Thank you for choosing to enroll your child in Susan Gray School (SGS). Our program is accredited by the National Association of Education for Young Children (NAEYC), we have a Pre-K Certificate of approval from the TN Department of Education, and we have Tennessee’s highest 3-star quality rating. We are very proud of our school and look forward to providing your child with a positive and enjoyable learning experience. We know your child is precious and we appreciate the trust you have placed in us.

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We believe all children are precious individuals with unique strengths, needs & personalities.

We believe families are essential to their child's physical, emotional, social, & cognitive growth.

We believe children are an integral part of their family.

We believe early childhood inclusion means every child is a participating member of the group.

We believe children grow and learn best when they can explore their environment, engage in developmentally appropriate activities & interact with their peers & competent caring adults.

We believe the community offers valuable opportunities & resources that can support children, families & the school.

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The purpose of this handbook is to provide you with information about the policies and procedures at Susan Gray School. It is our desire to have a good relationship with all our SGS families. We encourage you to become familiar with the handbook. Should you have any questions or concerns, please do not hesitate to bring them to the attention of your child’s teacher or any of our administrative staff.

Our Philosophy:
At SGS, we believe ALL children are special. Our school-based program is fully inclusive so children with and without disabilities play and learn together. We are proud to be the only fully inclusive early education program in the state associated with a national research center.

Our Mission:
As a part of Vanderbilt’s Peabody College and association with the Vanderbilt Kennedy Center for Research on Human Development, the Susan Gray School has a four-fold mission.

- **To Service:** Each year SGS served between 150 and 200 children and their families
- **To Training:** We provide a site for university students to gain practical experience as they train for professional careers.
- **To Research:** We provide a site for master’s thesis and doctoral dissertation research, pilot research, and research tool development. Our children and families are eligible to participate in research projects.
- **To Demonstration:** Visitors regularly observe our high quality inclusive program and our staff regularly present our program at professional seminars and conferences.
PROGRAMS OF SGS

- The SGS Inclusive Classroom Program is one of a few fulltime early childhood education programs in TN where children of all abilities play and learn alongside one another.
- The SGS Inclusive Classroom Program serves 85 children approximately 35% of whom are children with special needs.
- The SGS Community Outreach Program provides early intervention services to children and families in their homes, local child care centers, or other community settings. The Community Outreach Program serves children with disabilities, birth to age 3.
- The SGS staff is highly-educated and dedicated to meeting the needs of all SGS children and their families.

THE MANY FACES OF SGS

**Director:**
The Director of the school has a dual role as both Director of Susan Gray School and faculty in the Department of Special Education. The Director’s office is on the 3rd floor (304B).

**Assistant Director**
The Assistant Director maintains the daily operations of the school and works alongside the Director to ensure the mission of the Susan Gray School is fulfilled. The Assistant Director’s office located in SGS the main office (suite 110).

**Office Manager:**
The Office Manager works with the Assistant Director to maintain the daily operations of the school.

**Teachers:**
- **SGS Lead Teachers** work in conjunction with School Administrators to implement a high quality program that integrates learning opportunities and play through-out the school day. Lead Teachers are responsible for lesson planning, data collection, monitoring IFSP/ IEP progress, conducting developmental assessments, and collaborating with other staff members and agencies in the community. Lead teachers provide coverage for Early and After Care programs as necessary.

- **SGS Co-Teachers** work in conjunction with Lead Teachers to implement our classroom program. Co-teachers participate in weekly planning with their Lead Teachers. Co-teachers also staff the Early and After Care programs.

- **SGS Outreach Teachers** work alongside families and caregivers in the community to provide resources, strategies, and activities to support children’s progress on their early intervention IFSP goals. Outreach teachers are responsible for data collection, monitoring IFSP progress, conducting developmental assessments, and collaborating with SGS staff and other community agencies.
Support Staff:

- **SGS floaters** help ensure classroom coverage and daily tasks (kitchen, laundry, volunteers, after care, etc.) are always available.
- **Student Employees**, many of whom are pursuing degrees in early childhood education or early childhood special education are hired throughout the year to support the classroom program.

