

SCHOOL POLICIES AND PROCEDURES

Enrollment

1. The Good Shepherd School accepts children regardless of race, color, religion, ability to pay or special needs.
2. The Good Shepherd School is a church sponsored program, which serves children from ages 4 months to 4 years. The school functions 12 months a year with September through May serving as a school year with elective programs offered in the summer.

Infants, Transition's and all Twos have a 9:00-2:00 program with extra hours serving early drop off from 7:30-9:00 and afternoon extended hours from 2:00-6:00.

The III and Pre K school programs are from 9:00-12:00 noon. An elective Lunch Bunch program is available from 12:00-2:00 pm for an additional charge for III's. A 5-day Lunch Lab for Kindergarten Prep is available monthly from 12-2. Extended care hours are from 7:30am-9:00am and 2:00pm-6:00pm. Afternoon Extended Care children are automatically enrolled in Lunch Bunch.

3. Enrollment shall be on a first-come, first-served basis. Currently enrolled students/siblings and GS Parishioners can turn in their forms immediately upon receipt. No forms for Open Registration will be accepted prior to the published registration date. A registration form along with a number of additional forms must be filled out properly and must include payment of a registration fee and ½ of the month of September's tuition.

Should there ever be a conflict for a space- all things being equal- the priorities will be:

1. Communicants in present programs
 2. Currently enrolled children
 3. Communicants in good standing
 4. Staff children
 5. Siblings of presently enrolled children
 6. Siblings of alumni
 7. Children of alumni
 8. Members of the community at large
4. Upon admission, each child must present the following: (1) a current immunization and health record, (2) a signed statement of Policies and Procedures and, (3) a signed enrollment agreement which includes a confidential form and a transportation and emergency release form. There are also a number of additional forms in the Registration Packets that must be signed and turned in. (see 3. Above)
 5. Each child shall have reached the appropriate age for a class before August 15 to enter such a program unless parent, staff and director agree upon a special arrangement.
 6. Children will advance to a higher class in September unless there are special circumstances.
 7. Children will be placed into classes according to several criteria:
 - *Parental choice of days
 - *Classroom dynamics
 - *Boy/Girl ratio

Dismissal Policy

1. If for any reason it is deemed necessary in the best interest of the child and for the school that a child be dismissed, two weeks notice will be given.

Financial Information

1. The Good Shepherd School depends upon the tuition for support. Credit or refunds of tuition cannot be given when a child is absent, regardless of the reason, including vacation time. Payment of assigned fee is required with no credit for absences, scheduled holidays or school closings during inclement weather.
2. Tuition payments are due by the 1st and late after the 15th of each month September through May for the school year and June, July and August if enrolled in the summer program. Cash for tuition payment is not allowed. If payment is late, a statement will be sent out on the first working day following the 15th with a \$25 late fee assessed. After one week, the director will send a follow-up letter for collection. By the 1st of the following month, a final letter for collection will be sent by the School Board Chair. Any tuition two months in arrears will be turned over to the Board legal counsel to begin collection procedures. The child will also be dismissed from school and the director will seek to fill the vacancy. If payment is received or an arrangement is made with the director within two weeks of dismissal, the child may return to school if space permits. A child is not officially registered until a non-refundable registration fee is received and all fees are paid in full. All children must register and parents must visit the school prior to enrollment..
3. There is a \$25 charge for all returned checks.
4. If withdrawal is necessary, parents are required to give one months notice or pay one month's tuition.
5. If any child is not picked up during the designated carpool time, 12 noon, 2pm or 5:30pm, then a \$10 fine will be charged for each additional hour (billed in 1 hour increments) after the dismissal times.
6. Unpaid fines will be treated as unpaid tuition. No child in a family can be enrolled in a new term until all financial obligations are met.
7. Cash for Lunch Bunch is not allowed. Lunch Bunch can be prepaid with tuition on a monthly basis. The fee is \$15 a day to drop-in.
8. Tuition paid by extended care participants entitles them to attendance during Christmas and Spring Break with a minimum amount of holidays.

