



Good Shepherd Day School

Parent Handbook

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PURPOSE

Good Shepherd Lutheran Church believes in childcare as a ministry. The purpose of our program is to provide care for children without regard to race, color, gender, or creed, in a Christian environment conducive to meeting the children's needs for healthy spiritual, physical, social, emotional, and intellectual development.

PHILOSOPHY

Good Shepherd Day School Ministry strongly believes that children learn through play and supports the idea that the early formative years are crucial to optimum development. We further believe that meaningful learning involves active firsthand experiences and participation. Therefore, we provide for each child a personalized educational experience designed to help him/her grow intellectually, socially, spiritually, emotionally, and physically. To that end, we maintain a program that is child-centered and experience-based. Our older classrooms are set up in carefully planned centers designed to stimulate and provide opportunities for social interaction, problem solving and language development. We believe that play is a young child's work and natural way of learning. Above all, we believe that young children need to experience that they are loved, valued, and enjoyed.

ADMISSION

The school has a non-discriminatory admissions policy for all children. All children's records will be kept confidential in a locked file cabinet located in the Director's office. The following individuals will have access to these files: ABC Monitor, Assistant Director, Director, and Department of Social Services Licensing Specialist.

ATTENDANCE

To assure that your child receives the maximum benefit from his or her pre-school experience, regular attendance is important. Parents are asked to please call the school if your child will not be attending on any given day. Children's attendance is tracked using our attendance sheets. Please sign your child in and out each day. Children's attendance will be tracked when leaving the classroom to go to Chapel, the playground, nature walks etc...Teachers will bring their attendance forms with them when leaving the classroom.

HOURS OF OPERATION

The Day School opens at 7:30 and closes at 5:30. You may arrive with your child at any time after 7:30. School activities usually begin in the older classes at 9:00.

Please be prompt to pick up your child. Teachers who work until 5:30 are ready to go home. We realize that there are some situations when it is not possible to pick up your child at the appointed time. Please call the school if you anticipate being late because of an emergency so we can prepare your child.

If you are more than 5 minutes late, you will be charged \$1.00 per minute. This fee will be billed on your monthly statement.

Good Shepherd Day School will be closed for the following holidays:

New Year's Day, Martin Luther King, Jr. Day, Good Friday and Easter Monday, Memorial Day, Independence Day, two days at the end of July for staff development and classroom cleaning, Labor Day, Thanksgiving Day and the day after, five days at Christmas.

TRANSPORTATION

Transportation is the responsibility of the parent. You will be required to complete a form listing all persons authorized to pick up your child. Please be sure that any authorized persons bring a picture ID with them when they come to pick up your child. If someone other than a parent or designated person is to pick up your child please notify us in writing. Please inform them to bring a picture ID with them to pick up your child. We will be checking their ID as well. **CHILDREN WILL NOT BE RELEASED TO ANY UNAUTHORIZED PERSON.**

PERSONAL BELONGINGS

Candy, gum and toys may not be brought into the school. Please check your child's pockets to see what they contain before school, and check for unfamiliar objects when your child returns home. These may be part of the classroom materials. Children may

occasionally bring to school special items, which relate to schoolwork, something he or she has made and of which he is very proud of, or a beautiful object from nature, which he or she has found.

CLOTHING

Please let your child wear clothes that he or she can manage by himself or herself easily (can get off and on at toileting time). Your child's dress should enable him to participate in a wide variety of activities, including painting, gardening, cooking, running and jumping. Rubber soled shoes (sneakers) are best. On the first day of school, **PLEASE BRING A COMPLETE CHANGE OF CLOTHING TO BE LEFT AT SCHOOL.** Please check the clothing periodically to make sure they still fit your child (especially in the infant room) and they are changed out each season. Except for the most inclement weather, we will be going outside every day. Please dress your child accordingly. You may choose to leave a lightweight jacket here at the Day School.

PLEASE PUT YOUR CHILD'S NAME ON EVERYTHING HE OR SHE BRINGS TO SCHOOL!!!!

RESTING

Rest time is needed and mandated for all small children. Children are allowed to bring a small stuffed animal or special blanket to rest with. Your child will receive a resting mat on his or her first day of school. The sheets will be washed and maintained at school.

LUNCH AND SNACK

We have a no peanut policy. This means that we do not allow children to bring individual or classroom lunches and snacks that include peanut products.

Children should bring a **HEALTHY AND NUTRITIOUS** lunch. Please label your child's lunch box or bag. We ask that you **AVOID JUNK FOODS. PLEASE SEND 100% FRUIT JUICE, MILK OR WATER. NO SODAS OR CANDY, PLEASE.** Good Shepherd Day School does not serve sugar-sweetened foods and/or beverages.

