

**EPISCOPAL DAY SCHOOL**  
**OF THE**  
**CHURCH OF THE GOOD SHEPHERD**

**2008-2009**

**Preschool Handbook**  
**Threes, Prekindergarten, and Kindergarten**



**EPISCOPAL DAY SCHOOL**

*Foundations for Life*

**ACCREDITED BY:**

THE SOUTHERN ASSOCIATION OF COLLEGES & SCHOOLS (SACS CASI)  
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## **MISSION**

The Episcopal Day School was established by the Church of the Good Shepherd to provide an enriching education that encourages spiritual growth, explores discovery of self, and promotes service to others.

## **STATEMENT OF BELIEFS**

We Believe...

...in the Episcopal tradition, we are called to create an open and nurturing academic community of faith for all.

...the school, the church, and the family work together to guide all children to the realization of their God-given potential.

...striving for academic excellence is a community responsibility.

...children grow, develop, and learn at different rates and stages. The growth and development of each child involves many dimensions: heart, mind, body, and soul.

...each child is uniquely created in the image of God, and we are called to respect the dignity of every human being.

...diversity is a part of God's creative plan, and we are called to manifest the kingdom of God by actively promoting a community that is racially, religiously, and socio-economically diverse.

...faculty and staff should serve as positive role models for students.

...with Christ as our center, we are called to love and respect one another and to build a foundation for a rewarding life of service to God and others.

## **EDUCATIONAL PHILOSOPHY OF EDS PRESCHOOL**

We believe:

Children learn through direct participation in their environment. Learning is an active process for young children; therefore, instruction must provide for active exploration, concrete experiences in a rich environment, and many language experiences to foster learning.

Learning activities and materials should be concrete, real, and relevant to the lives of young children.

Children advance at different rates through stages of cognitive, emotional, physical, social, and spiritual development. It is our goal to provide learning experiences to enhance and stimulate all of these developmental areas.

Children learn responsibility by participating in age-appropriate decision-making. Self-help skills are encouraged.

Children possess a natural curiosity about the world that should be utilized to foster enthusiasm and a love of learning!

Children are uniquely created by God. Therefore, each child has God-given abilities and talents to be discovered and nurtured. It is important to provide an environment where spiritual awareness and growth are recognized and encouraged.

### **I. CURRICULUM**

#### **A. PROGRAM DESCRIPTION**

Episcopal Day School's Preschool Program is comprised of three classes of three-year-old children, three classes of prekindergarten, and three classes of kindergarten. All of these are half-day classes. Episcopal Day School complies with Georgia state law concerning age limit for school admission. After-school care is offered in the afternoon to any children enrolled full-time in the morning program. The after-school program is licensed by Bright From The Start, formerly known as Georgia Department of Human Resources.

#### **B. OVERVIEW**

It is the intent of the preschool program to support and enhance all aspects of each child's development - cognitive, spiritual, social, emotional, and physical. This is accomplished through "child-centered" units of study that integrate all curriculum areas --pre-reading, reading, writing, math, science, social studies, art, and music. These units, which are groups of activities related to themes, are used as a means of providing experiences. Unit topics that are of interest and relevance to children are selected. A variety of materials are incorporated for hands-on learning and active participation. A print-rich environment is provided to stimulate the development of language and literacy skills. It is the goal of our staff to maintain a balance between teacher-directed and child-centered activities. Activities are accomplished through large groups, small groups, individual activities, and learning centers. Units that embrace multi-cultural and non-stereotyping themes are incorporated to enable children to develop self-

esteem, as well as the ability to understand and appreciate people of different cultures, races, sexes, and abilities. Opportunities for parent involvement are provided and encouraged.

### **C. STUDENT SUPPORT SERVICES**

If a student experiences academic, social and/or emotional difficulties/differences, faculty or parents may request a referral to the division head or head of school for consultation with the student support committee. This committee may include the school psychologist, division heads, head of school, faculty, and parents. Committee recommendations may include educational assessments, counseling, tutoring, or other support services.

### **D. CO-CURRICULAR**

Classes in music, computer, religion, Spanish, science, physical education, and library meet on a weekly basis. The purpose of these classes is to provide opportunities for the enrichment so important in developing inquisitive, thoughtful, and tolerant young people. Students in all preschool grades have the opportunity to explore the visual and musical arts, discover the joys of the printed word and other cultures in the library, work toward group goals, investigate movement and healthy bodies in physical education, and create the patterns and thought processes inherent in working with the computer.

### **E. RELIGION CLASSES**

The curriculum used in preschool religion class is The Catechesis of the Good Shepherd, which is based on the belief that God and the child have a unique relationship with one another, particularly before the age of six. The growth of this relationship should be assisted by the adult, but is directed by the Spirit of God within the child. Additionally, children need their own place to foster the growth of this relationship. The adult joins the child in wondering and meditating on the questions generated by the Scriptures with the prepared environment as a developmental aid. For questions regarding preschool religion classes, please contact the preschool Catechesis teacher, Kim Capers or Chaplain Sawyer.

### **F. ACCELERATED READER**

The Accelerated Reader program provides EDS students with the means to improve, increase, and encourage their reading opportunities. This non-competitive, incentive-based reading program is used in kindergarten through fifth grade to further enrich and promote independent reading. Each academic division within the school determines the proper use of Accelerated Reader for its appropriate age level.

