be brought to school.

School Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the School.

Parents, by executing this acknowledgement of receipt of this Handbook, HERBEY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school. Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school sponsored function.

Sever Weather Policies

In the event of severe weather conditions, we will follow the Dade County Public School System. Always stayed tuned to the news broadcast stations to remain advised of opening and closing of schools.

Testifying in Divorce or Custody Proceedings

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefor, the school strongly supports the Sacrament of Matrimony as the foundation of family like and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, Parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings, which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings maybe represented by an attorney. In addition, any and all legal fees and sots incurred by the school will be charged and become the responsibility of the parent or legal guardian.

School Supplies

Beside the materials that are provided in the school, your child will need the Items Requested by your child's Teacher. Please label everything with your child's full name.

All Students are Required:

1 Nap Sac (Purchased on our website) [GSCS - Payment Platform \(gscsrams.org\)](https://www.gscsrams.org)

1 Book bag

1 Lunch Box

1 Re-useable Water bottle.

Attached is the Supply list for (PK-2, PK-3, PK-4)

Ram Lamb Prep

Contact Information:

Melissa Hernandez, Proud Principal

Mrs. Monika Salgado, Director: Registrar@gscsrams.org

Mrs. Rebeca Briceno, PK-2 Teacher: PK2@gscsrams.org

Mrs. Rossmarit Guissepe, PK-2 Teacher Assistant: PK2TA@gscsrams.org

Mrs. Gaby Sanchez, PK-3 Teacher: PK3@gscsrams.org

Mrs. Luz Zapata Cardona, PK-3 Teacher Assistant: PK3TA@gscsrams.org

Ms. Anabelle Barzaga, PK-3 Teacher Assistant: PK3TA@gscsrams.org

Mrs. Luisa Kennedy, PK-4 Teacher: PK4@gscsrams.org

Mrs. Nicole Quezada, PK-4 Teacher Assistant: PK4TA@gscsrams.org

School Office: (305)385-7002

Website: [myGSCS - Good Shepherd Catholic School \(good-shepherd-school.org\)](http://myGSCS - Good Shepherd Catholic School (good-shepherd-school.org))



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The School/Principal retains the right to amend the handbook for just cause. Parents will be notified through the school Portal if changes are made.