Attendance

1. A parent or designated caregiver must escort the child to his or her classroom in the mornings. GOOD SHEPHERD SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR ANY CHILD WHO IS NOT PERSONALLY PLACED IN A STAFF MEMBER'S CARE.
2. All programs begin at 9:00 am. Children cannot be adequately supervised in their classrooms prior to such time. If you need your child to arrive prior to 9:00 am, please contact the Director about morning Extended Care.
3. For the benefit of the child, parents are encouraged to make the arrival and transition time as quickly as possible. (Please be advised that children are more comfortable arriving at school at the normal arrival time rather than when a class has moved on to other activities.)
4. Due to the State of Tennessee "NO TOLERANCE POLICY" no child, student or sibling may be left unattended in a vehicle.

Health and Safety

1. Children will participate in outside play every day, weather permitting and at the discretion of the teacher. We do not have the adequate staff to keep a child inside when others are going out. If your child is too ill to be outside, he/she is probably too ill to be at school.

2. Medication may only be given to a child if it has the original pharmacy label and accompanied with written instructions and a consent form from the parents. Medicine will be kept in a locked box.
3. Notification of an allergy or medical problem of the child must be given from the doctor.
4. Parents should not bring a sick child to school. If your child develops a sign of communicable disease (fever, listlessness, diarrhea, vomiting, etc.) while at school, he/she will be taken out of the group. Parents will be notified and expected to arrange a **prompt** pick-up of the child.
5. **IF YOUR CHILD HAS BEEN SICK WITH FEVER, DIARRHEA OR VOMITING, HE/SHE MUST BE WITHOUT SYMPTOMS FOR 24 HOURS BEFORE HE/SHE CAN RETURN TO SCHOOL.**
6. If your child is taking an antibiotic, such antibiotic must have been in the child's system for **24 hours** and the child must not be contagious before he/she can return to school.
7. Parents will notify the school in case of a contagious disease. Parents will be notified if their child is exposed to a contagious disease while at school.
8. In the event of a serious accident, the school will use its reasonable best efforts to contact the natural or legal guardian of an injured child promptly after the school learns of the injury. An emergency contact shall be maintained in the child's file in the school office. It is the responsibility of the legal guardian to advise the school of any changes in any phone numbers (home, mobile, etc.)

The legal guardian or representative of the child shall be expected to assume direct responsibility for the child as quickly as possible.

In the event of a serious injury, the school will call 911 and request an ambulance be summoned to transport the injured child to a hospital.

In the event the child's legal guardian cannot be located, a member of the school staff will accompany the child in the ambulance.

9. We adhere to the legal use of car seats and seat belts for any school trips. We prefer that parents who volunteer for field trips do not take siblings.
10. GSS has accidental insurance policy to cover medical treatment due to injuries.
11. You will be notified immediately in the event of a serious accident and shall be expected to assume direct responsibility for your child as quickly as possible. True emergency cases will be reported to 911.
12. Minor injuries such as normal scrapes and bumps will be brought to the parent's attention verbally or with a note.
13. A change of clothes should be left in each child's cubby in case of accidents. All clothing should be marked with child's name.
14. All children are required to wear shoes at school every day. In the event of a water activity, the child must wear non-skid shoes to participate.

Child Abuse or Neglect Policy

Tennessee law requires that any person who knows, or has reasonable cause to suspect, that a child has been sexually abused or who knows that a child has been injured so as to reasonably indicate that the injury was caused by brutality, abuse or neglect must report it to local law enforcement authorities or the Department of Human Services. Remember, "reasonable cause to suspect child abuse" means that you have seen indicators of sexual abuse. It does not mean that you are certain that abuse has occurred. Reporting abuse or suspected abuse is actually a request for professionals to investigate further.

