



School

1314 East University Avenue
Georgetown, TX 78626
(512) 863-6214
www.graceschool1992.org

Head of School
Virginia Herbert

Teachers
Ellen Andreasen
Andrea Borchardt
Heather Clark
Janell Deal
Kim Dreyer
Addison Herbert
Debra Mason
Gigi Riggs
Kara Tempovich
Evelyn Vance

Rector and Chairman
The Rev. Bertie Pearson



Grace Episcopal School
provides a Christian
environment enabling each
child's development to full
potential.



August 2020

Dear Parents,

Welcome to Grace Episcopal School for the 2020-2021 school year! The teachers and I anticipate a super year, albeit a different type of year, with your child(ren). We are all so excited to get started, and we are happy your family is a part of the Grace School family!

We will be holding Meet-The-Teacher Sessions on Monday, September 14th. We are asking that only one parent attend with the registered child to minimize the number of people in the building. All sessions will begin with the classroom teacher on the playground. Please enter through the playground gate off the parking lot. After about 5 minutes, you will be given a card to let you know where to go from there, and you and your child will have the opportunity to visit the teacher in her classroom, the office to turn in paperwork, a photo area for a photo of your child for our Procure Software, our new music room/library, and visit with me to discuss new drop-off and pick-up procedures as well as receiving your car hangtag. Please follow the order on the card so we can control the physical distancing required. Adults must wear masks in the building. We ask for your cooperation in sticking to the schedule as we have to allow time for each class to attend. If you have questions for either the teacher or me that did not get answered during your session, please feel free to email or call us.

We will have an early release day once a month for required teacher development and planning. All Primary and Pre-K 4's students will need to be picked up by 1:10 on these days. All Pre-K 3's and kindergarten students will need to be picked up at 1:20 on these days. A complete list of these dates is included on the school calendar in this packet.

Our first day of school is Tuesday, September 15, and at 9:15 a.m., we hope to hold our first school-wide Chapel service in our back parking lot. Parents are welcome to stay, physically distanced and with masks, but we are asking that you park in the front parking lot if possible. After Chapel, teachers will take their classes inside, and unfortunately, we will ask parents to not accompany their child into the building.

Enclosed you will find the Tuition Agreement and a letter about our tuition software, Tuition Express; a school calendar and seven forms: Admission Information with Health Requirements (4 pages-front & back), Child Release Security Policy, Discipline and Guidance Policy, Website Permissions, Allergy Information, Committee Requests, and the Parent Involvement Survey. Please complete the forms and bring them to school for your Meet the Teacher session. A school supply list is also included on the back of this letter. If you are unable to attend the Meet-The-Teacher session or have any questions, please call me at 512-863-6214.

This year our Family Handbook will only be online at www.graceschool1992.org. Please read the handbook before signing the acknowledgement sheet enclosed. If you need a hard copy, please contact the office and we will print one for you.

If your child will be seeing his/her doctor in the near future, please ask about a vision/hearing screening for your **4-year old**. According to the Texas Health and Safety Code: Chapter 36, all children enrolled in a licensed, center-based facility and who are four years old **must** have their vision and hearing screened. Many pediatricians perform this service with well-child check-ups or at your request. The school will also have a certified screener available (tentatively scheduled for October 20, 2020) to screen children for a small fee for each test (vision and hearing) if you so desire. The results of these screens must be included in each child's permanent folder at the school. If you would like more information, please visit www.dshs.state.tx.us/vhs/.

We hope you and your child will enjoy being part of our school community; we look forward to having you here!

Sincerely,

Ginny Herbert, Head of School

G.E.S. 2020-2021 SCHOOL SUPPLY LIST

School

Please label the following items with your child's name. Please bring these supplies to your Meet-The-Teacher Session on Monday, September 14th. Thank you!

