



FAMILY HANDBOOK

2025-2026

GRACE EPISCOPAL SCHOOL
1314 East University Ave.
Georgetown, TX 78626
512-863-6214
www.graceschool1992.org

Serving children 2-years old - kindergarten.

DAYS & HOURS:

Tuesday – Thursday (3-day classes)

Primary, Pre-K 3's, Pre-K 4's – 9:00 a.m. – 2:00 p.m.

Monday – Thursday (4-day classes)

Primary, Pre-K 3's, Pre-K 4's – 9:00 a.m. – 2:00 p.m.
Kindergarten 8:30 a.m. – 2:00 p.m.

Handbook Revision

Grace Episcopal School reserves the right to revise, remove or supplement any provisions of this handbook when it deems such changes necessary. Policy changes will be posted in the office for 30 days.

Revision Date: 07/28/2025

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I can remember the feeling my wife Jennifer and I had when we first dropped our two children off on their first day of school. You take these little beings that you have so carefully cared for and know, and you entrust them to others. It felt a little bit like Jochebed putting baby Moses in the little basket and letting him into the Nile River. Being a parent involves so much trust! You trust that your children will do ok, that they will make friends, that they will have teachers who will help them learn and grow, and that they will be loved by others.

I am mindful of the trust that a parent gives when they bring their child to school, and I am so grateful that you are entrusting your little ones to Grace Episcopal School. Grace is committed to caring for your children, ensuring that they develop in all areas of life: intellectually, spiritually, physically, imaginatively. We want to follow Jesus' very clear words to "let the children come to me" (Matthew 19:14). Our weekly chapel services following our Episcopal tradition emphasize children's welcome into God's kingdom as they are, as precious children whom God loves.

As rector, I am always available, as is our committed Head of School and our School Board to meet with you. We are here to serve you, and to continue to have a school where you can entrust your children knowing that they will indeed grow and be loved. Please don't hesitate to reach out to me at any time.

Sincerely,

Fr. Neal McGowan
Rector
Grace Episcopal Church
1314 E. University Ave.
Georgetown, TX 78626
512-863-2068

1314 E. University Avenue 512.863.2068 www.graceepis.org

2025-2026 CALENDAR

August 26	-----	Meet-The-Teacher Sessions
August 27	-----	First Day
September 23	-----	Early Release (Staff Meeting)
October 13, 14	-----	School Holiday (Columbus Day)
October 28	-----	Early Release (Staff Meeting)
October 30	-----	Fall Festival and Party
November 3	-----	School Holiday (No school GISD)
November 18	-----	Early Release (Staff Meeting)
November 20	-----	Thanksgiving Celebration
November 24-27	-----	Thanksgiving Holiday
December 16	-----	Early Release (Staff Meeting)
December 18	-----	Christmas Program & Party
December 22 – January 6	-----	Christmas Break
January 7	-----	Back to School
January 19	-----	School Holiday (MLK, Jr. Day)
January 27	-----	Early Release (Staff Meeting)
February 12	-----	Valentine’s Party
February 16	-----	School Holiday (Presidents’ Day)
February 24	-----	Early Release (Staff Meeting)
March 12	-----	Safety City
March 16-19	-----	Spring Break
March 24	-----	Early Release (Staff Meeting)
April 2	-----	Easter Celebration
April 27	-----	School Holiday (No school GISD)
April 28	-----	Early Release (Staff Meeting)
May 7	-----	Splash Dance
May 12	-----	Early Release (Staff Meeting)
May 19	-----	EoY Performances and Last Day of School
May 21	-----	Staff In-service

All students will be released at 1:20 p.m. on Staff Meeting Early Release Days.

Please watch [Brightwheel](#) notifications for other important and fun dates that get added as the school year progresses (i.e. visit from the fire department, authors, Mad Hatters, etc.)

