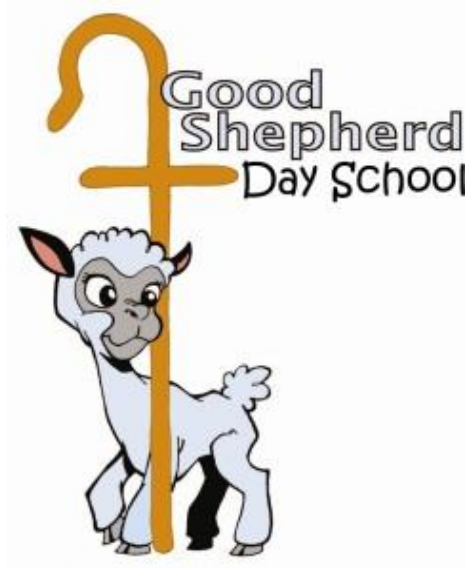


1393 Miles Drive
Charleston, SC 29407
843-571-2994

Parent Handbook



2016-2017

Website: www.goodshepherdsc.com

Email: denyse@goodshepherdsc.com

Facebook: facebook.com/goodshepherdsc

Remind texting system: Text: 81010, Message: @goodshephe

The Vision of the Church of the Good Shepherd

We exist for those who are not yet members and to be known for:

- World-changing children
- Strong families
- Confident leaders
- Biblical preaching
- Spirit-filled worship

Our Mission

Our mission is to display the love of Christ through grace-centered relationships with students, parents, and teachers by providing a nurturing, safe, and developmentally appropriate environment that allows children to grow socially, emotionally, spiritually, and academically. With these skills we believe our children will grow to be confident leaders in their communities, families, and churches.

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General Information

August 31	Parent Orientation 5:30-7:30
September 4	Kick-Off Sunday/GSDS Teachers Commissioned
September 6	Parent/student Visitation Day in the classrooms 9-10
September 7	First Day of School
Week of Sept 12	After school supplement classes start
September 22	Parenting Towards God class 6-7:30
October 21	No School
October 22	Mark Prince BBQ Connections dinner
October 23	Day School Sunday
November 4	Ladies Night Out Event
November 18	School wide Thanksgiving Feast
November 21-25	Mon-Fri Thanksgiving Break
November 20	Advent 1/Advent home worship
December 16	Christmas Chapel/parties
December 19-Jan 2	Christmas Break
January 3	Students Return
January 13	No School/Professional Development Day
January 16-17	No School/Martin Luther King Day
February 10	Grandparent's Day
February 20	No School/Presidents Day
March 1	Ash Wednesday Chapel
April 7	Easter Chapel and Egg Hunt
April 10-14	Easter Break
April 15	Good Shepherd Community Egg Hunt
April 16	Easter
April 17	Students Return
April 30	Good Shepherd Sunday
May 5	Water Day
May 19	Moving up Celebration/Last Day

Our Staff

Director	Denyse Steen	843-571-2993
4K class	Jane McGreevy	843-793-9832
3's class/5 day	Anne Shaul	843-817-3488
3's class/3 day	Meghan Hunt	843-209-5597
2's class	Anna Weston Tyner	843-206-2908
Tots class	Marissa Virtuoso	843-754-9633

CPR/First Aid – All teaching staff are CPR and First Aid/AED trained and certified.

Background Checks – All staff, volunteers, and substitute teachers undergo SLED background checks.

Child Abuse/Child Neglect Prevention – Staff members receive training to prevent, as well as identify, report, and respond to child abuse and neglect through the Diocese of South Carolina's Safeguarding God's Children class.

School Hours - Good Shepherd Day School is open from 8:45 am – 12:00 pm, Monday through Friday. Generally, we follow the Charleston County School District's holiday/teacher workday schedule. The learning school day begins at 9:00am.

Classes/Programs

Day School Classes:

4-year Kindergarten	5 days
3-year preschool	3 days, must be potty-trained
3-year preschool	5 days, must be potty-trained
2-year preschool	2 days, 3 days, or 5 days
18 months Tots program	2 days, 3 days, or 5 days

Children must be the age of the class they are in on or before September 1st of the year entering with the exception of our tots' class. Children must be 18 months old to enter the tots' class, but can enter as late as February 28th provided there is space in the class.