### **G. CHAPEL**

Chapel is an important part of life at EDS. The opportunity to worship together strengthens the school as a community and nurtures each child as an individual. Three year olds, prekindergarten, and kindergarten students attend chapel every Tuesday with the first and second graders. Through stories, songs, and prayer, students explore and experience the reality of God's love. Parents are invited and encouraged to attend Chapel services at the Church of the Good Shepherd every Tuesday at 8:30 a.m.

Beginning in kindergarten, students serve as acolytes on a rotating schedule. Names are published weekly on the EDS website ([www.edsaugusta.com](http://www.edsaugusta.com)).

## **H. SERVICE PROJECTS**

Community service is an important element of life at EDS. Actively responding to the Gospel imperative to “Love one another,” EDS students experience the joy and responsibility of sharing their individual God-given talents with others.

Every year the Chaplain supervises several school-wide service projects. These projects benefit the Augusta community and beyond.

EDS also has a partner relationship with the Sand Hills Psychoeducational School. Each class is assigned three or four Sand Hills partners. Throughout the year, students send holiday letters and posters to their partners and present them with gifts and filled stockings at Christmas.

## **II. POLICIES AND PROCEDURES**

### **A. ADMISSION POLICIES**

#### **1. ELIGIBILITY**

In its admission, financial aid, personnel policies, and general practices, Episcopal Day School acts without regard to race, color, sex, religion, ethnic origin, physical handicap, or age.

#### **2. APPLICATION AND ADMISSION**

Episcopal Day School complies with the Georgia State Law concerning age limit for school admission. Students entering the three-year-old program must be three years old on or before September 1 of the year they are to enter. Students entering prekindergarten must be four years old on or before September 1 of the year they are to enter. Students entering kindergarten must be five years old on or before September 1 of the year they are to enter.

Parents of children entering EDS for the first time in preschool are required to submit a copy of the child’s birth certificate before the enrollment contract is finalized.

Readiness for the preschool program is determined by a screening and interview with a member of the preschool faculty.

#### **3. RE-ENROLLMENT**

Information on re-enrollment for the following year will be sent to parents of present students in late January with a deadline for return.

### **B. SCHEDULE**

#### **1. SCHOOL CALENDAR**

The preschool follows the regular school calendar, unless an exception has been noted. A detailed calendar is provided on the school website and is also available in the front office.

## 2. PROGRAM HOURS

7:00 a.m.	Before School Care Opens (Room 304)
8:00 a.m.	School Begins
8:10 a.m.	Tardy Bell
8:12 a.m.	Morning Prayer and Announcements
12:30 p.m.	Preschool Dismissal
3:00 p.m.	Grades 1-8 Dismissal

## 3. SEVERE WEATHER CLOSING

In the event of inclement weather, we will attempt to make a decision regarding the opening of school by 6:00 a.m. If school is delayed or closed, we will send a Calling Post announcement to all home and cell numbers of parents that we have on file. We will also send an email to all parents and post the announcement on the school answering machine. We will contact the following TV stations: WAGT (NBC/ Chan 26/Cable 8), WRDW (CBS/ Chan 12/10), and WJBF (ABC/Chan 6/2). Although in the past the radio stations have been the least likely to answer a phone, we will try to call WBBQ (104.3), WGAC/WGOR (580AM/93.9 FM), WSLT Lite 98 (98.3) and WAFJ (88.3). You will also find updated information on our website.

Should we need to close school once children have arrived, we will use the same communication procedures. Calling Post, email, the front desk, the website, and local media outlets (in that order) will all have the information. As the number of children here dwindles, we will attempt to make direct telephone contact with parents of students still remaining. Faculty will remain with the children in the front office until the last child has been picked up.

## C. HEALTH AND SAFETY

EDS maintains an updated Crisis Management Plan. A copy of this emergency, health, and safety document is found in every classroom and administrative office. This plan covers emergencies that may occur throughout the year.

### 1. IMMUNIZATION REQUIREMENTS AND FORMS

All students in preschool are required by Georgia Health law to present the required immunization forms verifying they are properly immunized. *These forms are available from your pediatrician or local health departments* and must be presented the first day of school.

**Three and Four Year Olds** Form 3231 Certificate of Immunization

**Five Year Olds** Form 3231 Certificate of Immunization Form 3300 Certificate of Eye, Ear, and Dental Exam

Please note that two doses of the MMR and Varicella vaccines are now required at the time of entry to school.

**Birth Certificates** Parents of students entering EDS for the first time, in preschool, are required to present a copy of the birth certificate at registration. The copy will remain in the student's file.

**Physical Examinations** An annual physical exam by a licensed medical physician is required of students enrolling in the three-year-old program through kindergarten.

**NO STUDENT MAY PARTICIPATE IN PE UNTIL THE HEALTH FORM IS RETURNED TO THE NURSE'S OFFICE.**

## **2. COMMUNICABLE DISEASE**

A student should stay home if suffering from an illness that is communicable. If a student has a communicable disease/condition during the school year, the school will notify parents of other students in that classroom.

**STUDENTS SHOULD BE FEVER-FREE WITHOUT MEDICATION FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**

## **3. HEAD LICE POLICY**

a. Upon detection of head lice, the student will be sent home with information for home management and referred to a physician for treatment.

b. All classrooms in the student's grade will be screened for head lice and classroom management policies will go into effect. Notices will be sent home with students who have been screened to heighten parental awareness. Siblings of students will be screened.

c. Students may return to school anytime after receiving treatment and will be re-screened by the school nurse upon re-admission to school. The student will be screened again in seven to ten days.

d. When a student is detected as having live lice for the third time, a "no-nit" policy goes into effect. The "no-nit" policy requires that the infected student remain at home after treatment until it is determined that no nits, or live lice, are detected on the child. The school nurse will screen the student before re-admission to school, and the student will be allowed to return if nit free.

