

# GRACE Kids

**2015-16 School Year Handbook**

## **A LETTER TO THE PARENTS**

It is a pleasure to welcome you to Grace Kids. We consider it a privilege to serve you and your child. The purpose of this handbook is to answer many of your questions about the policies and procedures of our program. Please feel free to contact our office between the hours of 9:00 a.m. and 5:00 p.m. for any questions you may have that have not been answered for you in this handbook. You may also schedule an appointment for conferences during the same hours. The reason for our program is to help establish a strong biblical foundation so that our children will fulfill God's plan for their lives. Please keep GraceKids and the staff in your prayers as we do the same for you.

## **ENROLLMENT**

Our program enrollment is offered to children 6 months through Kindergarten and is available on a first come first serve basis. We recommend that you register as soon as possible to secure your child's spot.

Registration is only valid once all registration is turned in (enrollment form, shot records, medical release) with a non-refundable twice yearly registration fee.

Parents will be notified of any policy change in writing. Grace Fellowship Church has a racially non discriminatory policy towards students. Grace Fellowship Church reserves the right to refuse service to anyone.

## **CLASS PLACEMENT**

Grace Kids follows the public school systems state mandated birth date rule for enrollment, which states that children are enrolled based on their age as of September 1st of each school year. For example: a child who turned three on September 2nd would be enrolled in a two year old class for that school year. A child who turned three on August 31st would be enrolled in a three year old class for that school year.

## **TRIAL PERIOD**

A two-week adjustment period will begin on the first day of a child's attendance. It is important to us that your child enjoys his/her time at GraceKids and we will consult you for help if the child is having difficulty adjusting to the program. If a child continues to have a difficult time after two weeks, the child may be dismissed from the program. **(Registration fee is non refundable)**

## **TUITION**

Tuition is reviewed annually. Factors such as salaries and supplies are budgeted and a monthly tuition rate is calculated. The annual program rate is prorated over the course of nine months. This monthly rate remains the same over the program year, even in the months when children attend more or less than a standard four weeks.

**\*\*Your tuition reserves a place for your child and does not change due to absences or holidays.**

Tuition payments are to be made on the first week of the month. If payment is not received by the 10th of the month, a late fee of \$10 must be included. If payment is not received by the 15th of the month your child's enrollment will be offered to the next child on the waiting list. Please contact the Director if extenuating circumstances arises which causes the tuition to be late.

A \$25 fee will be charged for all returned checks. If two NSF checks are returned to the church, you will be required to pay by cash or certified funds. **\*\*Registration Fee is Non-refundable.**

<u>Programs:</u>	<u>Registration Fees:</u>	<u>Tuition:</u>
<b>6 mths. – 17 mths. class (Tues. &amp; Thurs.)</b>	<b>\$50.00/Sept. &amp; Jan.</b>	<b>\$190.00 Monthly</b>
<b>18 mths. – 35 mths. (Tues. &amp; Thurs.)</b>	<b>\$50.00/Sept. &amp; Jan.</b>	<b>\$175.00 Monthly</b>
<b>3 yr. Pre-School and 4 yr. Pre.-K</b>	<b>\$75.00/Sept. &amp; Jan.</b>	<b>\$175. 2 days Monthly \$250. 3 days Monthly \$330. 4 days Monthly</b>
<b>Kindergarten</b>	<b>\$100./Sept. &amp; Jan.</b>	<b>\$425. 4 days Monthly</b>

**WITHDRAWAL POLICY**

If you withdraw your child from Grace Kids, you must notify the office two weeks in advance. This notice must include the date of the last day of attendance for your child/children. If we do not receive this notice, you will be held responsible for any amount billed to your account.

**ATTENDANCE**

There is no state or federal laws requiring the attendance of your child. However, if your child is going to be absent, please call the church. This will help the teacher plan for the day's activities.

**ABSENCE**

Our tuition is based on a full time schedule and our staff must be paid accordingly. We will not be able to prorate any tuition.

**COMMUNICATION**

Communication is a key element in the success of our program. In order for our communication efforts to be effective it is necessary for you, the parent, to read all the information sent home. Including the parent handbook, monthly newsletters, teacher's notes, and anything else sent

home with your child. If your child is absent please make sure you receive all information that may have been sent home while he/she was absent.

- Please refer all questions, comments, concerns or suggestions to the Director regarding the program.
- Parent, child, teacher, and Director Conferences are available as necessary upon request. Please contact the Director and the Teacher to set up an appointment to discuss any questions, concerns, policies, or procedures of the program.
- You are always invited and welcome to observe your child in action. We want you to see how well your child does at school. Please realize that your child may not understand that you must leave again so you may need to observe them from another room (out of their sight). If you join **your child** in the classroom your child is still expected to follow the teacher's direction and classroom rules.
- Our staff uses the time between 8:00-8:30 to pray for the day and will not be available to accommodate children before 8:30. Please be courteous by allowing us this time for prayer and preparation.

