

# Good Shepherd DAY SCHOOL



## PARENT HANDBOOK 2023-2024

### **Mission**

The mission of the Good Shepherd Day School, an educational ministry of the Good Shepherd Episcopal Church, is to nurture the development of the whole child, Intellectually, emotionally, socially, physically, and spiritually. We provide excellent early childhood education and early Christian formation in a safe, healthy, and joyful environment. We are grounded in and guided by the love ethic of Jesus.

### **Curriculum**

Good Shepherd Day School utilizes The Creative Curriculum for Preschool and Hand Writing With Out Tears. These curriculums are our blueprints to reaching our goals at each developmental stage with each individual child in a classroom setting.

### **Goals**

#### Goals for Children:

The Day School, with the help of parents and community, strives to foster a positive self-concept and intellectual competence in the children in its care through the encouragement of:

1. Trusting relationships
2. Natural curiosity and creative potential

3. Intellectual growth based upon individual levels of understanding
4. Positive opportunity for independence and self expression
5. Competence in dealing with emotional feelings and situations
6. Communication
7. Gross motor development
8. Tolerance for diversity
9. Abstract thinking

#### Goals for Parents:

The day school strives to work with parents to:

1. Provide opportunity to meet and work with other parents and teachers who have an interest in the needs of the preschool and kindergarten child.
2. Provide quality, appropriate child care while parents pursue work or other interests.
3. Provide opportunities to grow in the understanding of child development through a planned educational program.
4. Develop opportunities for families of Day School children to come together in a fun/play environment to increase their Day School community spirit.

#### Child to Staff Ratio:

GSDS maintains a maximum teacher-child ration of 6-1 in our two year old program and 8-1 in all other classrooms during our Day School hours. Extended Day Ratios are 6-1 in our 2 year old program and 9:1 in our 3 year old program, and 13:1 in all other classrooms.

#### Admissions/Hiring Policy:

GSDS does not discriminate on the basis of race, color, religion, national or ethnic origin, or physical capabilities in the administration of its admission or hiring policy.

## **General Information**

### Licensing Information:

The Day School is licensed as a Type I facility by the Commonwealth of Kentucky Cabinet for Health Services as part of title 905 Chapter 2 of the Kentucky Administrative Regulations. Our license number is 354080. We are inspected yearly and reissued this license based upon the findings of that inspection.

### Security:

Staff members are trained to watch children at all times. In addition:

1. Each staff member is responsible for a designated group of children.
2. A security code is on the door to prohibit anyone who does not know the code from coming into the building. We will change the code number periodically.
3. Parents must sign their child in when arriving in the morning and sign them out in the afternoon.
4. No one, other than a parent, is allowed to remove a child from the Day School unless they are listed on the child's release form. Anyone other than the custodial parent picking up a child for the first time will be required to show a valid picture ID. Parents are asked to provide, in writing, if a child is being picked up by someone other than the usual party. In case of custody disputes, the school requires a copy of the custodial or guardianship agreement to be on file. Without this, we must allow the child to be released to either parent.

### Fire Safety:

Yearly inspections by the state fire marshal's office and monthly fire drills assure that children know how to leave the building and where to go in case of fire. The school is equipped with smoke detectors and a sprinkler system.

### First Aid:

Plans for dealing with medical emergencies are posted in each classroom. Staff members are trained in pediatric first aid and CPR. In the event of a serious injury requiring immediate medical attention beyond the scope of Day School staff, you will be notified immediately and your child will be transported by ambulance to the closest medical facility or to the facility of your choice.

Up-to-date first aid kits are in each classroom and are transported wherever the class goes. Each child's emergency notification record is kept with the first aid kit as well as in the classroom and in the school office. In case of a minor accident or incident you will receive an accident/incident report in your child's book bag. Please sign and return one copy to the school and keep the other copy for your records.

## **Weather Emergencies/Snow Days**

Tornado and earthquake drills are conducted on a regular bases. A weather radio is kept in the school office for inclement weather and emergency announcements. In case of snow, GSDS closes according to Lexington Catholic High School's policy. Please listen to your local radio or TV station. There is another Good Shepherd in Frankfort, so listen for location. If Lexington Catholic operates on a delay, GSDS has a delay plan in place as well.

### Weather Permitting Policy:

Children go outside to play unless there is "active precipitation, extreme heat (above 90 degree F) or cold (below 15 degree F) conditions, or public announcements that advice people to remain indoors."