## **4. MEDICATION DURING SCHOOL HOURS**

Medication of any kind (including Tylenol) may be administered at school, **by the school nurse**, only by request from the parent. **No medication will be provided by the school.** Only medication in the appropriate container with the official label will be accepted. Medication must be brought by an adult, and the proper form must be completed and signed. No medication of any kind should be brought to school by a student. The school nurse will be available daily from 7:45-8:20 a.m. to accept any necessary medications.

## **5. ILLNESS**

If a child becomes ill, the child will be sent to the office to be checked by the nurse. The nurse will determine if the child should go home.

## **6. ACCIDENTS**

In the event of an accident or injury, the school nurse will determine whether the student should be moved. If the child can be moved, the child will be taken to the hospital by a school official. Parents will be notified immediately. If they cannot be reached, the school nurse will attempt to reach the physician listed on the child's health form. Anytime your emergency information changes, the school should be notified immediately. An Accident Report Form will be completed on each incident.

## **7. FIRE DRILLS AND TORNADO DRILLS**

Fire drills are conducted once a month, and tornado drills are held twice a year. Teachers will instruct their students about the procedure to follow.

## **8. NO SMOKING POLICY**

The Episcopal Day School is a smoke-free environment.

# **D. ATTENDANCE POLICIES**

## **1. ATTENDANCE REQUIREMENT**

No student will be promoted to the succeeding grade if that student has been absent more than **sixteen school days in a given school year**. Exceptions may be granted by the Headmaster, in case of extenuating circumstances, such as an extended illness.

## **2. ABSENCES**

Please call the office by 8:30 a.m. on each day that your child is absent from school. We greatly discourage any absences aside from those caused by illness. Please contact the school office in advance if a lengthy absence is necessary.

## **3. ARRIVAL**

Any students who arrive between 7:00 a.m. and 7:45 a.m. must go to Early Birds Extended Care in room 320, located in the Village. Three year olds arriving at school between 7:45 a.m. and 8:10 a.m. will go directly to their classrooms. Prekindergarten and kindergarten students arriving between 7:45 a.m. and 8:00 a.m. are supervised in the lunchroom and are dismissed to their classrooms at 8:00 a.m.

## **4. TARDINESS**

**To obtain full benefit from the program, students need to be on time. Any student who arrives at school after 8:10 a.m. will be marked tardy. After 8:10, the parent must sign the student in at the office, and in most cases, escort the student to the classroom.** If the class is not in the classroom, do not leave the child unattended. Bring the child to the office, and the office staff will locate the group for you. Teachers, division heads, and/or the head of school may impose disciplinary action for excessive tardiness, including the non-renewal of a student's contract in exceptional cases.

## **5. DISMISSAL**

**Please pick up students promptly at dismissal time. Students who are not picked up within fifteen minutes after dismissal time will be taken to the EDS Center for supervision by center personnel.** A center fee of \$18.00 per child will be charged for children who are not picked up by 12:45 p.m.

**6. EARLY DISMISSAL**

Early dismissal or absence for a brief period during the day is strongly discouraged. If possible, medical appointments should be scheduled after school. In order for your child to leave school early or to be excused during school hours, the child must bring in a written excuse to the teacher in the morning of that day. For the student to be released, an adult must come to the school office to sign out the student being dismissed early. **It is the responsibility of the parent to inform the regular carpool driver of the child’s absence or early dismissal.**

**E. FINANCIAL INFORMATION**

**1. 2008-2009 TUITION FEES**

Three year olds, 3 days a week.....	\$ 3,675.00
Three year olds, 5 days a week.....	\$ 6,150.00
Prekindergarten and Kindergarten.....	\$ 6,150.00

Discounts are offered for siblings except for part-time students (3-day three year olds). Please do not send tuition payments with preschool children.

**2. DELINQUENT ACCOUNTS**

- Accounts thirty days past due must be received by the 15th of the next month to be considered current.
- Accounts ninety days past due will require the child(ren) to be withdrawn before the next academic quarter.
- Re-enrollment contracts will not be issued to accounts that are sixty days past due. No existing student will be allowed to return to the school the next year if an outstanding balance is not paid in full by June 1.
- An outstanding balance on a kindergarten account on May 15 will prevent a child from participating in graduation and receiving a certificate.
- Enrollment forms for the following school year will not be accepted if an account is past due as of May 15.

**3. OTHER CHARGES**

**a.** Late Charge: A \$25 late fee will be charged if a payment is not received by the 15th of the month in which it is due.

**b.** Returned Check Charge: A \$25 charge will be made for all returned checks.

**4. CHECK-WRITING PRIVILEGES**

A family will lose check-writing privileges with the school after the second check in the calendar year is refused by the bank for insufficient funds. From that point forward, all financial transactions with the school must be by certified check, money order, or cash.

**5. TERMINATION OF CONTRACT**

The student’s contract is binding for the entire school year. The enrollment agreement may be canceled in writing without penalty (except forfeiture of deposit) if written notice is received by EDS before **March 1**. After that, a family is responsible for the full year’s

tuition. In the event the family moves more than fifty miles away and withdraws the student before August 1, tuition paid to date will be refunded.

