

2020-2021  
Preschool  
Parent Handbook

Version 1.0

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09/03/2020

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Good Shepherd  
SCHOOLS

A Ministry of  
Good Shepherd Church  
13110 Moss Road  
Charlotte, NC 28273



## **Table of Contents**

Philosophy and Goals .....	1
Philosophy .....	1
Goals of an Effective Preschool .....	1
Enrollment and General Operating Procedures .....	1
Hours of Operation.....	1
Tuition and Fees .....	1
Possible Additional Costs.....	2
Withdrawal.....	2
Enrollment Termination.....	2
Weather Closings/Delays.....	2
Health and Safety Standards.....	2
Medication .....	2
Medical Information.....	2
Illness Policy .....	3
Allergy Policy .....	3
Food Preferences and Sensitivities.....	3
Biting.....	4
Classroom Procedures .....	4
Sign In/Sign Out.....	4
Authorized Pick Up .....	4
Potty Training.....	4
Discipline .....	4
Clothing and Other Belongings .....	5
Food .....	5
Birthdays.....	5
Parent Participation.....	5
Appendix A – Interim Guidelines in Response to COVID-19 .....	6

### Philosophy and Goals

#### Philosophy

The purpose of Good Shepherd Preschool is to be a ministry of Good Shepherd Church and provide a caring, secure Christian environment in which children may experience growth in their social, emotional, cognitive, physical, and spiritual development.

#### Goals of an Effective Preschool

An effective Church-based weekday school embraces sound child development principles in order to provide nurturing and guidance for young children in a Christian setting. In a loving, secure environment, children learn to trust adults other than the parent while developing confidence in themselves and their abilities. In a home-like atmosphere, children learn to live successfully with others and are free to explore their own capabilities and the world around them.

A successful church Preschool also:

- Treats all children as persons of value; in God's eyes as well as in the eyes of our congregation.
- Works with parents to assure understanding and appreciation of each child's unique talents and needs.
- Provides for the individual needs of each child in small-group settings.
- Provides for the developmental needs of each: social, emotional, intellectual, physical, and spiritual.

### Enrollment and General Operating Procedures

#### Hours of Operation

2-year-olds: 3-day program:	Tuesday through Thursday, 8:00AM – 12:00PM
2-, 3- & 4-year-olds: 4-day program:	Monday through Thursday, 8:00AM – 12:00PM
4-year-olds: 5-day program:	Monday through Friday, 8:00AM – 12:00PM
Half-day Kindergarten:	Monday through Friday, 8:00AM – 12:00PM
Arrival:	7:55am-8:15am
Departure	11:45am-12:00pm

**\*\* All children must be program age by 8/31/20 and 3s and up must be potty-trained.**

#### Tuition and Fees

The Preschool is a nonprofit organization, which is self-supporting and operates solely on the tuition fees from each child. Therefore, it is essential that your fees be paid promptly and regularly. All registration and tuition fees will be applied to the purchase of supplies, teacher salaries, maintenance of Preschool facilities, and other needs that come with the operation of the Preschool. No adjustments will be made in tuition for days missed due to student's illness, being out of town, regularly scheduled holidays, weather-related closings, or other events beyond the control of the Preschool.

The tuition is automatically paid by bank ACH and is drafted on the 5th or the next business day for the next month's tuition. **\*Registration Fee and Tuition are non-refundable.**

\*\* Effective January 1, 2020, the second and subsequent time that a person has an overdraft, there will be a \$30 charge for each occurrence.

Should the need arise to change your draft account information, update your information on the Procure Connect app no later than the 25th of the month.

### Possible Additional Costs

- Fieldtrips (Kindergarten)
- Class Parties
- Fall & Spring Book Fair
- Professional photos

### Withdrawal

When a child is voluntarily withdrawn from the program, parents must give a written notice at least 30 days in advance. If a 30-day notice is not given, tuition for the month will be due. If a child is still enrolled as of April 1, 2021, tuition for May 2021 will be due. No exceptions.