PHILOSOPHY

The philosophy of Grace Episcopal School is to provide an enriching Christian environment that will enable each child to develop to his/her full potential. We will strive to create a positive, loving environment to help each child develop socially, emotionally, intellectually, and spiritually. We will also provide opportunities for creative, imaginative, and artistic expression. Grace Episcopal School shall function as an integral part of the life of Grace Episcopal Church and shall serve as an educational arm of its pastoral and missionary life.

Grace Episcopal School does not discriminate on the basis of race, color, religion, gender, disability, national or ethnic origin in the administration of its admissions and educational policies, financial assistance program, employment practices, and other school-administered programs.

PROGRAM

Grace Episcopal School offers a program designed to incorporate developmentally appropriate activities that are interesting and stimulating to the children.

Activities include chapel, story time, circle time, outdoor play, cooking, music class, learning centers, special events, outdoor learning lab, special programs, and field trips. Kindergartners also enjoy art and P.E. classes. Hands-on learning centers include art, reading and listening, writing, dramatic play, construction, games and manipulatives, nature and science, and music and movement.

CHILD/STAFF RATIO

Primary:	6 children to 1 teacher
Pre-K 3's:	10 children to 1 teacher
Pre-K 4's:	12 children to 1 teacher
Kindergarten:	12 children to 1 teacher

DAYS AND HOURS OF OPERATION

Grace Episcopal School is open from late August through May following the holidays listed on the Georgetown I. S. D. calendar. We hold classes on Mondays, Tuesdays, Wednesdays, and Thursdays from 8:30 a.m. (kindergarten) or 9:00 a.m. (all others) until 2:00 p.m.

Children are placed in classes according to their ages on September 1st of the current year. Grace Episcopal School does not take any drop-in or part-time care children.

ARRIVAL AND DEPARTURE

Please be on time for the arrival and departure of your child. Please arrive promptly at your arrival time; the class opening sets the tone for the day. The teachers are using the time previous to this to prepare for the school day. Be sure to check your child in through the [Brightwheel](#) app on your phone or on the school's tablet. If you will be late or your child will be absent, please contact the school at 512.863.6214 or through [Brightwheel](#) as soon as the delay or absence is known.

While occasionally a delay is unavoidable, we hope that parents will generally try to leave sufficient buffer time so that unanticipated traffic, weather, or other delays do not hinder their on-time arrival for drop-off and pick-up.

While we count on parents to respect the importance of these issues for their children's sake, there is also an institutional dimension. Our school has contractual obligations to its faculty to allow them to leave when their workday is complete. When parents are late to pick-up their children, it often requires that a teacher in the child's classroom assume responsibilities beyond their personal expectations or contractual obligations. We therefore encourage parents to set-up back-up systems in case of unavoidable delays.

Some suggestions for parents: [1] Have friends or other family members included on the authorized pick-up list for your child, so that when a delay is unavoidable, alternative arrangements can be made. [2] Create mutually beneficial "late-parent buddy systems," in which a parent of another child in the classroom will pick-up and look after the child of a late parent until the late parent arrives. Include the other parents on the authorized pick-up list. [3] In the event of an unavoidable delay, please call our school to let the teachers know so that they can help prepare the child for the change in routine, and alter their own plans if necessary.

If a child is picked up 15 minutes after their designated pick-up time, a \$10.00 late charge and an additional \$1/minute after 15 minutes will be charged to the next month's tuition.

The teacher or Head of School must be notified if someone other than yourself and persons listed on the Admission Form will be picking up your child from school. We will not release the child unless you have notified us. The unlisted pick-up person must know the code word for the child and present his/her driver's license to the Head of School.

REGISTRATION TIMETABLE AND FEES

The first two weeks of February will be reserved as the "Closed Registration" period available to currently enrolled students, siblings, and Grace Church members. After mid-February, registration will be open until classes are full.

A non-refundable enrollment fee is required of each child upon enrollment each school year. If at any time you withdraw from the program and then wish to return at a later time during the year, there will be another enrollment fee due. After a child is enrolled in the program and has attended, a registration fee **cannot** be transferred to another child.

