



# **PARENT HANDBOOK**

## **2020-2021**

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# Our Mission Statement

The Child Development Center is a ministry of  
Good Shepherd Presbyterian Church

At Good Shepherd Child Development Center we will provide early childhood education with Christian principles. We provide opportunities for children to grow spiritually, cognitively, socially, physically, academically, and emotionally, through developmentally appropriate activities.

## **JENNIFER BRADEN, Director**

It is the declared purpose and policy of the Oklahoma Child Care Facilities Licensing Act (10 O.S. 1993 Sec. 401) to ensure maintenance of minimum standards for the care and protection of children away from their own homes, to encourage and assist the child care facility in attaining maximum standards, and to work for the development of sufficient and adequate services for child care.

An amendment to the licensing act was signed into law in the spring of 1995, requiring Preschool and Parents Day Out Programs meeting more than 15 hours per week to be licensed by the State of Oklahoma.

GOOD SHEPHERD CHILD DEVELOPMENT CENTER is a licensed facility, meeting all requirements. The centers compliance notebook is located in the office and is available to you at any time.

## **NOTICE OF NONDISCRIMINATORY POLICY**

The Good Shepherd Child Development Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally available to students enrolled in these programs. The programs do not discriminate on the basis of race, color, national and ethnic origin in the administration of their educational policies, scholarships, or other school administered programs. GSCDC will consider acceptance of all children with special needs on a case by case basis. **Good Shepherd administration will decline enrollment if our program is not equipped to meet the needs of a child. All specific needs regarding a child's care should be clearly defined in writing when enrolling or updated as needed while the child is in the program.**

## **What We Offer**

### **EARLY CHILDHOOD ENRICHMENT (two months – three years old)**

Your child's class placement is determined by their age/development.

Members of Good Shepherd Presbyterian Church will be given enrollment preference, followed by children currently enrolled in our programs. ECE ages are 2 months to 3 years of age. Enrollment is limited in each classroom. Payment of the registration fee (see fee section) is required before a child will be considered enrolled.

Early Childhood Enrichment requests for same day as siblings in Preschool classes will be honored whenever possible. **Requests for teachers or specific children (not siblings) being placed in the same classroom cannot be honored.**

All class hours are 9:15am – 2:45pm

### **THREE-YEAR-OLD PRESCHOOL (must be 3 years old by Sept 1st)**

Members of Good Shepherd Presbyterian Church will be given enrollment preference, followed by children currently enrolled in our programs. A child must be three years of age before September 1 to attend the appropriate class.

The Preschool staff understands that toilet learning is a personal matter between a child and his/her family; however, with one teacher per class, it is difficult to properly supervise and teach a class while tending to diapering needs. Therefore, **children enrolling in Preschool must have accomplished toilet learning prior to the beginning of the preschool year.**

Enrollment is limited in each classroom. Payment of the registration fee (see fee section) is required before a child will be considered enrolled.

Early Childhood Enrichment requests for same day as siblings in Preschool classes will be honored whenever possible. **Requests for teachers or specific children (not siblings) being placed in the same classroom cannot be honored.**

Classes meet:

3 day class	M/T/W	9:15 am – 2:45 pm
4 day class	M/T/W/Th	9:15 am – 2:45 pm
5 day class	M/T/W/Th/F	9:15 am – 2:45 pm

## **What Do We Do In School?**

- Literacy development helps youngsters build an understanding of language and literature. It includes listening, speaking, reading, and writing activities. These activities help build skills in areas such as communication, vocabulary, letter recognition, and comprehension. Story time is designed to help youngsters develop an appreciation and enjoyment of literature.
- Math activities include hands-on and real-life experiences. They also help youngsters develop awareness of numbers, geometry, patterns, measurement, and graphs.
- Manipulative activities help students improve visual perception, hand-eye coordination, as well as problem solving and social skills.
- Circle time is a group gathering during which the day's plans, ideas, and observations are shared. Circle activities are designed to stimulate youngsters' thinking, enrich their social skills, and expand their attention spans.
- Art activities help youngsters creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships.
- Dramatic-play activities help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary and solve problems. And, well, dramatic play is just plain fun!
- Music activities promote youngsters' listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.
- Science activities offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.
- Sand and water activities allow youngsters to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, and language.
- Block play gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play.
- Gross-motor activities give children the opportunity to use their muscles – as well as their imaginations – as they engage in fun, healthy exercises, such as running, jumping, and climbing.
- Fine-motor activities help improve small-muscle development and hand-eye coordination. Some common items that can be used in developing skills include puzzles, laces, pegboards, and crayons.