THE CHILDREN OF SGS:

- SGS is recognized as the first national program to offer inclusive classroom services for children with disabilities and children without disabilities. We serve children with a variety of disabilities such as Down syndrome, Prader-Willi syndrome, Cri du Chat syndrome, Autism, Cerebral Palsy, vision and hearing loss, and seizure disorders.
- Our families come from around the world including China, Korea, France, Ethiopia, Afghanistan, Japan, Thailand, Mexico, India, Venezuela, and the USA.
- We also serve children from diverse socio-economic backgrounds. Some families pay full tuition while others pay subsidized tuition.
SGS Policies and Procedures

Attendance

At SGS we strive to provide a top quality early education program and we believe school attendance is important. During the morning instructional block, which takes place between 9:00 and noon, our teachers plan an enriched, developmentally appropriate program designed to challenge your child’s cognitive, motor, social, adaptive, and communication skills. To ensure all children take full advantage of our program, we ask that you bring your child to school every morning before 9:00 (snack is provided between 8:30-9:00). Because children arriving late often present a disruption to the classroom routine and may have difficulty transitioning into activities that have already started, we discourage late arrivals by charging a late fee of $1.00 per minute. Please see the section on Late Arrival and Pick-up Fees for more information on this policy.

If your child is going to be absent for any reason, we ask that you let us know. A phone call to the office or email to your child’s teacher is all that is needed.

Attendance Tracker

The Attendance Tracker is a computerized key-pad located in the main hallway just outside the school office. State regulations require that children are signed in and out of school each day and we use Attendance Tracker for this purpose. Upon enrollment in SGS, children are assigned an Attendance Tracker identification code and parents are shown how to use the key-pad. We ask that you become familiar with this tracking system and make sure your child is signed in and out each day. If you have authorized another adult to pick up your child, please be sure to communicate the Attendance Tracker procedures and your child’s ID code. If a code is lost or forgotten, the office staff will be happy to help you retrieve it.

Birthdays

At SGS, we want birthdays to be a special occasion for all children. We do not, however, want birthday celebrations to overshadow the daily curriculum of the classroom program. Families choose to celebrate birthdays at home differently, and at SGS, we choose to celebrate birthdays VERY simply. If you want to bring a favorite snack to honor your birthday child, we ask that you check with your child’s teacher about food allergies and special diets. Please note these treats must be brought in pre-packaged containers.

Please also note: **SGS is a Nut-Free school!**

Changes in Enrollment

If you need to withdraw your child from SGS, or make other changes in your child’s enrollment status please contact the Assistant Director. If you are withdrawing your child from SGS we ask that you respect our need to enroll another child. We require a two-week notice, but appreciate a longer notice when possible.

Child Abuse and Neglect

At SGS we are aware of our role in preventing, not just reporting, child abuse and neglect. In April, which is Child Abuse Awareness Month, we provide families with specific information related to abuse and neglect. We also want our families to know, in TN, anyone who suspects a child has been abused or neglected must call 877-237-0004 to report it. More information can be found at [http://tennessee.gov/youth/childsafety/whoshouldreport.htm](http://tennessee.gov/youth/childsafety/whoshouldreport.htm)

Child Care Regulations
TN Child Care Regulations are available on line at http://www.tennessee.gov/sos/rules/0520/0520-12/0520-12-01.pdf and a copy of these regulations, along with a Summary of Childcare Approval Requirements, is available in the SGS office. Please familiarize yourself with the information in these documents. We are happy to provide you with a copy of the documents upon your request.

**Child Records and Confidentiality**

School records containing enrollment information are kept on every child in SGS. If your child is in a special education program at SGS, we also keep IEP and IFSP information. Parents may look at their child’s school records at any time, and may request copies of any information in the file. Teachers and staff at SGS respect your right to confidentiality and we do not share information about you or your child with outside agencies or professionals unless we have your written permission. Often families ask questions concerning individual children in their child’s classroom. Due to the confidentiality policy, however, SGS staff cannot talk to parents about children other than their own.

