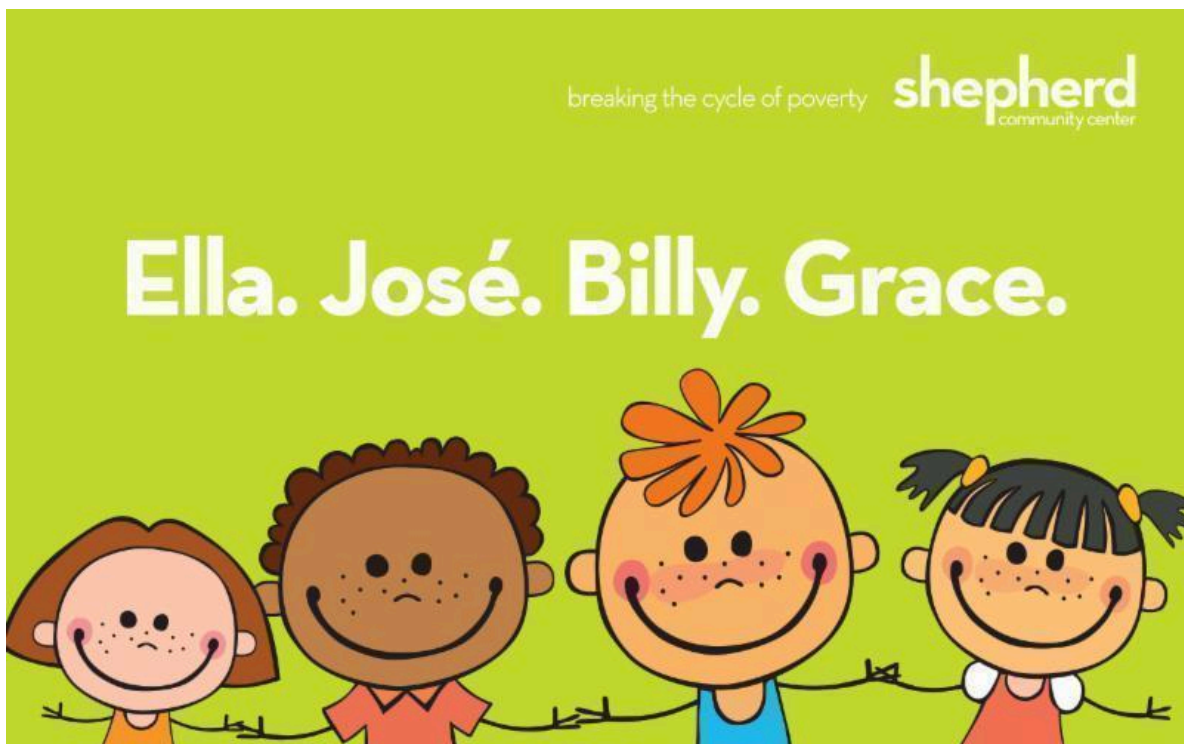


Shepherd Community Academy Parent Handbook 2024-2025



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This Is Who We Are

Welcome

We are honored that you have chosen Shepherd Community Academy (SCA) for your family. Our experienced, highly skilled staff is ready to provide the outstanding learning and support you and your child deserve.

Introduction

We consider it an honor to serve you and your child and are excited to partner with our families in making sure Shepherd is a safe, welcoming place to grow for every student. We encourage you to be actively involved in your child's development this year and in the years to come. You can affect your child's success at school by making sure they are ready to learn each day.

This handbook outlines our policies and procedures. However, like any handbook, it may not answer every question or cover every issue. If you have questions about the school and its support for students, please feel free to contact us.

Mission Statement

Shepherd Community Academy exists to equip our students with the tools to grow in community through academic excellence, self-regulation, and their identity in Christ.

Philosophy

At Shepherd Community Academy, we believe that schools should stimulate and encourage the development of the whole child and help every student grow intellectually, physically, socially, emotionally, and spiritually. The ways in which we teach and support children in their early years shape the ways in which they grow to be responsible adults. The nurturing care young people receive at this critical time affects the long-term development of their brains, personalities, values, character, and social interactions.

Goals

Our goal at Shepherd Community Academy is to work toward the individual development of your child. In our setting, all children will find a stable, safe environment filled with challenging opportunities to learn and explore new things through a school culture that values academics, personal discipline, studying, and life-long learning. Instruction respects each student's God-given personality, learning styles, and abilities and allows for a variety of teaching techniques. Shepherd Community Academy believes that effective learning takes place as students explore information through active engagement in hands-on learning experiences and the integration of knowledge across academic disciplines.