### Enrollment Termination

There may be times when our school may not meet the needs of a particular child. When this occurs, the parents will be notified and given a notice to find other arrangements for their child. If the child is posing a danger to him/herself or others, immediate dismissal may be necessary. If the Director determines that we are not meeting a child's needs, the parents will not be responsible for any tuition after the child has left the program.

### Weather Closings/Delays

There will be no refund of tuition due to school closings for bad weather. If the Preschool closes due to any unforeseen circumstances, we do not schedule any make-up days. The Preschool Director will consider weather conditions in Mecklenburg and York Counties as well as staff availability and then communicate closure decisions via message through the Procure Connect app.

## Health and Safety Standards

*\*All children must wash their hands with soap and water or hand sanitizer upon entering the Preschool.*

### Medication

Medication will not be administered by staff. If medication is needed during school hours, the parent will need to return to administer the medication (except for emergency meds like EpiPen for allergic reaction or rescue inhalers for Asthma).

### Medical Information

**Immunization Record** – A current immunization record is required on the first day of enrollment. The date of immunizations must include month, day and year. Please also inform us of any immunizations your child receives after admission.

**Special Health Conditions** – It is the parents' responsibility to inform the school upon application, or at other appropriate times, of any health conditions, special needs, developmental delays, and/or allergies, etc. so we can provide for appropriate care. Please notify us if your child is on a medication that might cause diarrhea or other side effects. Parents are required by our school policies to inform us within 24 hours (excluding weekends/holidays) if their child has been diagnosed with any contagious disease.

**Incident Reports** – If your child is involved in an accident that requires first aid or an incident that you should be aware of, our staff will notify you via Procure Connect app.

**Child Abuse or Neglect** – We are required by law to report any suspected cases of child abuse or neglect.

### Illness Policy

**\*\*DO NOT BRING SICK CHILDREN TO SCHOOL.**

A child may not attend Preschool if he/she has:

- a green or yellow runny nose
- fever – anything above 99.9° F (within the last 24 hours)
- vomiting (within the last 24 hours)
- diarrhea (within the last 24 hours)
- any contagious disease
- spreading rash
- excessive coughing
- red sore throat

Before a child may return to school, the child must be symptom-free (fever, vomiting, diarrhea) and without requiring medication to control symptoms for at least 24 hours. (Some may require a medical note upon return.)

The teachers use disinfectants on a daily basis and do the very best they can to keep your children well and the environment as germ free as possible. However, parents and teachers working together are the key to keeping our school a healthy place!

Should a child become ill during the day, the parent is notified immediately. Parents are expected to come immediately upon notification. Until such time, the child will be separated from the group to minimize exposure.

Depending upon the ailment, a doctor's note may be required stating the child is not contagious and may resume his/her classes.

Additional policies and procedures have been put into place as a result of the COVID-19 outbreak. Please see **Appendix A – Interim Guidelines in Response to COVID-19** or visit [www.gsumc.org/preschool](http://www.gsumc.org/preschool).

### Food Preferences and Sensitivities

As part of classroom activities and parties, there will be times when your child will be offered snacks other than our typically-provided snacks. The Preschool understands that your child may have food preferences or sensitivities (not a food allergy) and we want to be made aware of these so that we can update your child's profile and plan accordingly.

### Allergy Policy

The Preschool is aware of the seriousness of food allergies among our children today. We strive to keep the Preschool environment safe. Since this is a public facility, we cannot guarantee that your child will not be exposed. Please keep your child's allergy information updated on the Procure Connect app. If your child has an allergy, please provide an action plan completed by your child's physician along with the required emergency medicine(s)/EpiPen.