Children's records are maintained for 11 years and public notification is made prior to destroying records.

**Classroom Supplies:**

- **Clothing:** At SGS we are busy and your child may get dirty at times!! Thus, we encourage families to dress their children in clothing that will withstand finger paint, glue, and dirt. We also ask that all children have a complete change of clothes at school. In the winter, our children go outside even on cold days, so please make sure your child has a warm jacket, mittens, and hat. In the summer, each classroom enjoys water play once a week and we ask that children come to school in their swimsuit and “water play” shoes on their designated water play day. A change of clothes for after water-play should be brought for your child on these days. Please make sure all of your child’s personal belongings are clearly marked with his/her name.

- **Diapers:** If your child is not toilet trained, please send diapers and baby wipes to school. Most parents find it convenient to send a large supply. We’ll remind you when the supply gets low.

- **Nap Time Items:** The school provides a cot, sheet and blanket for each child. These are laundered each week. If your child likes to sleep with a certain naptime blanket or small stuffed animal, it is fine to bring them. The blanket will be sent home once a week to be laundered. According to DOE/NAEYC regulations, stuffed animals must stay in child’s cubby exempt for naptime. Please ensure the stuffed animal is small enough to fit into the cubby and is placed there upon arrival.

- **Tissues and Wipes:** Because classrooms use tissues and wipes frequently, we ask all families to send a box of tissues and package of wipes to school monthly

- **Bug Spray:** Please provide 1 bottle/can of OFF! Insect repellent so we can apply as needed to the children. If you prefer a specific brand of insect repellent, you can supply that with your child’s name on it and we will use that specifically for your child.

- **Sun Screen:** During summer months, we ask parents to please apply sunscreen on your child before coming to school, especially on “water-play day”. Our playgrounds are mostly shady, however on some sunny days we may determine there is a need to apply sunscreen. If there is a specific brand your child uses, please provide 1 bottle/can with your child’s name on it.

**Communication:**

As a SGS family, you are very important and we want to be sure you stay informed of school and classroom activities. Our teachers send home daily notes so you know highlights of your child’s day. E-mails and flyers are used to remind families of upcoming events and school news. Parent-teacher conferences are scheduled each fall and spring and our teachers are always happy to schedule a conference with you after school or during the lunch hour. Our teachers have classroom responsibilities during the drop-off and pick-
up times, so if you need to have a conversation with your child’s teacher, we ask that you schedule a meeting. All
teachers have a school email and classroom voice mail.

Curriculum:
At SGS, we have very busy days! Our curriculum is developmentally appropriate and follows guidelines established
by the National Association for the Education of Young Children (NAEYC). For our children with disabilities, we also
follow guidelines established by the International Division of Early Childhood, Tennessee Early Learning Develop-
mental Standards, and The Creative Curriculum. Our teachers utilize a variety of curricular materials and plan ac-
tivities to engage and challenge children in a variety of learning styles while also addressing individual goals. We
encourage child independence by providing many choices. Through art, music, dramatic play, story time, outdoor
play, indoor gym time, and center activities, our children have many opportunities to develop their motor, cognitive,
communication, adaptive and social skills. Days at SGS are always exciting and families are invited to visit and
participate at any time. Families are also welcome to use the classroom observation booths.

Discipline and Positive Behavior Support:
The policy at SGS is to manage children’s behaviors in a proactive rather than reactive manner. We speak to chil-
dren in a calm and positive tone of voice and our teachers try hard to give every child many positive statements
throughout the day. When children are not complying with the expectations, our staff quickly evaluate the expecta-
tions to determine if the request and the environment are appropriate for the situation and the child. We DO NOT
manage disruptive and non-compliant behaviors physically. We give choices, with at least one choice being some-
thing the child WILL DO, so we have an opportunity to reinforce compliance! We believe good behavior manage-
ment comes from a well-planned and engaging environment. When children are actively engaged in developmen-
tally appropriate, meaningful, and purposeful activities, problem behaviors are few.