All areas of the child's development are interwoven into the activities they encounter. All our curriculum and activities are consistent with the Indiana Academic Standards.

Admission and Getting to Know Our Families

Registration

Each school year Shepherd Community Academy will ask families to indicate their intentions to return for the following year. Current students and their families will be able to register during March. Other program families may register during April. Families in our service area not currently part of the school will be able to enroll as space is available on a first-come/first-served basis.

Enrollment Procedures

The following items are necessary for new families to enroll their child at Shepherd Community Academy:

1. A complete program registration form.
2. A non-refundable \$20.00 registration fee.
3. A non-refundable \$20.00 technology fee
4. A completed Program Release Form
5. Tax Forms or Proof of Income such as pay stubs or W-2s
6. A copy of the child's birth certificate and current immunization record.
7. A Signed Confirmation that parents have reviewed the Student Handbook.
8. A Signed Confirmation that parents have reviewed Shepherd's Discipline Policy.
9. A Signed Confirmation that parents have reviewed Shepherd's Technology Policy

Non-Discrimination Policy

Shepherd Community Academy is committed to welcoming children from preschool age to 5th grade, regardless of race, color, nationality, or ethnic origin. No employee or student shall undertake, participate in, or support any action, verbal or otherwise, which is intended to harm, injure, harass, or insult any other student on the grounds of sex, race, color, nationality, or ethnic origin.

SCA welcomes the enrollment of children with disabilities and understands the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children and implement those accommodations.

The team at SCA will regularly evaluate the needs of each student to ensure our school is able to effectively meet the needs of each child. Students with special learning needs will greatly benefit from our team's concentration on the following five areas: early identification and early intervention, inclusive education, physical environment, partnerships with parent(s)/guardian(s), and multi-agency collaborations.

An application including all necessary paperwork must be filled out and returned to Shepherd prior to a new student's first day. After exhausting all possibilities of inclusion, Shepherd does reserve the right to refuse admittance or suggest an alternate school for any child whose needs we cannot meet.

Hours of Operations

Students should be dropped off between 8:00 a.m. – 8:15 a.m., during which time they will go directly to the cafeteria or classroom for breakfast. We stop serving breakfast at 8:20.

A child that arrives after 8:20 is considered tardy and may miss breakfast. Most days, teachers will escort students to their classroom by 8:30 to start academic work.

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Academy students may be picked up between 3:00 – 3:15 p.m. (**Preschool children should be picked up between 12:30 – 12:45 p.m.**) When picking children up from school:

- Please **drive slowly** through Shepherd's parking lot, as it is very busy.
- Please do not leave children in your car unattended.
- Please only pick up the number of children you have seats for in your vehicle. While on Shepherd property, we ask that babies be restrained in the proper seating.

We will release students only to a parent or an authorized adult. In order to authorize another adult to pick up one's child, parents must provide a written note or contact the school via phone and share the name of the person picking up the child, prior to the time the child is picked up.

The authorized adult must be able to provide a picture ID or the student's pick-up card as proof of their identity at the time he/she is picking up.

Families unable to retrieve their child prior to 3:20 may be charged \$5 every 15 minutes a child is left in the school's supervision. **Failure to pay fines will result in removal of a child from the program.**

We ask that parents contact the school as soon as possible, if they must be late (after 3:20). If a child is left in our care after 3:30 without hearing from his/her parent, we may be forced to contact Child Protective Services and ask that they pick up the child. **Parents who fail to retrieve their child on time five or more times will be at risk of having their child removed from the program.**

Please help us avoid these circumstances and be sure the school has working emergency numbers of friends or family members on file. If the phone numbers or addresses on your form have changed, it is parents' responsibility to provide the school with the new information.

Attendance

1. If your child is sick or will miss a day of school, please notify the office by calling Shepherd Academy at 317-375-0203 by 9:00 a.m. If we do not receive a call and your child is absent, it will be classified as an unexcused absence.
2. If a child misses **three (3) or more consecutive school days**, he or she must return with a note from the doctor, stating cause of absence, the length of the illness and the date on which he/she may return to school.
3. The office will reach out by the third **missed** day as a courtesy reminder. Please monitor your student's attendance via Jupiter or progress reports and report cards.
4. A child in our K4 class will be allowed up to 10 days of absences during the school year. Extreme illness or hospital stay will be an excused absence.
5. If parents expect that their child will be absent for an extended period (five or more consecutive days), we ask that you contact the Director.