We do have microwave ovens for heating lunches. However, refrigerator space is limited. If at all possible, please use an ice pack in your child's lunch to keep food cool. We do offer pizza on Fridays. If you would like for your child to eat pizza with their class, please send \$3 to school with your child on Friday. Otherwise, please send them a packed lunch from home on that day as well.

BIRTHDAYS

Please let the teacher know on which day your child will celebrate at school. If you would like to bring a special snack, please let the teacher know. A gift given to the class will allow your child to experience the joy of giving and be an expression of thankfulness and love on his or her special day.

HEALTH CONCERNS

If your child is absent from school, please report to the school as to the cause. If and when you have verification that your child has a communicable disease, please call the school immediately so that we may inform the other parents. In case of a serious accident or illness at school, you will be notified immediately. An accident report form will be filled out even for a minor accident and available to you for your records. If you cannot be reached, the emergency number you have indicated will be called. (Please make sure that the numbers are current).

Children are expected to be in good health when in school. **DO NOT SEND YOUR CHILD TO SCHOOL IF HE OR SHE SHOWS ANY SIGNS OF ILLNESS.** Children should be kept at home for the following reasons:

1. Above normal temperature. (Your child must be free of fever for **24 hours** without the aid of medication before returning to school);
2. A cold with a sore throat, cough, or runny nose;
3. Not well enough to go outside;
4. Any type of contagious disease, including conjunctivitis;
5. Diarrhea or vomiting. (Your child should be free of symptoms for at least **24 hours**);
6. Difficult or rapid breathing;
7. Stiff neck;
8. Unusually dark urine and/or gray or white stool;
9. Untreated infected skin patches;

Children who are sent home must be symptom free for **24 hours** before they can be readmitted to school.

All children must have completed their immunizations and bring their records the first day of school. **NO CHILD WILL BE ADMITTED WITHOUT A SOUTH CAROLINA IMMUNIZATION RECORD.** It is the parent's responsibility to keep their child's immunization record up to date. The upper left-hand corner tells you when the next immunizations are to be given. Anyone who is one month late from that date cannot bring their child to our school. The Day School can be fined \$200 for every child found in noncompliance of this law. Parents will also be required to complete a Department of Social Services health form regarding each child.

EMERGENCY PROCEDURES

In the event of an accident involving a child or teacher, the following steps will be taken:

If the child's teacher is not present, the accident will be reported immediately to her. Teachers have had training in First Aid, CPR for infants and children and Blood borne Pathogens. Teachers will administer treatment if appropriate.

If the injury is a medical emergency, 911 will be called. Unless otherwise specified on your child's emergency card, he/she will be taken to the nearest hospital.

The parents will be contacted immediately and told to meet the teacher/director and child at the hospital emergency room. The emergency room will be contacted and told the nature of the injury. The teacher or director will accompany the child to the hospital and will bring the child's school file with immunization record and emergency card.

Parents must sign a written emergency transportation authorization form before the child's first day at Good Shepherd Day School. They must also complete an emergency card. Parents need to remember to update the authorization and emergency card yearly as a part of registration in case of moving, telephone changes, etc.

Fire drills will be conducted monthly as dictated by DSS. Fire drill procedures and exits are posted in each room.

In case of a tornado, all children and teachers are to move to an interior hall away from as many windows as possible. No child will be left alone or unsupervised.

INCLEMENT WEATHER PROCEDURES

In case of inclement weather and staff cannot get to the school, please follow Richland School District One's information. If Richland One School District says there will be a two-hour delay with their school opening, we also will have a two-hour delay. In case of snow or ice, we may not have school at all.

MEDICATION

Medication will only be given to your child if you send the medicine in its original bottle with its original label attached. For this and all other medication, a permission form regarding administration of medication must also be filled out and signed. Do not put medication in lunch boxes or book bags. Please give to the teacher with the medication form filled out. All Medications are stored in a lock box out of children's reach. A medication form must be filled out for diaper rash cream and sunscreen as well as other topical medications.

INSURANCE

The school carries an accident insurance policy. It includes coverage from the child's arrival at school until they leave for home.

INDEPENDENT LIVING SKILLS

Keeping our children healthy is one of our goals. Health and personal hygiene concepts are incorporated in our curriculum for all age groups.

To promote healthy habits, we are instilling the habit of hand washing; naturally this keeps viruses and bacteria from spreading. The children are expected to wash with soap and warm water before eating, after toileting, sneezing, blowing their nose, when coming in from outside and when their hands are dirty. In addition, we are encouraging the use of tissues for wiping noses rather than hands, and coughing into the crook of arms rather than covering mouth with hands.

Another experience for independence is in the bathroom. We ask boys to lift toilet seats and girls to check to see that they are down before toileting. The toilet must be flushed after use and then hands washed. Please reinforce skills such as tearing paper and wiping bottoms at home.