Early and Late Care:
SGS offers Early and Late Care to families who choose the extended-day tuition option. Early care is provided from
7:30 am to 8:30 am and Late Care from 3:00 pm to 5:30 pm. Early and Late Care is provided for combined groups
of children with the adult child ratio meeting state guidelines. Classrooms used for Early and Late Care typically
rotate each month. Families using Late Care are discouraged from entering closed rooms and allowing children to
play with toys or classroom furnishings that have been cleaned and sanitized for the next day. For specific informa-
tion about early and late care, please contact the Assistant Director.

Emergency Situations:
At SGS we try to be prepared for emergency situations. Upon enrollment, families provide us with emergency con-
tact information and authorization for emergency treatment procedures. We update emergency information each
year at spring re-enrollment, and it is very important that you let us know any time your emergency contact informa-
tion and telephone numbers change.

Should your child be seriously injured or become ill at school, we will contact you. If we cannot reach you, we will
call someone you have designated for emergencies. A SGS staff member will stay with your child until you arrive. If
your child needs immediate medical attention, we will call 911. If a weather related emergency arises, children
are taken to interior rooms in the school. Should there be damage to the building, children will be evacuated to
Stallworth Vanderbilt Child Care Center. Teachers will take cell phones and emergency contact information so they
can quickly notify families of the relocation site. SGS staff will wait with the children until all have been picked up
by their parents.

Family Activities:
At SGS we value family involvement. Each year we host several activities especially for families. In September,
families are invited to our SGS Open House and International Pot Luck. In October, we have our Family Fall Outing.
The SGS annual Holidays Around the World is held each year in November or December. In February, grandparents
are invited to the Grandparent’s Tea. In May, families are invited to the SGS Family Picnic. Classrooms and the
Outreach program host special events throughout the year. The Parent Committee meets regularly to plan activities that support the school. Susan Gray School is fortunate to have so many wonderful people volunteering their time to make our school the best it can be! If you are interested in being part of any of these activities please stop by the office and let us know. During re-enrollment each year we invite families to tell us about their satisfaction with all areas of our program. Your comments, concerns, and praise are highly valued.

**Field Trips:**
Field trips are ongoing activities at SGS that enrich our children’s learning. Field trips range from simple campus nature walks or off-campus trips on the city bus to the public library. Prior to any off-campus field trip, you will receive information about the trip and a field-trip consent form. Field trips are always well staffed and supervised, but we welcome the extra help parents can provide. If you would like to join your child’s class on a field trip, please let us know.

**Grievance Procedures:**
The Susan Gray School staff is committed to providing quality services to children and families enrolled in the school. In the event that you find any procedure or policy of the school or any action of a staff member to be questionable or objectionable, please be aware of the procedures one can follow to address these issues.

1. Talk to the staff person most directly related to the concern or problem. Often, problems arise due to a misunderstanding, and can be resolved quickly by open communication.
2. If you feel your grievance or problem has not been met to your satisfaction, contact the Assistant Director.
3. If you are not satisfied by the action taken by the Assistant Director, you may take your grievance to the Susan Gray School Director.
4. If you are not satisfied with the decision of the Director and you wish to take your complaint outside SGS the following options are available
   - TN Dept. of Education; Dept. of Early Learning, Andrew Johnson Tower, 6th Floor
     Nashville, TN 37243-0382
   - Dr. Craig Kennedy, Associate Dean of Research, Peabody College, Vanderbilt University, Nashville TN 37203.

Although we do not anticipate problems, it is important that you know your input and opinions are valued. In the event problems arise, we want you to be aware of your rights and procedures for handling concerns.

**Health Exams and Immunizations:**
Our licensing agency (TN Department of Education) requires that all child records include an annual health examination signed by a health care provider and a current immunization record. Health and Immunization forms are available at your pediatrician's office.

