Good Shepherd Parents' Day Out Student-Parent Handbook 2026-2027

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www.gsesdallas.org/PDO

6–12 months – Beginners
Mondays and Wednesdays – Yellow Beginners
Tuesdays and Thursdays – Orange Beginners

13–23 months – Bears
Mondays and Wednesdays – Yellow Bears
Tuesdays and Thursdays – Orange Bears

24–29 months – Bunnies
Mondays and Wednesdays – Yellow Bunnies
Tuesdays and Thursdays – Orange Bunnies

30-35 months – Ducks
Mondays and Wednesdays – Yellow Ducks
Tuesdays and Thursdays – Orange Ducks

36–47 months – Butterflies
Mondays, Tuesdays, Wednesdays, and Thursdays

Hours of Operation
Monday through Friday – 9:00 AM - 1:50 PM
Extended Care: Monday through Friday 7:30 AM – 9:00 AM and 1:50 PM – 5:00 PM

Mission Statement

Good Shepherd Episcopal School (GSES) inspires children to learn with confidence, serve with compassion, and lead with courage.

At Good Shepherd Parents' Day Out (PDO), we allow children to discover information through all their senses and from multiple angles: scientifically, artistically, musically, emotionally, and socially. We believe all children are competent, curious, and creative by nature. Children's questions and interests are a foundation for learning experiences. When children share their wonder with other children, their parents, and teachers, they engage in richer and deeper learning. We encourage children to pursue wonder and find joy at every turn, supporting the belief that each child we teach is unique. We provide the opportunity for children to affirm a good sense of self-esteem and love in a Christian environment. At the heart of our approach is a nurturing determination to equip students to learn, collaborate, and create on extraordinary levels.

Julie McLeod, Ph.D., Head of School
Liz Fleskes, MS, Head of Early Childhood and Lower School
Ashley Beakey-Breazeale, BS, Director of Parents' Day Out

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Required forms to be completed and returned by July 24, 2026:

- Handbook Acknowledgement (return by email to pdoadmin@gsesdallas.org)
- Student Health Statement with Current Immunization Record (return by email to pdoadmin@gsesdallas.org)
- Child Information Sheet (return by email to pdoadmin@gsesdallas.org)
- Financial Agreement (completed electronically on enrollment & payment portal)
- Emergency Contact Information (other than parents and completed electronically)
- Attendance Guidelines Acknowledgement (completed electronically)
- Discipline and Guidance Policy (completed electronically)
- Bug Repellent Permission Form (completed electronically)

- Medical Consent Form with preferred emergency facility (completed electronically)

POLICIES AND PROCEDURES

The purpose of this Student-Parent Handbook is to make you aware of the policies and procedures at Good Shepherd PDO. We ask that you take the time to read this handbook thoroughly and complete and submit the acknowledgement forms. We are required by our licensing agency, the Texas Department of Family and Protective Services (TxDFPS) Child Care Licensing division, to have a signed Handbook Acknowledgement form, Attendance Guideline form, and a Discipline and Guidance form on file for EVERY child in the PDO program. These documents can be signed electronically on our registration portal.

Good Shepherd PDO is designed for children with the ability to thrive in a classroom environment. In the event that our program cannot adequately meet the needs of your child, or if stated policies are abused, the child may be dismissed after a conference between the parent(s), the PDO Director, and the Head of School at GSES.

Please direct parent concerns involving students and classroom procedures to the PDO office. A parent may schedule a conference by calling the PDO office. **Please do not call or text the teachers on their personal cell phones.**

If parents have any questions or concerns about any of the PDO policies or procedures, please contact the Director of PDO, Ashley Beakey-Breazeale, by email at abeakey@gsesdallas.org or by PDO office cell: 469-260-5302.

Good Shepherd PDO is licensed by the TxDFPS and is required to follow the mandated Child-Care Minimum Standards (Title 40, Social Services & Assistance, Part 19, Texas Department of Protective and Regulatory Services, Chapter 746, Minimum Standards for Child-Care Centers) and the Texas Administrative Code. TxDFPS- Childcare Licensing inspects the PDO on an annual basis, as well as the City of Dallas Health Department, and the Dallas Fire Department.

ENROLLMENT AND TUITION POLICIES

ENROLLMENT

Enrollment for our program begins in January. Enrollment is time-stamped and prioritized by the following:

1. GSES employee children
2. Re-enrolling fulltime children, families and siblings
3. Returning part time families and siblings
4. Parishioners of The Episcopal Church of the Good Shepherd and siblings of GSES(Big School) students
5. New community families

Among each category, enrollment is based on a first-come, first-served basis. However, please be aware that other factors such as age and developmental appropriateness are an integral part of our placement process. Class placement is made by the Director, with special attention given to teacher recommendations, age, and developmental appropriateness. Please trust that your child's placement is given careful consideration.

Registration, payment, and completion of paperwork occurs on our online portal. It can be accessed through our website www.gsesdallas.org/PDO. You will find a link to the portal under the "Registration" heading.

Non-refundable Enrollment Fee: $250 - Due at the time of enrollment. Includes new and returning families.
Non-refundable Annual Supply Fee: $200 - The fee covers snacks, craft supplies, and developmentally appropriate instructional materials.

TUITION

TUITION IS DUE ON THE 1st OF EACH MONTH AND IS PAID ONE MONTH IN ADVANCE.

The first month of tuition was due on May 1, 2026. The initial tuition payment will be followed by eight monthly installments from August 1, 2026 through April 1, 2027. You may pay tuition online via the online portal by credit card or echeck, in person, or by mail. If paying by check, please make checks payable to **PDO** and indicate on the check the month(s) for which you are paying and your child's name. You may pay for more than one month at a time. If paying by check, please ensure that you remit payment sufficiently in advance of the due date, as our registration system requires a credit card or bank account be kept on file. The credit card or bank account listed will be charged on the first business day of the month if there is a balance on the account.

Late Fee: A late fee of $20.00 will be charged after the tenth (10th) of each month. PDO is self-supporting and depends on your prompt payment of tuition to meet its obligations. If neither payment, nor arrangement for payment, has been made by the stated deadline, you may be asked to withdraw your child from the PDO program.