Tuition insurance is available to all parents at a modest cost. Participation in the Tuition Refund Plan for medical withdrawal, other withdrawals, and for dismissals is required for all parents who do not pay their total yearly fees. A brochure containing full details of this plan is available from the Director of Finance. Students entering EDS at any point after the first day of school are required to pay the full amount of the registration deposit. The remainder of the tuition will be prorated.

If it is determined to be in the best interest of the individual student or a group of students, Episcopal Day School reserves the right to terminate an enrollment contract on the basis of physical, emotional, or academic limitations beyond our capabilities to handle. In the event of such termination, relief from any further obligation under the contract is automatically granted. Termination of an enrollment contract is not the same as a dismissal. Whoever signed the contract is responsible for tuition payment in the case of dismissal.

## **6. WITHDRAWAL PROCEDURE**

At the time a student withdraws from the school, a parent must come to the office to complete a Student Withdrawal Form, sign a Transcript Release, and complete a Tuition Refund Insurance Claim form. All financial obligations must be current at the time of withdrawal. All transcript and recommendation forms are processed through the front office.

## **7. FINANCIAL AID**

The Board of Trustees of Episcopal Day School is committed to a strong program of financial aid. An application for financial aid may be obtained from the Admissions Office or Business Office. All financial aid information and deliberation will be handled by the Financial Aid Committee and will be held in the strictest confidence. No award may be designated unless a student's account is current.

## **8. GIFTS**

A number of funds have been established to enhance the programs at EDS.

**Annual Giving** - The Annual Giving Campaign is a tax-deductible opportunity to make a donation that directly benefits the students at Episcopal Day School. Annual Giving goes into the school's operations and makes it possible for EDS to offer its excellent program. Tuition alone cannot cover the costs of the education our school provides. A gift to Annual Giving is the most important way a parent, grandparent, alumnus, or friend can show support for EDS.

**Endowment Fund** – The Endowment Fund is money that has been given or designated to EDS with the stipulation that the principal will be permanently invested and a portion of the investment income expended for restricted or general purposes. The EDS Endowment Fund is funded through a variety of sources. These include: 1) planned gifts, 2) outright gifts from parents, friends, and alumni, 3) a donation of 10% of its earnings each year from

the EDS Association, and 4) a commitment of excess funds from the Annual Fund by the Board of Trustees. Gifts to the endowment ensure the long-term security of the school.

**The Allen and Mary Clarkson Endowment Fund** - In 1990, friends and family members honored the founder of Episcopal Day School, The Rev. Allen B. Clarkson and his wife Mary, on the occasion of Father Clarkson's 50th anniversary of his ordination. Father Clarkson served as the Rector of the Church of the Good Shepherd from 1942 to 1979. The fund serves as a permanent endowment for the school.

**Library Fund** - Gifts to the EDS Library help the school develop its permanent collection of literature, reference books, materials, and technology. The Birthday Book Club offers parents the opportunity to honor their child's birthday by donating a book to the library.

**Anne J. Johnston Teacher Education Fund** - The Anne J. Johnston Teacher Education Fund was established in 1987 in honor of the former teacher and Director of EDS. Anne Johnston served as Director of the school from 1958 to 1987. The purpose of the fund is to provide continuing education for teachers.

**Christie C. Owen Excellence in Teaching Fund** - Dr. Glen Owen, Sr. established this fund in 2004 in honor of Christie Owen, who served Episcopal Day School for thirty years as a teacher, Team Leader, and Lower School Head (1996-2004). The award, which comes with a cash prize, will be announced each spring to recognize a teacher at EDS for his or her contributions to excellence in the field of teaching.

**Rob Perry Memorial Scholarship Fund** - This fund was established in memory of EDS student Rob Perry (1978 –1988) and provides financial assistance to encourage enrollment of qualified students who might otherwise be unable to attend EDS.

**Planned Giving** - Episcopal Day School welcomes your consideration as you conduct your financial and estate planning. Gifts to the school in the form of stock, bequests, life insurance, real estate, and various trusts may be advantageous for your tax and estate planning.

**Mary Lou Phinizy Grant Fund** - Established in 2008 by family members of Mary Lou Phinizy, a grant from this fund is awarded annually to provide financial assistance to applicants with demonstrated financial need.

**Knox Diversity Fund** - This fund was established in 1996 by the Knox Foundation for the following purposes: To enhance the diversity of the student body, faculty, administration and staff and to improve the curriculum that will enhance the tolerance of all students of diversity in our society.

**Future Leaders Scholarship Fund** - Designed for students who demonstrate academic excellence and leadership potential and who could benefit from EDS' individualized, Christian environment while building strong foundations for learning and for life. This fund is available to qualified applicants to the sixth grade who might need financial assistance.

**Tribute** - Gifts in memory or in honor of an individual may be made to any of the funds described above. When a tribute gift is made, notice is sent to the family members, and an acknowledgment card is sent to the donor.

## F. STUDENT INFORMATION

### 1. CLASS ASSIGNMENT

Class assignments are made by the division head in consultation with the faculty with the best interest of individual students in mind. **While we do not accept specific parent requests for class assignments or other placements, relevant information about individual student needs may be submitted to the division head by no later than the end of the current school year.** Preschool students will receive their class assignments by mail in advance of the first day of school.