PRIMARY CLASSES (2's)

- | | |
|---------------------------------------|---------------------------------|
| 1 box of 24-count crayons | 1 set of watercolors |
| 1 small bottle of white glue | 1 container of baby wipes |
| 1 box of tissues | 2 refill packages of baby wipes |
| 1 container Clorox disinfecting wipes | 1 bottle of FOAM hand soap |
| 1 roll paper towels | 1 box of disposable forks |
| 1 box Crayola washable markers-large | |

PRE-K 3's

- | | |
|---|---------------------------------------|
| 1 box of 24-count Crayola crayons | 1 container of baby wipes |
| 1 box of Crayola washable markers-large | 2 refill packages of baby wipes |
| 2 large sets of Crayola watercolors (<u>16 colors</u>) | 4 small bottles of Elmer's glue |
| 2 boxes of tissues | 1 box of disposable spoons |
| 1 box assorted sized band-aids | 1 container Clorox disinfecting wipes |
| 1 4-pack reg. size tubs of Play-Doh | |

PRE-K 4's

- | | |
|---|--|
| 1 container baby wipes | 1 pair blunt-tipped metal Fiskars scissors |
| 2 refill baby wipes | 2 sets of watercolors (<u>8 colors</u>) |
| 1 4-pack reg. size tubs of Play-Doh | 1 container Clorox disinfecting wipes |
| 1 box Crayola markers Broad Line | 1 box of tissues |
| 2 boxes 24-ct basic color <u>Crayola</u> crayons | 8-pack Elmer's glue sticks |
| 4-pack Expo dry erase markers | 1 bottle Elmer's <u>GLUE-ALL</u> |

KINDERGARTEN

- | | |
|--|---|
| 1 backpack large enough to hold books & folders | 4 boxes 24-ct Crayola crayons (<u>do not label</u>) |
| 4 beginner-size pencils with erasers (<u>do not label</u>) | 2 boxes 16-ct large Crayola crayons (<u>do not label</u>) |
| 3 70-page wide-ruled spirals notebooks(<u>do not label</u>) | 1 pkg twistable crayons – 10 count |
| 1 box 10-ct thin Crayola markers - primary | 2 pkg 3 X 5" lined index cards - white (<u>do not label</u>) |
| 1 box 10-ct large Crayola markers- primary | 1 spiral-bound 3 X 5" lined index cards |
| 1 Fiskars 6" metal scissors – pointed-tip | 2 canvas zipper pencil bags (3-hole) |
| 2 plastic pocket folders – one red, one green | 1 black 3-ring binder, stiff, - 1" |
| 5 paper folders with brads any color (<u>do not label</u>) | 1 D-ring black binder – 2" |
| 6 large Elmer's glue sticks (<u>do not label</u>) | 2 5-subject wide-ruled spiral notebooks – red plastic and blue plastic covers |

***Please Note:** Additional supplies may be requested by individual teachers. Teachers may request items to be replaced as they are used throughout the year.



Annual Enrollment Contract Tuition Agreement

This agreement is made between Grace Episcopal School and

Parent or Guardian [print name]: _____

Parent or Guardian [print name]: _____

On behalf of Child [print name]: _____

- Non-refundable, non-transferrable enrollment fees, tuition payments, and other fees are assessed upon placement into the school. Enrollment Fees are paid at the time of registration. Tuition payments will be assessed per student; however, families may make one payment for all children in the school.
 - Placement occurs when a parent has registered the student for the program and paid the initial deposit (enrollment fee).
- Tuition may be paid monthly, semi-annually (3% discount when paid by semester), or annually (5% discount when paid annually in full).
- Monthly tuition payments are due beginning September 1st, and the final payment is due May 1st.
 - Annual payments will be due September 1st.
 - Semi-annual payments will be due September 1st and January 1st.
- Tuition will be considered late after the 10th of the month, and a late fee of \$10/day will be applied. We understand that the 1st of the month sometimes falls on a weekend or on a day we are not in school, and we will work with you on those dates – sliding to the next day we are in school.
- There is no discount, refund, or other allowance for absence, illness, vacation, holidays, school closures, or any other reason.
- Families picking children up 15 minutes after the conclusion of their scheduled departure time will be charged a late fee of \$10 with an additional \$1 per minute when more than 15 minutes late.
- A \$30 fee will be assessed for all NSF checks or other forms of returned payments.
- Our preferred method of payment is through Tuition Express. To set up Automated Payment Processing through Tuition Express, please find the form on our website www.graceschool1992.org under “Enrollment Forms” or request a form from the office. Payments can be automated through a credit card account, checking account, or savings account. We can also accept paper checks, money orders, or cash.
- Payments may also be made by visiting www.myprocare.com and entering the email address on file with the school.
- A 2.3% processing fee will be assessed for payments made with credit and debit cards. There is no additional processing fee for ACH (electronic checking/savings) payments.
- All tuition payments and enrollment fees are non-refundable unless applicable under the withdrawal policy.
- Withdrawal Policy: At the time of registration, no portion of any fees, paid or outstanding, will be cancelled or refunded (unless due to military reassignment). In the event a family needs to withdraw from the school, a written notification must be made to the Head of School at least 7 days in advance. In extenuating circumstances, a refund of pre-paid 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. GES cannot hold spaces for children enrolling in the future. Students can be placed on our waiting list if a class is full.