# **General Program Information**

## **Arrival**

Classrooms will open for all programs at **9:15 am**. ~~Please be sure to walk your child to his/her classroom. Your child's teacher will be there to greet you and your child.~~ Staff will be located at the circle drive doors in the front of the building where you will pull up, your child's temperature will be taken and then a staff member will take them into the building to their classroom. You may use this time to share any special instructions concerning your child with the staff.

Bring your child promptly by 9:15 am so late arrivals do not disrupt the other children. It is very important to a child to arrive on time so they don't miss out on any planned activities. Your child may miss circle time, art, or snack so please arrive promptly. A child who is consistently late will have a harder time making friends and adjusting to the routine. **Drop off after 10:00 am will need approval by director and/or teacher.**

## **Dismissal/Receiving and Claiming Children**

Dismissal is at **2:45 pm**. ~~Please pick your child up promptly at his/her room.~~ Pick up will be at the circle drive doors, a staff member will get your child from their classroom and bring them to you. The staff will dismiss the child individually to you or those persons designated on the enrollment sheet.

An authorized dismissal form is included with your enrollment packet. Children will only be dismissed to you or the individuals named on this form. If someone other than you (or the individuals who bring your child to the Child Development Center) is to pick up your child, please inform the teacher in writing (your child's teacher will have a form for you to fill out) and inform your child. If this information should change during the time your child is enrolled, please notify us in writing. Also, inform those having permission to pick up your child that we will request a photo ID to verify their identity prior to releasing your child to them.

## **Late Pick Up Fees**

Parents arriving late for pick up **will be required** to pay a fee beyond the regular monthly fee. The late pick up fee begins at 2:55 pm. This fee is \$10 for the first 10 minutes late and \$1 for each minute thereafter (per child). Money will be due at pickup or added to your monthly statement. Consistent late pick-ups will be grounds for dismissal.

## **Withdrawals**

A two-week advance, written notice to the Director is required if it becomes necessary for your child to withdraw from the program. Payment is required for this period. Good Shepherd Child Development Center reserves the right to dismiss a child if, after entering, he/she seems unable to participate in a group situation.

## **Illness/Medication Regulations**

Please check your child daily for symptoms of contagious diseases or illnesses BEFORE they are brought to school. Sick children are most comfortable at home, and it is not fair to other families to expose their children to germs. Parents are asked to exercise considerate judgment before subjecting their child's symptoms to other children.

PLEASE KEEP YOUR CHILD AT HOME IF ANY OF THE FOLLOWING APPLIES:

Child has any unexplained rash

Child has vomiting

Child has diarrhea

Child has fever

Child has inflammation of the eyelids

Child has lice

***Please notify the Director (by phone or email) if you find your child will not be attending on his/her regular day.*** Your child must be free of all the above symptoms for 24 hours BEFORE returning to school, or until the parent can provide proof (i.e. a doctor's note or call from the nurse) that the child is not contagious. We reserve the right to refuse to admit any child until such proof has been presented.

Teachers are not permitted to give any type of medication to any child. Parents may come to school and give it in appropriate situations. **In most circumstances, when medication is needed, children should not be in a group setting and are likely to feel most comfortable at home.** If your child has need of any emergency medical device such as an inhaler or EpiPen, you must have documentation from a doctor and meet with the director before school begins.

Each child is observed initially and throughout the hours of care for symptoms of an illness or physical injuries. The director has the authority to request that a child be sent home if he/she becomes ill while at the Child Development Center. The ill child will be separated from the other children until an authorized person is able to pick him/her up. Children with two instances of diarrhea or one vomiting will be sent home. A child with a fever of 100.1 or higher will be sent home. In these cases, they MAY NOT return until 24 hours free of vomiting and/or diarrhea. A child with pink eye can NOT return to the center until 24 hours of eye antibiotics have been given.

Please report to the director or the church office any child who develops a contagious illness or disease. While maintaining confidentiality, parents will be notified of exposure to communicable disease. You will be asked to fill out the registration form and attach immunization records which will be kept on file before your child attends the program.

**Covid-19 policies are attached at the end of the handbook.**

## **Parent Involvement**

Parent participation and cooperation is very important to your child's school success. One of the most important and easiest ways to participate is your daily prayers for our teachers and your children. ~~We encourage parents to visit at any time.~~ Conferences may be scheduled by parents or teachers. Please schedule an appointment with the teacher to ensure adequate conference time and to maintain confidentiality when you need to discuss your child's progress. Three's preschool will schedule regular conferences during

the spring semester.