Priority for admission is given to children in the following order: [1] those presently enrolled and staff children, [2] siblings of those students presently enrolled, [3] members of Grace Episcopal Church, (Priority is given to members of Grace Church by the fact that registration is open to them earlier in the year before it is open to the public. Because our school is small, we depend monetarily on maintaining a full student enrollment. Therefore, the school will not hold openings for our own church membership after the early deadline. When the early enrollment period is over, church members will be enrolled as part of the general public.), and [4] new applicants. In the event that the number of enrolled students reaches the limit placed on class size, a waiting list will be created. As space becomes available, the families will be contacted in their order from the waiting list. Church members seeking enrollment after the early enrollment period has passed and a waiting list has been formed, will have priority on any waiting list. They will not replace any previously accepted student.

TUITION

There is a monthly tuition fee due on the 1st of each month September through May. Tuition will be considered late after the 5th of the month, and a late fee of \$10/day will be applied. If the 1st of the month is not a school day, tuition will be due on the first school day after the 1st of the month.

Families with two or more children enrolled at the same time receive a 10% discount off the monthly rate for the first additional child, and 15% for the second and additional children. Grace Church members and employees receive a 10% discount.

Full tuition is due each month regardless of number of days expected to be in attendance. No deductions are made for absences, holidays, illness, school closures, or vacation time. We are a private school and rely on collection of tuition to meet our overhead.

*A 5% discount will be applied if the **annual tuition is paid in full** by September 5th. A 3% discount will be applied if the tuition is paid in two semester-based payments by September 5th and January 5th.*

Payments to Grace Episcopal School can be made online through [Brightwheel](#). Tuition can be paid with: online payments, recurring credit card payments, or recurring payments from checking/savings. In addition, we can still accept cash or checks. Please visit www.graceschool1992.org or mybrightwheel.com for more information.

Note: There is a \$30.00 fee charged for all returned checks.

WITHDRAWAL

Once a child is officially enrolled, no portion of any fees, paid or outstanding, will be cancelled or refunded unless due to a military reassignment. In the event a student needs to withdraw from the school, please notify the Head of School at least one week (7 days) in advance. There will be no refund for a child withdrawing from school before the end of the month. In extenuating circumstances, a refund of prepaid tuition or cancellation of future obligations will be determined on a case-by-case basis. Please speak with the Head of School to discuss these circumstances. If a student withdraws and then wishes to re-enroll at a later date, the enrollment process must be completed again.

HEALTH AND SAFETY

We must have on file a completed Enrollment Form, current immunization record, and the completed Admission Requirement.

Keep your child at home when the child is ill and has a fever above 100°F or has had a fever above 100°F within the past 24 hours. If your child has fever, vomiting, or diarrhea, he/she must not return to school until symptom-free for 24 hours without the use of medication. However, do notify us that your child will not be at school. Follow doctor's advice for returning to school.

If your child becomes ill with a contagious disease, please notify the Head of School so we can monitor other students and alert the other parents when we see a pattern. Please remember that you would not want your child unnecessarily exposed to illness.

If your child becomes ill at school, you will be notified and asked to come pick up him/her. If you cannot be reached, we will call the other contact numbers listed in your [Brightwheel](#) account.

In the event of a major injury, the parent will be notified immediately. If a parent cannot be reached, the school will notify the emergency contact listed on the enrollment form. It is a policy of Grace Episcopal School that parents list someone other than themselves to be contacted in the event of an emergency. The school will make every effort to locate a parent first, but back-up phone numbers are a must for our records. **The Grace Staff cannot administer or apply any medication or product.**

SUNSCREEN AND INSECT REPELLENT

Grace Episcopal School will not provide either sunscreen or insect repellent for the children. A staff member may apply sunscreen or insect repellent only if the product is supplied by the parent or guardian along with a signed and dated "Sunscreen and/or

Insect Repellent Application Authorization” form. The form will be updated as product is applied and kept in the child’s classroom. We recommend that parents apply these products to their children before dropping them off in the morning.