Inclement Weather and Emergency Closings

SCA makes every attempt to open as usual during inclement weather. To preserve the safety of our staff and children, we will close on days that are proclaimed a state of emergency. In case of closures, Shepherd will announce a closure on Shepherd Community's Facebook page and share this information with WISH-TV 8 and WTHR-TV 13.

On days in which the school must issue a two-hour delay, Shepherd Community **Preschool (K4)** will **NOT** have classes.

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If SCA must close during the school day (after children are present), the staff will notify all parents and emergency contacts will be notified by phone and request that arrangements are made for children to be picked up. If Shepherd must evacuate the premises, students would be taken across the parking lot to the Church. Our staff will notify parents via phone and provide instructions for picking up their children.

In the event of a weather emergency, causing SCA to keep children in place for an extended time, all staff will remain with the children. Appropriate amounts of food and water will be kept on the premises to meet the needs of the children and staff while they remain at Shepherd Community.

In the event of an emergency that would cause SCA to secure the premises, 911 will be called. All staff will remain with the children in a safe place until all areas surrounding the facility are clear of danger and staff have been notified it is safe to exit the building.

Holidays

SCA is committed to meeting the needs of our families. The Academy is open all year with limited availability in the months of June and July. We do, however, recognize federal holidays and short breaks throughout the school year. We will provide a calendar and reminders of holidays throughout the year.

Withdrawal

If parents elect to withdraw their child from SCA, they must complete a withdrawal form and submit it to the Director. The form asks families to identify the date and reason they have elected to withdraw their child. **Parents are responsible for the full month's tuition if their child attends Shepherd for one or more days that month.**

Parent/Teacher Partnerships

Shepherd's teachers consider themselves partners with parents in helping students grow. Like any good partner, our teachers will make every effort to keep parents informed of their child's progress. In addition to our scheduled distribution of progress reports and grade reports, teachers will communicate with families regularly and welcome inquiries from parents.

There are a variety of ways in which Shepherd engages parents in school life and their child's academic progress and overall development.

Orientation

Each Academic Year, the school organizes a Back to School Day, during which students and parents may visit their classrooms, meet their teachers, and learn about what's planned for the year. Teachers will also share information about the school and classroom policies, student expectations, and the schedule for the coming year. Translators will be available upon request.

Parent-Teacher Conferences

Parent-teacher conferences are encouraged throughout the school year. To schedule a conference, contact your child's teacher to arrange a meeting. **Please do not expect teachers to talk with you about your child's progress during the school day, as each teacher is busy teaching children.** If you must contact your child's teacher via phone during the school day, please leave a message with

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the receptionist and the child's teacher will contact you as soon as possible. **Jupiter is the preferred method of parent to teacher/school contact.**

If You Have a Concern

We encourage parents to address any concerns they may have about their child's progress or the classroom **with your child's teacher FIRST**. Parents are strongly encouraged to approach teachers with concerns or questions, of any kind, sooner rather than later. Our teachers promise to do the same.

Every member of the Shepherd team promises to listen carefully, assume positive intentions, and share information with respect and a genuine interest in a strong partnership. All conversations remain confidential, unless sharing limited information with another staff member would allow us to better meet your child's needs.

Parents, if you have a concern, begin with the teacher whenever possible. Our teachers will be happy to talk with you, and most issues are easily taken care of this way. If concerns still linger, parents may certainly contact the office staff, who can help develop a fair resolution.

Parent Feedback

Feedback (positive and negative) from our families is always welcomed and valued. Regularly, we ask families to participate in formal assessments of their experience with us. The timing of each opportunity may vary. Look out for notes your teacher will use to notify you in advance of these opportunities.

Parent Visits to the Classroom

Parents of SCA students are welcome to visit the classroom. If you might have special interests, traditions, or hobbies that you would like to share with the class, please let the teacher know!

There are many other opportunities throughout the year to participate in your child's education. Just ask your child's teacher. For the safety of our students, **we require that all volunteers working with our students have a background check run before becoming a classroom helper.**

Educational Program

Curriculum

SCA takes great pride in educating your children. The Academy is fully accredited by the State of Indiana Department of Education and complies with all requirements of state certification. Shepherd Academy offers a challenging curriculum in Reading, English, Mathematics, Science, Social Studies, and Bible.

