



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

Parent Handbook 2022-23

Website: goodshepherdsc.com
Email: denyse@goodshepherdsc.com
Facebook: facebook.com/goodshepherdsc
Church Center App: [Click here](#)

GSDS is a peanut/tree nut sensitive preschool.

The Vision of the Church of the Good Shepherd

We exist to develop and equip mature followers of Jesus Christ who apply His Gospel to every aspect of life.

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 faithful leaders in their communities, families, and churches.

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Overview of the Day School Ministry

Our Staff/Lead Teachers

Director	Denyse Steen	843-571-2994
Assistant Director	Krista Skenes	714-305-5839
4A class	Brenda Bianchi	843-814-9138
4B class	Kaeley Childs	843-442-5550
3A class/5 days	Mandy Laney	803-287-3240
3B class/5 days	Liz Shaijram	843-478-4706
3C class/3 days	Tobin Guerry	843-697-2504
2A class/5 days	Rachel Simonis	843-408-4780
2B class/3 days	Daniela Annibale	843-609-5619
Tots class	Paige Dadin	843-270-0393
Music	Brenda Albinger	843-571-2993

Ratios – Teachers:Students

Class	GSDS	SC Regulation
4A class (Brenda)	2:16	1:18
4B class (Kaeley)	2:10	1:18
3A class (Mandy)	2:9	1:13
3B class (Liz)	2:9	1:13
3C class (Tobin)	2:8	1:13
2A class (Rachel)	2:10	1:10
2B class (Daniela)	2:9	1:10
Tots (Paige)	2:8	1:6

Classes/Days

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

* Fully potty trained defined: the child is self sufficient in prompting themselves to go to the restroom, can independently take care of most hygiene needs with restroom breaks, and does not have accidents with any kind of regularity. A 4K student is able to independently take care of all of their hygiene needs with restroom breaks, and does not have accidents with any kind of regularity.

Children must be the age of the class they are in on or before September 1st of the year they're entering. Children must be 18 months old to enter the tots' class but can enter as late as February 28th, 2023, provided there is space in the class.

School Hours - Good Shepherd Day School is open from 8:45 am – 12:00 pm, Monday through Friday. The learning school day begins at 9:00 am. Days off and teacher workdays are published on our [parent calendar](#). This calendar is on our website as well.

Day School Chapel - Fr Will Klauber and Ms Brenda Albinger lead our weekly chapel. Chapel takes place on Wednesday mornings inside the church for all ages. Our tots class will experience chapel in their classroom space until we feel they are all ready for the transition into the church. Chapel schedule is as follows:

Tots - 9:15 am (in their classroom); 2s - 9:30am; 3s & 4s -9:45am

Child Protection Programs

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 course.

Emergency Communication System

We will be using an App called Church Center. Should we have an emergency at the school, you will receive information through this app. [Click here](#) for download instructions.

Registration

Registration for our 2023-24 school year will be open for EVERYONE on February 1, 2023. Everyone includes previously enrolled students, Church of the Good Shepherd pledging members, siblings, and new students.

Registration is based on a scaled system to ensure all current students are accommodated for their next year at GSDS. All currently enrolled students will have priority (registration for the same number of days/week for the next year). Church of the Good Shepherd giving* members' children are next, then Day School siblings, then newly enrolled students.

A registration form must be completed and submitted with a \$150.00 registration fee to reserve your child's spot. The registration fee is \$75.00 for each additional child. This is a non-refundable fee.

Tuition Payments

The 2022-23 tuition payment was due in full on July 1, 2022, along with our one-time materials fee of \$80. If a payment plan works better for your family, we have divided the annual tuition into 9 equal payments due on the 1st of the month in July and September 2022-April 2023. There is a 5% tuition increase when choosing our payment plan.

The Church of the Good Shepherd's accountant will be handling all tuition payments. Monthly tuition statements are sent via email to the address you provided on your registration form. Tuition not paid by the 15th of the month will be subject to a \$40.00 late charge. If you have any tuition questions, please contact the accountant directly by email or phone:
accounting@goodshepherdsc.com or 843-571-2993

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, vacations, or quarantining (mandatory or voluntary).