### 2. CLOTHING

Please dress preschool children in comfortable, casual clothing appropriate to the season, the day, and the playground. Children should wear athletic shoes every day, and **cowboy boots are prohibited.** Although preschool children are not required to wear uniforms, parents are asked to purchase an EDS T-shirt and EDS sweatshirt for children to wear on field trips.

**Please put your child's name on the inside of all clothing, especially outerwear.**

Please be sure your child's name is on umbrellas, book bags, and other possessions. Loops, sewn in with bias tape, make it easier for children to hang up their jackets and sweaters.

**Each preschool student is required to bring an extra set of clothing in a zip lock bag marked with the child's name. On special costume days, toy weapons should be kept at home.**

**Rolling Book Bags are NOT permitted for preschool – grade 3 due to safety concerns.**

It is useful for all students to have backpacks or book bags to carry folders, books, lunch, school supplies, etc. Small toys **should not** be attached to the outside of preschool book bags. In 4th - 8th grade, students may use rolling backpacks or book bags to help manage the textbooks needed for use at home.

### 3. FIELD TRIPS

Preschool students take a variety of field trips relating to their units of study. Parents are encouraged to assist in planning and driving for field trips. Preschool students will be required to ride in car seats or booster seats as required by law. Parent drivers must provide proof of insurance. **We request that parents not take younger siblings on field trips.** No child will be permitted to go on any field trip without a signed, written permission form from the parent, except in unusual circumstances approved by the Division Head.

### 4. BIRTHDAYS

Parents may send a nutritious snack to celebrate a child's birthday, if they so desire. This snack will be in place of the daily snack provided by the school. Classroom teachers will provide birthday food guidelines during the August orientation. Parents of children with summer birthdays may schedule a birthday snack during the school year. An appropriate

time should be arranged through your child's teacher. **Please do not send treat bags or favors for the children.** Flowers, balloon bouquets, or other gifts may not be delivered to the school. **No social invitations may be handed out at school.**

## **5. CLASS PARTIES**

Preschool parties will be limited to Halloween, Thanksgiving, Christmas birthday celebration for Jesus, Valentine's Day, and the end of the year. **Parents should not provide treat bags for the children.**

## **G. PARENT INVOLVEMENT**

### **1. ORIENTATIONS**

During the first month of school, parents attend orientations by grade levels. On the agenda are the curriculum, student and parent responsibilities, school rules and requirements, discipline, special events, and other phases of school life. The orientations provide an opportunity to ask questions and discover effective ways to make the school year a successful and happy one. **Parents should make every effort to attend.**

### **2. CONFERENCES**

Formal parent-teacher conferences are scheduled two times a year in the preschool. Specific days are scheduled for these conferences, and conference sign-up sheets are available in the school office. Conference times will be announced in the monthly preschool newsletters. Additional conferences may be scheduled by the teacher or parent as needed. Progress reports will be given in January and May. Progress reports will be discussed with parents at conferences.

### **3. VISITORS**

Parents and grandparents are welcome to visit classrooms at all times; however, because of security concerns, we ask that you arrange all visits through the school office.

### **4. NON-CUSTODIAL PARENTS**

The Episcopal Day School is required to provide the non-custodial parent with access to the academic records and to other school-related information regarding the student, in the absence of a court order to the contrary. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **5. PARENT CONCERNS**

Parents with concerns or questions are encouraged to contact the Headmaster. As the chief executive officer of the school, the Headmaster has the final responsibility for making most decisions concerning operational policy. If the request or concern involves policies of the Episcopal Day School, the Headmaster will contact the Chairman of the Board of Trustees, who will bring the matter to the attention of the entire Board.

**Families with circumstances which require special attention or unusual vigilance on the part of school officials should make these known to the Headmaster on or before the first day of school. Examples could include custody rights and medical issues.**

In the event that you are out of town, be sure the Division Head and the teacher know who is responsible for your child(ren) during your absence.

## **6. EDS ASSOCIATION**

The EDS Association was established to provide an organization through which the efforts of parents could be coordinated in effective support of the school. Two members of the Association serve on the Board of Trustees of the school. The President of the EDS Association serves as an ex-officio member of the Board. All parents of enrolled students, faculty, and staff hold membership in the EDS Association. Some of the services which the Association provides to the school are:

- Two room parents per class
- Arrangements and transportation for field trips
- Voluntary library service
- Informative programs at the EDS Association meetings each year
- Fall Festival - an annual fundraising event
- Financial support for worthy school projects
- Volunteer teacher aides

## **7. GRANDPARENTS/GRANDFRIENDS DAY**

Parents, grandparents, and “honorary grandparents” are invited to visit the school, attend a special assembly, and visit the classrooms on Grandparents/Grandfriends Day.

## **H. COMMUNICATION**

### **1. CONTACTING STUDENTS AND TEACHERS**

We use our email system as a primary means of communication with parents, and we encourage parents to do the same with the school, except for sensitive or complex conversations. Email addresses are listed using the teacher’s first initial and last name @edsaugusta.com (example: jdoe@edsaugusta.com). If you have an issue you need to discuss with a teacher, it is best to email them and request a time for a call or conference. You may also leave the teacher a voicemail; all faculty voicemail numbers are listed in the directory.

Teachers or students cannot be called out of class to accept phone calls. If you need to contact a student, leave a message at the front office, and we will deliver it at an appropriate time.