Homework

SCA supports the assignment of regular homework, providing students the chance to practice on their own a newly learned skill. Shepherd teachers will work to ensure students have a clear understanding of the purpose of the assignment, the skill they are to practice, and the amount of time it is likely to take prior to dismissal each day. In general, homework assignments should take students no more than ten minutes for kindergarten students, twenty minutes for first graders, thirty minutes for second graders, etc.

Parents who have questions about an assignment or homework overall are encouraged to contact their child's teacher directly.

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Assessments

In order to monitor your child's academic progress, parents should expect their child will participate in various tests throughout the school year. We relay testing dates to families via letters and phone calls throughout the year. **Please avoid scheduling any doctor appointments during the testing dates, if possible.** It is important that your child remains focused, sleeps well at night, and eats a good breakfast each school day - especially on the days when they participate in assessments of academic progress and readiness for the next grade.

Types of Testing at Shepherd

Test	Grades	Frequency
DIBELS, Fountas and Pinnell Reading Levels, i-ready Diagnostic (math and reading)	Kindergarten – 2 nd gr.	Three times a Year
Benchmark Tests in Reading and Math	Grades 3 rd – 5 th	Three times a Year
ILEARN State Assessment	Grades 3 rd – 5 th	April/May
IREAD-3	3 rd grade	March
WIDA ACCESS Test for English Language Learners	Kindergarten – 5 th	January – February

Extra Support

SCA provides academic assistance tailored to the specific needs of different students who may still be learning English, challenged by a diagnosed learning disability, and/or significantly below grade-level expectations. Shepherd faculty determines students best suited for these supports, based upon teacher recommendations and assessments the school administers throughout the year. Please contact your child's teacher if you have further questions about your child's eligibility for individualized supports.

Electives & Chapel

Students will participate in electives, such as music, Spanish, health, and physical education, on a weekly basis. Chapel will be held for all students once a week. Students will also be able to visit the library.

Programs

SCA will host special programs throughout the school year calendar. The school will publish a schedule of programs at the beginning of each school year and review it monthly via home-school communication. All families are encouraged to attend and, when convenient, help Shepherd staff clean up once the event has concluded.

Field Trips

The children will have periodic field trips. SCA will have parents sign a permission slip good for the whole year. Parents/guardians who have completed a background check in the current school year are invited and encouraged to join us for these events. Field trip fees are paid for each student through tuition. Some events are for the children only and we will let you know of these events. Parents and family members will be responsible for their own transportation and admission fees to field trips. Parent chaperones who show up on the morning of the field trip without a background check, will not be allowed to attend with their child.

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When chaperoning a small group, we do ask that you leave small siblings with a babysitter. If you would like to just be with your own child, their siblings are welcome. In this case, you will only have your child during these field trips. When chaperoning, or attending with your child, we do ask that you pay ahead of time. We will not accept payment on the day of the field trip.

PTF Meetings

On the 2nd Tuesday of each month, from 6:30 p.m. – 7:30 p.m., SCA will host a Parent/Teacher Fellowship Meeting (PTF). These meetings are great ways to get to know other Shepherd families in a friendly, informal setting, and free childcare will be provided. Each meeting will include the participation of the office staff and one or more teachers to help answer questions others may have. The Academy will publicize the schedule of monthly PTF meetings regularly.

Your Growing Child

Birthdays

Birthdays are a special event in school. We have fun celebrating with lots of special attention for the birthday child. If your child would like to bring a favorite book from home, the teacher will read it to the class on that special day. If you or your family members have other celebration ideas, please talk to your teacher and get his or her approval prior to your child's birthday.

Please do not send homemade sweet treats or food of any kind to class. You may send prepackaged treats as long as all students are included. Communicate directly with your child's teacher about scheduling these celebrations.

If you choose not to have your child participate in birthday celebrations, please let us know. In consideration of each child's feelings, please send invitations to birthday parties by mail, rather than passing them out at school. Children with summer birthdays are welcome to celebrate (usually their half birthdays) during the school year, too. Just check with the teacher to find the best day to celebrate.

Discipline

It is very important that a child's development is nurtured through caring, patience, and understanding. Children, as you know, may not always get along with each other. They may not agree to follow our school or classroom rules and we have a duty to respond when children make poor choices. It is part of the learning process.

SCA strictly forbids behaviors that put students or their classmates at risk, including **hitting, kicking, spitting, scratching, hostile verbal behavior, or any behavior that might hurt any student.**

If a child's behavior is consistently disruptive or harmful, we will discuss the issue with his or her parents privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, Shepherd reserves the right to remove your child from the Academy.