Parents are also asked to provide snacks, transportation for field trips, sign up to provide special classroom needs, and to help with special activities. If you have a special talent or feel there is something you could do to enhance a unit of study, please talk with your child's teacher.

We ask parents' assistance in attending the special programs scheduled during the year (check calendar for dates). It is important for your child to see your interest in his/her activities through your attendance at these programs.

## **Clothing**

Please send your child to school dressed in comfortable PLAY CLOTHES and shoes that are easy for your child to manage. Although we try to provide ample covering for messy activities, the clothing will be exposed to paint, water, dirt, food, etc. We have many active playtimes inside and outside, so please send your child in appropriate shoes. Backless, slip-on shoes or flip-flops make it hard to run and climb and easily fall off making these activities more difficult and even dangerous.

We go outside to play every day the weather permits, so be sure your child has suitable clothing and shoes for the weather each day. Please mark all outer clothing with your child's name.

We ask that you bring a bag that contains a change of clothing, which will remain at school. Please put your child's name on this bag. This bag will be sent home seasonally so your child will have a suitable change of clothes at school. The clothing bags will be kept in your child's classroom. Any other personal belongings brought to school will be kept in your child's cubby. Please do not send money to school with your child. Also, please do not send personal toys to school.

## **Snacks and Meals**

We encourage all of our students to bring HEALTHY lunches, such as a sandwich, soup, sliced meat, fruits, veggies, cheese or yogurt. These are just a few choices! If you would like to bring leftovers, each classroom has a microwave for food that may require reheating. If you choose to bring a sweet treat, such as cookies, please know that our policy is to let each child make the choice of what to eat first. We will encourage each child to eat healthy first, however it is our belief if we make a big deal of "sweet treats" children will begin to expect them regularly.

Parents will be asked to provide snacks for the class. Snacks MUST BE STORE BOUGHT AND SEALED. Your child's teacher will visit with you about appropriate snacks during the open house with a list of healthy snack recommendation and each month sign-up sheets will be provided outside classrooms.

## **Permission for Field Trips (Preschool)**

~~Blanket permission is required for field trips away from the church property. This will be included with your open house packet. Transportation for field trips will be provided by parents. If a child arrives late on the day of a field trip and the class has already left the premises, that child may remain at the CDC with another class, or may be transported to the location of the field trip by their parent/guardian. The parent/guardian would then need to remain with the class until dismissed by the teacher.~~

## **Celebrating Birthdays**

We make birthdays a special time for each child. You are welcome to provide treats for birthdays– small cookies or cupcakes. **MUST BE STORE BOUGHT AND SEALED.** Talk with your child's teacher for more guidance and number of children in class. Please do not send party invitations to school.

## **Chapel**

Once a month the CDC children participate in a brief chapel service. This service includes a Bible verse, prayers, object lesson, and music. Parents are always welcome at this service. **However, if you arrive late to school, please stay with your child in their classroom so the lesson isn't interrupted.**

## **Inclement Weather**

We follow the Bartlesville Public Schools decision concerning attending school during inclement weather. If the public schools are closed, we are also closed.

We may close the CDC at times when the public schools do not close if we feel our students or teachers would be endangered by trying to get to and from school. Closings will be broadcast on the local radio station or the local news channels and Facebook. Fees will not be reduced due to inclement weather, nor are we required to make up these days as are the public schools.

## **Discipline Policy**

Discipline is not PUNISHMENT. We discipline in an effort to teach children self-control and the importance of following rules developed to assure safety and an effective learning environment. We discipline in a positive caring manner with an emphasis on helping the child develop self-control, self-esteem, and respect for the rights and property of others, qualities that are necessary to function in the classroom and in his/her world. Corporal punishment (spanking) is not practiced, nor permitted. Ongoing behavioral problems are dealt with in the following way:

- The child will go home for the remainder of the day.
- If the behaviors continue a Parent-Staff conference will occur and further consequences will be discussed up to and including removal from the classroom.



**Good Shepherd Staff members who have reason to believe that a child has been abused are mandated by law to promptly report the suspected abuse by contacting the county office of the Department of Human Services or the statewide toll-free Child Abuse Hot Line (1-800-522-3511).**

## **Emergency Procedures**

Our emergency plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following actions:

- *Immediate evacuation* - students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering* - sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response
- *Lockdown* - occurrences when securing the building and remaining in the classroom is the safest action for the children and staff
- *Evacuation* - total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to one of the relocation facilities designated in our Emergency Operating Procedures. There will also be a notice posted on the circle drive and north door entrances to provide information on the relocation site.
- *Modified Operation* - may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a weather related incident or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please stay tuned to local radio stations, news channels, and our Facebook page for announcements relating any of the emergency actions listed above.