Refunds: Refunds will not be offered for absences of children due to illness, vacations, those withdrawn from the program without prior written notice, dismissal before the month is over, or because of days missed due to inclement weather or school closures.

Withdrawal: If it is necessary to withdraw a child, the parents should inform the Director **in writing at least thirty (30) days prior to withdrawal**. Informing the student's teacher is not sufficient to withdraw a student. If the Director is not informed as noted above, the tuition for the next month of PDO will be charged for the entire month.

Changes: If changes to the enrollment policies occur, parents of currently enrolled children will be notified by email and/or written correspondence.

QUESTIONS

For questions regarding billing, please contact the business office at ar@gsesdallas.org.

For questions regarding trouble logging in to the online portal, please contact our support line at support@gsesdallas.org or (214) 506-6599.

For questions or concerns about any of the PDO policies or procedures, please contact Director Ashley Beakey-Breazeale by email, abeakey@gsesdallas.org, or call the PDO office: 469-260-5302.

LICENSING

Good Shepherd PDO is licensed by the Texas Department of Family and Protective Services (TxDFPS) as a licensed childcare facility. Per TxDFPS- Childcare licensing, we are required to provide the following information:

- Parents may visit PDO at any time without prior approval. Please note that safety requirements of PDO and/or the Episcopal Diocese of Dallas may need to be met.
- A copy of TxDFPS Minimum Standards is available for review and is also located in the PDO office.
- A copy of the most recent TxDFPS licensing inspection report is posted on the bulletin board outside the PDO office.
- Parents may contact the local TxDFPS child care licensing office at 214-951-7902.
- Parents may report suspected child abuse at 800-252-5400.
- The TxDFPS website address is www.dfps.state.tx.us.
- Under Texas Penal Code, any area within 1,000 feet of a childcare center (PDO) is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.
- Your child's safety is our top priority. PDO addresses the prevention and response to child abuse and neglect. PDO employees are required to have at least one clock hour of annual training that focuses on prevention, recognition, and reporting of child abuse and neglect. The training includes the indicative factors, warning signs, internal procedures for reporting, and organizations that offer training classes for employees, children, and parents. Copies of TxDFPS form 7261 *Information on Reporting Child Abuse* are located throughout the PDO facility and are also included at the end of this handbook. All employees are required to take the Episcopal Church Pension Group class "Safeguarding God's Children," which also covers child abuse awareness and education.

HEALTH CERTIFICATES AND EMERGENCY RELEASE FORMS

1. A licensed physician must examine each child within twelve (12) months prior to the first day of PDO. All immunizations must be kept up-to-date and recorded on the child's medical form. Immunizations must meet those specified in 25 TAC 97, Subchapter B. A physician must sign all forms. If your child's immunization record is updated during the school year (i.e. annual checkups), please provide the office with a copy of the updated immunization record. For additional information regarding immunizations, visit the Texas Department of State Health Services website at www.dshs.state.tx.us/immunize/public.shtm.

2. A medical consent form must be on file before your child can attend the PDO program.
3. If your child has any condition that can affect their time at PDO, you must inform the office. **This includes, but is not limited to, asthma, allergic reactions, or seizures.** If your child has severe allergies, an allergy action plan must be on file. If your child has asthma, an asthma action plan must be on file. Please see the Director for additional information.
4. Tuberculosis (TB) testing is not required; however, if you suspect that your child has been exposed to TB, you must have them tested.
5. PDO does not require hearing and vision screening for children under four (4) years of age; however, if we suspect that a child may be having difficulty hearing or seeing, we will inform parents. Children over the age of four (4) should have a hearing and vision screening per 25 TAC 37, Subchapter C, Rule 37.23.
6. If your child has a known developmental delay, or is currently seeing an occupational therapist or speech therapist, it is in your child's best interest if this information is shared with the classroom teachers.
7. If your child is diagnosed or suspected of having a communicable disease, a written note from a health care provider must be submitted prior to return along with all symptoms resolved.

The following illnesses and symptoms require exclusion from PDO:

- Oral or temporal temperature of 100.0℉ or greater, or armpit temperature of 99.0℉ or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Vomiting, in excess of typical infant spit-ups;
- Diarrhea (regardless of cause);
- Conjunctivitis ("pink eye");
- Constant cough;
- Consistent complaints of ear, throat, or stomach pain;
- Bleeding, other than minor cuts and scrapes;
- Excessive nasal discharge;
- Head lice;
- Undiagnosed or contagious rash;
- A child may not return to PDO the same day as receiving immunizations, in case of reactions or discomfort.

Your child must be able to happily participate in a group setting before returning to PDO. *Please also see the illness guidelines section of this handbook.*

ALL HEALTHCARE AND EMERGENCY RELEASE FORMS MUST BE ON FILE IN THE PDO OFFICE PRIOR TO THE FIRST DAY OF CLASS. PLEASE UNDERSTAND, YOUR CHILD WILL NOT BE PERMITTED TO ATTEND THE PROGRAM UNTIL ALL FORMS ARE COMPLETE.

PDO SUPPLY LIST

At the beginning of the school year, and after the Holidays, we ask that each family provide:

- **At least 5 tubs of unscented Huggies-brand baby wipes**
- **At least one box of unscented facial tissues (Kleenex)**

Even if your child is potty-trained, please send the baby wipes. The wipes are used for many purposes to help keep your child clean. Please bring these items to the Parent Orientation or on the first day of school as well as after the Holiday break and check your name off the list.