Education and Prevention

A. The Tennessee Child Abuse Law requires:

1. A mandate that staff in preschool and child care agencies receive training in the detection, intervention, prevention and treatment of child sexual abuse.
2. A mandate that a sexual abuse prevention program be taught annually to children in every licensed or approved preschool and day care in the state.

B. The Diocese of East Tennessee Episcopal Church requires that all Staff at the Good Shepherd School take a four hours course titled "Safeguarding God's Children" dealing with issues of child abuse in school and church settings. All staff must receive this training within 6 months after assuming duties.

Reporting Procedures

A. The Good Shepherd School has a protective role to report abuse promptly to the State and to the Director. The Teacher or Director will contact the Child Abuse Hotline.

Child Abuse Hotline:

TN: 877-542-2873

GA: 706-272-2331

Tennessee Department of Human Services

Child Care Licensing

400 Deadrick Street
Nashville, TN 37248
615-313-4700

540 McCallie Ave, Suite 150
Chattanooga, TN
423-634-6187

B. The Director will investigate any report of child abuse or neglect by a staff member of the school, and written documentation of the incident will be completed. The Director, after consultation with the Personnel Committee Chairman of the Board and the Rector, will take the appropriate disciplinary actions depending on the validity and/or the severity of the problem.

Parental Involvement

1. Parents are encouraged to bring a special snack for the child's birthday celebration during school. Please do not distribute party invitations at school. We advise you mail invitations to the children's home addresses.
2. A parent is required to attend one session of orientation.
3. Parents are encouraged to visit the school anytime.
4. Parents are asked to participate in one parent-teacher telephone conference in the fall. A day in the spring will be scheduled for a one-on-one conference between the parent and teacher.
5. Two parents from each class are asked to volunteer to be room parents.

- A) Room parents help support the teachers in their classroom. Please discuss with your teacher what you might do to help.
- B) Room parents might be called on to make phone calls to notify parents of special events or to give reminders of these events.
- C) Room parents help with Holiday parties- planning and refreshments.
- D) Room parents help orient families into the school. When a student is new to a classroom, the room parents will call and welcome parents to our school community and ask if they have any questions. Phone numbers will be exchanged.
- E) A field trip parent helps to organize field trips and drivers at the request of the teacher.
- F) Room parents sit on the Parent Advisory Council with the Parent Representatives

Role of the Parent Representative

The role of the parent representative is to serve as a liaison between the Board of Directors of GSS and the GSS parents body-at-large; and to be a representative spokesperson for those parents.

A total of 4 Parent Reps shall be present on the Board of GSS for each school year.

Parent Reps shall be elected in May of each year through a nomination process and an election by a secret ballot vote of the then current parent body of GSS. The Parent Rep shall serve on the GSS Board for a term of 2 years. The term shall commence in June following election.

Each Parent Rep will be asked to serve on Committees of the Board.

The Parent Reps shall host and serve on the Parent Advisory Committee.

A pair of Parent Reps shall act as co-chairpersons for the Parent Advisory Committee.

The Parent Reps shall organize and host a coffee for the parents each September to welcome parents and to provide a place for parents to get acquainted.

The Parent Reps shall be responsible for asking two parents from each classroom to represent that class as Classroom Parents. These parents will aid teachers in the planning of holiday events and field trips. The classroom parents shall serve on the Parent Advisory Committee.

The Parent Reps shall be responsible for setting up a parent communication system, if warranted.

The Parent Reps will help contact and line up volunteers for GSS events and fundraisers.

The Parents Reps will help the Nominating Committee locate parents to place on a nomination slate for upcoming Parent Reps.

Food

1. Snacks are provided. Lunch must be sent from home. Refrigeration is available if needed. Lunches should not require any further preparation.
2. The school must be advised of any food allergy in order to take specific precautions.

Miscellaneous

1. Parents will be notified of any field trips away from school
2. We are happy to have you call us at any time; however, we cannot leave the children unattended or interrupt their activities to answer a phone call. Please let us know if it is an emergency. If not, the teacher will return your call as soon as possible.