**Holidays & Closings:**
SGS closes for holidays and staff development workdays. A school calendar that notes these closings as well as other SGS activities is distributed at the beginning of each school year and is posted on our SGS web site. Should changes to the calendar become necessary we will inform you as soon as possible.

Snow and inclement weather closings occur only if road conditions are so severe our staff cannot safely get to school. If a weather related closing or delayed opening occurs, it will be announced on Channel Four Snowbird and an announcement will be put on the SGS answering machine. We encourage families to visit WSMV.com and sign up for their Snowbird Alert, which will send you an email if SGS is on a delayed opening or is closed.

**Late Arrival and Pick Up Policy:**
The SGS educational program begins at 9:00 a.m. and late arrivals are disruptive to the morning routine. To en-
courage on-time arrivals, we charge a **late arrival fee of $1.00 per minute after 9:00 a.m.** We understand an occasional late morning so, we excuse one late arrival (up to 15 minutes) each month. If your child has a scheduled appointment that necessitates a late arrival, you will not be charged a late fee if you bring written verification of the appointment, however, we do not accept children between 11:45 and 2:00. Please also consider the classroom lunch schedule; we cannot hold lunch for excused late arrivals.

We also charge a **late pick-up fee of $1.00 per minute.** Please note, the late pickup fee policy applies to all pick-up times (3:00, 4:30, 5:30) and please also note that **we do not waive any late pick-up charges.** Late fees are automatically added to your bill at the end of the month. Susan Gray School closes at 5:30 pm and families who purchase the extended plan are expected to pick-up their child before the school closes. If you have three late pick-ups (after 5:30), you will no longer be permitted to have your child in the extended day program.

**Laundry:**
At SGS cot sheets are laundered weekly and classroom items (towels, paint shirts, etc.) are washed daily. We do not launder children’s personal items such as pillows, blankets, or soiled clothes. If your child has a favorite blanket or pillow for napping, we will send it home on the weekend for you to launder and return to school the following Monday. If your child’s clothes become soiled at school, we will change your child into clean clothes and send the soiled clothes home. It is important that your child have an extra set of clothes at school, so we ask that you replace the extra clothing as possible.

**Meals and Snacks:**
Each day children at SGS receive a nutritional hot lunch, milk and a morning and afternoon snack for a $20 per month food surcharge. Our food program complies with state regulations and menus are posted weekly. If your child has a food allergy or dietary restriction noted on the enrollment form, we will let you know if we can accommodate the need. Should you need to change allergy or dietary restrictions during the year, please come by the office so we can update the information in our computer system and kitchen. If you wish to bring your child’s morning and afternoon snacks and lunch each day, they must meet Child Adult Care Family Provider (CACFP) guidelines and the $20 per month food surcharge will not apply.

Please note, morning snack is provided between 8:30 and 9:00. If you want your child to have morning snack, please be sure they arrive in time to enjoy the snack. **Morning snack is finished promptly at 9:00.**

Meal and snack times at SGS offer many opportunities for social skill and language development. Families are always welcome to join us, with just a day’s notice and $3.00, we will provide you with a tasty lunch and lots of enjoyable conversation!

**Medications at School:**
**SGS staff does not give fever reducing medication or cough medicine** (Please keep your child at home until these medications are no longer needed). In some situations, prescribed medications (antibiotic, breathing treatment, feeding tube, etc.) may need to be administered at school and our staff can accommodate this need when the following conditions are met.

- You must complete a SGS Medication Consent Form (available in the school office).
- The medication must be prescribed by your child’s physician.
- The medication must be brought to school in a pharmacy container with the prescription affixed and given to the classroom teacher.
- Training by a medical professional (if needed)

For the safety of the children, **ALL medications are stored in a locked box out of children’s sight and reach.**

**Parking at SGS:**
Curbside parking is reserved FOR PARENTS during “peak” pick-up and drop-off times: 7:30-9:15 am, 2:45-3:15 pm, and 4:30-5:30 pm. During non-peak times, curb parking is available to visitors on a limited basis. Priority for non-peak parking is given to families and visitors attending IEP/IFSP meetings. Non-peak parking passes are avail-
able in the office. Please be sure any guest or visitor coming to SGS to see your child knows cars parked in a reserved spot without a non-peak pass are subject to ticketing or towing.