PARENT INVOLVEMENT

GES welcomes all parent involvement. There are many ways in which parents can become involved in school activities, but we ask that each family choose at least one committee on which to serve in order to help the school and benefit their children by being involved in the life of the school. The Family Committee Form is available in the enrollment admissions packet on [Brightwheel](#). Parent involvement is a hallmark of Grace Episcopal School. Families are encouraged to participate in school activities and provide input on a regular basis. Parents can help their child by discussing and expanding on each day’s learning at home. Parents can involve themselves in a variety of ways, such as volunteering in a classroom, sharing their talents or hobbies, accompanying children on nature walks, collecting materials for children’s projects, donating books or toys, and assisting with classroom or all-school events.

GES reserves the right to make volunteer assignments and does not guarantee that volunteers will be assigned to the area where their child is present.

PARENT COMMUNICATION

Parent communication is *extremely* important in a preschool setting as it significantly impacts a child's development, learning, and overall well-being. It is essential for the healthy development and growth of your child that parents and teachers communicate frequently, directly, and effectively. We strive to be a team and encourage you to come directly to us with your questions and concerns. While teachers are not able to have lengthy conversations in the classroom during drop-off or pick-up, they are happy to arrange a time for more detailed conversations. It is through working together that we can best meet your needs and those of your child. If you would like to have more than a few moments to talk, we encourage you to set up a phone call or a face-to-face conference with your child’s classroom teacher(s). Early intervention by parents and the school provides the best opportunity for the resolution of difficult issues. The connection between home and school is essential. We ask that you share information with us; including any changes at home that may affect your child at school. These changes could include a death in the family, moving to a new residence, loss of a parent’s job, a parent away for business, someone from the immediate family moving out of the home, family status change, or a new sibling. It is also important for us to be aware of any special support or services your child may be receiving outside of school. Information you share about your family is kept confidential. Changes that may seem routine or ordinary to an adult may be regarded as unusual by a young child who has

not had as many years of experience in dealing with changes. These changes and others often lead to different behavior in the classroom. We can teach and work better with your child if we are aware of any changes at home. Parents have a variety of options when it comes to learning about their child's day at school. Some avenues used daily include: verbally speaking with a teacher, reading posted information on the parent bulletin boards, white boards outside classroom doors, **Brightwheel** updates, emails, and phone calls. Effective communication fosters trust, consistency, and collaboration between parents and teachers, leading to a more supportive and enriching environment for the child.

It is imperative that parents regularly check **Brightwheel for notifications, newsletters, messages, and forms that will need to be completed as **Brightwheel** is our main means of communication. Please be sure your smart phone has **Brightwheel** notifications switched to "ON".**

STAFF VACCINATION POLICY

Grace Episcopal School recommends that each employee follow the Texas Adult immunization schedule. Each staff member (unless exempt) of Grace Episcopal School will get an annual influenza (flu) vaccination by January 31st of each school year due to the risk the disease presents to children – especially those five and under.

GUIDANCE TECHNIQUES/AGGRESSIVE OR DISRUPTIVE BEHAVIOR

Constructive discipline practices are used to guide children in our care. We will use a positive approach to assist the children in understanding and using acceptable behavior. We will use "time out" infrequently but when necessary. We are dedicated to ensuring that our environment is as safe as possible for your child. Our program fosters an atmosphere that encourages cooperative interaction, respect for others, and non-aggressive problem-solving among children. Behaviors such as biting, tantrums, defiance, starting conflicts, or physical aggression may occasionally arise in young children. These forms of undesirable behavior can sometimes manifest before an adult has the opportunity to intervene, despite our best efforts and the presence of a supervising teacher. Aggressive Behavior encompasses, but is not limited to: biting, hitting, pushing, starting conflicts, other forms of physical aggression, or any actions that provoke an altercation. In older children, this may also include verbal abuse or inappropriate language. Disruptive behavior includes, but is not limited to: instances where a child requires extensive one-on-one behavioral intervention from a teacher, shows disrespect towards adults, experiences recurring tantrums, willfully disregards instructions, is frequently unkind to classmates, or regularly disrupts the classroom environment. We will collaborate with you to teach your child to engage, cooperate, and be a responsible member of the group. Should a child's behavior pose a danger to