ITEMS TO BRING

The following is a list of items each age group will be required to bring. **All items brought to PDO need to be labeled with first and last names. Please note, if requested items below are not provided when needed, you will be called and required to pick up your child for the day.**

BEGINNERS (All items should be labeled with your child's name)

- **A LARGE, OPEN, CANVAS BAG (NO BOTTLE BAGS OR BACKPACKS)**
- Disposable diapers only! (**At least three** each day, INDIVIDUALLY LABELED PLEASE)
- Diapering needs (i.e. diaper rash cream, etc.)
- Bottles (no glass) & formula/breast milk or a water cup - **label all pieces of bottles & cups**
- Lunch - Please feed your child breakfast before you arrive.
- Multiple outfits (including shoes and socks), **STORED IN A LARGE, LABELED ZIPLOC BAG.**
- Feeding schedule (updated and signed by parents every 30 days)
- Pacifier (if applicable). Per state requirements, the pacifier may not be attached to anything.
- A sleep sack (Blankets, swaddles, and loveys are not permitted before the first birthday).
- Once your child is walking, you will need a toddler-sized rest mat. The mat should be able to roll or fold up easily. Please keep in mind, our storage space is limited.
- First semester begins as individualized schedules. However, after the holidays the group will move to a class nap schedule after lunch.
- Comfort items (if applicable)

BEARS, BUNNIES, AND DUCKS (All items should be labeled with your child's name)

- **A LARGE, OPEN, CANVAS BAG, AT LEAST 12"X18" (NO BACKPACKS)**
- Disposable diapers -- (**At least three** each day, INDIVIDUALLY LABELED PLEASE)
- Diapering needs (i.e. diaper rash cream, etc.)
- Complete change of clothes (including shoes, socks, and extra underwear if potty-trained), **STORED IN A LARGE, LABELED ZIPLOC BAG**
- A food container with a nutritious lunch. Children at this age must be able to feed themselves.We ask for the lunches to be as mess-free as possible to foster independence. So, please have them prepped and ready for your child to open and eat.
- Spill-proof cup. **Please label top and bottom pieces of cups.** (NO THERMOSES, PLEASE).
- Rest mat - The mat should be able to roll or fold up easily. Please keep in mind, our storage space is limited. If not attached, you may also bring a blanket.
- If needed, one comfort item (stuffed animal, small pillow, etc.) your child likes to have when sleeping.

BUTTERFLIES (All items should be labeled with your child's name)

- **A LARGE, OPEN, CANVAS BAG, AT LEAST 12"X18" (NO BACKPACKS)**
- Complete change of clothes (including shoes and socks), **STORED IN A LARGE, LABELED ZIPLOC BAG**
- **All Butterflies should be potty trained. Please contact the Director if there are special needs.**
- Nutritious food that the children can feed themselves for lunch. We ask for the lunches to be as mess-free as possible to foster independence. So, please have them prepped and ready for your child to open and eat.
- Rest mats are needed for Butterflies. They nap or have a designated rest time.

DROP-OFF AND PICK-UP

*** Drop-off begins at 9:00 a.m., unless you are enrolled in our Extended Care hours. Please do not enter the building prior to your scheduled arrival time. ***
PDO does not provide drop in care. We also cannot accept additional children before 9:00 a.m. due to state ratios and preparation time the teachers must have prior to children's arrival. Please respect the teachers' preparation time.

1. Bring your child into the building and to his or her classroom door.
2. Teachers will greet your child at the door of the classroom. **Do not** walk into the room when dropping off in the mornings. Young children leave their parents more easily with a quick drop off at the classroom door. Once you enter the classroom space, it is much harder for your child to separate from you and can pose a safety issue. Your child may still cry, but your teacher is prepared to handle this.
3. **You must sign your child <u>in</u> and <u>out</u> EVERY DAY!** Please note, this is a licensing requirement. This is very important, as we need an available daily contact in case of emergency. Please make sure we can reach you at the number you provide.
4. **PLEASE ARRIVE BY 9:15 a.m.!** Music, craft, snack, playground and/or circle times may begin at this time. Arriving late affects everyone and on-going activities. Please be a good role model, and teach your child the importance of punctuality.
5. **When picking up your child,** for safety reasons, we ask you not to enter the classrooms. The teachers will bring your child to the classroom door. **Our day ends promptly at 1:50 p.m. Unless you are enrolled in our Extended Care hours, you must pick up by 2:00 p.m. *Please be timely***.
6. Your child will only be allowed to go home with his/her authorized adults. If someone else will be picking up your child, you must notify the office **in writing, and that person must be listed in the "Pick-Up Authorization" box on the "Household Form" in the online portal**. Upon arrival, the alternate pick up person will need to present a photo ID for us to release your child.
7. If you are late and arrive after your pick-up time, your child will be taken to the office, and a late fee may be applied to your next tuition payment.
8. If your pick-up is at 1:50 p.m., please keep in mind running late has many ramifications. Picking up your child late causes them great anxiety. You also run the risk of getting caught in the school's afternoon carpool if you are not out of the parking lot by 2:30 p.m. Please help us by making arrangements carefully to see that a child is not left after their classmates are gone.
9. Please make every effort to notify us at the PDO Office, 469-260-5302, when it becomes obvious that you might be late. If you are running late, please attempt to make arrangements to have someone else pick up your child. If that is not possible, please understand the late fee will be charged. Notifying us in advance helps to reassure your child.

10. **If you need to pick up your child early, please go to the PDO office, and a staff member will retrieve your child from his or her classroom.**
11. **PLEASE DO NOT LEAVE CHILDREN IN AN UNATTENDED CAR**. Do not park in the handicapped spaces. Please make sure you DRIVE SLOWLY in the parking lot at all times.
12. Please remove personal belongings from your vehicles and lock your doors to deter opportunities for theft.