We are also teaching independence in dressing skills. We encourage the child to put on his/her own paint shirt, take it off and hang it up at completion. This is also true of shoes, socks and jacket and sweaters. We hope we can work together to accomplish these meaningful skills.

SCHOOL RULES

All children who attend preschool will be required to follow a few very simple but important rules. We would appreciate your cooperation in encouraging these behaviors at home as well.

1. While inside the building, children are expected to use quiet voices and walking feet.
2. Children are expected to keep their hands to themselves. We encourage the use of words to solve conflicts. We understand that hitting, kicking or biting may be age appropriate but we will do our best to stop or intercept this behavior. If this behavior continues, the parents may be called in for a conference.
3. Respect must be shown to other children, staff and visitors at all times. Rude behavior will not be tolerated. If this behavior continues, the parents may be called in for a conference.
4. Gentle care must be given to school materials, personal belongings and books. If your child destroys school property, you will be asked to repair or replace it.

DISCIPLINARY POLICY

The development of self-control in children is facilitated by teaching the children with dignity and using techniques such as:

- guiding children by setting clear, consistent, fair limits for classroom behavior
- valuing mistakes as learning opportunities
- redirecting children to more acceptable behavior or activity
- listening when children talk about feelings and frustrations
- guiding children to resolve conflicts and modeling skills that help children solve their own problems
- patiently reminding children of rules and their rationale

In extreme cases, when nothing else will work, a time-out chair or "blue" chair for thinking will be used. Time in chair shall not exceed number of minutes equal to child's age. We will at no time use any form of corporal punishment at Good Shepherd Day School.

COMMUNICATION FROM HOME

In the event that a significant change occurs in your home, please inform the director and/or teacher as soon as possible. Common causes of distress include: parents being away from home for an extended period of time, divorce, separation, a new person living in the home, illness of a parent or sibling, moving or death.

CHILDREN'S ARTWORK

Children's artwork will be sent home when they are complete unless kept for display. You may acknowledge and discuss the child's work with him or her. For example, by asking your child to tell you about a picture he or she has made. The children are proud of their work and eager to share it with you. Two or three year old children experience many hands on activities so their paperwork may be limited.

FAREWELLS

In the event that your child begins to cry and does not want to enter school or leave you, try not to be upset. The reaction is age appropriate and often parent's concern for the child transfers into anxiety. The staff has experience in handling this. Please say good-bye as kindly and as firmly as possible at the door, give your child a kiss and then leave quickly. The teachers will take loving care of your child and comfort him or her. Remaining at the door or lingering will only make parting more difficult for you and your child. Within a week almost all of these little fears are gone. In rare cases it may take longer, but we will discuss these with you as they arise. Most importantly – **DON'T WORRY**. Showing cheerful confidence and optimism yourself will be your child's greatest reassurance.

CLASSROOM OBSERVATION-SCHOOL VISITS

All parents are encouraged to observe or visit. Observations and visits may begin after we have settled into our routine. **YOU MAY VISIT AT ANY TIME. PLEASE FEEL FREE TO STOP BY.** If you would like to volunteer to help in your child's classroom please let the director or teachers know when you would be available.

CONFERENCES

Parent conferences will be scheduled with any parent who would like one. If a special conference is needed because of behavior, the teacher will contact you. It is important for the welfare of the children that the teachers give them her full attention during school hours. Therefore, if something is of concern to you or if you have questions, please arrange with the teacher or director for a time to talk.

CHAPEL

Chapel services are held once a week. This is a time to share Bible stories, simple prayers and songs, and a time to learn about our Lord and his love for us. This time is nondenominational.

TUITION/FEES

Monthly Tuition:

Infant through two-year-old classes: \$650 per month

Three- and four-year-old class: \$600 per month

Non-Refundable Fees:

Registration Fee: \$100 *Due annually in September*

Activity Fee: \$50 *Due annually in February*

Monthly payments are due by the 5th of each month. The rates above are due by the 5th of the month regardless of whether a bill is received. A late fee of \$15.00 per child will be charged for payments not received by the 10th of the month. There is no reduction in tuition for absences, holidays, vacations, etc. A second child discount of \$25.00 will be applied to the oldest child.

Any request for an extension of payment beyond the 5th of the month must be made, in writing, to the Director by the 5th of the month. The Director

If you have a question about your monthly statement, please see the Director.

IF YOUR CHILD LEAVES THE SCHOOL

We ask that at least a two-week notice be given if it becomes necessary for a child to leave the school. If this is not done, a two-week charge will be given to the parents for payment. If payment is not made in a timely manner on a delinquent account, it may be turned over to a collection agency.