### **2. BACK-TO-SCHOOL DAY**

Preschool students and parents are assigned a time to visit the school on the preschool Back-to-School Day. During this visit, students will have the opportunity to meet their teachers and visit their classrooms. The second week of school, parents will be requested to attend an evening orientation to receive further information about the program.

### **3. PANTHER PRINTS (WEEKLY NEWSLETTER)**

Panther Prints, a weekly newsletter containing notices of school meetings and activities, important dates, and changes in the school calendar, is sent home with the youngest sibling in the family every Wednesday. If your child is absent on a Wednesday, remind him/her to bring the newsletter home to you upon return to school. As often as possible, other communiqués from the school will be sent home on Wednesday. Much of the important news, Panther Prints, acolyte schedule, and weekly notices are posted on our web site: [www.edsaugusta.com](http://www.edsaugusta.com). Please use this web site as a source of information.

### **4. PRESCHOOL NEWSLETTER**

Each preschool class sends home a monthly newsletter highlighting curricular items, upcoming events, suggestions for working with your child at home, and other information. **Please check your child's backpack each day for papers, notes, and messages.**

### **5. STUDENT DIRECTORY**

EDS publishes a directory of current students and parents, their addresses, and telephone numbers. It is published for the use of EDS families only and should not be used for any commercial purpose. **Please notify the office promptly of any change of address, telephone number (home or work), or any change in family status.**

## **I. CARPOOL SYSTEM AND TRAFFIC PATTERN**

### **1. CARPOOL PICK-UP SYSTEM**

Children will be seated by carpool numbers in the area in front of the school office. Please do not park in the five "Safety Area" spaces in front of the second and third grade classrooms after 12:00 noon. Teachers will escort children to the appropriate car under the porte cochere in front of the office. Please do not enter the drive or parking lot until instructed to do so by our staff. Instead, line up behind the stop sign in the drive between the school and The Parsonage Book Store, **in single file leaving the "drive-thru" lane open.**

**Please remain in your car and display the carpool ID number on your car's passenger side visor. This will allow the teacher in charge to retrieve your child(ren) and place the child(ren) in your car.** Please be sure each carpool driver has an appropriate car ID. Additional numbers are available in the front office if you need them. **Please understand that we will be unable to release a child to a driver without the appropriate numbered identification. Any changes in carpool require written permission from the parent or guardian. PHONE CALLS CANNOT BE ACCEPTED FOR THIS PURPOSE, EXCEPT IN AN EMERGENCY.**

If you wish to park and walk into the carpool area, please do not park in the reserved Parsonage Book Store parking spaces. Be sure to inform the teachers on duty if you are taking your child from the carpool area. **If you are walking across Walton Way to pick your child up, please use entrance and the sidewalk that borders the Appleby Library to access the carpool area.**

After your car is loaded, proceed to the exit driveway where the school crossing guard will direct you out onto Walton Way. If children need assistance in buckling seat belts, please pull to the "SEAT BELT AREA." **Please do not buckle seat belts while under the porte cochere.**

If for some reason one of your riders is not ready to leave, pull forward out of the loading area and a teacher will escort the child(ren) to your car. **AGAIN, PLEASE DO NOT LEAVE YOUR CAR.** Loading will begin at 12:30 p.m.

## **2. TRAFFIC PATTERN**

All school traffic will enter the drive from Milledge Road. Follow the main driving pattern as marked by arrows. Observe stop signs. Never block the emergency drive.

### ***IN THE MORNING:***

**Any students not enrolled in before school care that come to school before 7:45 a.m. will be sent to the Early Bird program, and a drop-in rate will be charged.**

**Threes:** Threes may be dropped off at the Village at 7:45 a.m. and will be supervised in a village classroom until 8:00 a.m. At 8:00 a.m., the threes will go directly to their classrooms. You may pull up in front of the Village to drop off your child. There will be faculty members stationed at the Village entrance to assist you. You may then drop older children off in front of the school, or proceed directly out onto Walton Way.

**PK and K Students:** Be sure you drive along as far as possible to the yellow line. Unload children quickly into the safety area or sidewalk, only. **Go around the island into the main drive onto Walton Way. Never let children out on Walton Way or in the driveways.** In the morning remain in a single line. Follow the complete traffic pattern. Do not let children out on the side of the building and attempt to drive out in the Emergency Lane. If children use right hand doors to exit from the car, make sure students walk in front of your car to the safety area. Prekindergarten and kindergarten students arriving between 7:45 a.m. and 8:00 a.m. will be supervised by a faculty member in the lunchroom until 8:00 a.m. At 8:00 a.m., all children will go directly to their classes.

**TRAFFIC REGULATIONS ARE ESTABLISHED FOR YOUR CHILD'S SAFETY. STRICT ADHERENCE TO THESE REGULATIONS IS REQUIRED OF ALL DRIVERS.**

## **J. AFTER-SCHOOL CARE**

The Episcopal Day School Center opened its doors on September 4, 1979, with ten children from the preschool. Today the Center, often called "Gingerbread" for the cottage where it began, serves over one hundred children from three year olds through eighth grade. The Center provides a well-staffed, fully equipped child development program that strives to create an environment which will enrich each child's physical, social, emotional, and intellectual development by providing a secure, caring, and stimulating program.

## **1. ACCREDITATION**

Bright From the Start (formerly known as Georgia Department of Human Resources) licenses and accredits the EDS Center. It is also inspected by Bright From the Start at the start of every year.

## **2. GOALS**

**SOCIAL:** To help children feel comfortable in school, trust in their environment, make friends, and feel like they are part of the group.