DAY-TO-DAY

Please leave all toys and personal items at home. *This does not include items needed for naps.*

1. Please feel free to stop by, text or call the PDO office to check on your child at any time during the day. PDO conducts parties with parent and other volunteer involvement. If you would like to visit your child's class, we do have an open-door policy. However, if you would like to participate in the activities of the classroom on a regular basis, then there will be state mandated items that will need to be completed. Please see the Director if you are interested.
2. Our building is equipped with a security system. The doors are locked automatically during the day. Parents picking up students during the day or from extended care will call or text ahead so students can be packed and ready upon arrival. The PDO contact number is 469-260-5302.
3. A daily report is issued at the end of each child's day. This report is a general overview of your child's day and can be used as a communication tool from the teachers for reminders they may have for you. We also email a monthly newsletter at the beginning of each month to update and inform you of what is going on at PDO. Notes will occasionally be sent home in your child's bag or attached to the daily report. Please take the time to check your child's bag daily.
4. Once you have dropped off your child, please make sure you sign in. If you wish to visit with friends, please do so out of the main hallway, away from the classrooms. Seeing or hearing <u>any</u> parent can upset children and prolong separation anxiety. Also, congregating in our hallways can cause congestion issues for others trying to navigate.
5. PDO does not transport children at any time, nor do we offer any field trips. **PLEASE DO NOT bring your pets into PDO or the PDO playground. This is a rule from the state and Church.**
6. Our goals at PDO are to help your child develop socially, physically, intellectually, and emotionally. If at any time you have a question or concern regarding your child's time at PDO, or the policies and procedures of PDO, please do not hesitate to contact the Director.
7. If you would like to conference with a teacher, please make arrangements through the PDO office. The teacher will contact you at a mutually-agreeable time.

BIRTHDAYS

You are welcome to bring a snack for the entire class to celebrate your child's birthday; however, due to numerous food-related allergies, we request the snack you provide be store-bought and come in its original packaging.Please do not exchange gifts in the classroom. We would appreciate you handling those exchanges away from the classroom and the other children.

EMERGENCY PLANS

A crisis or emergency is defined as any threat or isolated event that has the potential to create chaos in the Good Shepherd PDO community. Knowing how to react in a crisis situation is crucial to gaining control of the situation, assisting those in need, and minimizing any traumatic events on individuals or the Good Shepherd PDO community.

It is impossible to foresee every possible detail of a crisis ahead of time. Please know PDO has an emergency preparedness manual for all teachers and staff, and it is designed to establish guidelines and principles that will assist all employees in dealing with any prospective crisis in a calm, planned, and effective manner. This plan is practiced in accordance with State Minimum Standards and is distributed to all employees electronically, and in print, and will be available for parents to review in the PDO office when requested.

In the event of building damage, children will walk or ride in a buggy to the sanctuary, Good Shepherd Episcopal School front office, or to the YMCA as instructed by the Director. If physical injury is sustained by an employee or child, and it is deemed necessary, 911 and the Head of School, CFOO, and/or the Director will be notified. The Director, or designated staff member, will contact the parents. PDO will operate under the direction of the on-site emergency personnel in charge.

In all situations, the Head of School and/or designee will contact the appropriate person to obtain factual information, and will verify with the police or other responsible parties, as needed, before the crisis is communicated further.

The Head of School will then give the employees accurate information about the incident. When appropriate, the Head of School or the Director will then notify the parents of the crisis via email or the contact phone numbers provided on the daily sign-in logs or student information sheets.

Safety is always on our mind and we have a team of off duty Dallas police officers/Sergeants that patrol and monitor our campus each day and guide our critical incident team. The campus is secured by locked fobbed doors, cameras, and a close knit community that watches out for each other. We routinely practice drills such as lock down/secure/shelter/evacuation with streamlined communications. Additionally, we meet frequently to review and adjust our protocols to meet the current needs in our area and field. Lastly, all PDO teachers undergo fingerprint background checks, maintain an average of 30 hours of annual training, are CPR/First Aid certified, and regardless of the age they work with complete a course on SID/Shaken baby.

In a different view of safety, we also have annual inspections from Child Care licensing, playground inspectors, Dallas fire marshall, and a Dallas County health inspection. As well as necessary postings and procedures for individual food allergies and AEDs.

LABELING

EVERYTHING MUST BE LABELED WITH FIRST AND LAST NAME!

If a cup has a lid, put the child's name on the **lid and the cup.** A bottle will not be given to a child if their name is not on it. If an item can be removed from a child's body, please label it. Children frequently arrive with the same cups, lunch containers, pacifiers, jackets, shoes, etc., as others. Labeling ensures your child has the

right item at school and when you get home. If possible, please label hair bows, as they are our most frequently lost items.

CLOTHING

1. We will be using markers and paints. We will take every precaution to protect clothing by using washable art supplies, but there are no guarantees by the art supply company or PDO. Please help us by sending your child in clothes that will allow them to be as creative as possible.
2. It would be very helpful if all one-piece clothing (i.e. overalls) had snaps, for ease while changing diapers.
3. Send warm outerwear when the weather is cool or cold. We will spend time outdoors daily, weather permitting. We do not go outside when the temperature is 40℉ or below or 100℉ and above.
4. Soft-sole shoes **ONLY**. Please make sure shoes are labeled, and no hard-sole shoes or boots, as they increase the chance of accidents.
5. If possible, teachers prefer Velcro shoes to shoe laces. Closed-toed shoes are preferred. Please, no flip-flops.
6. If your child is potty-trained, please dress the child in clothes so that they can use the restroom independently. **Elastic shorts and pants are preferred** over button-style pants. ***Please, no belts.*** Be aware that girl's longer dresses can easily dip into the toilets.
    - Girls should wear shorts or leggings under their dresses to allow unhindered play.

NOURISHMENT

Parents are to provide a nutritious lunch for their child each class day. PDO provides water and a child-friendly snack mid-morning. An additional snack will be offered during afternoon Extended Care. As a requirement by the TxDFPS, a statement is included in the Handbook Acknowledgement form stating you have relinquished PDO from providing daily nutrition at lunch for your child because you are providing your child's lunch.

Snack time and lunch are very important and exciting parts of your child's day at PDO. The Beginners are the only children that are spoon-fed by the teachers. All other children need to have finger foods that are ready (cut up, etc.) for them to eat and are as mess-free as possible. Please do not send food that need to be microwaved or refrigerated. Please also send necessary utensils. Leftovers are sent home so you may monitor your child's favorites and the amounts eaten.

Breastfeeding mothers are welcome to feed their children at PDO. Comfortable accommodations are available. Please coordinate with the Director for accessibility. Parents may also send breast milk for their child's consumption at PDO. Breastmilk MUST be labeled with first and last name and labeled Breastmilk.