### Child Abuse and Neglect:

The Day School is required by the laws of the Commonwealth of Kentucky to report any and all suspected cases of child abuse and neglect.

### Potty Accident Policy:

All children enrolled at GSDS, except those in the 2 year old or Young 3s' program, are expected to be potty trained when they begin school. A 3-year-old wearing pull-ups is not considered potty trained. While occasional potty accidents will happen, children who persistently have potty accidents will be excused from further attendance until they are completely trained.

### Behavior Management:

A child having difficulty controlling his/her behavior will be:

1. Redirected to an appropriate activity
2. Encouraged to use words
3. Distracted to a positive model
4. Reminded of the rules
5. Given "renewal time"

Instances of frequent behavior issues will result in one or more parent conferences, with the goal of working to bring about a resolution. Should a child continue to have difficulty maintaining proper behavior, an outside consultant may be called to consult together with the school and the parent.

If, after repeated consultation with an outside consultant, a child's behavior remains problematic, the parents of the child may be asked to withdraw their child from the school. The School reserves the right to dismiss a student from its preschool program should the School, in its discretion, determine that doing so is in the best interest of the School and/or the student.

### Biting Policy: (for 36 months and up)

1. The first time a child bites another child: The biter will be removed from the activity and told "No" and then redirected to another activity. The bitten child will be comforted and any wound attended to. A written Incident Report will be filled out and the parents of both children will be notified. The name of the child that bit will not be released.
2. The second time the child bites they will be removed to the school office. The bitten child will be comforted and any wound attended to. A written Incident Report will be filled out and the parents will be notified. The name of the child that bit will not be released.
3. The third time the child bites they will be sent home immediately. The parents of the biter will be requested to come to school for a strategy planning conference to develop a written plan of action. The child will not be able to return for the rest of the day and until the conference is held. The conference will be scheduled ASAP. The bitten child will be comforted and wound attended to. A written Incident Report will be filled out for the bitten child. The name of the child that bit will not be released.

## HEALTH REQUIREMENTS

### Immunizations and Physicals:

A valid, current immunization certificate must be on file in the GSDS office. If a child has surgery, a medical procedure, or disabling injury (broken bone etc.) a doctor's note releasing the child or explaining limitations will be required. A certificate of good health and attendance suitability by a doctor will be required at the start of the school year. This can be obtained from your child's physician.

### Illness:

Children who become sick with fever, vomiting, or diarrhea during school hours will be isolated from other children, and a parent called to remove them from school. Sick children must be free of fever, vomiting, and diarrhea for 24 hours (without medication) before returning to school. Children with a suspected case of conjunctivitis (pink eye), will need to bring a note from a doctor saying it has been treated or has been examined and found to be free of pink eye before returning to school. Children on antibiotics have to complete a 24-hour schedule of the prescribed medication before returning to school. Please contact the school office if your child has an illness requiring them to stay home from school. We keep a log to track contagious illnesses. Sick children may not attend school or any school activity for any reason.

### COVID-19 Isolation Protocol:

#### **5-7 Day Isolation:**

When a person tests positive for COVID-19, they must self-isolate for 5 Days and may return to GSDS on Day 6, symptom-free (Day 0 is the first day of symptoms or positive COVID test). We highly encourage the individual to continue wearing a tight-fitting mask for the remainder of the 7 Day Isolation Period. It is at GSDS personnel's discretion to not allow a child to return if symptoms are still present.

## **Symptoms include:**

- ~ Fever (temperature 100.4 degrees or higher)
- ~ Sore throat
- ~ New uncontrolled cough that causes difficulty breathing
- ~ Diarrhea, vomiting, or stomachache
- ~ New onset of severe headache, especially with a fever

COVID-19 Quarantine is not required at this time. We do ask that you test to stay if your child has been exposed outside of school.

## **Prescription Medication:**

When a child requires that he or be given prescription medicine during school hours, please use the following procedure:

1. All medicine must be accompanied by a daily authorization to give medicine (can be obtained from the teacher or office).
2. Bring all medicine to your child's teacher to be stored in a locked box, which can be refrigerated (as needed).
3. Medicine will be dispensed by your child's teacher at the time designated by the daily authorization.
4. Medicine must be brought to school in its original container.
5. Benadryl sent to school to be used in case of an allergic reaction must have dosage instructions from the child's doctor.