**We also warn parents that leaving your car with the motor running, or leaving a child in the car unattended (even while you quickly run into SGS) is illegal in TN.**

**Parent Resources:**
SGS is proud to house the Davidson County Childcare Resource and Referral agency on our “back hallway”. There are many resources available to parents in Room 122 and you are welcome to visit, browse, and checkout!

SGS also provides families with an extensive list of community resources and the variety of services they provide. This list is included in the April re-enrollment packet.

**Pets at School:**
Children love animals, and we love children, but sometimes children and animals don’t mix! Therefore, we prefer pets only come to visit on special occasions. If your child wants to bring a pet to share with the classroom, please make arrangements with the teacher so we can be considerate of children who have pet allergies.

**Photography at Susan Gray School:**
Photographs of our children are taken often! Each year we ask you to review and sign our information and consent form that explains how we use photography. If you give SGS photography permission you can look forward to seeing your child’s smiling face presented in a variety of materials. If you did not grant photography permission, please know we do our best to make sure only children with parental consent for photography get into the many photos of our children.

**Safety at Susan Gray School:**
Ensuring your child’s safety while at school is of utmost importance to us at SGS. In addition to meeting all health and safety requirements, we conduct monthly safety checks throughout the school. We also ask that families and visitors assist us in maintaining a safe environment for our children. Listed below are some ways you can help:

- Always close the classroom door when you enter or exit, even if children are not present
- Never let small items a child might swallow (pills, buttons, coins) fall out of your pocket or purse
- Don’t let your child run in the hallways or swing on the gates and doors
- Avoid distracting our staff when they are supervising children
- Always close the outside gates when entering or exiting the school.
- Alert us to any safety concerns you observe

**Sick At School:**
There are times when children get sick during the school day and according to our regulations need to go home. If any of the following occur, someone from the school office will call you and ask you to pick your child up as quickly as possible.

- Fever of 100 degrees or above
- Diarrhea (twice)
- Unusual spots or rashes
- Trouble swallowing
- Unusually dark, tea-colored urine
• Vomiting (twice)
• Unusual behavior
• Loss of appetite
• Severe coughing
• Difficult or rapid breathing
• Yellowish skin or eyes
• Pinkeye
• Gray or white stool
• Headache and stiff neck

**Staying Home Sick:**
If your child is not feeling well enough to participate in the SGS activities, your child should not be at school. Sick children are not comfortable at school and they risk spreading infections. Please keep your child home until they are fever free and/or free from vomiting and diarrhea for 24 hours or overnight. If your child is taking antibiotics for a contagious illness, they should not return to school until they have been on the antibiotic for 24 hours.

**Toilet Training:**
At SGS we work closely with families and children to accomplish toilet training goals. Most children indicate they are ready to use the toilet by showing discomfort over wet or soiled diapers, staying dry for longer periods of time, or even asking to use the toilet. We watch for these signs at school and hope you will let us know when you observe these signs at home. Our teachers are enthusiastic and supportive of children’s efforts to use the toilet and we make a big deal of “potty success.” We also use the toileting routine as a time to teach children about hygiene.

**Transitions:**
Move-Up Day at SGS coincides with the first day of school for Metro Nashville Public Schools. We try to make the transitions to a new classroom smooth for children and families by moving classroom groups together as much as possible. Families are informed in July of their child’s next-year classroom and on the weeks before SGS Move-Up Day, teachers plan activities to ensure children have opportunities to visit their new classroom and meet their new teachers.

When children exit SGS, our teachers are happy to speak with the new teacher and send a “Getting to Know Your Child” form to the new school, upon your request. Our teachers can also arrange to visit a new school with you and your child if you feel it is necessary.