LUNCH POLICY

Children in the Bear class and older must be able to feed themselves. We ask for the lunches to be as mess-free as possible to foster independence. So, please have them prepped and ready for the child to open and eat.

Please do not send Lunchables as they do not foster independence and are difficult to open for our students. Please remember teachers are busy with 8-12 children. Please refrain from sending foods that could present a

choking hazard for your child. If there is a food allergy in your child's class, you will be notified in writing as well as a posting outside the classroom door.

Below are some ideas that will help make lunchtime more enjoyable:

- When packing a lunch for your child, please ask yourself if your child can eat the meal independently.
- **HOT DOGS, GRAPES, RAW VEGETABLES, ETC. MUST BE CUT UP IN SMALL PIECES.** DO NOT send foods that can easily choke a child.

If a severe allergy is present in your child's class, we may ask you to refrain from sending certain food products in his/her lunch.

The children are not permitted to share lunch items. If your child appears to be interested in a friend's lunch, we will notify you of their new potential interest.

Children tend to get bored with the same food every week. They will stop eating, eat only a small amount, or try to help themselves to their friends' lunches. Having a variety of food makes lunchtime fun.

Please check allergies, and if allowed in the classroom, a few lunch ideas are listed below:

MAIN COURSE
Peanut butter with jelly, honey, or banana - sandwich form or crackers
Cheese - sandwich form, cubes, sticks, or slices
Hummus or cream cheese - thinly spread on toast or crackers
Meats - sandwich form, diced, or thin sliced
Pasta of any kind with light or no sauce

FRUITS/VEGETABLES
Bananas (sliced)
Grapes (halved)
Oranges, tangerines, apples - already peeled
Raisins
Dried fruit
Pineapple, cantaloupe, melon, or watermelon - cut up
Green beans, peas, carrots, broccoli, corn - DRAINED
Carrot sticks, celery - OLDER CHILDREN ONLY
Cucumbers, pickles, bell peppers
Canned fruit - DRAINED

BREADS/CEREALS
Bread sticks, biscuits, cornbread
Fruit breads/muffins - banana, blueberry, bran
English muffins, bagels, croissants, tortillas
Crackers - graham, saltine, Melba toast, zwieback, oyster, Goldfish
Prepared cereal - granola-style, Cheerios

COOKIES/DESSERTS
Yogurt-covered raisins

Soft cookies
Mini-muffins
NO CUPCAKES OR CANDY PLEASE!

FOOD ALLERGIES

Frequently, there will be a student in your child's class who has food allergies. Depending on the allergy, we may ask you to refrain from sending a certain food or food products in your child's lunch for the safety of the child with allergies.

If your child has allergies, we will make efforts to prevent your child's exposure to the allergen. However, it is impossible to guarantee your child will not be exposed to the allergen. If necessary, the child will be placed at a separate, yet adjacent, table during snack and lunch times for safety. The staff will clean the tables using a bleach-water solution, as designated in the TxDFPS Minimum Standards. The classroom is cleaned daily by a contracted outside cleaning service, which includes daily vacuuming of the carpet.

Please understand our facility is a part of The Episcopal Church of the Good Shepherd (the Church) campus. The classrooms are routinely used by other organizations and by our Christian education department for Sunday school, as well as Boy Scouts, Girl Scouts, and other meetings. Therefore, it is not possible to make PDO a completely controlled environment.

If your child has allergies that require medication in the event of exposure, an Allergy Action Plan must be on file. The form can be obtained from the office staff, or the link above, and must be signed by your physician.

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. To learn more, visit https://www.ada.gov/resources/child-care-centers/. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

NAPPING POLICY

1. **ALL CHILDREN ARE REQUIRED TO PARTICIPATE IN REST TIME**
2. **Once a child is walking, they will begin sleeping/resting on a nap mat.**
3. Naptime is from approximately 12:00 -1:45 p.m. and varies based on each class' daily schedule.
4. If you prefer your child not to nap at PDO, you may pick up your child after lunchtime. The child will be brought to the office for pick-up to eliminate confusion in the classroom. There is no reduction in tuition if your child is picked up after lunch.
5. We realize as children get older, naps get shorter. We do not require the children to sleep (although most of them do), but we do require the children to rest quietly on their mats and not disturb the class. Parents will be contacted if their child is uncooperative during nap/rest time, and you may be asked to pick up your child after lunch. If this behavior continues consistently for four weeks, you will need to make permanent arrangements to pick up your child after lunch. Tuition is not prorated for this situation. The staff works with each child to help develop a successful napping routine.
6. Please be aware some children may require the privacy of their own homes/beds for napping.

POTTY-TRAINING POLICY

Potty-training can be an exciting and challenging time in both your and your child's life. If you and your child decide to embark on the adventure of potty-training while PDO is in session, please notify your child's teacher. We will work with your child during his or her potty-training stage. However, if we feel your child is not quite ready for the challenge, we will let you know. We encourage potty-training to take place over a holiday, long weekend, or PDO break to make the transition easier. At PDO, we define successful independent toileting to include the ability to lower their underpants (as well as deal with other clothing), completing the act of urinating and/or defecating in the toilet, wiping themselves, flushing, and re-dressing themselves. If you are not sure whether your child is ready to take this big step, potty-training information and a list of recommended publications is available in the PDO office.

Butterflies

Children in the Butterflies class are expected to be able to use the restroom independently (as described in the above paragraph). This policy is in place so the Butterflies classroom can run as a true preschool classroom setting. The Butterflies classroom is not equipped with a diaper changing table/station.

Ducks and Younger

If you feel your child is secure in their potty-training efforts, then fabric underpants may be worn. If a child soils their clothes two times prior to naptime, your child will be returned to a diaper or Pull-Up for the remainder of the day. Potty-training one-on-one at home can frequently be much smoother than the 2:12 ratio, in the very busy, fun, and easily distractible environment at PDO. If a child has accidents for three consecutive school days, the child will need to return to disposable undergarments until the child is secure with independent toileting.