Ratios:

Class	GSDS	SC Regulation
4 years	2:16	1:18
3 years	1:10	1:13
2 years	1:6	1:10
Tots (18 months)	1:3 (2:7)	1:6 (2:12)

Included in Weekly Schedules:

Music Class – Brenda Albinger, Choir Master

Chapel/Music- Clergy and Brenda Albinger

Spanish – Maritza Traxler (for our 3's and 4's classes)

Book Mobile – Charleston County Public Library comes to our 3's and 4's classes.

After School Enrichment Programs

These optional programs are offered after school at GSDS by GSDS-approved businesses.

Dance Moves (Monday, 12:00-12:45 Movement, Dance, Ballet) for 2's, 3's, and 4's.

Mini Manners (Tuesday, 12:00-12:45) Manners and Etiquette for 3's and 4's.

Science Explorers (Wednesday, 12:00-12:45) for 3's and 4's.

Jumpbunch (Thursday, 12:00-12:45) for 2's, 3's and 4's.

Registration

Classes are filled on a first come/first serve basis. A registration form must be completed and returned with a \$100.00 registration fee to reserve your child's spot. (The fee is \$50.00 for each additional child.) This is a non-refundable fee.

The first month's tuition (September) is due on July 1st. Included with this tuition payment is a one-time, yearly fee of \$75.00 for materials.

Beginning on September 1st and ending on April 1st, all tuition payments are due on the 1st of each month. Monthly tuition statements are sent via email to the address you provided on your application. Tuition not paid by the 15th of the month will be subject to a \$40.00 late charge.

Any tuition in arrears of 2 months will result in an automatic suspension of the student until tuition is brought current.

There are no fee reductions for absences, holidays, or vacations.

Payments can be made by signing on to our CCB website. Instructions for Tuition Payment:

- 1) Go to <https://goodshepherdsc.ccbchurch.com>
- 2) Login with your username and password. If you don't have one, you can select the "Sign Up" option
- 3) On the left hand menu, select "Give"
- 4) Choose to give either a One-time or Repeating Gift
- 5) Choose the amount and payment type (Checking Account or Debit Card)
 - a. Checking Accounts are preferred
- 6) Follow the remaining instructions on the screen.

Tuition

Tots Class	2 days/week	\$200.00
	3 days/week	\$220.00
	5 days/week	\$320.00
2's Class	2 days/week	\$200.00
	3 days/week	\$220.00
	5 days/week	\$245.00
3's Class:	3 days/week	\$220.00
	5 days/week	\$245.00
4K Class	5 days/week	\$270.00

There are discounted rates available for annual tuition payments. Go to www.goodshepherdsc.com to view our tuition fees doc.

Withdrawal

If, after a reasonable amount of time, it is found that a child (and/or parent) is unable to adjust to our school, Good Shepherd Day School reserves the right to request the withdrawal of the child. This decision is left to the discretion of the Director and the Good Shepherd Advisory Board.

Two weeks' written notice is required if a child needs to be withdrawn from school by his/her parents. In the event that two weeks' notice is not received, no portion of the paid tuition will be refunded.

Health Requirements

Immunization Records

All children must have a current South Carolina Certificate of Immunization (DHEC-1148) or a certificate of exemption on file here at the school. You have until **September 15th** to provide a copy. If we do not have a copy at the end of that time, your child will be asked to leave the program until a certificate is produced.

It is also the parents' responsibility to provide an updated copy when a child has received new immunizations during the school year.

Medication

Parents and staff should be aware that Good Shepherd Day School does not employ a nurse. The director has a temporal scanner infrared thermometer in the office. Benadryl is kept on hand in the director's office as well. You will be given access to our online permission form for the administration of Benadryl to your child. If your child is showing signs of an allergic reaction and permission has been granted, we will try to contact you first, and then administer a one-time 5 ml dose. There are no other medications kept on the Good Shepherd Day School campus.

Communicable Diseases and Illness Guideline

Students suspected of having a communicable (contagious) disease will be sent home and may not return until they are no longer contagious. These diseases include: pink eye, chicken pox, pneumonia, scabies, measles, whooping cough, ringworm, head lice, mumps, pinworms, impetigo, strep throat, fever, vomiting, and diarrhea.

