



BUILDING BLOCKS PRESCHOOL

at Good Shepherd Lutheran Church

Welcome to the 2026-2027 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. To arrange a tour, contact the preschool director via phone or mail: 636-391-6685 ext:19 or krebholz@gslcelca.org. Remember to include your telephone number.

2025 REGISTRATION DATES:

Thursday, January 16th: Current Building Blocks Preschool Families

Wednesday, January 22nd: Registration Open to Good Shepherd Church Members

Thursday, January 23rd: 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 [2026-2027 New Family Interest link](#) to give us an idea of what schedule you are requesting. (This form is not binding.) A QR code for this link is at the bottom of this 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 to have an annual exam 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" event in August. The medical exam report must include the date of the exam and must be dated after September 2025. 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

krebholz@gslcelca.org



[2026-2027 New Family
Interest Form](#)



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2026-2027 Building Blocks Preschool Tuition Overview

Non-transferable May 2027 tuition is due June 15, 2026. Then tuition payments are made September 1, 2026 – April 1, 2027.

Scholarship applications are available upon request.

<u>Hours of Operation:</u>	Preschool Morning Classes	8:45 a.m. - 11:45 a.m.
	Extended Day Enrichment:	11:45 a.m. - 1:30 p.m.
	We reserve the right to change or reconfigure classes according to enrollment.	

Morning Classes:

Monthly Tuition Rate

Preschool One (1 year by 8/1/26)

2 days: Tuesday & Thursday	\$235 per month
2 days: Monday & Wednesday	\$235 per month
3 days: Monday, Wednesday, Friday	\$315 per month
4 days: Monday - Thursday	\$425 per month
5 days: Monday - Friday	\$520 per month

Preschool Two (2 years old by 8/1/26)

2 days: Tuesday & Thursday	\$235 per month
2 days: Monday & Wednesday	\$235 per month
3 days: Monday, Wednesday, Friday	\$300 per month
4 days: Monday - Thursday	\$415 per month
5 days: Monday - Friday	\$505 per month

Preschool Three (3 years old by 8/1/26 and potty-trained)

2 days: Tuesday & Thursday	\$235 per month
3 days: Monday, Wednesday & Friday	\$295 per month
4 days: Monday - Thursday	\$400 per month
5 days: Monday - Friday	\$495 per month

Preschool Four (4 years old by 8/1/26 and potty-trained)

3 days: Monday, Wednesday & Friday	\$295 per month
4 days: Monday – Thursday	\$380 per month
5 days: Monday – Friday	\$435 per month

<u>Extended Day Enrichment</u> (available to all students)	\$45 per month for each day enrolled
Register for 1 to 5 days Monday – Friday	

<u>Non-Refundable Registration Fee*</u> :	\$95 per year
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<u>Non-Refundable Extended Day Registration Fee*</u> :	\$25 per year
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<u>Non-Refundable Snack Fee*</u> :	\$70 per year
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* To secure your child's spot, complete registration links and pay registration and snack fees via our school *Brightwheel* app. Registration links are sent upon request and classroom availability.

First Tuition Payment due June 15, 2026 (Applied to Non-refundable May 2027 tuition.)

New families should submit class preferences via QR code.

For questions and tours, contact preschool director Kathy Rebholz at

krebholz@gslcelca.org or 636-391-6685 extension 19. Include your phone number.





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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 and Self-Advocacy Skills
Asking for help
Managing their lunch and drink items independently
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 games.
- 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. FYI, Building Blocks does business as *Good Shepherd Building Blocks, LLC*.



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. Be sure they are turned ON, to allow messaging with preschool staff.
4. **Add your payment information.** *Brightwheel* offers secure, automated online payments that saves us time and gives you advanced tools and reporting. Please add your payment information. Scan the QR Code below for an online [Payments Setup Guide](#) with more information.
5. **Billing and Tuition Payments:** Tuition payments are due by the 1st of every month from September - April. May tuition is due June 15th. An invoice will be posted a few days prior to due date. We do not take credit cards.
6. **Family and Health Savings Account Information** can be found [here](#). The transaction summary is the best resource for payers who need detailed receipts or documentation for reimbursement purposes.
7. **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.
8. **Year-End Tax Statements** can be printed from your account as well and are typically ready by the end of January or early February each year.

Sincerely,

Kathy Rebholz, M.Ed.
Good Shepherd Lutheran Church
Director of Building Blocks Preschool
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Agreements and Acknowledgments During Online Registration

Authorization for Emergency Medical Care

1. I understand I will be notified at once in case of an emergency with my child and I will make arrangements for medical care of my child with the physician or hospital of my choice.
2. If I cannot be reached to make necessary arrangements, or in a critical emergency requiring medical care, I authorize Building Blocks Preschool to contact the physician or hospital listed below. This authorization includes admission to a hospital or medical facility if, at the time of injury in my absence, a physician determines such hospitalization is necessary. I agree to pay all charges on behalf of our child.

Missouri State Health and Safety Acknowledgements

1. I have been informed of the required health and safety inspections and the inspection forms are available for review.
2. When my child is ill, I understand and agree that s/he may not be accepted for care or remain in care.
3. I give permission for field trip excursions.
4. I understand I will be notified in advance when field trips are planned.
5. I give permission for the facility to transport my child.
6. I have been notified that I may request notice at initial enrollment or any time there after whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.
7. Recognizing that my child will be involved in varied activities and will be supervised by responsible leaders acting with reasonable care, I hereby release Good Shepherd Building Blocks Preschool, LLC and Good Shepherd Lutheran Church and its representatives of any and all liability resulting in injury to my child or loss of damage to their property.

Missouri State Health Report For Child

1. My child is in good health, is able to participate in group care, has no special health or medical requirements.
2. My child has special health or medical requirements as listed below but can participate in group care.
3. List any allergies, special medical conditions, including chronic health problems.
4. List any medications and / or restrictions.

Good Shepherd Building Blocks, LLC Agreements and Waivers

1. When enrolling a child in the Preschool 3 and Preschool 4 classroom, I understand my child is expected to be potty-trained at the start of the year. In addition, staff and parents understand potty-training is a developmental process and agree to promote and encourage this child to become independent in the bathroom.
2. I allow Building Blocks Preschool to release directory information (student name, caregivers' names, phone, and email address) concerning my child in the Preschool Buzz Book.
3. I allow my child's photo to be printed and displayed (on bulletin boards within the building) and shared among other Building Block's families in my child's class.
4. I allow my child's photo (not name) to be published through various digital platforms (end-of-year slideshow, website, app, and / or Building Blocks Brochure.)
5. I agree to pay Good Shepherd Building Block's annual tuition that is divided into nine monthly payments. May 2027 tuition and extended day fees are due June 15th, prior to the start of the school year and are non-refundable and non-transferable. Other tuition payments are made September - April.
6. I agree to pay a \$35 late fee for payments received after the 10th day of the month. If needed, other arrangements can be made ahead of time with the Preschool Director.
7. I agree to send a one month written notice if my child will be leaving Building Blocks Preschool for any reason. I acknowledge and agree that if I choose to withdraw my child during the school year, tuition and extended day fees for the month of withdrawal effective date is non-refundable and I agree to forfeit it in full. To re-enroll during the same school year, a \$100 re-enrollment fee will be assessed and enrollment will be subject to availability.

Digital signature is required during your on-line registration.