## **Nonprescription Medication:**

Follows the same regulations and procedures as prescription medications. Except, a medicine form may be filled out weekly instead of daily. Nonprescription medication includes but not limited to: diaper cream, sunblock, lotions/creams, and chap stick.

## **DAILY**

### **Day School Hours:**

Classes meet from 8:30-11:30 two, three, four or five mornings a week. Teachers spend the first part of the day, from 8:00am, setting up for the day and getting ready to meet children at 8:25.

### Kindergarten:

Children in the Kindergarten class meet in the building next door to the main building. We call this the Kinder Condo. This class meets from 8:30-2:30 Monday-Friday.

### Dawn Patrol:

The Dawn Patrol meets every morning from 7:30-8:25 in Ms. Jennifer and Ms. Jordan's classrooms. This early morning program is designed for parents who need to report to work before our regular classes begin.

### Extended Day:

Extended Day begins immediately after the morning program ends for preschoolers at 11:30, and at the end of the Kindergarten class at 2:30. Staff members stagger their lunches to be available to help children to get lunch started and to facilitate the lunch/bathroom/outside/rest time. Staff members take turns being in charge of the after 3:30 until 5:30 activity every day. This allows each staff member the opportunity to know each Day School child. It is a licensing requirement that children who spend 4 hours or more daily in preschool facility take a rest period. Most children, especially 2, 3, and 4 year olds, are tired enough to nap during this rest time. Children who are "non-nappers" may look at a book or do other quiet activities after a short rest time.

### Lunch Bunch:

Hours for the Lunch Bunch are 11:30am-1:00pm every day or several times a week. Children who stay bring their own lunch and begin eating soon after morning classes are finished dismissing. After lunch they go outside, weather permitting. Children will stay with their own age group.

### Dream Team:

Hours for the Dream Team are 1pm-3:30pm every day or several times a week. Rest time begins at 12:30 pm for 2's and 1:00 pm for 3's and 1:30 for 4's. The child will receive a napping bag the first day of school. The school will also provide a resting mat. Children are asked to bring a crib sheet and blanket. They may also bring a pillow and/or a favorite "lovie". Please be sure all items fit in the resting bag provided. Teachers will return the bag on Thursday/Friday for all items to be laundered. Bag and items then need to be returned on Monday/Tuesday.



### Sunshine Kids/Discovery Crew:

Sunshine Kids runs from 3:30-4:30, and Discovery Crew from 4:30-5:30. They enjoy afternoon activities, walks, and playground time.

### Arrival:

Children may arrive at school any time between 7:30 and 8:45. If they arrive before 8:25 they will attend our Dawn Patrol. Classrooms open at 8:25. Carline runs from 8:25-8:45. Children who arrive after 8:45 are considered late. Being late impacts the rest of your child's day. If your child will be late, please call the office ASAP.

### Departure:

The first dismissal is at 11:30 and includes carline (see below). The second pickup is at 1:00 and also includes carline. Kindergarten pickup is at 2:30. Any children being picked up at 3:30, 4:30, 5:30: Please enter the school through the main door and proceed to your child's nap room or playground. If you will be late picking up, please call the office ASAP.

### Late Charges:

Any parent arriving for their child after closing time in the afternoon will be charged a late fee. The fee is \$10 for the first 5 minutes and \$5 per extended minute. The late fee will be reflected in your next monthly statement. Children left beyond their scheduled time after morning or afternoon classes will be put into the Extended Day program and charged for the time.

### Book Bags:

At the start of school, your child will receive a GSDS book bag (included in your material fee). This is how your child's work as well as information is sent home. Please be sure to have your child's bag at school every day.

### Dress Code:

The school's active "hand's on: learning style" dictates that your child dress for

fun and exploration. Children will get messy. Easy-to-use clothes that allow free movement are desirable. Flip-flops or crocs are not allowed.

### Labeling:

Please label your child's clothing, hats, boots, school bag and other belongings. A lost and found shelf is located in the front hallway.

### Transportation:

When arriving and departing the Day School, children need to be under the control of an adult. There are two ways of bringing your child to school at 8:30. One is to participate in carline. The second is to walk your child in. To walk your child in, park on the street on Bell Ct or Sayre Ave and bring your child through the front door of the school. Please be sure to not block any driveways, park going the wrong way, park in carline, on the grass, or on the circle at Bell Ct. House.