themselves or others, or disrupt the focus of the classroom, our policy includes, but is not limited to, the following: we will address a child with a firm yet caring tone. At times, it may be essential to remove the child from the group. If a child is taken to the office due to his/her behavior and cannot return to the classroom for the safety of other children, the child's own welfare, or the classroom's ability to function without disruption, the child must be picked up within one hour of the phone call notifying the parent of the need to collect their child. We may request that you pick up your child and keep them at home for a period of one day to one week.

- Staff will maintain a record of the behavior.
- Staff will communicate and discuss with parents any child's behavior that is consistently disruptive and is not mitigated by personalized guidance techniques.
- If the behavior continues, a member of the administrative team will inform the parent that the teacher has sought intervention.
- The Head of School or other administrator will engage with the parents, explore potential courses of action, and subsequently, a plan will be formulated and agreed upon by both the school and the parents. We aspire for your child to become a successful and responsible individual, and we anticipate collaborating with you should any issues arise. If parents are unable to provide assistance, or if the plan fails to enhance the behavior even with parental support, we reserve the right to unenroll the child. If at any point we believe the behavior poses a risk to other children or that the child requires more focused supervision, we will necessitate the immediate withdrawal of the child until he or she can control the undesirable behavior.

In instances where one child persistently harasses another, either verbally or physically, we will reach out to the parents of both children. It is our policy that in any written or verbal report concerning an incident involving multiple children, we will not disclose the name of the other child involved to the parents.

LUNCH

Send a nutritious lunch and drink to school each day we meet. We are not able to heat or refrigerate lunches. Please be sure the lunch is easy for your child to manage. G.E.S. is not responsible for meeting the nutritional needs of the children. In addition, we request that your child arrives to school with a clean, filled water bottle every day.

PLEASE DO NOT BRING

GES students should leave the following things at home:

- | | |
|-----------|-----------------------------|
| Money | Pretend or real weapons |
| Gum/Candy | Drinks that stain |
| Sodas | Glass bottles or containers |

TOYS

Encourage your child to leave his/her toys at home. We welcome books and other educational materials, especially if they pertain to our theme of study. Occasionally a teacher may request an item to be sent from home that pertains to the unit of study or to Show-and-Tell.

CLOTHING

Send your child in comfortable, washable clothing. We ask that children wear shoes conducive to running, climbing, etc. **For safety and comfort, we do not recommend sandals, flip-flops, or boots for our outdoor play.**

All children should bring a change of clothes in a backpack or bag in case of spills or accidents. Please change seasonally.

WEATHER & OUTDOOR PLAY

Children go outside every day in our program except in extreme weather conditions. We consider outdoor play an essential element of the curriculum that supports children's growth, development, and learning. Extreme weather will include wind chill at or below 15°F, heat index at or above 100°F, or an ozone action day. If a child is well enough to be at school, the child is assumed well enough to go outside. During cold weather, children need to be dressed in layered, warm clothing. Please send appropriate, labeled coats, hats, and gloves. During hot weather, we ask parents to apply sunscreen with protection of SPF-15 or higher and insect repellent in the mornings, if needed.

BIRTHDAYS

We would be happy to celebrate your child's birthday. If you would like to send a special treat for the class, please make arrangements with your child's teacher. If you would like to donate a book to the school in honor of your child's birthday, please see the Head of School. We will place a bookplate with your child's name and the date in the book. This will be a great remembrance that your child attended our school.

PETS

For the safety of all the children at our school, please do not bring pets without permission from the teacher and the Head of School.