**EMOTIONAL:** To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.

**COGNITIVE:** To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.

**PHYSICAL:** To help children increase their large and small muscle skills and feel confident about what their bodies can do.

## **3. PROGRAM**

The goal of the Episcopal Day School Center is to provide quality care for each child enrolled in the program. Our rooms are equipped with a variety of activities, materials, and games. An outdoor playground, field, and gymnasium are also available. Children are encouraged to participate in physical activities and peer interaction; opportunities are provided to explore; and when appropriate for the age, children are provided time to rest or to study. Other activities, such as arts and crafts, are offered to students.

**In respect for our employees, please pick up your child promptly at the closing time of the after-school program in which your child is enrolled. Parents will be assessed a fee of \$10 each five minutes after the 6:00 p.m. closing time. Any child who is not picked up from carpool by 3:20 p.m. will be sent to after-school care, and you will be billed accordingly.**

## **4. STAFFING**

Each staff member has been carefully screened and selected on the basis of educational background, training, and experience. Staff members have training in CPR, first aid, fire and safety procedures, and symptoms of child abuse. All have completed the records check required by the State of Georgia. Each staff member is required to complete ten hours per year in staff development courses.

## **5. DISCIPLINE**

Our teachers and staff use positive strategies to encourage appropriate behaviors. A cooperative classroom environment is provided to promote personal responsibility and self-management. Clear limits and consequences are set. Encouragement and modeling are used rather than criticism. Corporal punishment is not allowed under any circumstances.

## PRESCHOOL CODE OF CONDUCT

### **Belief Statement and Guiding Principles**

In adherence to the Episcopal Day School's mission of providing "an enriching education," the EDS Code of Conduct was reborn. It outlines a system designed to teach, model, and reinforce appropriate and responsible student behavior.

We are called, through Gospel imperative, to love and respect ourselves and others in God's creation. This Code is intended to foster a climate in which students incorporate the principles and high standards of the Christian community in all activities.

The following beliefs and principles guide us in providing a safe, orderly, academic and professional environment for teaching and learning.

- The call to love means demonstrating respect for self, others and their property; appreciating individual differences; and being considerate of others' feelings.
- Maintaining an environment in which all students can grow and learn is the school's highest priority.
- Consequences for both acceptable and unacceptable behaviors can be effective external motivators for learning and changing behavior. However, our goal is to assist students in becoming increasingly self-disciplined. Self-discipline is manifested when students choose the appropriate behavior, in individual and group contexts, regardless of external motivators, consequences, or supervision.
- Self-discipline, in individual and group contexts, is essential to achieving our goals and maintaining our community.
- Parents are essential school partners who share responsibility for their children's behavior.
- Inappropriate or irresponsible behavior interferes with one's own learning opportunities, the learning opportunities of other students, and the teacher's responsibility to teach all students.
- Children grow, develop and learn at different rates and stages; therefore, changing behavior is an ongoing process that takes time. While we do not expect our children to be perfect, we do expect them to respond to guidance and to improve their behavior over time.
- Inasmuch as every disciplinary act poses a "teachable [learning] moment," teaching and modeling expected behavior are key components of the intended curriculum.
- Code enforcement should be based on an evaluation of behaviors not a judgment of students.
- The Code should be enforced in as fair, consistent and timely a manner as is reasonably possible while also taking into consideration the unique circumstances of each individual situation.

## **Preschool Progressive Discipline Consequences**

We believe that each child is a unique person with an individual pattern and timing of growth and development. Most problem behaviors of young children are normal aspects of their development. Our faculty strives to encourage self-discipline in children by using positive guidance techniques such as modeling appropriate behavior, redirecting children to more acceptable activities, and setting clear limits. Each child is provided many opportunities to develop social skills such as cooperating, helping, negotiating, and problem solving. In fact, helping students develop behaviors in a variety of contexts is a major part of our curriculum.

Appropriate accommodations/interventions may be made for students who have learning and/or social/emotional difficulties. Students may be referred to the school psychologist or other student support agency to help determine appropriate accommodations/interventions at any level.

- Inappropriate behavior
  - Teachers / student discussion with age-appropriate interventions
  - Teacher will notify parents if interventions are not helping
- Repeated or persistent inappropriate behaviors (3 or more in a 5 day period)
  - Teacher / student discussion with age-appropriate behavior modification strategies
  - Notify parents; DH will be notified
  - Follow up communication between teacher and parent within 5 days about the situation, and continue until it is clearly resolved.
- If behavior/behaviors persist, continue teacher/student discussions
  - Continue teacher/parent contact
  - Teacher / DH will determine age-appropriate behavior modification strategies
  - Teacher/parent conference (division head may attend, depending on severity)
  - Follow up communication between teacher and parent within 5 days about the situation, and continue until it is clearly resolved.
  - A student support team meeting may be held to develop a behavior improvement plan.
  - Behavior modification strategies should include incentives and/or consequences that are significant to the individual child. These may include verbal or nonverbal reinforcement (e.g., smile, hug, “I like the way you...), activity or privilege reinforcement (e.g., line leader, snack helper, choice of play areas), tangible reinforcements (e.g., stickers, happy faces, badges), loss of privileges (e.g., exclusion from classroom activities, brief recess time-out). A probationary period may accompany any or all of the above.
- Any behavior/behaviors that cause physical or emotional harm to self or others (e.g., biting, hitting, or running away from teacher) will result in a conference with the parents, teacher, and division head. Headmaster may be notified or attend conference, depending on the severity.