Parents understand that, just as the parents rely on GES to reserve a spot for a child based on the execution of this Agreement, GES also relies on the parents to comply with their obligations pursuant to this Agreement. The number of students admitted per class by GES is limited; the resources ordered and purchased are based on the number of committed students; and there might a waiting list for the class in which your child is enrolled. Parents understand and hereby agree that all parents and guardians of the students who have the right to make decisions regarding the student's education shall be jointly responsible for this financial obligation.

Three-day Students: [Tuesday/Wednesday/Thursday]	Hours/Tuition Rate (Please circle option)	
Primary 9:00 a.m. – 2:00 p.m.	Monthly: \$310	
Pre-K 3's 8:50 a.m. – 1:50 p.m.	Semi-Annual	due Sept. 1: \$1202.80 due Jan. 1: \$1503.50
Pre-K 4's 8:40 a.m. – 1:40 p.m.	Annual	due Sept. 1: \$2650.50

Four-day Students: [Monday/Tuesday/Wednesday/Thursday]	Hours/Tuition Rate (Please circle option)	
Pre-K 3's 8:50 a.m. – 1:50 p.m.	Monthly: \$375	
Pre-K 4's 8:40 a.m. – 1:40 p.m.	Semi-Annual	due Sept. 1: \$1455 due Jan. 1: \$1818.75
	Annual	due Sept. 1: \$3206.25

Kindergarten 8:30 a.m. – 2:10 p.m.	Monthly: \$400	
	Semi-Annual	due Sept. 1: \$1552 due Jan. 1: \$1940
	Annual	due Sept. 1: \$3420

By signing below, each signatory declares to have read, understood, and come into agreement with the terms of this Tuition Agreement Contract. In addition, each Parent or Guardian signing below has received, reviewed, and agreed to the policies and procedures of the Grace Episcopal School Family Handbook.

Parent Signature: _____ Date: _____

Printed Name of Parent/Guardian: _____

Parent Signature: _____ Date: _____

Printed Name of Parent/Guardian: _____

At Grace Episcopal School we offer the following tuition discounts:

- 10% for Grace Episcopal Church members in good-standing*
- 10% for Grace Episcopal Church employees
- 25% for Grace Episcopal School employees (via scholarship application)
- 0-50% for any students applying for scholarship (via scholarship application)
- 3% for paying full semester at beginning of semester (non-refundable)
- 5% for paying full year at beginning of school year (non-refundable)
- 10% for first sibling
- 15% for second and additional siblings

Please note: With the exception of payment in full (or by semester) discount, discounts may not be stacked.

*Communicants in good standing: all baptized members (of the congregation), who have received Holy Communion in this church at least three times during the preceding year, and have been faithful "in corporate worship, unless for good cause prevented," and "in working, giving and praying for the spread of the Kingdom of God."

August 2020



Dear Parents,

At Grace Episcopal School, we are constantly looking at ways to improve on the service we provide you and your children. With this in mind, we are pleased to inform you about our *preferred* method of collecting and processing tuition and fee payments.