Uh-Oh

Any child who has an accident will be discreetly removed from the classroom and escorted to the bathroom by a teacher. The teacher will assist the child in the removal of soiled clothing. The child will be placed on the toilet and encouraged to complete the action to ensure the bladder/bowels have been completely emptied and then to wipe. If the child's underpants are excessively soiled, they will be thrown away. The remainder of soiled clothing will be returned to the child's school bag in a zippered plastic bag. The teacher will check the child for sufficient cleanliness and assist as necessary. The teacher will assist the child in getting dressed as necessary. **Please note, if a weather-appropriate outfit in the correct size has not been provided in the child's bag, parents will be called, and the child must be picked up in the case of an accident.**

Children who have accidents will never be humiliated, punished or belittled. We want the potty-training process to be a happy and successful phase of your child's life. Please remember this policy is in place not only for the teachers and PDO program but for all of the students in the program. Potty accidents are time consuming for the teachers; they take the teacher away from others within the classroom and can be a sanitary/health hazard issue. If you have questions regarding this policy, please ask the Director.

BEHAVIOR POLICY

Children attending PDO are expected to respect others and be cooperative. It is part of our curriculum to teach the children these attributes. Redirecting a child is our first line for preventing a problem situation. If redirecting is unsuccessful, or if the offense is beyond redirection, then the “time-out” method of discipline will be used. A discussion of the offense, as well as a different, more positive approach to the child’s problem will be discussed with the child both before and after the time-out. If the time-out method of discipline is unsuccessful in the classroom, then the child will be escorted to the Director’s office for another discussion of choices. If a child continues to be uncooperative or difficult in the classroom, parents will be notified, and a conference may be requested. Examples of uncooperative or difficult behavior may include, but are not limited to, defiance, lack of respect for adults or classmates, disruption, spitting, biting, or unsafe acts to self or others. It is at the Head of School’s discretion, with input and guidance from the Director, if a child needs to be removed from the program. In the unlikely event the PDO program cannot adequately meet the needs of the child or parents, or if stated policies are abused, the child may be dismissed after a conference between the parents, the Head of Early School, and the PDO Director.

Discipline at PDO will be individualized and consistent for each child; appropriate to the child’s level of understanding; and directed toward teaching the child acceptable behavior and self-control. Only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction will be used. These methods may include:

1. Using praise and encouragement of good behavior, instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

PDO does not use harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child’s mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

We are required to have a signed copy of our Discipline and Guidance Policy on file for all children enrolled in the program. This document is signed electronically on our enrollment portal.

At PDO we value and respect the individuality of each child and their wide range of learning styles and needs. We are dedicated to meeting the social, physical, and emotional needs of our students. We also recognize there may be times when a child may have special needs that are beyond the scope of our practice. In these

cases, we may make a recommendation that you seek outside professional resources. We will provide you with our observations so they may be provided to the professional.

ILLNESS/ACCIDENT GUIDELINES

1. **Please do not bring an ill child to PDO!** This includes excessive allergies and asthmatic symptoms or a temperature of 100.0℉ or above. The teachers have been instructed to look for obvious symptoms of illness when parents drop off the children. If a teacher has a doubt, you will be referred to the office to speak to the Director. We reserve the right to refuse a child's attendance in class if we feel there is a risk of contaminating other children and teachers.
2. In the event of an emergency or accident while at school, or if a child is unable to breathe or is having difficulty breathing, we will call 911, give the child first-aid treatment, contact the parents (or emergency contacts provided), and ensure supervision of other children in the class or group. Teachers are trained in CPR, First Aid, and AED. An AED is located on site outside the Director's office.
3. Parents will be notified if a communicable disease occurs at school. A complete list of exclusions can be found at Texas Administrative Code Title 25, Part 1, Chapter 97, Subchapter A, Rule 97.7 *Diseases Requiring Exclusion of Schools*. If a child develops a contagious/communicable disease (i.e. chicken pox, fifth disease, impetigo, hand foot and mouth disease, conjunctivitis, head lice, etc.) at home, the parent is asked to notify PDO. A child who becomes ill at school should not return to PDO until all danger of contagion is passed and all signs and symptoms have resolved. ***Good Shepherd Parents' Day Out does not administer medicine to any of the children. However, life saving measures will be taken in accordance with an allergy action plan and a diabetic care management plan, or an asthmatic management plan.***
4. If your child becomes ill at school, we will remove him or her from the classroom and notify you immediately. If we call you, we have made the decision it is best for your child to go home. It is expected that you come immediately to pick up your child. If there is a conflict, we will call your spouse or the next person on your emergency contact list. We are not able to house a sick child in the office for longer than 30 minutes. This is a Child Care Licensing guideline.
5. If your child is diagnosed with a communicable disease, a note from a health care worker (physician) will be required prior to readmission to PDO, per TxDFPS. PDO requires your child to be fever and symptom free for at least 24 hours without the aid of medication before returning to class. Your child must also be able to happily participate in a group setting before returning to PDO.
6. A child must be excluded from PDO who has the presence of nits or lice. If found during the school day, your child will be sent home. The student may return if proof of treatment from a professional service is presented to the Director or is assessed as nit/lice free. Per CDC guidelines, letters are not automatically sent home to all of PDO when lice and/or nits are found, but are at the discretion of the combination of the classroom teachers, Director, and school nurse. The Director will notify parents if a child in your child's class is being treated for lice (while maintaining confidentiality of the student).
7. Do not send a child who cannot go outdoors to play (this includes infants). Both teachers are needed to supervise outdoor play. Staff members are not available to sit with a child until the class returns to the building. Infants who can sit up alone are placed in the Bye Bye Buggy for a stroll around the Y-field track or the Good Shepherd campus.
8. If mosquitoes become a problem on the playground, we will apply bug repellant to your child. However, we must have written permission on file prior to application. This permission form can be signed electronically on our enrollment portal.
9. Teachers always appreciate being made aware of schedule changes, sleep changes, parents out of town, etc. that would cause your child to be "out of sorts."

10. In the event that local, state, or federal (CDC) agencies issue guidelines for the prevention or spread of an illness, PDO will distribute the information to parents. PDO will adhere to the guidelines that are most applicable to PDO and our status at the time of issuance.
11. A signed copy of the 2026-2027 Attendance Guidelines Acknowledgement is required for your child's attendance at PDO. This document can be signed electronically through our online enrollment portal.
12. Please note, unless required by local or State authorities, Good Shepherd PDO encourages but does not require staff to be vaccinated.