SCA requires that parents sign a copy of our discipline policy, signifying understanding of it. We include the discipline policy in our registration papers. As a parent, you may have some concerns or wish to offer suggestions on how to best interact with your child. Please offer these suggestions at registration or during conferences with your child's teacher.

Safety Comes First

Building Security

The safety of our students, parents, and staff members is of paramount importance at SCA. Each of our classrooms has specific procedures in the event of a fire in the building, a tornado, an

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earthquake, or a dangerous intruder in the building. Each is unlikely to occur; nonetheless, Shepherd is committed to being ready if it were ever to happen. Teachers review these procedures with students regularly and, in accordance with state law, practice them at least monthly.

There are several steps we ask parents to take in order to ensure the safety of our students and their belongings.

1. If visiting, please report to the registration desk and wear the identification badge provided.
2. When visiting, use the restrooms in the west wing of the building (next to the large conference room). It is important we maintain other restrooms for students and for the staff helping those students, when necessary.
3. Please do not send valuable or very special items to school with your child.
4. Although we will do our best to recover any lost items, SCA cannot be responsible for lost or stolen items.
5. We maintain a Lost-and-Found (at our office) and provide cubbies for coats and other personal items.

Finally, it is the responsibility of the parent or guardian to make sure all phone numbers and emergency contacts are kept up-to-date at all times. It is also the responsibility of each parent to have a backup plan for childcare in case of an emergency.

Emergency Information

CPR/First Aid

A staff member with CPR and First Aid certification will always be on site where children and staff are present. All staff members are trained annually. In the event in which the teacher or other staff member must administer CPR or first aid (beyond small cuts or bruises):

- Parents will immediately be notified in the case of a medical emergency. A copy of each child's record is kept on hand in our administrative office. Every effort will be made to contact the child's parent or guardian before calling the emergency contacts listed in the application. These alternate contacts will be called if the child's parent or guardian cannot be reached.
- Shepherd Community Academy asks parents to provide three (3) contact numbers and a current address in case of an emergency.
- It is the parent/guardian's responsibility to notify the office when changes occur in telephone numbers or addresses.

Minor injuries in children are common. As a general rule of thumb, a minor injury is anything that can be expected to heal with minimal medical intervention. Minor injuries may include, but are not limited to, small cuts, scrapes, and bumps. If a minor injury occurs during the program, teachers/aides/volunteers will follow universal safety precautions to ensure the minor injury is tended to. Shepherd staff will not administer over-the-counter or prescription medications to students without prior parental consent (included in each child's registration form).

Major injuries are injuries that may require the intervention of emergency medical personnel or physicians. If a major injury occurs during school, teachers/aides/volunteers will follow universal safety precautions and standard First Aid and/or CPR procedures in making sure the child receives immediate attention and will call 911 immediately.

Shepherd will notify the child's parent/guardian or emergency contact immediately. If a child is to be taken to a hospital, one staff member will accompany the child to the hospital until a parent/guardian arrives.

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Personal Injury Accident/Incident Report Form

In the event of an accident involving a student injury, parents will be asked to sign the accident report and a copy will be placed in the child's cumulative file. Shepherd also asks parents to provide the school follow-up instructions from the doctor whenever possible.

Use of Restraint

Shepherd Community Academy reserves its right to restrain students physically in an instance when a student is displaying physical behavior that presents a substantial risk of injury to the student or others. (A student leaving the facility without permission and/or supervision will be considered as presenting a substantial danger to themselves and may require restraint).

- A. Faculty are instructed to contact administration immediately should restraint be necessary.
- B. Restraint will only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success.
- C. Restraint shall only be employed by staff members who have received crisis intervention training in the use of restraint procedures. Any restraint of a student shall be conducted in a manner consistent with the techniques prescribed in a crisis intervention training program.
- D. Every instance in which restraint is used shall be carefully, continuously, and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.
- E. The Director or designee shall attempt to report every instance in which restraint is used on a student to the student's parent verbally and no later than the end of the school day or as soon as practical.
- F. The Director or designee will also send a copy of the "parent incident report" to the student's parent after every instance in which restraint is used.