Tuition Express, part of our Procure Software management system, will allow us to process tuition and fee payments safely, quickly, and efficiently. In a matter of minutes we will accomplish what has taken us hours to complete – leaving us more time to spend with your children.

Once enrolled in **Tuition Express**, your tuition and fee payments will be paid automatically and on a schedule upon which we both agree. Grace Episcopal School can produce a receipt for the payment or you can receive instant email notification by signing up at www.tuitionexpress.com.

Your personal account information is safe with **Tuition Express** – safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

In addition, we are now able to accept credit card and debit card payments either online or in the office. There will be a small 2.3% administrative fee when using credit cards or debit cards.

Please look over the *Frequently Asked Questions* on the back of this letter. There you will find answers to questions you may have about **Tuition Express** or automated payments in general. If you have further questions, don't hesitate to ask.

*If you choose to enroll in **Tuition Express**, please visit www.graceschool1992.org for the enrollment form.* The forms will also be available at the school, so if you need one, please let us know. Also, if you are already enrolled in Tuition Express, you do not need to re-enroll.

Tuition Express is convenient for you, efficient for us, but best for your children. Welcome Aboard!

Sincerely,

A handwritten signature in cursive script, appearing to read "Ginny".

Ginny Herbert, Head of School
Grace Episcopal School

Frequently Asked Questions by Parents

We are excited to offer automatic payments through Tuition Express. With this service it is no longer necessary for you to write a check for tuition and fees. Payments will be automatically debited from your bank account or charged to your credit card. All payments are secure and you can even choose to have a receipt emailed to you after each transaction. It's easy to sign up—just ask your child care provider.

When I pay my tuition automatically, how secure is my account information?

Very secure—more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account, or worse, steal your identity. Automatic payments greatly reduce this potential by limiting the amount of information available and the number of people who have access to it. Tuition Express also incorporates additional security procedures, utilizing 256-bit encryption.

What if the child care provider makes a mistake and takes out too much money?

Report the error immediately—it was likely an honest mistake. The child care provider will adjust your account accordingly.

What if my child care center and I disagree about a payment?

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your child care provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the child care center access to my account?

Nobody at the child care center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider, when it is due and payable.

How will I know when a payment is taken out of my account?

Your child care expenses will be taken out of your account on a schedule that you and the child care center agree upon. Your child care center has the ability to print statements for your records, prior to the withdrawal of any money. Payments made electronically will post to this statement with the Tuition Express label. Statements issued through your bank or credit card provider will display the name of your child care center for debited transactions.

When I sign up for Tuition Express, how will this help my child care provider?

Your child care provider has chosen to offer automatic payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Third and most importantly, automatic payments reduce the amount of time your child care provider spends on administrative tasks, giving staff more time to spend with the children.

How do I get started?

Simply complete the "Payment Authorization" form and return it to your child care provider. They will do the rest!

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at tuitionexpress.com.

Grace Episcopal School Calendar 2020-2021

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

27 Meet the Teacher Night 6:30 p.m.
31 First Day of School

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

11 Valentine's Party
15-16 GISD Holiday
23 Staff Meeting – 1:30 p.m. Release

SEPTEMBER '20						
S	M	T	W	Th	F	S
			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Parent Orientation
7 Labor Day
21 GISD Holiday
29 Staff Meeting – 1:30 p.m. Release

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15-19 Spring Break
30 Staff Meeting – 1:30 p.m. Release
31 Easter Field Trip - San Gabriel Park

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Columbus Day
27 Staff Meeting – 1:30 p.m. Release
29 Fall Festival & Party

APRIL '21						
S	M	T	W	Th	F	S
				1		3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Easter Holiday
27 Staff Meeting – 1:30 p.m. Release

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

17 Staff Meeting – 1:30 p.m. Release
19 Thanksgiving Feast
23-26 Thanksgiving Break

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

9 Mother's Day
18 Staff Meeting – 1:30 p.m. Release
20 Last day of School
20 EOY Programs 12:30 & 6:30 p.m.

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		





15 Staff Meeting – 1:30 p.m. Release
17 Christmas Program 11:00 a.m.
21-31 Christmas Break

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

20 Father's Day

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-4 Christmas Break
5 Return to School
18 MLK, Jr. Day
26 Staff Meeting – 1:30 p.m. Release