FIELD TRIPS

Parents will be notified prior to any field trip taken by your child's class. You will be required to fill out a permission slip. We ask parents to provide transportation and may ask for additional assistance on field trips.

Copies of each child's enrollment information including phone numbers in the [Brightwheel](#) app are taken on field trips as well as a portable first aid kit. If an accident occurs, the faculty will follow emergency and/or first aid procedures as appropriate.

VISITATION AND CONFERENCE

We encourage parent involvement and parent-teacher communication. Parents are welcome to visit the school at any time; however, to minimize disruptions in the classroom, please schedule visitation times with the Head of School.

Volunteers are welcome and encouraged to participate. If you have any special talents that you would like to share with us, please let us know.

We will have student evaluations twice a year and parent/teacher conferences once a year in the spring. We would be happy to discuss your child's progress with you at any time.

SOLICITING

Grace Episcopal School does not allow solicitation of any kind on the premises.

FUNDRAISING

Grace Episcopal School is a non-profit 501(c)(3) entity that is 100% tuition and fundraiser driven. In order to maintain low student/teacher ratios and keep tuition reasonable, we rely in part on successful fundraising. Parents, along with the school board and the Head of School, are encouraged to take an active role in the fundraising endeavors of the school. Parents will be asked to serve on various committees, and any ideas are always welcomed.

VISION/HEARING SCREENINGS

The Special Senses and Communication Disorders Act requires a screening for possible vision and hearing problems for all children enrolled in our four-year olds' and older programs by the completion of the first semester of school. Your family physician may perform these screenings, but G.E.S. must have a copy of the results on file. G.E.S. will schedule a screening on-site for families who are interested. Families will be notified of the cost for the screenings and sign a permission slip for their child to be screened. Screenings will be offered as a convenience to our school families, and parents will be

responsible for the cost of the screenings for their child(ren) if they choose to participate.

POLICY CHANGES AND CONTACT INFORMATION

If and when there is a policy change at G.E.S., you will be notified through a message and a document on the [Brightwheel](#) app and/or a letter on school letterhead. The letter will need to be returned to the school with your signature and a date, either electronically or via hard copy.

If you ever have any questions or concerns about the policies and procedures of G.E.S., you may direct them to the Head of School. You may visit her or call her at the school during school hours, or make an appointment to visit with her (512-863-6214), or notify her by mail (1314 E. University Ave., Georgetown, TX 78626). You may also contact a School Board member – see page 14.

Parents are always allowed to review a copy of the Texas Health and Human Services Commission's Childcare Minimum Standards and G.E.S.'s most recent licensing report (posted in hallway).

A parent may contact the local licensing office at (512) 834-3426, 14000 Summit Drive, Ste. 100, Austin, TX 78728; the child abuse hotline at (800) 252-5400; and visit the Health and Human Services website at www.hhs.texas.gov.

GRIEVANCE POLICY

If at any time you have a school-related problem, feel free to present your problem to the Head of School. If after the Head has addressed and handled your situation, you do not feel that your problem was satisfactorily resolved, you can let a board member know that you will attend the next board meeting where a forum will be provided to discuss the issue. The meeting will be attended by board members, the Rector, and the Head of School. If there still remains a problem after the school board has addressed the situation, you may present it to the Vestry of Grace Episcopal Church. The Head of School will provide you with names and phone numbers if needed.

GANG-FREE ZONE

As a result of House Bill 2086 passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This statute requires information about gang-free zones to be distributed to parents and guardians of children in care at licensed child care centers or schools. A gang-free zone is a designated area around a specific location where prohibited gang-related activity is subject to increased penalty under Texas law. The specific locations include child care centers and schools. Our gang-free zone is anywhere within 1000

feet of Grace Episcopal School. The purpose of gang-free zones is similar to that of drug-free zones: to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

Please be assured that we are not experiencing any problems in the area of gangs or gang-activity, and we do not anticipate any such problems.