Mandated Reporting

Staff are required to report any instance of observed or suspected neglect and physical or sexual abuse of children in the home, school, or community setting. A staff member suspecting that a child is in danger or has been abused or neglected in the preceding 3 years is required by law to call the proper authorities. If a child is in immediate danger, we will call 911. Any member of the community in which students live and/or go to school should report to Child Protective Services at 1-800-800-5556 instances of suspected abuse or neglect.

Court Orders

If a court order exists preventing an individual from having contact with a child, Shepherd Community Academy (and the Center as a whole) shall comply with the order. **There must be a copy of the court order in the child's file.**

Safe Conditions Policy

It is our goal at Shepherd Community Academy to provide a safe and healthy environment for your child to learn and grow. To ensure a safe place for all the children, we ask that you comply with all written emergency procedures and child illness policies as addressed in our handbook. Please note, that the use of tobacco, alcohol, or any illegal substance is not allowed at Shepherd. The use or possession of a firearm, unless a condition of employment, shall not be allowed on the premises.

In order to keep everyone at SCA safe, children will be actively supervised with the required number of qualified adults according to the State of Indiana's Child-to-Staff ratio guidelines. For everyone's

safety, cameras are installed in each classroom and in pertinent areas of our buildings and playground area.

Alcohol, Drugs, & Firearms Policy

- No guns or other lethal weapons will be allowed in the child care setting. Parents required to carry firearms as a function of their job will lock firearms in their vehicle before entering the child care setting.
- The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises.
- Possession of illegal substances or unauthorized and potentially toxic substances is prohibited.
- All staff will maintain sobriety while providing child care. Staff that are inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and will be subject to discipline.

Healthy Families & Staff

Health & Immunization Requirements

Immunizations:

Upon registration, parents must provide a copy of your child's birth certificate as well as an **Immunization Record** with the following immunizations, listed by date:

- 4 DTP (Diphtheria, Tetanus, Pertussis,)
- 3 OPV (Oral Polio)
- 4 HIB
- 2 MMR (Measles, Mumps, Rubella)
- 3 Hepatitis B
- 1 Varicella (chicken pox) vaccine.
- 4 Pneumococcal Conjugate (PCV13)

A copy of each child's birth certificate and immunization record will be retained on file in our administrative office.

If a child's immunization form is not current, the child may not attend class until the form is up to date. The Academy will send you an advance reminder when your child's form is approaching its expiration date. However, it is the parent/guardian's responsibility to obtain up-to-date records to ensure that there are no interruptions in your child's school year.

Illness & Medications

For the health and safety of our students and teachers, SCA requires that children not come to school if he or she has any of the following health conditions:

- A fever of 100 or above (He/she must be without a fever for 24 hours without a fever reducer before returning to school.)
- Diarrhea or vomiting within 24 hours of the upcoming school day
- Severe flu symptoms
- Any infectious disease (e.g. conjunctivitis, measles, chicken pox, etc.)
- A sore throat or other indication of strep throat or any other contagious disease
- An unexplained skin rash

A definition of each of the formal conditions listed above are provided on the following page.

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If a member of our staff detects any undiagnosed rashes, chicken pox, TB, strep throat, pink eye, impetigo, measles, and mumps, you will be notified and **your child will need to be picked up within an hour of notification.**

Your child's teacher as well as the Director's office will retain, at all times, your child's contact information, and every effort will be made to contact the child's parent in the case of child illness. We reserve the right to reach out to alternate contacts, if necessary. Please understand that this is for the health of the children.

Health Conditions

Your child will need to stay home if he or she exhibits one of the following conditions:

- **Diarrhea:** defined by more watery stools – decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool that is not contained in diaper or use of toilet. Children may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigellosis, or E. coli infections.
- **Blood in stool:** not explained by dietary changes, medication, or hard stools.
- **Vomiting:** There are many reasons children vomit from eating something that does not agree with them to any number of illnesses. Exclude if the child has vomited two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-infectious condition and the child is not in danger of dehydration.
- **Abdominal pain (persistent):** that pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- **Conjunctivitis (Pink Eye):** A child should be excluded for bacterial conjunctivitis (red eyes, green or yellow discharge). They may return after treatment has started and are able to participate in activities. Other forms do not need to be excluded. (Such as caused by allergies)
- **Hepatitis A:** Children should be excluded until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program, as directed by the local health department.
- **Impetigo:** A child should be excluded until 24 hours after treatment has begun.
- **Measles:** A child should be excluded until 5th day after the rash disappears or the local health department states the patient is non-infectious.
- **Mouth sores:** A child should be excluded if mouth sores are coupled with drooling.
- **Mumps:** A child should be excluded until 9 days after onset of parotid gland swelling.
- **Pediculosis (Head Lice):** Children who have lice or nits in their hair will remain at school until the end of the day. Parents will be notified and should begin treatment before returning their child to school. Using a nit comb is the most effective way to remove lice.
- **Pertussis (Whooping Cough):** Children should be excluded until 5 days of appropriate antibiotic has been completed or until the local health department states the patient is non-infectious.
- **Pinworms:** Children should be excluded for 24 hours after treatment has begun.
- **Rash:** Children should be excluded with fever and/ or behavior change.
- **Scabies:** Children should be excluded until 24 hours after treatment is begun.
- **Streptococcal pharyngitis (Strep Throat):** Children should be excluded until 24 hours after treatment has begun.
- **Tuberculosis (TB):** Children should be excluded until the child's physician or local health department authority states the child is non-infectious.
- **Varicella-zoster (Chicken Pox):** A child should be excluded until all the lesions have dried and formed scabs, usually within 6 days of onset of rash.

Children exhibiting any of the above signs and symptoms while in school will be separated from the group and cared for in the isolation room.

Following an illness, children will be readmitted to the Academy once they no longer have the above symptoms, have begun appropriate treatment and/ or no longer have significant discomfort and feel well enough to participate. **Parents must submit a doctor's note if absent three or more consecutive days.**

Any child – other than those exhibiting one or more of the above symptoms - is expected to be in school. If a child only has a slight cough, runny nose, etc., please go ahead and bring them to school. The teacher will call if the child worsens throughout the day and ask you to pick them up. In this case, the child will not be considered absent.

Medications

SCA administration and teaching staff will maintain a list of all students with any medical conditions, food allergies, and chronic illnesses that require medication.

In order for any member of the Shepherd staff to administer prescription medication, the school must receive medication in the original bottle with directions/name. In order to administer over-the-counter medications (medicine purchased without a prescription, e.g. aspirin), Shepherd staff must also have a completed medication section on the registration form.

All medications - prescription and non-prescription - will be stored in a locked cabinet within the school's office.

- Parents must deliver medication to the office in its original container.
- Medications must be labeled, and the label must include the student's name, physician's name, dosage, and time given.
- Medications will be administered by Administration and/or office staff and will be given according to the instructions on the label.
- The School will maintain a Medication Log, detailing medication dispensed each day, and amount remaining in the bottle.

Allergies

If your child has allergies of any kind, please inform the teacher on or before the first day of school. Information about your child's allergies and emergency instructions will be kept confidential (but available to all who assume responsibility for the class). If your child has food allergies, check the food menus list outside in the lobby or send a non-allergenic snack to school with your child.

Shepherd requires parents of students with allergies to dairy provide a note from a health professional confirming the dairy allergy in order the school substitutes that item with a non-dairy product.

School Lunch Program

We are responsible to inform you that because your child attends school at Shepherd he/she is included in the National School Lunch Program at no cost. Shepherd participates in the Community Eligibility Program, or CEP, which will allow us to serve your child Free Breakfast and Free Lunch. Students who receive benefits from medicaid or food stamps automatically qualify. Families can supply this information on the school application.

Shepherd Community Academy 4107 E Washington Street, Indianapolis, IN 46201

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Shepherd Community Academy strives to cultivate healthy children, strong families, and vibrant neighborhoods through a Christ-centered approach that meets the physical, emotional, spiritual, and academic needs of our students.

Parents may choose to bring a healthy lunch from home instead of having their child eat the free lunch the school provides. Packed lunches should include protein, dairy, and fruits and vegetables. A microwave is available for students to heat their food if necessary. **Parents should not send fast food lunches for their children.** Any exceptions to this rule should be discussed with the Director.

Respect for All

Anti-Bullying Policy

Shepherd Community Academy is committed to the elimination of all forms of bullying. Staff members have a unique opportunity and an ethical obligation to teach, model, and respond to bullying in the presence of young children in Biblical ways. Join us and be a part of the solution to this emotionally and physically destructive behavior. If you witness or suspect such behavior, please tell us of your concerns. They will be addressed. **Please alert the teacher** with any concerns your child brings to you. The Shepherd staff is trained to handle all reports with appropriate levels of discretion and concern.

Data Privacy

All programs comply with state and federal data privacy laws. Information may be shared with SCA employees whenever this exchange allows staff to better meet the needs of your child. Student records can be forwarded to elementary schools if requested.