3. The office will not be responsible for arranging babysitting with our staff and will not transfer calls for scheduling babysitting. Please call the staff member at home.
4. We discourage children from bringing toys from home unless for a specific classroom activity like show-and-tell. They can be easily lost, broken or cause sharing problems.

Special Policies for Extended Care

1. The following holidays are observed by GSS and we will be closed

Labor Day	Martin Luther King Jr.
Thanksgiving Day and day before/after	Good Friday
Christmas (# of days to be determined)	Memorial Day
New Year's Day	Independence Day
2. Any information from parents should be in writing and posted on extended care board so that rotating staff can be made aware.

Special Policies for Infants, Transition, and Twos

1. Lunch must be provided for all ages.
2. All bottles and food jars must be clearly marked. We can not accept open jars of food from home
3. A supplemental bottle must be provided for nursing babies. Parents must leave a number where they can be reached during the day in early weaning stages.
4. The school can only accept disposable diapers. Parents are to supply all diapers and diaper supplies. Please check on your supply regularly. You will be notified when supply is low.
5. All children in the Transition class must be **walking** before they may attend school.
6. All children in the Transition class are encouraged to work towards not taking a morning nap as there is no place for them to lay down to sleep.

Special Policies for III's

1. In order to enroll in the three-year old program the student shall have attained his/her third birthday by August 15.
2. Entering three year olds must be potty trained. Appropriate underwear or training pants should be worn. Pull-ups **are not** considered underwear. Accidents are expected and will be treated accordingly. If more than 3 accidents a week occur, the child will need to remain at home until more control is shown.
3. Parents will be required to acknowledge receipt of a statement of policies and practices with regards to potty training.
4. Accidents will be reported to parents using an accident report form. A copy of the report will be filed with the Director.
5. Parents may be asked to come in to supervise their child's potty-training one-on-one in the classroom.
6. The Director reserves the right to ask that a child be removed from the III's program for a period of time so that the parents may work on potty training with the child at home.

Discipline

1. Method of discipline shall be redirection for children 2 years old and under. For children 3 years and over, the child may be removed from the place of conflict for a short period of time, "Time Out". (The number of minutes=child's age)
2. For unacceptable behavior such as hitting, scratching or kicking, the child will be quickly redirected. If that method is not effective, the child will be placed in time out. If anyone is hurt as a result of this behavior, or in the case of an accident, please be advised that pursuant to state law, an incident report is to be filed with the Director as well as notification to each parent.
3. Biting is a very typical behavior in one and two-year-olds. Sometimes, but less frequently, it is also seen in three-year-olds. It is often a result of frustration, particularly in developing language skills. If a child bites, they are immediately put in time out. After the third offense, parents are notified and asked to spend the day with the child in the classroom. The parent's responsibility for the day is to monitor and correct their child's behavior in the classroom, one-on-one. The parent will be required to return to the classroom until the biting has ceased. If the child goes an entire day without biting, he/she can return to the classroom unattended. If the biting behavior returns, so must the parent. Keeping a child out of school does not help in correcting the behavior, thus the policy advises they be kept in school with continuous supervision to correct the inappropriate behavior.

Dismissal Policy

The school reserves the right to request the withdrawal of a child if one or more of the following conditions exist:

1. The child is not participating in or benefiting from the program
2. The staff can not provide adequate or safe care for the child
3. The staff can not provide adequate or safe care to other enrolled children due to caring for the needs of this child

Grievance Policy

1. Contact the Lead Teacher
2. Contact the Director in person or writing
3. If there is no satisfaction within one week, a parent may request an audience with the Board of Good Shepherd School
4. Board decision will be final