BITING/SCRATCHING/PINCHING POLICY

Children typically Bite, Scratch, Pinch to communicate or cope with various situations.
- Frustration and overload: Lack of verbal skills to express anger, fear, or a desire for personal space.
- Communication: Attempting to get attention, initiate play or express needs like hunger or fatigue.
- Exploration and teething: Experiencing new sensations, exploring cause and effect, or relieving teething pain.
- Defense:Protecting toys or personal space.

In the event of a biting, scratching, or pinching incident, the following action steps will be taken:

1. Respond immediately to the victim: Prioritize comforting the child who was bitten. Tend to any injury.
2. Firm, Unemotional feedback for the biter: Get down on the child's eye level. Use a calm but firm tone and facial expression to state that "Biting Hurts."
3. Support Cause and Effect Understanding: Help the biting child see the immediate result of their action by pointing out the other child's feelings.
4. Parents will be notified in writing about the incident and will be required to sign and return the letter to acknowledge receipt.
5. BOTH CHILDREN WILL REMAIN ANONYMOUS.
6. If the incidents continue, a parent conference will be required. PDO will work with the parent on actions that can be put into place both at home and at school to change the pattern of behavior.

PDO CLOSINGS

1. BAD WEATHER: In the event of bad weather, PDO will follow the Good Shepherd Episcopal School schedule. Listen to major TV (Fox 4, WFAA 8, and NBC 5) and/or radio stations for school closings. If possible, an email will be sent. *No inclement weather days will be made up.*
2. HOLIDAYS: PDO will honor all holidays observed by the School.
3. PDO follows the School calendar. If there is a school holiday, PDO will not be in session on that day. If there is a Monday holiday or closure, PDO will not be in session on Monday and the following Tuesday. This is to ensure Monday/Wednesday students and Tuesday/Thursday students have an equal number of class days.
4. SCHOOL CLOSURES: PDO will not make up missed classes due to school closures or issue refunds.

KEEPING CHILDREN SAFE

Report Abuse and Neglect

Texas law requires a person having reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person to immediately make a report to the Texas Department of Family and Protective Services or law enforcement.

Call **800-252-5400** to make confidential reports.

Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

Protect Children

- Never shake a baby.
- Shaken baby syndrome is the result of violently shaking a young child. Injuries can include brain swelling and damage, subdural hemorrhaging, reduced cognitive function and death.

Sudden Infant Death Syndrome

SIDS is the unexplained death of a sleeping baby. **Always place infants to sleep on their backs in a crib with a firm surface away from soft items like blankets, pillows or toys.**

Keep Children Healthy

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn pediatric CPR and first aid.
- Make sure children drink plenty of water.
- Discuss special needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions, from your child's health-care provider.

Water Safety

- Always maintain active supervision and stay within reach of children in the water.
- Secure water areas with fences, alarms or other means to ensure children don't access the areas unsupervised.
- Have an emergency plan and ensure caregivers are trained in pediatric CPR.
- Don't assume children will use good judgment around the water and make safe choices.

Transportation Safety

- Use car seats and booster seats according to Texas law. All children under 8-years-old who are 4'9" or shorter must be in an appropriate child safety seat system installed according to manufacturer's instructions.
  Before closing car doors, make sure that arms, fingers, legs and toes are all inside to avoid accidental injury.
- Children should not be left in a car unattended for any period. Have a system in place to ensure all children have safely exited the car.
- Keep car doors locked and the keys out of children's reach.
- Educate adults and children about car and transportation safety, especially about getting in and out of a vehicle, loading and unloading curbside.
- Maintain active supervision when children are around cars.
- More information can be found at: https://www.dps.texas.gov/section/media-and-communications-office/child-passenger-safety-information

Unsafe Children's Products

Visit the U.S. Consumer Product Safety Commission website at cpsc.gov to see recalls of unsafe children's products.
Sign up for email updates at cpsc.gov/newsroom/subscribe.

TEXAS
Health and Human Services

Texas Health and Human Services Commission
Child Care Regulation Department

* Texas Family Code, Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E. Protection of the Child, Chapter 261. Investigation of Report of Child Abuse or Neglect, Subchapter B. Report of Abuse or Neglect; Immunities