First and Last day of School  Early Release 
Parent Orientation  School Programs/ Classroom Parties 
School Holiday 

FRUIT OF THE SPIRIT

At Grace Episcopal School we focus on the nine "Fruits of the Spirit". Each month we will target a different "fruit" on which to focus with the children. It will be introduced first in Chapel and then reinforced in each classroom throughout the month. The **Fruit of the Holy Spirit** is a biblical term that sums up the nine qualities we strive to have in living a true Christian life written of by Paul in his *Letter to the Galatians*, Chapter 5. So if you hear your child(ren) using these words more, you will know why. Perhaps you can reinforce the learning taking place at school in your home!

September	Patience
October	Self-control
November	Goodness
December	Joy
January	Kindness
February	Love
March	Gentleness
April	Faithfulness
May	Peace

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control; against such things there is no law." Galatians 5:22-23



FAMILY REGISTRATION FORM

SHEET 1 OF 4

GRACE EPISCOPAL SCHOOL**HEAD OF SCHOOL: Ginny Herbert**

Registration Date: _____

Parent/Guardian Information**Mother/Guardian** First Name: _____ Last Name: _____

Address: _____

Occupation: _____ Home Phone: () _____

Employed By: _____ Cell Phone: () _____

Work Address: _____ Work Hours: _____ Work Phone: () _____

☐ Custodial Parent (If married, mark both parents)

Email: _____

Marital Status: ☐ Married ☐ Single ☐ Divorced ☐ Separated ☐ Widowed ☐ Other _____**Father/Guardian** First Name: _____ Last Name: _____

Address: _____

Occupation: _____ Home Phone: () _____

Employed By: _____ Cell Phone: () _____

Work Address: _____ Work Hours: _____ Work Phone: () _____

☐ Custodial Parent (If married, mark both parents)

Email: _____

Marital Status: ☐ Married ☐ Single ☐ Divorced ☐ Separated ☐ Widowed ☐ Other _____**Child Information****1st Child** First Name: _____ M.I. _____ Last Name: _____

Name child prefers to be called: _____ Class: _____

Child's Address: _____

Gender: ☐ Male ☐ Female Date of Birth: _____ Date of admission: _____

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____

Pediatrician's Name: _____ Phone: () _____

Address: _____

Photographs: May we take and maintain a photo of your child for security purposes? ☐ Yes ☐ NoI give my consent for this child to participate in the following water activities: ☐ Yes ☐ No water table play☐ Yes ☐ No sprinkler play ☐ Yes ☐ No splashing/wading pools**Immunization Record**☐ I have provided the childcare operation with a copy of my child's most current immunization record.

Admission Requirement

One of the following must be presented when your child is admitted to the child-care operation or within one week of admission. Please check which option you are submitting for Child 1:

1. ☐ HEALTH-CARE PROFESSIONAL'S STATEMENT: I have examined the above named child within the past year and find that he/she is able to take part in the child care program.

Health Care Professional's Signature: _____ Date: _____

Health Care Professional's printed name and address: _____

2. ☐ A signed and dated copy of a health care professional's statement is attached.

3. ☐ Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of; I have attached a signed and dated affidavit stating this.

4. ☐ My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and will submit it to the child-care operation.

2nd Child First Name: _____ M.I. _____ Last Name: _____

Name child prefers to be called: _____ Class: _____

Child's Address: _____

Gender: ☐ Male ☐ Female Date of Birth: _____ Date of admission: _____

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____

Pediatrician's Name: _____ Phone: () _____

Address: _____

Photographs: May we take and maintain a photo of your child for security purposes? ☐ Yes ☐ No

I give my consent for this child to participate in the following water activities: ☐ Yes ☐ No water table play

☐ Yes ☐ No sprinkler play ☐ Yes ☐ No splashing/wading pools

Immunization Record

- ☐ I have provided the childcare operation with a copy of my child's most current immunization record.