## **ARRIVAL AND DEPARTURE**

When arriving at the church, it is important that you **bring your child to the classroom and sign in on the daily log**. When picking up your child, remember **to sign out on the daily log**. Before leaving, be sure to check your child's folder/ cubbies for any work or memos for the day.

In cases of divorce, we are required to release a child to either parent unless there is a legal custody agreement stating otherwise. Please contact the director if this pertains to your child so that we may be abreast of the situation. If a problem should arise we will contact local law enforcement for assistance.

Persons appearing to be under the influence of drugs and or alcohol will not be permitted to pick up children from the church. Local law enforcement will be contacted if necessary.

Grace Kids must have on file the name, phone number, driver's license, and relationship of each adult whom you have designated to pick up your child. We cannot release a child to unauthorized adults. If someone other than the parents or legal guardian will be picking up your child, the church must be notified in advance. A picture I.D. is required for adults not regularly picking up your child. This procedure will be enforced for the safety of your child.

## **LATE PICK-UP**

Children should be picked up promptly at 3:00 p.m. late fees will be assessed at the rate of \$5.00 for every 15 minutes you are late.

Many of our teachers are parents too and must pick up their children as well. Please be prompt and courteous when picking up your child. Please also remember that pick up time is not a time

to socialize with other parents or with the teacher. This creates an unsecured time. Please be focused on the safety of your child and the other children in the room.

### **EARLY DISMISSAL**

If it is necessary to pick up your child before their usual dismissal time, please send a note to the teacher informing them what time he/she will be picked up, who are picking them up, and if they will be returning.

### **ITEMS FROM HOME**

Please clearly label everything your child brings to the church from home with your child's first name and last initial. This includes diaper bags, blankets, bottles, cups, nap bedding, lunch kits, and all clothing, especially coats and sweaters.

**No toys from home, please! We will not be responsible for any items that are misused, misplaced, or broken.**

### **DRESS CODE**

Children should be dressed in comfortable clothes and appropriate shoes for indoor and outdoor play. Sandals, cowboy boots and open toed shoes are not suggested to wear. Please refrain from cumbersome clothing for children who are potty training. Overalls for infants and toddlers should have a snap crotch to ease in diaper changing for caregivers and **are not** acceptable for older children due to the difficulty in getting them on and off for restroom use.

Please send an extra change of clothing for your child daily in their bag. Every effort will be made to ensure your child's clothing is well cared for, however Grace Kids does not assume responsibility when clothing is damaged due to typical school use (Paint stains, tearing of fabric, dirt or grass stains etc.) Remember, if your child uses the clothes in their bag, please replace them A.S.A.P.

### **NAPTIME**

Following lunch, children will be provided with a nap or rest period. A small cover may be brought to the Church but remember, all personal items must fit in the child's cubbies. (Backpack, lunch box, nap mat, nap blanket, etc.)

### **BIRTHDAYS, HOLIDAYS, SPECIAL PROGRAMS & ACTIVITIES**

Each child's birthday is a time for him/her to feel extra special. Parents are welcome to make arrangements with the teacher to celebrate your child's birthday in a simple but special way. Please keep it simple. Please do not bring treats that are inappropriate for children under three or that may be a choking hazard.

Grace Kids will have parties to celebrate Thanksgiving, Christmas, Valentine's Day and Easter. Parents may be asked to help with providing refreshments for these events. If you are interested

in helping out, please check for a signup sheet outside of your child's classroom the week before the party.

Special programs and activities are planned through the year for children to participate in. These will include, but are not limited to the following: Praise through music and movement, prayer time, Thanksgiving feast, Christmas, Valentines, and Easter parties, special theme days, (Ex. Pajama day, western day, etc.). Parent volunteers may be recruited as needed for special occasions.

## **THE PROGRAM YEAR**

Our program runs from September through May and follows the Paradise ISD calendar with regards to holidays and breaks. The program will also follow PISD emergency and severe weather closures. Please consult local television and/or radio stations to check for closings.

## **HEALTH & MEDICATIONS**

According to State law, children must be current on all required immunizations. Annual health reports **signed by a physician** will be kept on file. **If we do not have this information at the time of enrollment, your child will not be allowed to attend until the proper records are received.** A list of required immunizations can be obtained in the office or by consulting your private physician or the health department.

A child who appears ill will not be admitted to the class unless approved in writing by a physician. The following symptoms will be used as guidelines for dismissal, but are not inclusive:

- Fever within the last 24 hours Vomiting
- Undiagnosed rash
- Mouth sores
- Infected sores
- Two or more bowel movements within an hour, including the possibility of diarrhea
- Persistent cough
- Severe itching of body or scalp, or scratching of the scalp
- Unusually dark or tea-colored urine
- Sore throat or trouble swallowing
- Pink-eye – conjunctivitis, viral or bacterial
- Tearing and redness of eyelid lining

- Yellowish skin or eyes – these may be signs of hepatitis
- Difficult or rapid breathing

Children are not to return to the church until there has been a 24-hour waiting period of the child fever-free. The temperature must be taken **before** administering any fever reducing medicine. This also applies to any vomiting or diarrhea. There must be a time lapse of no vomiting or diarrhea before the child returns to class.