Don't send your child to school when he/she is experiencing any of the following symptoms:

- o Fever - if the child has had a fever over 99 degrees in the past 24 hours, he/she should remain at home for the day.
- o Vomiting or Diarrhea – if the child has had either or both in the past 24 hours, he/she should remain at home for the day.
- o Pink Eye – the child must have received treatment for 24 hours or have a doctor's note to admit him/her back to class.
- o Contagious Skin Conditions – such skin conditions as scabies or impetigo must be treated before the child may return to class.
- o Yellow/Green Discharge from the Nose – the child must be on medication for 24 hours before he/she may return to class.
- o Head Lice – the child must be appropriately treated with no evidence of nits before he/she may return to class.

Staying in Touch

Parent/Teacher Conferences

Communication between teachers and parents is of utmost importance. There will be multiple opportunities throughout the year for you to formally meet with your child's teacher.

Before the school year starts, we have a parent orientation and also a visiting day. These will give you an opportunity to meet your child's new teacher and learn her classroom expectations, and you will also be able to share your goals for your child in the upcoming year.

There are also two formal conference times in November and April which will help assess how your child is adjusting and succeeding throughout the school year. Teachers will review student assessments and go over recommendations.

If at any time you have questions or concerns, every teacher is available to speak with you at a time that is convenient to you both.

Take-home Folder/Backpacks

Each child will have a take-home folder. We recommend that parents view their take-home folder daily for important information pertaining to their child and/or classroom.

The children will bring their folders and artwork home for you every day! We strongly encourage you to purchase a backpack that is big enough to hold 9 X 12 folder plus room for precious artwork! Please check the backpack daily and remove the child's work.

Communication

Again, communication between parent and teacher is extremely important. Please let your child's teacher know about changes in the everyday routines in your home that may affect your child's behavior (new baby, death, separation, impending divorce, change in work status for a parent, serious family illness, etc.)

Please bear in mind that, although communication is vital, it is very difficult for the teacher to provide care and attention to the children in the classroom while trying to have an unscheduled conference with a parent. Written instructions or updates, phone calls, and conferences before or after school work best for all. If you have questions, concerns, or any problems, please discuss them with the classroom teacher and/or the Director.

The following are ways to stay informed at all times:

- o Weekly newsletter every Friday
- o Monthly Calendar – either online or from your child's teacher
- o Our website – www.goodshepherdsc.com
- o Our Facebook page – facebook.com/goodshepherdsc
- o Notes – check backpacks daily
- o Classroom bulletin boards and doorway postings
- o Email notices and tuition reminder emails
- o Remind Texting System (for emergencies)

Personal Information

Any time there is a change to an address, email address, or phone number (at home or work), please notify the school office about this change so we can keep our information and emergency forms up to date.

General Policies

Attendance and Tardiness

Regular attendance is important to insure consistent learning. If your child is going to be absent, please notify the teacher or director as soon as possible.

We adhere to specific ratios for the safety of all children. For this reason, children may only attend the days for which they are registered. If we are closed or your child misses a day for any reason, you cannot make it up on another day.

Each of our classes begins the day with circle time. Circle time is one of the most important group-learning activities we have with the children. Tardiness can often disrupt this quiet, focused time. It is difficult for teachers to maintain the integrity of the lessons when children are entering the classroom late. Please consider this and make all efforts to be on time.

Factors that cause tardiness are sometimes out of our control. If you arrive after 9:00am, please park near the church office in Visitor Parking. Enter our church office to let them know you are here, and they will walk you over to your class. (After 9:00 am, all school entrances are locked for security purposes.)

Drop-off and Pick-up Procedures:

Only authorized persons listed on the emergency list may pick up children. Be sure to include all the names of those who are authorized to pick up your child. Please send written notice to your child's teacher regarding any temporary or permanent changes.

Drop-off for our tots and 2's class begins at 8:45. You should park at the back of the school and enter through the brown gate located

at the back of the school. Drop-off involves you bringing your child(ren) into the classroom.

Car rider drop-off and pick-up is available to our 3's and 4's. The side gate (closest to the playground) is used for drop-off and pick-up. This gate opens at 8:45. Car riders need to use the front driveway. A member of the teaching staff will be at the side gate to help welcome and help your child get out of the car. We cannot unbuckle your child from his/her car seat.

Please DO NOT drive around the building if you plan on using our car rider option. That area is only for the tots and 2's parking, and we need our walkers to be safe.

Pick-up for our tots and 2's begins at 11:50 and ends at 12:00. The back gate will be unlocked at 11:50.