Good Shepherd has limited partial scholarships available for all enrolled students. If you are interested and in need, please notify the director, then complete our confidential application. Our scholarship committee will review it and contact you.

Payments may be made by through our [Church Center](#) app or by [clicking here](#).

*Giving member is defined as an active church member who tithes a portion of their time and income.

2022-2023 Tuition

[Click here](#) to view our tuition schedule, late payment policy, and Early Drop Off (EDO) rates.

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 Day School Ministry Board.

Two weeks written notice is required if you need to withdraw your child. You will be reimbursed all tuition minus the 2 week written notice period. If you have paid for the school year in full, you will be refunded the remaining months. If written 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 15, 2022 to provide a copy. If we do not have a copy by 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 infrared thermometer in the office, and every teacher has a touchless thermometer in their classroom. We do not administer other medications including but not limited to Tylenol, Motrin, bug spray, sunblock. Liquid Benadryl and Neosporin are the only medications kept on hand on campus. 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.

First Aid Kit

Each class has a first aid kit which includes authorized and emergency pick up contacts, band aids, baby wipes, gloves, and Neosporin.

Communicable Diseases and Illness Guidelines

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, but are not limited to: COVID-19, pink eye, Hand Foot Mouth Disease, 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:

- Fever – If the child has had a fever 99.5 degrees or more, he/she should remain at home. The child must be fever-free with no fever reducing medications for 24 hours to return to school.
- 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. The child may return to school 24 hours after symptoms stopped.
- Pink Eye – The child must have received treatment for 24 hours or have a doctor's note to admit him/her back to class.
- Contagious Skin Conditions – Such skin conditions as scabies or impetigo must be treated before the child may return to class and a doctor's note must be provided for return to school.
- Yellow/Green Discharge from the Nose – The child must be on medication for 24 hours before he/she may return to class.
- Head Lice – The child must be appropriately treated with no evidence of nits before he/she may return to class.
- Bacterial illnesses such as ear infections, sinus infections, etc - the child must be feeling much better to return and on an antibiotic for at least 24 hours.

Biting and Aggressive Behavior Policy

Biting and aggressive behavior cannot be tolerated at GSDS. These behaviors create an unsafe environment for students and take the attention of the teachers from the rest of the class when they occur. Aggressive behavior can be, but is not limited to: bullying, hair pulling, biting, hitting with objects, hitting or punching, and so on.

Biting and aggressive behavior happens for many reasons:

- Biting can feel good to teething children.
- The child wants something and does not know how to get it.
- The child feels threatened by another child.
- The child is frustrated and/or feeling overwhelmed because he or she lacks the words to express a need or desire.

Once a child has bitten another student/teacher or has demonstrated aggressive behavior towards another child/teacher 3 times, he/she will begin following the GSDS biting protocol process. You will receive incident reports for each offense. We keep a copy on hand in your child's file in the day school office as well.

GSDS biting and aggressive behavior protocol

- 4th offense: The student is to be immediately removed from the classroom and picked up by a parent. The student will be allowed to return to school after one (1) week.
- 5th offense: The student is to be immediately removed from the classroom and picked up by a parent. The student will be allowed to return to school after four (4) weeks.

Staying in Touch

Parent/Teacher Conferences

For our conferences in November and April, the teachers will communicate with you by phone or email to schedule a time to meet in person or over the phone about how your child is doing.

Communication

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 at drop off and/or pick up. Written instructions or updates and phone calls before or after school are best for all. If you have questions, concerns, or any problems, please discuss them with the classroom lead teacher and/or the Director.

The following are ways to stay informed:

- Weekly newsletter every Friday
- Monthly Calendar – either online or from your child's teacher
- Our website – www.goodshepherdsc.com
- Our Facebook page – facebook.com/goodshepherdsc
- Private classroom Facebook pages
- Email notices and tuition reminder emails

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 and update your Church Center App so we can keep our information and emergency forms up to date.

General Policies

Attendance and Tardiness

Regular attendance is important to ensure 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 can cause tardiness are sometimes out of your control. If you arrive after 9:00 am, please park near the church office in Visitor Parking. Enter our church office to let them know you are at school, and they will walk you over to the GSDS director. (After 9:00 am, all school entrances are locked for security purposes.) If no one is in the church office, please text the director at 843-729-6030.