To use car line, take Main St. to Forest Ave. Then turn right on to Sayre Ave and right into the school driveway (between the two buildings next to the school). Circle behind the building (you will be going toward the playground) and begin to come out toward Sayre Ave. There is a small doorway with a copper overhang on the side of the school building. This is the designated drop off and pick up place for both the arrival and dismissal car line. Do not get out of your car. A staff person will unbuckle and buckle your child out of and into their car seat. The staff member will escort your child in the school. Once inside, teachers will prepare to take your child to their classroom. Each child will receive carline tags at the start of school. These need to be placed on your visor so visible when flipped down. It may also be placed on the passenger side of the front window of the car.

### Parent-Staff Communication:

1. Formal conferences are held twice a year, fall and spring.
2. Procure App for daily communication.
2. Teachers send out weekly or monthly newsletters concerning up-coming events and news of classroom happenings.
3. Daily attendance sheets are on clipboards in each room for your comments and/or notes about any changes in your child's daily routine.
4. Stop by the school office.

5. Call your child's teacher during their scheduled work hours.
6. School wide emails with upcoming events distributed monthly.
7. Send and receive notes placed in your child's book bag.

### Birthdays and Holidays:

The parents of the birthday child are encouraged to participate during the day in the classroom. This might include providing a treat or reading to the class. Check with your child's teacher.

Other holidays are celebrated at the discretion of the teacher. Check with your child's teacher for further information.

### Sharing Items from Home:

Your child's teacher will let you know their policy on items from home. However, the Day School does not allow the sharing of guns or weapons, real or pretend.

### Out of School Excursions:

Licensing requirements have made it extremely difficult to take out of school excursions (field trips). Therefore, our classes do not take organized field trips. However, classes may meet for a "play date" at the desired location. You will be told the time to meet and will be responsible for your child throughout the entire event. If the parent is unable to attend, they will need to contact another family to transport and be responsible for their child. No childcare is provided at the school for children not attending. Other arrangements will need to be made by the parents. After care will be provided once the outing is over. Parents will need to transport their child back to school and sign them in. Pickup will be as normal.

### Snack Policy:

Parents take turns supplying weekly snacks for each class. The Day School supplies water for these snacks and milk or water for lunch. The school's rule of thumb to use when deciding if a snack is nutritious is to keep the per serving grams of fat to 5grams or less, sugar to 7 grams or less, and sodium under 300mg. If you bring something homemade, use our own judgment. Licensing requires that snack has be from at least two food groups. (For example: strawberries and animal crackers would be one days snack). Please make sure to provide enough food for all students in the classroom.

Here are some further ideas:

Fresh Fruits: apples, bananas, pears, plums, peaches, melon, kiwi etc.

Fresh Vegetables: carrots, pepper strips, celery sticks, peas, broccoli etc.

Dairy Products: string cheese, yogurt, cheese squares

Grains: pretzels, saltine crackers, animal crackers, bagels, muffins, chex mix etc.

Proteins: hard boiled eggs, soybean butter etc.

\*If your child has a food allergy, please let us know and send a supply of acceptable food for emergencies.

### Food Allergies:

Please be mindful when preparing snack that there may be a child in your child's class with a food allergy. This is particularly true with children with peanut and tree nut allergies. Some of our classrooms are nut free. Please check with your child's teacher if this is true for their classroom.

### **Parent Involvement**

Each teacher is different, but some ways parents may be able to participate are:

1. Classroom Representative: Parent serves as a liaison between the teacher and other parents. These parents assist in organizing and planning special events.
2. Holidays: Most teachers have sign-up sheets for holiday parties and other special events.
3. Readers: Each classroom invites parents and other family members to read a story to the class. Readers bring a story or two and share these with the classroom as a whole.

### **School Wide Events:**

1. Family Fun Festival: In the fall the school holds a festival of fun and food for the whole family. It requires a lot of people to work as well as to attend. If you are interested in volunteering please call the school office.

2. Scholastic Book Fair: Each year the Day School has a school wide book fair. Sometimes there are family events held along with this fair. Portions of the proceeds go into the general fund for extras needed throughout the year.
3. Spring Fling: Our Spring Fundraiser with music, food, Classroom Chair raffle, and Silent Auction.

More information and events will be announced throughout the year.

Please feel free to reach out to Rhonda May at [director@goodshepherddayschool.org](mailto:director@goodshepherddayschool.org) and/or Megan Ciekurs at [administrator@goodshepherddayschool.org](mailto:administrator@goodshepherddayschool.org). You may reach us at (859) 255-9734.