



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

Parent Handbook 2021-22

Website: www.goodshepherdsc.com

Email: denyse@goodshepherdsc.com

Facebook: facebook.com/goodshepherdsc

Remind.com Emergency system: [Click here to join](#)

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 confident leaders in their communities, families, and churches.

Table of Contents

Overview of the Day School Ministry	<u>3</u>
GSDS Staff	<u>3</u>
Ratios	<u>3</u>
Classes	<u>3</u>
School Hours	<u>3</u>
Day School Chapel	<u>3</u>
Child Protection Programs	<u>4</u>
First Aid Training	<u>4</u>
Background Checks	<u>4</u>
Safeguarding God's Children Course	<u>4</u>
Remind Emergency Texting System	<u>4</u>
COVID Protocol/Expectations	<u>4</u>
What You Can Expect From Us	<u>4</u>
What We Can Expect From You	<u>4</u>
DHEC and CDC Links	<u>4</u>
Registration	<u>5</u>
Tuition	<u>6</u>
Withdrawal	<u>6</u>
Health Requirements	<u>7</u>
Immunization Records	<u>7</u>
Medication	<u>7</u>
Communicable Diseases/Illness Guidelines	<u>7</u>
Biting/Aggressive Behavior Policy	<u>7</u>
Staying in Touch	<u>8</u>
Parent/Teacher Conferences	<u>8</u>
Communication	<u>8</u>
Personal Information	<u>8</u>
General Policies	<u>8</u>
Attendance and Tardiness	<u>8</u>
Drop-off and Pick-up Procedures	<u>9</u>
Student Clothing	<u>10</u>
Inclement Weather	<u>10</u>
GSDS Peanut/Tree Nut Sensitive Policy	<u>10</u>
Birthday Parties	<u>10</u>
Emergency Procedures	<u>10</u>
Snack Time	<u>10</u>
Personal Items and Toys	<u>11</u>
School Pictures	<u>11</u>
School Security	<u>11</u>
Volunteering	<u>11</u>
School Calendar 2020-2021	<u>11</u>

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	Anne Shaul	843-817-3488
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		
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 (Anne)	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 (Jennifer)	2:10	1:10
Tots (18 months)	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

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, 2022, 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, with the exception of the tots class. They experience chapel in their classroom space until we feel they are all ready for the transition into the church. Each cohort will be spaced out beyond the six feet recommendation from DHEC. Chapel schedule is as follows:

Tots - 9:15 am (in their classroom); 2s - 9:30 am; 3s - 9:45 am; 4s -10:00 am

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.

Remind Emergency Texting System

Text the message @e4febe9 to the number 81010. If you’re having trouble with 81010, try texting @e4febe9 to (843) 206-0149. *Standard text message rates apply.

We use this system to get important information out quickly to parents. If we had to close school, had inclement weather, or any other type of important, urgent school message, this messaging system would be used. Please sign up for it!!

COVID-19 Policies/Procedures

We are adhering to recommendations and guidelines from the CDC and DHEC
Please click on the links below.

We will:

- Train all staff on how to clean and disinfect all surfaces and toys
- Staff will wash their hands immediately upon arrival.
- Have staff wash their hands immediately upon arrival.
- Temperature check staff before we start our day.
- Temperature check each student before they go into class.
- Wear masks. All staff will wear masks while teaching in the classrooms and school spaces. Masks will not be worn outside but will be readily available to be put on quickly should a teacher need to be close with a student.
- Not allow parents into the classrooms or bathrooms.
- Wash the student’s hands as soon as they enter the class.
- Wash hands several times throughout the morning.
- Have an FDA approved hand sanitizer available at all times.
- Have the children in cohorts every morning, all morning.
- Clean, sanitize, and disinfect each classroom space after the children leave.

You will:

- Follow through with recommended pediatrician calls/visits if your child is not well.
- Be in communication with GSDS regarding health concerns within your family (for example, any illnesses going around).
- Follow the protocols and procedures set in place by the director.
- Decide if you’d like for your child to be masked during their day with us.

[Click here](#) for Interim COVID-19 Guidance for Child Care Providers.

[Click here](#) for close contact guidance.

[Click here](#) for definitions.

Registration

Registration will be open for EVERYONE on February 1, 2022. 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 enrolled students will have priority (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 \$100.00 registration fee to reserve your child's spot. The registration fee is \$50.00 for each additional child. This is a non-refundable fee.

The tuition payment was due in full on July 1, 2021, 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 2021-April 2022. 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 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/debit cards are preferred
6. Follow the remaining instructions on the screen.