Pick-up for our 3's and 4's begins at 12:00 noon. If you are early, we ask you to pull all the way up to the end of the sidewalk by the front driveway. We will assist the children with getting in their cars and shutting the doors, but we are not allowed to buckle them into their car seats. Please be sure that your child can secure the buckle, or pull into the side driveway to get out of your car and fasten it for him/her.

Do not leave your car unattended for any reason in the carpool line. Also, please remember that the car rider line is not the place to have a conference with your child's teacher.

Student Clothing

Children should wear comfortable clothing that is suitable for the weather, for the season, and for school work. We go outside every

day, except for rainy days and extremely cold days (45 degrees or colder), so dress your child accordingly.

Children must wear shoes with rubber soles that lace, buckle or have Velcro closures, and that are closed-toe and -heel. **DO NOT SEND CHILDREN IN FLIP-FLOPS, JELLIES, CROCS, CLEATS, OR CLOGS.** These types of shoes are not safe for climbing equipment and for running around on wood chips. If your child wears rain boots to school, please make sure they bring appropriate shoes to change into once they arrive in class.

Please label everything your child brings to school, including removable items (such as sweaters and jackets). Every child should also have a complete, labeled, extra set of seasonally appropriate clothing in a Ziploc bag in the classroom.

Outdoor Activities

When the weather permits, we are outside every day on the playground, in the courtyard, or in the fields around the church. Please be sure your child is dressed appropriately. Any bug spray and/or sunscreen should be applied at home before your child arrives at school.

We do offer special outside activities, which include water day and bike day. More information will come to you through our newsletter.

Inclement Weather

In the case of inclement weather, we will follow the Charleston County School District's closing policy. If CCSD has a delayed start of one (1) hour, we will also open one (1) hour late. If CCSD has a delay of two (2) hours we will NOT have school that day. Please stay

tuned to local media outlets. You will be notified as soon as the director has any information by email and through our Remind texting system. (Please see cover page.)

Peanut/Tree Nut Sensitive Policy

We are a peanut/tree nut sensitive school. We supply all snacks for all the children. A list of safe snacks can be found online at <http://snacksafely.com>.

Each morning when your child enters his/her classroom, they will be asked to either wash their hands and mouths or wipe them with a wet wipe. Not only does this keep the classroom healthier, but it removes any traces of peanuts or tree nuts your child may have had for breakfast.

Class Parties

Parents can sign up to help with seasonal parties at parent orientation. Remember to plan for set-up and clean-up time. Party guidelines should be obtained from the classroom teacher prior to the planning of each party. Please be sure to check for food allergies in your respective classrooms, and make sure your treats are peanut/tree nut free.

Birthday Parties

If you would like to have your child share a birthday treat at snack time with class friends, please clear the date and make arrangements with the teacher. Keep in mind there are children who have food allergies, and make sure your treats are peanut/tree nut free.

If you are having an out-of-school party and would like to pass out invitations at school, we will be happy to do that for you, provided every child in the class gets an invitation. Otherwise, individual addresses will be available in the GSDS directory.

Field Trips

There may be times that our 4's class take an off-campus field trip. You will be notified well in advance if we're planning on taking a field trip. We also have an occasional "in-school" field trip or two during the school year.

Emergency Procedures

We practice emergency procedures with the children. Fire drills (Code Red), will happen 2-3 times per year. Intruder drills, (Code NOW), will happen 1-2 times per year. We will discuss these procedures with the children during the first few weeks of school.

Should there be a real emergency, you will receive a text from the director through the Remind Texting System, and your teacher will also be contacting you.

Snack Time

Good Shepherd Day School provides a peanut/tree nut free snack and a drink (water) to all children during our school day. If your child has any allergy issues, please inform us immediately.

Personal Items and Toys

Trinkets and toys from home are not allowed at school (with the exception of "Show & Tell" days). If a child has brought a toy from home, it will be put in his/her backpack until the end of the day. If

a child cannot keep the item in his/her backpack, it will be taken by the teacher and given to the parent after school.

School Pictures

School Pictures will be taken in the fall and again in the spring. Look for the dates in our monthly calendar.

School Security

All school doors are locked during school hours. If you need to retrieve your child before the day is over, please check in at the church office, and someone from the office will escort you into the school.

Volunteering

Parents and grandparents are always welcomed and needed at Good Shepherd Day School! Each classroom needs many volunteers for activities during the school year. Check with your child's teacher for specific opportunities.