EMERGENCY PREPAREDNESS

In the event of an emergency, operating procedures are in place to ensure the safety of the children. As a first step, 911 will be called. Evacuation Plans: All employees are responsible for moving children to the designated safe area in the back parking lot.

Emergency evacuation and relocation diagrams are located in areas specified by HHS and local authorities. In the event we need to relocate, parents will be called upon to pick up their children. As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center. *Alternate shelter*: Southwestern University McCombs Center 1001 E. University Ave. Shelter in Place: Personal alarms will sound, and staff members are responsible for getting all students into a classroom, locking the classroom door, blacking-out the door window and moving students to a “Safe Corner” out of sight. All adults should silence cell phones, radios, computers, etc. Staff members will then do their best to keep all students quiet, and remain hidden until directed by law enforcement officers or an administrator to move or evacuate. Doors are never opened during a lockdown, even in the event of a fire alarm. Severe Weather: Classes will relocate to “Safe Rooms” and wait for further instructions. Staff members should keep their radios and cell phones on and with them. Fire drills are practiced monthly, and severe weather and lockdown drills are practiced every other month. For the complete Emergency Operations Plan for GES, please see any staff member.

COVID

The COVID-19 public health emergency declaration ended on May 11, 2023. However, Grace Episcopal School will continue to follow the CDC’s guidelines for managing the spread of COVID-19 in childcare settings.

GES will continue to clean and disinfect the school with our normal cleaning routines including the use of UVC lights and enhanced Top of the Hour disinfection of high touch surface areas. We will also continue to focus on ventilation with the use of our COWAY 4-stage filtration air purifiers with HEPA filters in each classroom. In addition, GES staff members will teach and model handwashing and respiratory etiquette.

COVID-19 vaccines available in the United States are effective at protecting people from getting seriously ill and being hospitalized. Parents should talk to their pediatricians about the COVID-19 vaccine for children. **Please note:** When your child receives any immunizations, including the COVID-19 vaccine, please submit an updated immunization record to GES as soon as possible. We will be audited for vaccination compliance late in the first semester with follow-up of delinquencies in the spring semester.

PARENTS' RIGHTS

As a child-care facility licensed by Texas Health and Human Services Child Care Regulation Department and from Senate Bill 1098 from the 88th Legislative Regular Session, Section 42.04271 has been added to the Human Resources Code. It states that a parent or guardian of a child at this facility has the right to:

- Enter and examine the facility during hours of operation and without advance notice;
- Review the child care facility's publicly accessible records;
- Receive inspection reports for the facility and information about how to access the facility's online compliance history;
- Obtain a copy of the facility's policies and procedures (this handbook);
- Upon request, review the facility's staff training records and any in-house staff training curriculum;
- Review the written records concerning the parent's or guardian's child;
- Inspect any video recordings of an alleged incident of abuse or neglect involving the parent or guardian's child, provided that video recordings are available and that no part of the video recording depicting a child that is not their own is retained. In addition, parents or guardians of any other child captured in the video recording will receive written notice from GES before allowing a parent to inspect a recording;
- Have the facility comply with a court order preventing another parent or guardian from visiting or removing the parent or guardian's child;
- Be provided the contact information for the facility's local Child Care Regulation office;
- File a complaint against the facility by contacting the Child Care Regulation office; and
- Be free from any retaliatory action by the facility for exercising any of the parent or guardian's rights.

HEAD OF SCHOOL

Virginia “Ginny” Herbert

SCHOOL BOARD

Teresa Gorchs

Garret Hayes

Robert Irwin

Mike Kim

Janet Koran

Andrew Payne

Julia Taylor

SCHOOL COLORS

Red and Gold

The mission of Grace Episcopal School is to foster a lifelong love of learning in a culture of Christian values. We challenge and inspire all children to become thoughtful and independent members of their communities, and we minister to their families with loving service. Our mission is accomplished through our dedicated and caring staff members who demonstrate Christian values through the Episcopal tenets.