### Biting

Biting is a normal behavior in small children, but one that must be addressed to ensure the safety for all children. In the event that a child is bitten, an incident report will be sent home to all who were involved in the incident. The parents of a child that is a habitual biter will be called in for a conference with the Teacher and Director. During the meeting, it will be discussed ways to cease the biting and solve the problem. If the child still does not stop biting, this is cause for possible dismissal.

## Classroom Procedures

### Parent Sign In/Sign Out

All children are to be escorted to their designated entrance location by the parent or other adult. The parent must use the Sign-in/Out procedure provided on the Procure Connect app to sign their child in and out each day. There is a \$10 late fee for children not picked up by 12:00pm.

### Authorized Pick Up

Children are to be released only to their parents or to people listed in the Procure Connect app. Ensure that contact information for anyone other than parents who are authorized to pick-up your child is up-to-date in the Procure Connect app. The staff is instructed to ask for identification from anyone picking up a child that they have not met.

### Potty Training

All 3-year-olds are required to be completely potty-trained when entering the class in the fall. Pull-ups are not allowed in the 3's classrooms. When a child has experienced three occurrences of potty accidents in one week, the child will be asked to stay home from the Preschool for a 1-week period to reinforce training. If upon returning, the child has repeated occurrences, the child will have a second 2-week period for training at home. This policy will go into effect on week four of Preschool.

### Discipline

The Preschool DOES NOT use any form of corporal or physical punishment, humiliation, verbal abuse, or leaving of any child unattended without supervision as a form of discipline. WE DO incorporate a positive management system which involves redirection, positive reinforcement, problem solving, intervention, behavior modification, anticipation of problems, removal of a child from the group, and supervised "time out/thinking chair." Each teacher will also establish goals for the classroom. If the previously mentioned methods are not working, the following procedures will be implemented:

- A conference will be called to exchange information between home and school to formulate a plan
- Parent and Teacher will implement the plan

If a child is still not responding in the classroom a second conference will be called at which time, either:

- A professional consultation may be suggested, or
- Another Preschool may be considered.

In some instances, if all behavior modifications have not resulted in a positive change of behavior, a child may be asked to be removed from the Preschool program at the discretion of the Director.

### **Clothing and Other Belongings**

Please make sure to write your child's name on ALL articles of clothing including coats. A change of clothing should be included for each child in a gallon zip bag with your child's name on it. Two-year-old classes will also need labeled extra diapers, wipes, pull-ups, etc.

### **Food**

A morning snack is provided by the Preschool. This will consist of crackers or pretzels with water.

### **Birthdays**

Parties are fun and exciting. If you would like to send snack treats to share with the class, you are invited to do so. Please let the teacher know in advance that you want to bring in treats so they can plan accordingly. All snacks/treats must be store bought. No exceptions. If your child is placed in a nut-free classroom, teachers will provide guidance on approved snacks. If your child distributes invitations at school for an "at home" party, there must be an invitation for each child in the class.

### **Parent Participation**

Both parents and teachers may schedule parent/teacher conferences at any time during the school year. That gives everyone involved an opportunity to share information about all positives and also express any concerns.

### Appendix A – Interim Guidelines in Response to COVID-19

Good Shepherd Schools has established these Interim Guidelines in response to COVID-19. All guidelines are taken from the Centers for Disease Control and Prevention (CDC) and NC Department of Health and Human Services (NCDHHS) recommendations. These guidelines allow Good Shepherd Schools to minimize the risk of exposure to both the staff, the children in their care and their families. Good Shepherd Schools staff has completed extensive training and agrees to operate in accordance with all Interim Guidelines.

#### ARRIVAL & DEPARTURE PROCEDURES (preventing the virus from entering)

*Only Good Shepherd staff and students will be allowed in the Preschool building.*

Each classroom has their own designated arrival and departure door. There are no car lines this year.

**Arrival time is 7:55am – 8:15am ONLY.** We will not accept late arrivals. Please allow extra time for check in each morning.