Photos & Videos

SCA requires parent permission before any parent or child is videotaped or photographed for use in publications. The photo/video release (i.e. permission) is included on the program registration form.

Death of a Caregiver

In case of the death of a caregiver, the school will notify parents and provide the necessary information as well as suggestions about talking with their children.

Toys

To prevent loss or damage, please do not send toys from home unless an item relates to a unit of study or helps with separation. Label all items sent to school.

SCA does not allow any type of weapon – ***including toy weapons or jewelry in the form of weapons.***

Clothing

We believe children learn best when they can explore freely in nature with the appropriate scaffolding provided by a nurturing adult. Children at SCA play hard and get dirty. Each child should dress comfortably in clothes suitable for the day's activities. We will be outside every day, with the exception of extreme temperatures. Please be sure that your child has the proper attire for the weather each day.

Shoes need to be appropriate for indoor and outdoor play. Slick-soled shoes are not safe for active children. When boots are worn to school because of the weather, students should bring a change of shoes so they can also play inside during recess or physical education.

Dress Code

It is the desire of Shepherd Community Academy to create a learning environment that focuses on academic achievement for all students that encourages and promotes:

- A positive, healthy self-esteem
- Unity, comradery, and a sense of belonging and purpose
- Character development rather than physical appearances
- Academic challenges versus socioeconomic status

Students are to wear the following apparel as it is intended to be worn and sized to fit. The best advice is: "When in doubt, rule it out."

Following is a list of appropriate and inappropriate dress:

- Shorts should be no shorter than three inches from the top of the knee. Silky or mesh athletic shorts or biking shorts are not allowed.
- Dresses and skirts should be of modest length (no shorter than three inches from the top of the knee) as determined by school officials.
- Jackets must be worn over dresses. Straps on dresses/tops should be no thinner than two inches. Off-the-shoulder tops or dresses are not allowed.
- Leggings or closed-fitting knit pants can only be worn under a modest-length dress, skirt, or shorts.
- No students will be allowed to wear tank tops, halter tops, tube tops, or midriiffs.
- Students may not wear transparent tops without adequate undergarments. No tops cut low in the front, back, or side will be allowed.
- When arms are extended above the head, no skin should show between the bottom of the blouse and the top of the pants or skirt.

Child Guidance (Discipline) Policy.

It is very important that a child's development is nurtured through caring, patience, and understanding. Children, as you know, may not always get along with each other. They may not agree to follow our school or classroom rules, and in these instances, we may have to respond to the poor choices the student has made. **Hitting, kicking, spitting, hostile verbal behavior, or any behavior that will hurt them or another student is not permitted.**

In response to these poor choices, the teacher will **NOT** use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your student of food or other basic needs.
- Humiliation or isolation

In response to these poor choices, the teacher **WILL**:

- Show respect to the student
- Establish clear rules
- Be consistent in enforcing the rules
- Use positive language to explain desired behavior

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- Speak calmly while bending down to the student's eye level
- Give clear choices
- Redirect the student to a new activity
- Call the office for assistance

If disciplinary problems occur, conferences will be scheduled with parents. If a student's behavior consistently endangers the safety of themselves or the students around him/her or continuously does not follow classroom or school rules, then the Principal has the right, after the meeting with the parent(s), reviewing documented behavioral problems, and reviewing the intervention taken, to suspend/expel the student in question.

Receipt of Family Handbook and Family Notice

My signature below certifies that I have read and understand the Family Handbook for Shepherd Community Academy And Preschool.

I have read and acknowledged the arrival and pick-up times.

I have read and acknowledged the school closing calendar.

I had read the payment policy.

I have read the discipline policy.

I have read and understood the written emergency plan, which includes, fire, medical/illness emergency, etc.

Furthermore, my signature certifies that I agree to abide by all the policies adopted by Shepherd Community Academy. I also understand that failure to abide by these policies could result in the termination of care for my child/children

I understand that this childcare ministry is not licensed under the laws of Indiana. However, I understand this childcare ministry complies with the state rules concerning sanitation and fire safety for the primary use of the structure in which care is conducted. I also understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the childcare ministry.

Family's Signature

Date

Printed Name

Child's Name (s)

This notice does not absolve a childcare from the liability for injury to a child while the child is at Shepherd if the injury is due to negligence or intentional wrongdoing on the part of the Academy, Childcare Ministry, or an employee of the Academy or Childcare ministry.

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