



**BUILDING BLOCKS  
PRESCHOOL**  
at Good Shepherd Lutheran Church

## Welcome to the 2024-2025 School Year!

Thank you for your interest in Building Blocks Preschool! Our preschool runs on an academic school calendar from 8:45 a.m. until 11:45 a.m. with an optional extended day program that runs until 1:30 p.m. Registration takes place for the upcoming school year at the end of January each year. Please contact the preschool director to arrange a tour as soon as possible via phone or mail: 636-391-6685 ext:19 or [krebholz@gslcelca.org](mailto:krebholz@gslcelca.org).

### **2024 REGISTRATION DATES:**

**Friday, January 19<sup>th</sup>:** Current Building Blocks Preschool Families

**Thursday, January 25<sup>th</sup>:** Registration Open to Good Shepherd Church Members

**Friday, January 26<sup>th</sup>:** Registration Open to the Public

*\* Medical records do not have to be submitted at the time of registration. See below.*

### **STEPS REQUIRED FOR ON-LINE REGISTRATION:**

1. Contact the preschool director (via email or phone) to arrange a tour and inquire about class availability.
2. Submit class preferences via [2024-2025 New Families Interest here](#) to give us an idea of what schedule you are requesting. (This form is not binding.) A QR code is provided on the second page.
3. Complete and submit registration links sent from the preschool director. (Registration links are only sent to parents if a spot is available.)
4. Upon director approval of forms, director will send an invoice for non-refundable registration and snack fees to your *Brightwheel* account.
5. To secure your child's spot, payment is required within 24 hours of invoice.

### **MEDICAL AND IMMUNIZATION RECORDS:**

The state of Missouri requires all preschoolers have an annual physical and up-to-date immunization records on file before the first day of school. A completed *Medical Exam Report* form and an *Immunization* report must be submitted on or before (preferred) "Meet the Teacher" – August 28, 2024. The medical exam report must include the date of the exam and must be dated after September 2023. Each *Medical Exam Report* will expire one year from the date administered and an updated form and immunization record will need to be turned into the office.

We look forward to a fun year of learning and growth in all areas of development!

In Christ,

**Kathy Rebholz, M.Ed.**

**Good Shepherd Lutheran Church**

**Director of Building Blocks Preschool**

**327 Woods Mill Road**

**Manchester, MO 63011**

**Phone:** 636-391-6685 ext: 19

**Fax:** 636-391-8803

[www.goodshepherdlutheran.com](http://www.goodshepherdlutheran.com)

[krebholz@gslcelca.org](mailto:krebholz@gslcelca.org)



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## **Extended Day Enrichment Fact Sheet**

### **11:45 a.m. to 1:30pm**

**Cost:** \$45.00 per month for each day enrolled

#### **Benefits of Extended Day:**

- Multi-age Classes: a new group of friends comes together!  
Preschool One and Two Classes combine.  
Preschool Three and Four Classes combine.
- Promotes Self-Help Skills  
managing lunch items and drinks  
cleaning up after themselves
- Promotes Social Skills and Table Manners
- Contains Unstructured and Planned Curriculum

#### **Extended Day Schedule:**

- Circle time consists of music time, read aloud, finger plays or a game.
- Outdoor or gym play
- Lunch
- Art experiences and additional curriculum
- Classroom free play

#### **Notes about Lunch:**

- Bring a lunch from home clearly labeled with the student's name on the outside of the lunch box.
- Students are encouraged to bring a drink from home, but water is available.
- All lunches are refrigerated, but we do not have a method of heating lunches.
- It is recommended that students bring any utensils they may need.

#### **How Does Registration for Extended Day Work?**

- Choose what day(s) you would like your child to attend.
- Enroll for one or as many days your child attends school.
- Registration is for the entire school year.

Please contact me with any additional questions,

**Kathy Rebholz, M.Ed.**

**Good Shepherd Lutheran Church**

**Director of Building Blocks Preschool**

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## ***Brightwheel Software Communication App***

Building Blocks uses an early childhood education app called *Brightwheel*, a tool for classroom management, online bill-pay, text messaging with staff and much more! This app delivers a positive experience for Building Blocks parents. Upon admission to our program, parents receive an official welcome email from *Brightwheel* with specific sign-up instructions.



### ***Brightwheel Account and Billing Set-Up:***

1. **Create a free *Brightwheel* account.** When you receive an invitation via email, please create a free parent account using either the web or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to. Here is a [quick video overview](#).
2. **Confirm your child's profile.** You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within *Brightwheel* until we start to use it regularly.
3. **Set your account preferences.** You can adjust your notification preferences within your profile settings on the app. Be sure your notifications are turned on to allow direct messaging with staff.
4. **Add your payment information.** *Brightwheel* offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Please add your payment information. Here is an online [Payments Setup Guide](#) with more information.
5. **Billing and Tuition Payments:** Tuition payments are due by the 1<sup>st</sup> of every month from August - April. May tuition is due August 1<sup>st</sup>. An invoice will be posted a few days prior to due date.
6. **Families with Multiple Children:** All payments should be made on one child's *Brightwheel* account. To streamline methods, the preschool office will assign payments to one child's account.

Sincerely,

**Kathy Rebholz, M.Ed.**  
**Good Shepherd Lutheran Church**  
**Director of Building Blocks Preschool**  
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