We ask that you **do not call** our main number during the emergency. Our staff will contact you, or other emergency contacts identified by you, in the event the children and staff are relocated or if there are injuries. The contact with you, or the other emergency contact, will be at the numbers provided by you. We encourage you to periodically update the contact information to insure we have you listed correctly.

I specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

A copy of our Emergency Operating Procedures may be viewed at any time at our facility. It is located in the director's office. This plan is updated on an annual basis, as is required by our licensing agency.

## **Playground Policy**

We go outside everyday possible! Please dress your children in the proper clothing, such as shorts, coats, hats, and mittens. If the wind chill is above 32 degrees or heat index is lower than 100 degrees, we will go outside. We may only stay for part of the scheduled outside time, but we will go out.

## Rest Time Policy (toddlers and up)

Each child is expected to stay on their rest mats for a period of 45 minutes each day they are here. After the 45 minutes is up, each child will have an option of a quiet activity, such as a book, puzzle or coloring sheet. Each child and their needs will be looked at individually. During naptime your child may use their security/comfort blanket, however we do not allow the use of pillows or toys during this time.

## Fees

A non-refundable registration fee is charged at the time of enrollment. Fees are due on the first class day of each month. On the 11th of the month a \$10.00 late fee will be added to all unpaid balances. Families with two or more children enrolled will receive a discount. The first child is full price, and each additional child will receive a 10% discount. Tuition remains the same amount regardless of the number of teaching and vacation days.

Monthly fees are:

1 day a week .....	\$85/month
2 days a week.....	\$165/month
3 days a week.....	\$245/month
4 days a week.....	\$325/month
5 days a week.....	\$400/month

Registration Fee\*.....\$30

\*Good Shepherd church members are exempt from the registration fee.

## Payment Options

**Online:** Families will be set up with a username and password to pay online with a check or credit/debit card. The website is **<https://gspc.myshelby.org>**

**ACH Debit:** Reoccurring automatic payments may be set up on a monthly or bimonthly basis to be pulled directly from your account. An ACH form must be filled out along with a voided check.

If you need your login information please email the director at [jennifer.braden@gspcok.org](mailto:jennifer.braden@gspcok.org)

## **Good Shepherd Covid-19 Policies**

***The American Academy of Pediatrics strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school. Good Shepherd Child Development Center believes it's important that children still engage in social, cognitive, physical, emotional, and spiritual development activities as long as there are systems in place to keep our children safe. The level of viral transmission in the school and throughout the community will be closely monitored and may call for adjustments to be made to existing plans. The Covid-19 pandemic has certainly changed what child care looks like this year and possibly beyond. In response to that, Good Shepherd Child Development Center has planned many changes, much of which will be outlined in this document.***

### **SCHOOL ARRIVAL AND DISMISSAL**

Good Shepherd Child Development Center understands the importance of safety for our children and families. Arrival will be different than in years past. All arrivals will begin at the circle drive area towards the front of the building located on the East side of the property. Parents will bring the child up to the table near the circle drive door where a GSCDC staff member will greet you and your child. A staff member will take your child's temperature and log it. After logging their temperature and asking a few screener questions, the staff member will then escort your child to their classroom. Parents will not be allowed into the building. We understand that arrival and dismissal will take more time and ask that you practice social distancing and/or wear a mask if able while you wait to check in your child.

Dismissal will work in the same way. Parents will come to the circle drive door where a staff person will call for the child and be escorted out the door to your care. We realize that this is not an ideal situation for parents and children as we have always had an open door policy at our center, but we feel this is the best way to eliminate potential exposure in the building.

### **HEALTH CHECKS AND HYGIENE PRACTICES**

All members of Good Shepherd Child Development Center should follow this simple guideline for the health and safety of everyone; **IF YOU'RE SICK, PLEASE STAY AT HOME**. As with normal procedures, anyone with a fever at or above 100 degrees should remain home but can return once the fever has subsided for 24 hours without the aid of medication. *Classrooms will also be kept separate as much as possible to reduce the spread of any infection and germs.*

**Staff** - All Good Shepherd Child Development Center staff members will be required to have daily temperature check upon arrival. These will be logged by office staff. Teachers will also complete a symptom self-assessment prior to reporting to work. All staff members will wear a mask or face shield when social distancing can't be practiced.