- Severe behavior events or insufficient responsiveness to behavior improvement plans may result in dismissal from school or in the enrollment agreement being withheld or withdrawn.

## 6. CALENDAR

The EDS After-School Center operates on the same calendar as the school. The Center is not in session on holidays or during school vacations. However, please consult the Center calendar to clear any discrepancies.

## 7. FEES AND HOURS

<i>Program</i>	<i>Hours of Operation</i>	<i>Monthly Cost</i>	<i>Daily Drop-In Rate</i>
<b>Early Birds</b> (3s – 8 <sup>th</sup> graders)	7:00am –8:00am	N/A	\$5
<b>Lunch Bunch-2 day</b> <i>Includes Lunch</i> (Tuesday & Thursday) (4&5 year olds)	12:30pm-3:00pm	\$110	\$20
<b>Lunch Bunch-3 day</b> <i>Includes Lunch</i> (Mon., Wed., and Fri.) (4&5 year olds)	12:30pm-3:00pm	\$135	\$20
<b>Lunch Bunch-5 day</b> <i>Includes Lunch</i> (Monday - Friday) (4&5 year olds)	12:30pm-3:00pm	\$200	\$20
<b>Gingerbread-2 day</b> <i>Includes lunch &amp; snack</i> (Tuesday & Thursday) (3, 4, & 5 year olds)	12:30pm-6:00pm	\$140	\$22
<b>Gingerbread-3 day</b> <i>Includes lunch &amp; snack</i> (Mon., Wed., & Fri.) (3, 4, & 5 year olds)	12:30pm-6:00pm	\$190	\$22
<b>Gingerbread-5 day</b> <i>Includes lunch &amp; snack</i> (Monday - Friday) (3, 4, & 5 year olds)	12:30pm-6:00pm	\$290	\$22
<b>After School Bunch – 2 Day</b> <i>Includes Snack</i> (1 <sup>st</sup> –8 <sup>th</sup> graders)	3:00pm-6:00pm	\$80	\$17
<b>After School Bunch – 3 Day</b> <i>Includes Snack</i> (1 <sup>st</sup> –8 <sup>th</sup> graders)	3:00pm-6:00pm	\$120	\$17
<b>After School Bunch – 5 Day</b> <i>Includes Snack</i> (1 <sup>st</sup> –8 <sup>th</sup> graders)	3:00pm-6:00pm	\$190	\$17

\* “Drop in” **requires** a 24 hour notice, provided space is available.

\*\*There is **not** a charge for Early Birds who are full-time after schoolers.

Please note that spaces in the after school program classes are limited and will be filled on a first come/first serve basis.

Provided space is available, students may use the drop-in care up to 6 days per month. Using the Center more than 6 times (days) per month will not be considered a drop-in.

## 8. CLOTHING AND SUPPLIES

Each preschool child must have a change of clothing to be used for emergencies. All clothing must have the child’s name on it. Children enrolled in the Gingerbread program need two fitted crib sheets (preferably knit) to fit over the sleeping mat (dimensions 24" x 49"), a top cover, and a small pillow with two pillowcases. **Be sure all items are identified with the child’s name.** Bedding will be sent home weekly to be washed and returned.

Toys from home should not be brought to the Center. Exceptions will be “show and tell,” blankets, and other “soothers” for nap time. The Center is not responsible for any articles brought from home. Children are not allowed to bring food into the Center. Holidays and birthdays are celebrated with non-food fun: singing “Happy Birthday,” wearing a crown, sharing a special talent, etc.

## **9. SCHEDULE**

Meals and snacks, which meet nutritional standards, are served in such a way as to contribute to the child's overall development. Meals are served with time for socializing. Children are encouraged to eat independently and are helped as needed. Food is not used as a punishment or reward, and children are not forced to eat. The school nurse should be notified of food allergies.

A supervised rest period is provided for all Gingerbread children.

## **10. HEALTH AND SAFETY**

See *Policies and Procedures*, Section C of this handbook for our policy on immunization requirements.

## **11. DISMISSAL PROCEDURE**

Children enrolled in our Lunch Bunch program will be dismissed at 3:00 p.m. carpool from the carpool "Safety Area" in front of the school. When picking up children at 3:00 p.m. carpool follow the carpool pick up procedures, by getting in the carpool line and following the traffic flow to the front of the school. Teachers are on site to direct traffic. Please walk over and pick your child up from the benches. NOTE: children may not leave the "safety area" until the bell has rung. If you wish to pick your child up before 3:00 p.m. carpool, stop by the EDS front office to sign your child out.

Children will be released to parents/legal guardian(s) of the child and persons listed on the registration form, unless legal documentation (in the form of a court order) stating otherwise, is on file with the Headmaster. All center dismissal records are kept in the Center office.

Two badges will be made for each family with children enrolled in the Gingerbread and Afterschool programs. A badge should be worn by any parent or authorized person who is picking up a student. If you do not have your badge with you, you will be asked to sign in at the front desk and wear a visitor's pass. We appreciate your cooperation. Your child's safety is our first concern.

## **12. MORNING DROP OFF PROCEDURES**

Children enrolled in our Early Bird program must enter through the front office and be escorted to room 320 in the Village.

## **13. REGISTRATION**

A registration form for each child attending any Center program must be on file in the Center office before your child can participate, including on a "Drop in" basis.