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 on the online enrollment form. Please send written notice or an email to your child's teacher or an email to the director regarding any temporary or permanent changes.

Drop Off

The side gate closest to the playground is for car rider students only. Please use the back gate if you are planning on walking your child into school.

Car riders: Drop off begins at 8:45 and ends at 9:00. Please use the front driveway and wait for the director or teacher to come to your car to receive your child. Please have them unbuckled from their car seat. Students will enter the side gate closest to the playground and walk to class.

Walkers: Drop off begins at 8:45 and ends at 9:00. Please use the back gate to enter *and leave*.

Tots will be walked up to their private outside door located along the side of the building closest to the playground.

Pick up:

The side gate closest to the playground is for car rider students only. Please use the back gate if you are planning on walking your child out of school.

Car riders: Pick up begins at 12:00. The line moves quickly, so please do not be late. The director or teacher will walk your child to your car. You are responsible for making sure they are in their car seat safely.

Walkers: Pick up begins at 11:50 and ends at 12:00. Please do not be late. The teachers have a lot of cleaning responsibilities which they cannot start until the last child is picked up. Enter and exit through the back gate, and pick your child up at their classroom door.

Tots will be picked up the same way they were dropped off at the private outside door located along the side of the building closest to the playground.

Late Pick up: Pick up is at 12:00 and no later. Our staff has a lot of work to do once the children have gone for the day to prepare for the next day. Sometimes arriving late to pick up your child is unavoidable, however, due to traffic accidents, doctors running late, and so on. If you find yourself in that situation, please text your child's teacher and/or Ms. Denyse. We understand the car rider line can take a few minutes to get all of the children to their cars safely, but it is your responsibility to be in line at or before noon. Likewise with walkers, you must pick up your child between 11:50-12:00. If lateness becomes habitual, you will incur a late arrival fee on your tuition statement. The fee is \$10 every 10 minutes you are late.

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-toed. DO NOT SEND CHILDREN IN FLIP-FLOPS OR SANDALS. 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 he/she brings appropriate shoes to change into for the school day.

Any bug spray and/or sunscreen should be applied at home before your child arrives at school.

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 and shoes in a Ziploc bag in the classroom.

Inclement Weather

In the case of inclement weather, GSDS will notify you as soon as possible by email and text if we must cancel school, need to have a delayed start, or need to close early. Please make sure you download our [Church Center](#) app, so that these important messages get to you quickly. School days missed due to weather will not be made up during the school year.

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, he/she will be asked to wash his/her hands and mouths. 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.

Snack Time

Good Shepherd Day School provides a peanut/tree nut free snack to all children during our school day. All snacks are approved on the [Snack Safely](#) website. Please provide a water bottle with a cap or lid every day.

Class Parties

Celebrations and class parties are allowed for your child's class. As always, you may bring in a prepackaged peanut/tree nut free safe snack for the children to enjoy. Only items from [this list](#) will be allowed in the classrooms. Non-food items like stickers and games are always welcome, too.

Birthday Parties

If you would like to have your child share their birthday with class friends at school, please clear the date and make arrangements with the teacher. See above (Class Parties) for snack information.

Emergency Procedures

We will practice emergency procedures with the children. Fire drills (Code Red), will happen 1-2 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 in a careful, non-alarming way.

Should there be a real emergency, you will receive a message from the director through the [Church Center](#) app. All teachers are required to have the emergency contact list of names with them at all times during the day.

Personal Items and Toys

The *only* instance when a child would be allowed to bring in a toy/trinket from home is for show and tell designated by their teacher. The teacher will communicate this with you through their newsletter.

School Pictures

School Pictures will be taken in the fall and again in the spring. Look for the dates in our monthly calendar. These will be available for purchase through the photographer's website.

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

We will be opening up volunteer opportunities at GSDS this year. If you have the time to help, please consider becoming a class volunteer.

Substitute Teaching

We always have a need for substitute teachers. This is a paid position at \$40/day. You would need to be background checked and watch our onboarding substitute teaching video. Subs are never the lead teacher in a class but are always in the assistant's role. Subbing is a great way to learn about GSDS and to see first hand how we serve our families! If you're interested, please let Denyse Steen know.

[Click here](#) to view our 2022-23 school calendar.