- Park your car and use the Procure Connect app to check-in your child. During the app check-in process, you will be asked health screening questions.
- After checking in through the app, proceed to the orange cone indicating your child's room entrance. Please wear a mask and practice social distancing.
- At your child's check-in station, your child's temperature will be checked. If your child has a temperature or answers positively to any of the health screening questions, your child will not be allowed to attend school that day.

**Departure time is 11:45am- 12:00pm.** A \$10 late fee will be assessed for departures after 12:00pm.

- Park your car and use the Procure Connect app to check-out your child.
- Proceed to the orange cone indicating your child's room entrance. Please wear a mask and practice social distancing.

#### OPERATIONS STRATEGY (preventing the virus from spreading)

*No parents or volunteers will be allowed in the Preschool building.*

Good Shepherd is utilizing the cohort/family model which reduces the risk of infection and provides for contact tracing.

- Each classroom will remain together all day.
- There will be no mixing with other classes.
- We will adhere to a strict schedule that avoids classes passing in the hallways or other common areas.
- Only one class will use a common area such as the K-Zone, playground or bathroom at one time.

### Masks and Supplies:

- Teachers will wear masks when outside of the classroom and in close proximity to children (like teaching one-on-one with a child).
- Teachers are not required to wear masks when teaching the group as a whole or on the playground.
- Parents and teachers are required to wear masks during arrival and departure.
- Students will not be required to wear masks. If a child is sent to school with a mask, he or she is responsible for its proper use.
- Shared toys and supplies will be limited between children. Each child will have their own separate bin for common supplies.

### Disinfection:

- Surfaces touched by multiple people will be disinfected daily.
- High touch points will be disinfected multiple times a day.
- The K-Zone and the gym equipment will be disinfected between each class. Bathrooms will be disinfected after each designated class's bathroom break. Teachers will manually disinfect touch points when a single child uses the bathroom at a time other than their designated time.
- Teachers will disinfect door handles and other touch points when traveling between their classroom, the bathrooms, the playgrounds, the K-Zone and outside.
- Each classroom will be disinfected daily after the school day ends. Many items have been removed from the classrooms to facilitate successful disinfection.
- Disinfected toys and books will be stored in bins and shelves marked "clean" and moved to "dirty" bins or shelves after use. All "dirty/used" toys will be disinfected. Books will be quarantined for 3 days. Electronic devices will be disinfected with alcohol wipes.

## **INFECTION STRATEGY (if an infection occurs)**

If a child or teacher displays COVID-like symptoms during the day, the remaining class will move to a dedicated isolation room until their room can be disinfected. All areas and supplies used by the sick person will be disinfected.

Anyone diagnosed with COVID-19 (by test or provider) or anyone who has COVID-19-like symptoms will need to wait at least 10 days from the inception of symptoms, be fever-free for at least 24 hours and have improved symptoms before returning to school.

If an individual receives an alternate diagnosis from a health care provider, is not contagious and has been fever- and symptom-free for at least 24 hours without fever- or symptom-reducing medication, they may return to school.

If a student or a teacher is diagnosed with COVID-19, their classroom will be closed for 14 days. If the student has a sibling in another class or the teacher has a child in another class, those classes will also be closed for 14 days.

If a COVID-19 diagnosis occurs for a staff member or specials teacher who interacts with multiple classes, the entire Preschool will shut down.

We will communicate with families if we have a diagnosed case of COVID-19 or when two or more children or teachers display 2 or more similar COVID-19-like symptoms within a school week.

Please contact Jamie Howell at 704-817-5815 or [jamiehowell@gsumc.org](mailto:jamiehowell@gsumc.org) if any member of your family develops COVID-19 symptoms, tests positive for COVID-19 or comes in close contact with someone with COVID-19.

We consider it an honor and privilege to teach your child and we are working hard to create a safe environment for all. We hope that you will do your part by following and supporting these guidelines, keeping ill children at home and praying for our school, our staff and students.