Admission Requirement

One of the following must be presented when your child is admitted to the child-care operation or within one week of admission. Please check which option you are submitting for Child 2:

1. ☐ HEALTH-CARE PROFESSIONAL'S STATEMENT: I have examined the above named child within the past year and find that he/she is able to take part in the child care program.

Health Care Professional's Signature: _____ Date: _____

Health Care Professional's printed name and address: _____

2. ☐ A signed and dated copy of a health care professional's statement is attached.

3. ☐ Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of; I have attached a signed and dated affidavit stating this.

4. ☐ My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and will submit it to the child-care operation.

Emergency Contacts & Authorized Pick-up Persons:**1st Contact/Pick-up** Name: _____ Phone: _____Relationship to the Child: _____ [☐] Able to pick up all children in the family[☐] Not able to pick up the following children: _____**2nd Contact/Pick-up** Name: _____ Phone: _____Relationship to the Child: _____ [☐] Able to pick up all children in the family[☐] Not able to pick up the following children: _____**3rd Contact/Pick-up** Name: _____ Phone: _____Relationship to the Child: _____ [☐] Able to pick up all children in the family[☐] Not able to pick up the following children: _____**4th Contact/Pick-up** Name: _____ Phone: _____Relationship to the Child: _____ [☐] Able to pick up all children in the family[☐] Not able to pick up the following children: _____**Tuition / Payment Information:**

Current Monthly Tuition Amount: _____

Please outline below whom is responsible for payment of tuition and fees. Please fill out if parents are divorced and split tuition payment or if tuition payment is the responsibility of an adult other than the parents listed above.

Authorization for Emergency Medical Attention:

In the event a parent cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child(ren) to:

Name of Emergency Care Facility: _____

Address: _____

Phone number: _____

I give consent for the facility to secure any and all necessary emergency medical care for my child.

Additional Comments & Information:

Is there is any other information that that would be helpful to our management and teaching staff?

FAMILY HANDBOOK:

The school's "Operational Policies" (Family Handbook) is available online at www.graceschool1992.org. The following topics are addressed in the handbook: procedures for the release of children, illness and exclusion criteria, suspension and expulsion, emergency plans, and many other important topics. Please let the Head of School know if you need a hard copy.

I have read Grace Episcopal School's "Family Handbook", and I agree to the policies included.

Parent's Signature: _____ Date: _____

COVID-19 HANDBOOK:

For the 2020-2021 School Year, Grace Episcopal School will follow additional policies due to the COVID-19 pandemic. You should have received this handbook via an email over the summer, but a copy is available at www.graceschool1992.org. The following topics are included in the COVID Handbook: symptoms, Personal NPIs, Environmental NPIs, Community NPIs, sickness on campus, continued instruction during possible closure, steps to prepare your child, and what you can do to help. Please let the Head of School know if you need a hard copy.

I have read Grace Episcopal School's "COVID-19 Handbook", and I agree to the policies included.

Parent's Signature: _____ Date: _____

Thank You!



GRACE EPISCOPAL SCHOOL

Child Release Security Policy

Grace Episcopal School follows the following child release policy:

1. Children are to be checked in on the parking lot and then walked to their classrooms by a staff member.
2. Children are only to be released to parents, guardians, or other persons listed on the Admission Information form. Picture identification may be required.
3. Guardians must notify the Head of School if someone other than themselves or persons listed on the Admission Information form is to pick up their child.
4. In an emergency, a guardian may telephone the school and identify another adult who will pick up his/her child. The Head of School must be able to identify the person who calls as a guardian or other individual on the Admission Information form. Both the person who calls and the person who picks up the child will be required to give the Head of School the "code word" selected in advance by the guardian and hand-delivered to the Head of School. Please pick a code word that would be impossible for a hostile individual to casually guess (i.e. not an address, nickname, or middle name).
5. Be sure to record your "code word" in a safe place at home so that you will remember it in the event that you need it.

Please return this portion of this form in a sealed envelope and deliver to the Head of School.

