



Parent Handbook

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843-571-2994

Website: www.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.

Good Shepherd Day School's 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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Overview of the Day School Ministry

Our Staff/Lead Teachers

Director	Denyse Steen	843-729-6030
Assistant Director	Krista Skenes	714-305-5839
4s class	Marlo Burgess	843-860-1149
3s class/5 days	Liz Shaijram	843-478-4706
3s class/3 days	Tobin Guerry	843-697-2504
2s class/5 days	Rachel Simonis	843-408-4780
2s class:3 days/2 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
4s class (Marlo)	2:16	1:18
3s class (Liz)	2:14	1:13
3s class (Tobin)	2:12	1:13
2s class (Rachel)	2:12	1:10
2s class (Daniela)	2:12	1:10
Tots (Paige)	2:10	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	2 days, 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 29, 2024, 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.

Early Drop off - This is a separate program that will be available to all of our GSDS students. We offer early drop off daily beginning at 8:00 until 8:45. This class will be held in the 3 days/week 2s classroom on the first floor in the fall and then next door in the 5 days/week classroom in the Spring. There will always be 2 teachers present in this class, and we will have a list of registrants on hand. Children will be taken to class at 8:43 by their class assistant teacher. EDO includes a breakfast snack and water. [Click here to register](#) for EDO.

Day School Chapel - Fr. Will Klauber and Ms. Brenda Albinger lead our weekly chapel. Chapel takes place on Wednesday mornings inside the Fellowship Hall 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 Fellowship Hall. The Tots will join the 2s classes when they are ready. Chapel schedule is as follows:

Tots - 9:15 in their classroom, 3s and 4s - 9:30, 2s - 9:45

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.

Tuition Payments

The 2024-2025 tuition payment was due in full on July 1, 2024, along with our one-time materials fee of \$100. 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 starting in July, and continuing Sept - Apr, 2024. There is a 5% tuition increase when choosing our payment plan.

The Church of the Good Shepherd accountant will be handling all tuition payments (accounting@goodshepherdsc.com). 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: 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.

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 will be made through our [Church Center App](#) or by [clicking here](#). Please be sure to click the drop-down menu and **select Day School Tuition** near the bottom of that list.

Registration Process For 2025-26

Registration for our 2024-2025 school year will be open for EVERYONE on February 1, 2025. Everyone includes previously enrolled students, Church of the Good Shepherd giving 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* member's 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 fee is \$50.00 for each additional child.) This is a non-refundable fee.

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

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, 2024, 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. We do not administer other medications including but not limited to Tylenol, Motrin, bug spray, sunblock. The only medications kept on hand on campus are liquid Benadryl and neosporin. 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, disposable ice packs and neosporin.

Communicable Diseases and Illness Guideline

Students suspected of having a communicable (contagious) disease/illness will be sent home and may not return until they are no longer contagious. These diseases/illnesses 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 for 24 hours with no fever-reducing medications to return to school. Example: if your child arrives at school and presents with a fever at 9:00 am, they will need to go home and will not be able to return the next morning but the day after that.
- 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 stop.
- Pink Eye – the child must have received treatment for 24 hours before returning to school.
- Contagious Skin Conditions – such skin conditions as scabies or impetigo are highly contagious. Your child will be ready to return to school when there are no new scabs/blisters over 24 hours or on antibiotics for 24 hours. All open scabs must be **covered**.
- Yellow/Green Discharge from the Nose – not all yellow/green discharge is bacterial, so some children may have viral illness without the need for antibiotics. The child can be in school if there is an *improvement* in discharge from the day prior and no fevers.
- 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, strep, etc - the child must be feeling much better to return and on an antibiotic for at least 24 hours.
- Covid 19 - The child must be fever free for 24 hours and there needs to be improvement in symptoms compared to the day prior.
- Hand/foot/mouth: The child is no longer contagious once they have no NEW spots appear over a 24 hour period. The rash itself may last 1-2 weeks without being contagious.

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 pushing. Our teachers and the director work directly with students and families who may be going through some of these signs to try to determine how to modify the behavior and meet the student's needs.

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 March, 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:

- Church Center App
- 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
- [Our instagram](#)
- 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.

Drop-off and Pick-up Procedures:

Only authorized persons listed on the emergency list may pick up children. 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 and pick up will happen in/at the Education Building on campus. The **FRONT** of the building faces Sam Rittenberg Blvd. The **BACK** of the building faces Orange Grove Rd.

We WILL NOT utilize the car rider for pick up on school-wide event days.

November 20, December 83, February 7, April 9, May 16, and May 21.

Drop Off

Car riders: This service is available for our 3s and 4K students. Drop off begins at 8:45 and ends at 9:00. Cars will enter the parking lot from the front of the education building and drive alongside of the Fellowship Hall building toward the back of the building. All car riders will enter the back door of the Education Building. The director or assistant director will be there receiving all 3s and 4s who choose to use this service. Car riders will exit onto Orange Grove Rd. For the children's safety, please do not let your child out of the car too soon. We can allow 3-4 students in at one time. If you arrive after 9:00, the back entrance will be closed and locked. Please park in the front and walk in. Late comers will need to ring the GSDS doorbell for late entrance.

Walkers: Drop off begins at 8:45 and ends at 9:00. Any student can walk in with their parents/guardian. The front door will be opened at 8:45 and will close and lock at 9:00. Late comers will need to ring the GSDS doorbell for late entrance.

Pick Up

Car riders: Pick up begins at 11:50. The line moves quickly, so please do not be late. The director or assistant director will walk your child to your car as you pull up. You are responsible for making sure they are in their car seat safely. Make sure any authorized pick up persons have their ID on them for pick up. Please see our late policy below.

Walkers: Pick up begins at 11:50 and ends at 12:00. Make sure any authorized pick up persons have their ID on them for pick up. Please do not be late. The teachers have a lot of cleaning responsibilities which they cannot start until the last child is picked up.

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 class 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. Please dress your child in age-appropriate and modest clothing. We strongly encourage bloomers/bike shorts under dresses. We go outside every day, except for rainy days and extremely cold days (45 degrees or colder), so please 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 mouth. 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 prepackaged snack to all children during our school day. 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. Non-food items like stickers and games are always welcome, too.

Birthday Parties

If you would like to have your child celebrate 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 fire drills with the students 1-2 times per year. The teaching staff will practice our procedures for intruders on campus 1-2 times per year, but the children will not practice these types of drills. 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. We have a detailed plan for emergency situations. If you are interested in hearing them, please contact Denyse or Krista.

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. The NBC Education Building has an intricate camera system setup currently on the first level and will be adding cameras to the second level soon. These cameras are always recording and their purpose is twofold: Safety for the children is number one, and accountability for our staff (and their Sunday School staff) as well.

Volunteering

We will have volunteer opportunities at GSDS this year. If you have the time to help, please consider becoming a member of our parent auxiliary group (PAG) and/or volunteering for school wide or class events.

Substitute Teaching

We always have a need for substitute teachers. This is a paid position at \$50/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.

[2024-25 Parent calendar](#)