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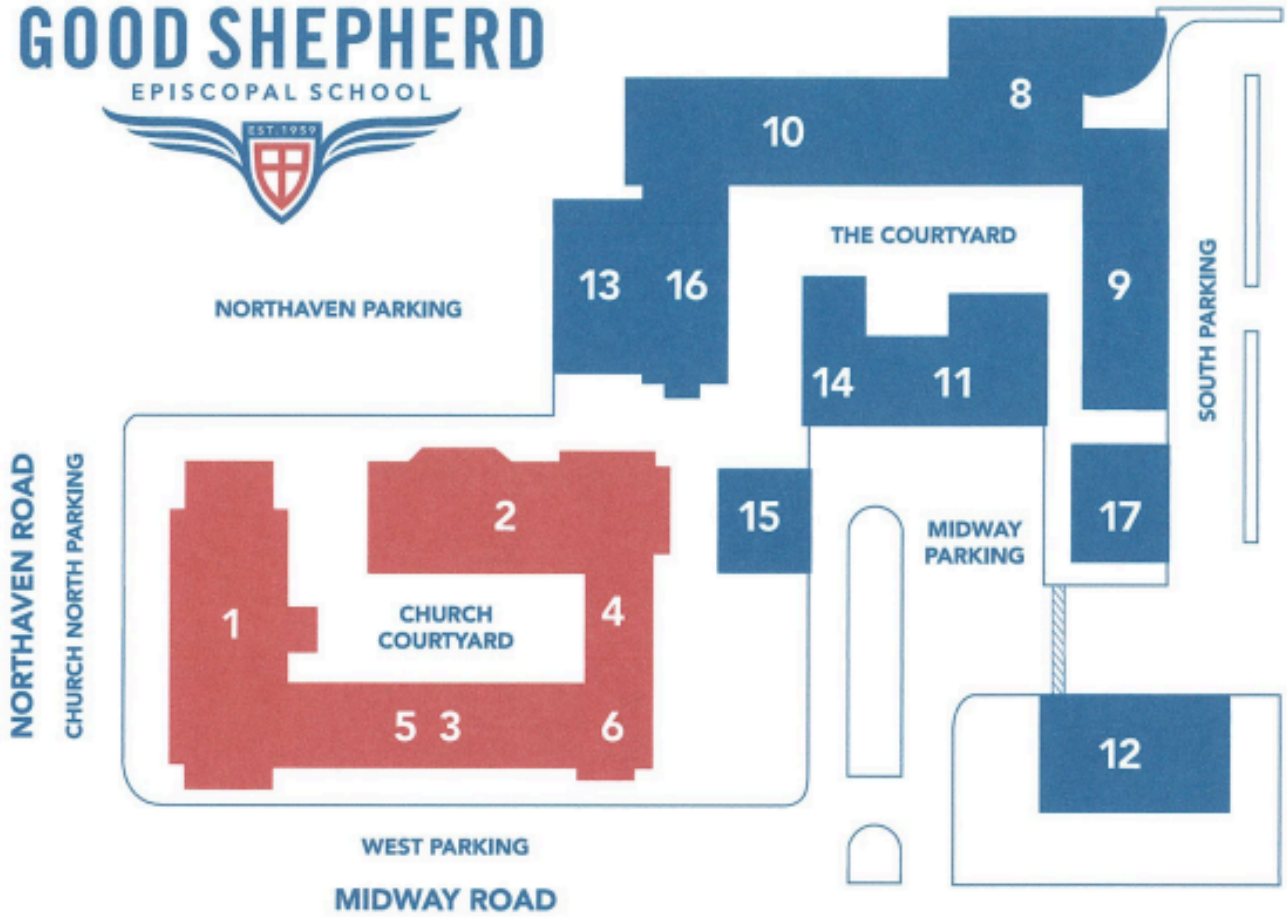
GOOD SHEPHERD
EPISCOPAL SCHOOL

EST. 1959



⬅ CHURCH

1 MAIN CHURCH

2 CHRISTIAN EDUCATION
Parents' Day Out (PDO)
Nursery & Sunday School

3 CHURCH OFFICES

4 KITCHEN

5 LIBRARY

6 PARISH HALL

➡ SCHOOL

8 CENTER FOR CREATIVE LEARNING (CCL)

9 CLARA HOFFMAN MIDDLE SCHOOL
5th - 8th Grade

10 GLORIA RYBA LOWER SCHOOL
Kindergarten - 4th Grade

11 GORDON NICHOLS HALL
Main Entrance
Administrative Offices

12 KELSOE COTTAGE
Pre-Kindergarten

13 KINCAID PAVILION

14 MACKEY CHAPEL

15 NIX
Administrative Offices

16 STANARD HALL

17 TRINITY HALL
Gymnasium

2026-2027 Handbook Acknowledgement

This is to acknowledge that Ashley Beakey-Breazeale, Director of Good Shepherd Parents' Day Out, has provided me with a copy of the handbook containing all of the policies and procedures of Good Shepherd Parents' Day Out and discussed its contents with me. By signing and dating the form, I acknowledge that I have received and read the handbook.

Your signature below also indicates that you understand that by providing your child's lunch, you are relinquishing GSPDO from the responsibility of providing your child with daily lunch time nutrition.

In addition, please **initialize** next to each policy listed below. Your initialization indicates you have read and understand these specific policies and agree to adhere to these policies as described in the GSPDO 2026-2027 Student-Parent Handbook.

☐ Napping Policy ☐ Potty Training Policy ☐ Behavior Policy

CHILD'S NAME: _____ CLASS: _____

Parent/Guardian Signature: _____ DATE: _____

This form is required to be on file for EACH child that attends GSPDO

Child Information Sheet

Please fill out this form prior to the first day of class so the teachers may get to know your child before school begins. Please do not leave any answers blank, write N/A, if appropriate. Upload this completed form to the online portal.

Child's Full Name: _____

Preferred Name for labeling/writing: _____

Parent 1 Name, Phone number: _____

Email: _____

Parent 2 Name, Phone number: _____

Email: _____

Siblings (Name, Age, School): _____

_____

Diagnosed food allergies Yes/No and if so, what: _____

Are there any special family situations (such as custody specifications, problems arising from extenuating circumstances, etc.) that we need to be aware of?_____

_____

How or what soothes your child for nap time? _____

Child's favorite toys, games, or activities: _____

Does your child have any special fears? _____

How does your child express anger or frustration? _____

How do you discipline your child? _____

Is your child toilet trained? Yes/No

(Children enrolled in the Butterflies Class must be toilet trained before the first day of school.)

Child's Special Care Needs (check all that apply):

- ☐ Environmental allergies
- ☐ Food intolerances
- ☐ Existing illness
- ☐ Medications prescribed for continuous long-term use
- ☐ Previous serious illness
- ☐ Injuries and hospitalizations in past 12 months
- ☐ Limitations or restrictions on child's activities
- ☐ Reasonable accommodations or modifications
- ☐ Adaptive equipment (include instructions below)
- ☐ Symptoms or indications of complications
- ☐ Developmental delays; diagnosed or suspected
- ☐ Other:

Explain any needs selected above: _____

_____

What are your expectations of GSPDO? _____

_____

Please give additional information that will help the teachers to know your child: _____

_____

Parent's signature and date: _____

GOOD SHEPHERD
PDO
PARENTS' DAY OUT

Student Health Statement

Student's name: _____

Student's Birthday: _____

Physician's name: _____

Physician's address and phone number:

_____

_____

_____

Health Care Professional's Statement:

I have examined the above named child within the past year and find that he or she is in good health and able to participate in the child care program at Good Shepherd Episcopal School.

Signature of Health Care Professional: _____

Date signed: _____

Please attach a current immunization record