Carpool and Pick-up

1. Carpool times are 12:00PM and 2:00PM. To collect a child between the hours of 9:00AM and 2:00PM, a parent (or designated caregiver here after referred to as PARENT) must sign in at the office and then pick up their child(ren) from the child's classroom. After 2:00PM, parents must pick up their children in extended care and sign them out on the list in the multipurpose room.
2. Each parent must complete a release form indicating whom he or she will allow to pick up their child in the event the parent is unable to pick up their child from school. This list is for medical or school authorized emergencies only.
3. If a parent is not going to be picking up their child from school on a particular day, a written note indicating this and naming the person that the school is authorized to release their child to **MUST** be given to an authorized person of the school by 11AM that day as well as on the sign in sheet.
4. Delayed parents are not true emergencies. Children will be placed in the multipurpose room (with a caregiver) until their parents arrive. Delayed Parents will be charged \$10 for every hour per child (billed in hour increments) until the child has been picked up. This additional fee must be

- paid before your child may attend classes the following day. A delayed parent should contact the Director or Assistant Director to let them know that they will be delayed. The Director or Assistant Director will not allow any delayed parents children to be released to any other person. If you are not in the carpool line by 12:00PM or 2:00 PM then you will be considered delayed.
5. Standing carpool arrangements should be documented and filed with your child's teacher and the Director. You must state the days you will not be picking up your child and who will be picking up your child on those days.
 6. Follow route of map that is distributed for carpool. Please proceed up Scenic Highway onto West Brow Road and then take the first right onto Franklin Road. This will place you in the carpool line. Cars turning onto Franklin Road from Scenic Highway will **NOT** be allowed to cut into the carpool line. Please explain how the system works to anyone picking up your child. For the safety of your children stay to the left of the driveway. There will be **NO** passing in the carpool line. Stay in your car until the teachers comes to put your child in the car. Please buckle your child into his/her car seat. If you need to get out of your car while in the carpool line, please turn off your engine.
 7. In the event of inclement weather or emergencies that begin while school is in session, the operational hours of the school will be the communicated to you via text message from your teacher. Please pick up your child immediately upon an announced closing. For a weather-related situation that builds during the night, we have the option of following Hamilton County on the first day of closings. That is often not necessary for us since we don't transport children. The best place to look for up to date information is the GSS Facebook Page.
 8. Please check Good Shepherd School Facebook page or tune in to Channel 3 (WRCB-TV) for special announcements regarding weather. Snow days and holidays are not subject to make-up. Late openings for Lookout Mountain School do not necessarily affect Good Shepherd School.
 9. Parents must turn off their motor if they get out of the car.
 10. If a number of children need assistance buckling seat belts, pull up and out of the line of traffic to assist them.
 11. Teacher will place your child in the car. Please do not get out of your car while in the car pool line.
 12. If you must pick up a child independent of carpool route, always advise the teacher.
 13. Carpools in the circular drive will be conducted for III's and Pre K at 12:00 noon. Carpools for All other classes as well as Lunch Bunch and Lunch Lab will be at 2:00pm.
 14. Children in the Infant class must be collected from the classroom.
 15. Teachers may not transport children from Good Shepherd School for any reason.
 16. If the school is authorized to release a child to an individual during the day, the school is no longer responsible for the child until he or she is returned to the school premises.

Permissions and Releases

1. I permit my child to be transported in his designated carpool or release to persons designated by me as listed in the office
2. I grant my permission to the school to call a physician in case of an emergency
3. I release staff and Board of the School from any claim or financial responsibility arising out of an accident or mishap that may occur while my child is participating in a school- sponsored activity.
4. I give my child permission to participate in all activities at the school including field trips. (I will be notified if my child is to leave the premises)
5. I give permission for observation of my child by non-child care agency staff.
6. I release my child to be transported in a car or carpool approved by the school.
7. In the event of an emergency that requires parental notification the procedure is as follows:
 - a. Each parent is notified on their classroom application (See Saw or Do Jo)
 - b. The first notification will let parents know there is an emergency and to wait for further information.
 - c. The next notification will send details about the emergency and addition information about plans, pick up places and times (if changed).
 - d. Additional information will be published on the Good Shepherd School Facebook page.
8. I acknowledge that I have received, read and understand the Policy and Procedures of Good Shepherd School.

Parent Name

Signature

Date