Child's Name: _____

Guardians' Names: _____

Code Word: _____

Date: _____



Discipline and Guidance Policy Grace Episcopal School

Our goal at Grace Episcopal School is to create and maintain a positive, loving academic environment where all children feel safe. This requires teachers and staff to clearly state and reinforce expected behaviors and guidelines which will help our students develop self-control. Practicing these desired behaviors and having the ability to control one's feelings and actions will enable students to become responsible, respectful citizens. Children are provided with opportunities to practice the expected guidelines and self-control skills through carefully designed lesson plans, and when a child is struggling, GES employees follow the steps below:

- Clearly established expectations and routines are reviewed with the child at his/her level of understanding. Staff will remind the students of specific behaviors that are expected and acceptable within the school that will be directed toward teaching the child self-control.
- Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction will be used such as using positive statements of re-direction to a new activity or to a different situation and using praise and encouragement of good behaviors.
- Staff will help students verbalize their wants, needs, and frustrations by asking questions and encouraging communication between students and with staff members.
- If the above methods fail to change the behavior, brief supervised separation or time away from the group (limited to no more than one minute per year of the child's age), when appropriate for the child's age and development, will be used. This will allow the child time to calm down, be away from the other children, express emotions privately, and regain control of his/her emotions. This time away can take place within the classroom or in the Head of School's office. The child will always be supervised by a staff member of GES.

According to the Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapter L, Discipline and Guidance; there will be no harsh, cruel, or unusual treatment of any child including corporal punishment or threats of corporal punishment; punishment associated with food, naps, or toilet training; pinching, shaking, or biting a child; hitting a child with a hand or instrument; putting anything in or on a child's mouth; humiliating, ridiculing, rejecting, or yelling at a child; subjecting a child to harsh, abusive, or profane language; placing a child in a locked or dark room, bathroom, or closet with the door closed; or requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check the box(es) that applies please:

- ☐ Parent
☐ Employee of GES



August 2020

Dear Parent,

As you may know, Grace Episcopal School has its own website (www.graceschool1992.org). If you haven't had the opportunity to visit our site, please try to do so when you get a chance. It is an informative site for parents and relatives to keep current on the school and what we are doing. We would also welcome any suggestions you may have to build on or improve our site for the benefit of all involved. You may email your suggestions to me at headofschool@graceschool1992.org or to our Webmaster janell.deal@gmail.com.

We will be posting news, important dates, pictures, and occasionally student work on the website. The form below will serve as record of your permission or refusal for your child's first name, photograph, and/or work to be used on the Grace School Website. The form will be kept on file at the school for reference throughout the 2020-2021 school year.

Photographs of and work from your child will be used on the website only in relationship to his/her participation in school activities. Grace Episcopal School is not responsible for information placed on websites other than the school's site.

We also have a **Facebook** page (Grace Episcopal School Georgetown Texas), so be sure to like us on Facebook to stay current and see what's happening in the life of the school.

If you have any questions, please contact me at 512-863-6214.

Sincerely,

Ginny Herbert, Head of School

Student's Name _____

Your signature below grants permission or denies permission for this information to be published on the internet at Grace Episcopal School's web address and Facebook page.

NO YES My child's first name may be published electronically on the internet.

NO YES My child's photograph may be published electronically on the internet.

NO YES My child's schoolwork may be published electronically on the internet.

I hereby give the above permissions and release Grace Episcopal School from liability resulting from or connected with the publication of this information.

Parent's or Guardian's Signature _____

Date _____



School

ALLERGY INFORMATION

Child's Name _____

_____ My child has no known allergies.
(Initial Here. Sign Below.)

My child has an allergy* to:

*If allergic reaction would require immediate medical attention, please fill out a FARE (Food Allergy & Anaphylaxis Emergency Care Plan) form. This form can be obtained in the school office. It is not necessary to complete this rest of this form if a FARE form is required.