**Tuition:**
Our tuition rates are competitive with other early education programs in the area. Tuition must be paid in advance and is payable monthly or bi-monthly. If you make a monthly payment on or before the first of the month, you can credit yourself with a $5.00 discount! If you choose to make bi-monthly payments, 50% of your tuition is due on the 1st of the month and 50% on the 20th. Tuition checks can be left in the lock-box located on the wall outside the office. Receipts will be placed in your child’s cubby.

SGS is a non-profit program supported by grants, contracts, donations and tuition. We are unable to extend credit or ignore unpaid balances. Accounts that are 45 days overdue will be closed and enrollment is suspended. If you have a financial hardship and need some flexibility in managing your child’s tuition, please discuss this with our Assistant Director and we will try to work with you to keep your child in school.

**Visitors at Susan Gray School:**
We love to have family members and friends visit SGS. Every classroom has an observation room and you are welcome to peek-in on your child at any time. If you would like to visit inside the classroom, we ask that you arrange the visit with your child’s teacher.

For security reasons, we require visitors (non family member visitors) to record their visit at the sign-in table outside the SGS office. Visitors must also pick up the appropriate badge before entering a classroom.

We are proud of our program at SGS and visitors are WELCOME.
Supporters of Susan Gray School include:
Peabody College
State and Local grants
Louis Draughon Foundation
The Friends of Susan Gray School
And private donations

For information on making a gift to Susan Gray School visit peabody.vanderbilt.edu/sgs.xml or call 615-322-8500

Susan Gray School does not discriminate against any child, parent or employee on the basis of race, color, national origin, or disability.
Susan Gray School 2012-2013
Tuition Table and Verification Form
Effective August 6, 2012

SGS tuition rates are competitive with other early education programs in the area. Tuition must be paid in advance and is payable monthly or bi-monthly. If you make a monthly payment on or before the first of the month, you can credit yourself with a $5.00 discount! If you choose to make bi-monthly payments, 50% of your tuition is due on the 1st of the month and 50% on the 15th. Tuition checks can be left in the lock-box located on the wall outside the office. Receipts will be sent by email or placed in your child’s cubby.

SGS is a non-profit program supported by grants, contracts, donations and tuition. We are unable to extend credit or ignore unpaid balances and enrollment will be suspended if tuition is not paid. If you have a financial hardship and need some flexibility in managing your child’s tuition, please discuss this with our Assistant Director and we will try to work with you to keep your child in school.

<table>
<thead>
<tr>
<th>Option</th>
<th>Toddler &amp; Two Program</th>
<th>Preschool Program</th>
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</thead>
<tbody>
<tr>
<td>School Day (8:30 – 3:00)</td>
<td>$875 due 5th ($870 if paid by the 1st)</td>
<td>$775 due 5th ($770 if paid by the 1st)</td>
</tr>
<tr>
<td></td>
<td>$437.50 bi-monthly (due 1st and 15th)</td>
<td>$337.50bi-monthly (due 1st and 15th)</td>
</tr>
<tr>
<td>Early Care Add-on 7:30 – 8:30</td>
<td>Add $75 per month</td>
<td>Add $75 per month</td>
</tr>
<tr>
<td>After School Add-on (3:00 – 4:30)</td>
<td>Add $125 per month</td>
<td>Add $125 per month</td>
</tr>
<tr>
<td>Late Care Add-on (4:30 – 5:30)</td>
<td>Add $75 per month</td>
<td>Add $75 per month</td>
</tr>
</tbody>
</table>

* SGS gives a 10% sibling discount on the total monthly tuition bill.

*SGS tuition includes daily snacks and milk for all children. Parents have the option of providing their child’s lunch or paying a $25.00 hot-lunch surcharge per child, per month. Because SGS participated in the Child Adult Care Family Provider (CACFP) program lunches provided by families must meet CACFP guidelines.

*SGS accepts children who are eligible for Child Care Assistance through the Department of Human Services (DHS). Weekly Fees are based on co-pay required by DHS.