**Children**- According to the Centers for Disease Control and Prevention, cloth face coverings should NOT be worn by children under the age of 2, anyone who has trouble breathing, or those unable to remove the cloth face covering without assistance. In addition, we do not recommend masks for children if wearing a mask is a possible choking or strangulation hazard to your child, or wearing the cloth face covering causes your child to touch their face more frequently than not wearing it. GSCDC does not require children over the age of two to wear a face mask. This will be up to each family and what they believe is the best practice for their child.

Children and staff are encouraged to practice proper hygiene. Hand washing is one of the best ways to prevent infections of all types. Teachers will teach proper hand washing techniques to the children and practice washing hands regularly. Each classroom is also equipped with hand sanitizer to utilize when hand washing is not available.

### **CLEANING/DISINFECTING PROCEDURES**

Daily Procedures - Cleaning will be more preventative in nature and will include an increase in the frequency and duration of the routine cleaning schedule. It will also include an intense focus on high touch areas such as restroom facilities, door handles, playground equipment, railings/handles, etc. during the school day. All classroom nap mat covers/crib mats will be washed daily as well as the nap mats themselves will be disinfected daily. Deep cleaning procedures will be implemented daily during and after school. GSCDC has purchased a commercial disinfectant fogger to be used daily in each classroom after dismissal.

### **WATER FOUNTAINS**

It will be necessary to limit access to routine use of water fountains within the building. We encourage all children to bring an age appropriate water bottle/thermos/cup to avoid the use of the water fountains.

### **WHAT IF COVID-19 NUMBERS INCREASE OR WE HAVE A POSSIBLE CASE?**

If local health officials have determined there is substantial transmission of Covid-19 within the community, they will provide guidance to administrators on the best course of action for child care programs.

If GSCDC notices a substantial increase in the number of students or staff missing school due to illness, we will report this to our local health officials.

If a child or staff member shows symptoms of Covid-19 they will be immediately separated from the group and held in a separate room until their parent arrives.

We realize there may be circumstances that require us to close a classroom, or the entire school due to a rise in confirmed cases of COVID-19.

### **RESPONSE TO POSSIBLE COVID-19 SYMPTOMS IN CHILDREN/STAFF WHILE AT SCHOOL**

If a teacher suspects that a child may be experiencing COVID-19 symptoms, she will contact the director to arrange for a staff member to come to the classroom and escort the child to the site's isolated area. Once the child has entered the isolated area the following procedures will be followed:

- A director or other staff member will perform appropriate health screenings
- Parents will be contacted and the child will be sent home as soon as possible
- GSCDC custodian will deep clean/disinfect last occupied location (and any other traceable locations) after the child has been removed
- All teachers will be required to implement assigned seating for the children within their classrooms. This will assist the school in following contact tracing procedures and making required quarantine decisions.

If any child or staff member is confirmed to have Covid-19 we will notify the local health officials immediately to determine a course of action for our program. A text/email will be sent to parents to notify them of any changes or updates for closures or exposure.

## **EXPOSURES, DIAGNOSES, & RETURN TO SCHOOL AFTER COVID-19**

Communication to the community regarding school-related confirmed cases of COVID-19 will come from the Director via email/text through our Shelby systems.

### Isolation vs. Quarantine

- Isolation (10 days from test) separates people who are infected with a contagious disease from those who are not.
- Quarantine separates people who might have been exposed to the virus (exposure is defined as within 6 ft. of an infected person for at least 15 minutes).

The CDC recommends the following actions:

- Anyone who has had close contact with someone testing positive for COVID-19 should stay home (Quarantine) for 14 days after last known exposure and monitor for symptoms.
- Anyone who tests positive or has COVID-19 symptoms may return to school after;
  - 24 hours of no fever without the aid of medication and diminished symptoms,
  - **AND** 10 days (Isolation) from the first sign of symptoms.

Two consecutive negative COVID-19 tests given 24 hours apart would also indicate that a staff member or child may return to school. The negative test results should be provided to the school if the staff/child is home for fewer than 10 days.

- Anyone who tested positive for COVID-19 but had no symptoms can return to school after 10 days have passed since the test. Two consecutive negative COVID-19 tests given 24 hours apart would also indicate that a staff member or child may return to school. The negative test results should be provided to the school if the staff/child is home for fewer than 10 days.
  - As always, be sure to call the school to report your child's absence.

*Fees will not be reduced due for days missed because of quarantine, possible exposure or illness, nor are we required to make up these days.*

**ALL PLANS ARE SUBJECT TO CHANGE AS NEW INFORMATION BECOMES AVAILABLE OR AS NEW SITUATIONS ARISE RELATED TO COVID-19.**