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

2021-2022 Tuition

Class	Annual Tuition <i>Due on July 1, 2021</i>	Payment Plan-9 equal payments <i>1st payment due on July 1, 2021</i>
Tots (18 mos.) 5 days/week Ratio 2:8	\$3,37.00	\$395.00
Tots (18 mos.) 3 days/week Ratio 2:8	\$2,822.00	\$330.00
Tots (18 mos.) 2 days/week Ratio 2:8	\$2,556.00	\$299.00
2s Class 5 days/week Ratio 2:10	\$2,907.00	\$340.00
2s Class 3 days/week Ratio 2:10	\$2,480.00	\$290.00
3s class 5 days/week Ratio 2:10	\$2,907.00	\$340.00
3s Class 3 days/week Ratio 2:10	\$2,480.00	\$290.00
4K Class 5 days/week Ratio 2:16	\$3,121.00	\$365.00

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 Team.

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, 2021 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. 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.

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: 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 72 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.

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.

(continued on pg 11)

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 week.
- 5th offense: The student is to be immediately removed from the classroom and picked up by a parent. A parent/teacher/director conference will be scheduled and a plan of action will follow.

Staying in Touch

Parent/Teacher Conferences

For our conferences, the teachers will communicate with you by phone or email about how your child is doing. If necessary, we can make an appointment for a one-on-one meeting.

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 and the classroom secret Facebook page.
- Email notices and tuition reminder emails
- 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 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.

(continued on pg 12)

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

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. The director or teacher will take their temperature before they enter the school.

Walkers: Drop off begins at 8:45 and ends at 9:00. Please use the back gate to enter and leave. We recommend adults wear a mask as they come into the day school courtyard. The teacher will do a quick temperature check at the classroom door and receive your child.

Ms. Tobin's and Ms. Liz's 3s classes: Please bring your children to the glass double doors of Layman's Hall where their teacher will receive them and walk them to class.

Tots will be walked up to their private outside door located along the side of the building closest to the playground. Masks are recommended for drop off.

Pick up:

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. It is recommended you wear a mask when entering the day school courtyard.

Ms. Tobin's and Ms. Liz's 3s classes: Your children will be brought to the glass double doors of Layman's Hall ready for you to pick them up.

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. Masks are recommended for pick up.

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.** 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 sign up for our Remind texting system, so that these important messages get to you quickly. (Please see the cover page for Remind information.) 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.

Class Parties

Celebrations and class parties are allowed for the cohorted class and teachers only. As always, you may bring in a prepackaged peanut/tree nut free snack for the children to enjoy. 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 practice emergency procedures with the children while they are in their cohorts. 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 text from the director through the Remind Texting System, and your teacher will also contact you. All teachers are required to have the emergency contact list of names with them at all times during the day.

Snack Time

Good Shepherd Day School provides a peanut/tree nut free prepackaged snack to all children during our school day. Please provide a water bottle with a cap or lid every 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. We recommend you wear your mask when entering the school proper.

Volunteering

With the exception of approved substitute teachers, we cannot have visitors in our classrooms at this time. This will break up our cohort. Hopefully we can allow volunteers again soon.

2020-21 Good Shepherd Day School Calendar

Mon, Aug 23	Teacher work week and play dates	
Mon, Aug 30	Teacher work week and play dates	
Wed, Sept 1	Parent Orientation	TBA
Wed, Sept 8	First Day of School	
Thurs & Fri, Oct 15 & 16	School Pictures	TBA
Sun, Oct 17	Day School Sunday	10 am
Fri, Oct 22	No School, Fall Break	
Fri, Oct 29	Fall parties and parade	TBA
Mon, Nov 8	Parent/Teacher Conference Week	
Wed, Nov 17	Thanksgiving Feast	TBA
Mon, Nov 22 - Fri, Nov 26	Thanksgiving Break	
Wed, Dec 15	Christmas Chapel	
Mon, Dec 20 - Mon, Jan 3	Christmas Break	
Tues, Jan 4	School resumes	
Mon, Jan 17	No school, MLK Day	
Fri, Feb 11	Grandparent's Day	TBA
Fri, Feb 18	No School, Teacher Workday	
Mon, Feb 21	No School, Winter Break	
Tues, Mar 1	Shrove Tues/Pancake Supper	TBA
Wed, Mar 2	Ash Wednesday Chapel	
Thurs, Mar 10	Dads and Donuts (4K only)	
Fri, Mar 25	Community Helper Day	TBA
Mon, Apr 4	Parent/Teacher Conference Week	
Wed, Apr 6	Easter Chapel	
Mon, Apr 11- Fri, Apr 15	Spring Break	
Thurs & Fri, Apr 21 & 22	School Pictures	TBA
Mon, Apr 25	Teacher Appreciation Week	
Wed, May 4	Moms and Muffins, Ms Tobin	
Thurs, May 5	Moms and Muffins, Ms Liz	
Fri, May 6	Moms and Muffins, Ms Anne	
Fri, May 20	Water/Ninja Day	TBA
Fri, May 25	Last Day/End of Year Celebration	