Do not serve my child any foods or food products that contain or may contain the following food:

Symptoms of an allergic reaction in my child may include:

Procedure to follow if an allergic reaction should occur:

Parent/Guardian Signature _____

Date _____



School

COMMITTEE REQUESTS

Child's Name _____

Parents' Names _____

Email _____

We are asking that EVERY FAMILY commit to help with at least one of our committees this year. This support and involvement will richly improve our program and will often allow more of our financial resources to be utilized directly in the classrooms. PLEASE read the following committee descriptions carefully and then select and mark the committee with which your family would like to be involved this school year. If you are interested in serving as chairperson of a particular committee, please also check the blank at the bottom of the box. THANK YOU for helping make G.E.S. the best school in town!!!

Please note: Due to the COVID-19 pandemic, we realize some of these committees may need to be modified. (For example, the Hospitality Committee and/or Classroom Party Helper might have to provide individually wrapped snacks or treats for a while. If the job requires a person to enter the building, the person will have to have a health screening and temperature check. Thank you for your understanding!

1) _____ Committee: Hospitality/Teacher Appreciation- Organize special "treats" for teachers and aides. This could be done on a monthly basis or as the committee sees fit. _____ Yes, I am interested in serving as chairperson.	2) _____ Committee: Snack Cart Committee- They say the way to a teacher's heart is ... food! Help to keep the snack cart (originally set up and stocked by the Tancrator Family) stocked with tasty drinks and snacks for staff of GES. _____ Yes, I am interested in serving as chairperson.	3) _____ Committee: Party or Special Occasion Helper- Coordinate with the classroom teacher on the theme/idea for the occasion. Help by donating items and/or time on the date of the occasion. _____ Yes, I am interested in serving as chairperson in Ms. _____ Class.	4) _____ Committee: Gardening - If you have a "green thumb", please consider helping Grace's garden grow by watering, weeding, planting, etc. Date: On-going _____ Yes, I am interested in serving as chairperson.
5) _____ Committee: School Directory- In late September/ early October, compile and print a master copy of the school directory. The school will print copies for each family from the master copy. _____ Yes, I am interested in serving as chairperson.	6) _____ Committee: School Photos- Assist during Fall (Oct. 7) & Spring (early May) children's professional photo sessions. Tasks include getting and returning children from/to classrooms, assisting photographer, and straightening hair and clothing. _____ Yes, I am interested in serving as chairperson.	7) _____ Committee: Fall Basket Fundraiser- Assist with organizing a "class parent" for each classroom and then collecting items to be used in baskets, assembling baskets, and displaying baskets. The auction will open Sunday, November 15 and close Thursday, November 19. _____ Yes, I am interested in serving as chairperson.	8) _____ Committee: Safety City - Sub-committees: _____ Before: Help set up track _____ During: Assist in putting on helmets and getting children on bikes _____ After: Clean-up _____ Yes, I am interested in serving as chairperson. Date: March 11, 2021
9) _____ Committee: Scholastic Book Fair- Order books, set-up, arrange workers, and pack-up book fair. Scholastic will help the chairperson to ensure an easy & successful fair. Dates: Spring 2021 _____ Yes, I am interested in serving as chairperson. Heather Clark will help guide this position.	10) _____ Committee: Morning Check-In Helper- Assist with morning check-in. Tasks might include temperature checks and administering hand sanitizer to children as they arrive. Anyone serving on this committee will be asked to complete a health screening on the day(s) helping. _____ Yes, I am interested in serving as chairperson.	11) _____ Committee: Afternoon Pick-Up Helper- Assist with afternoon pick-up. Tasks might include waiting on the playground with children waiting to be picked up while staff helps sign children out for the day. Anyone serving on this committee will be asked to complete a health screening on the day(s) helping. _____ Yes, I am interested in serving as chairperson.	We are also looking for substitute teachers. If you would be interested in subbing (you do get paid), please leave your information below. _____ Yes, I would like to be on the sub list. I would like to sub in the following areas: _____ 2's _____ Pre-K 3's _____ Pre-K 4's _____ Kinder _____ Aide

Parent Involvement Survey

Child's Name _____

Parents' Names _____

Mother's Occupation _____

Mother's Place of Employment _____

Father's Occupation _____

Father's Place of Employment _____

Due to COVID-19, we will not ask parents to complete this survey for the 2020-2021 school year. Thank you for understanding!

N/A