We will notify parents when an illness needs attention or is contagious. The child will be isolated until the parent can pick up the child. A doctor's note stating that your child is not contagious will be required for your child to be readmitted into the class.

It is imperative that parents contact the church when their child has been diagnosed with a contagious illness. Once identified, a notice will be sent home indicating the type of illness, symptoms to look for and other pertinent information a parent will need to know. The name of the ill child will not be made public.

**Medication:** According to state law, we cannot administer any medication to a child unless it is a personal prescription filled by a pharmacist and the label bears the name of the child, date, and directions for administering. A release form must also be signed. Non-prescription medication must be in the original container with the child's name and the date the medication was brought to school. We must have written permission from the parent for each dose.

## **MEDICAL EMERGENCIES**

In the event there is a medical emergency, 911 will be activated if warranted, and a trained staff member will administer CPR, if deemed necessary, your child will be transported by ambulance to Wise Regional Hospital. A copy of this form will accompany the staff person who goes with your child. We will make every effort to contact you so **PLEASE be sure to keep all phone numbers home, work, and cell current.**

## **HEARING AND VISION REQUIREMENTS**

Texas Health and Safety Code, requires a screening or a professional exam for vision and hearing for first-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1st prior to completion of the semester of enrollment or within 120 calendar days of enrollment. A licensed or certified screener or a health-care professional must conduct the screening.

## **MEALS AND SNACKS**

Please send your child with a sack lunch daily. Lunches should be nutritious and should not require heating or refrigeration. Meals should be ready to eat and should not require any preparation by the teacher. Please have everything prepared and already cut. We do not provide meals unless otherwise stated for a special occasion. A daily snack will be provided by Grace Kids.

## **DISCIPLINE**

Grace Kids plan many fun and exciting activities to keep children busy throughout their day. Occasionally a child will need to be reminded of what is expected of him/her in terms of appropriate behavior. Discipline is handled in the following manner:

1. The teacher talks discreetly with the child and discusses proper behavior and expectations.
2. If the behavior continues, the child is removed from the group to think about his/her actions. (Time spent in "time-out" is 1 minute per year of age.)
3. If the behavior is still not corrected, the teacher will bring the behavior to the Directors attention for additional recommendations. At this time, a conference with the parent may be necessary.
4. If a problem is not resolved after steps 1, 2, and 3 or if the behavior is promoting a disruptive, disrespectful & unsafe environment for the child, other children or adults (such as hitting, biting, kicking, hurting others, or continual disruption of the class) the child may be dismissed from the program.

## **BITING**

Parents of children who are **repeat** biters of other children while in attendance at school may be asked to remove their child from the program for a period of time. Children will be able to return to school at a later date, after evaluation by the director according to the severity and cause of this problem. Children will not incur charges during the time not in attendance for this problem.

## **DAMAGES**

Parents are responsible for payment of any damages to the church property caused by their child or themselves. This does not apply to regular wear and tear or breaking small toys.

## **PROGRAMS**

Grace Kids implements programs that are designed to educate the whole child; spirit, mind and body. We are cognizant of the fact that each child is unique and grow and learn at his/her own

pace. We plan skills and activities that are age appropriate for the developmental level of the class.

Spiritually, our children are taught Biblical principles every day. Praise and Worship, prayer and scripture memory verses, are an integral part of the day. Children are encouraged to apply principles that pertain to them. Cognitive development is encouraged through centers, language, math, science, social studies, cultural awareness, music, art and books. (Classroom library).

Fine and gross motor skills are developed as children practice skills, designed to develop these areas. Outside play is part of the children's daily routine. Children go outside to their playground at least once a day (weather permitting). Social skills and skills designed to encourage independence are developed throughout the day as children learn how to share, take turns, interact during play time and perform simple tasks on their own. Lesson plans are posted in each classroom to make parents aware of the theme and skills being taught.

## **REPORTS**

Teachers of infants will send home a **Daily Report** to keep parents informed of their child's day which will include: times the child slept, times and amount of food consumed, times of diaper changes, child's general mood for the day, and a brief summary of the activities in which the child participated. Parents are always encouraged to know how their child is progressing in the skills being taught at his/ her level.

## **PARENT/TEACHER CONFERENCES**

If a need arises, you may request a conference with your child's teacher. A call to the Director must be made in advance to allow for proper scheduling.

Parents desiring to review minimum state standards or a recent License Inspection Report may do so at any time. It is located in the Directors office on the Parent Board. To contact the local Licensing office, you can call 1-817-321-8604; or visit their website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## **LICENSE**

Grace Kids Preschool, Pre-Kindergarten & Kindergarten is licensed through the Texas Dept. of Family and Protective Services, Child-Care Licensing Division.

## **EMERGENCY DRILLS**

In accordance with the state license requirements, Grace Kids conducts monthly fire drills and a severe weather drill and emergency "lock down" drills at least once every six months. Our Emergency Preparedness plan is available for review by parents and is located in the directors office.

## **CHILD ABUSE REPORTING**

Under Texas law, the staff and administration of Grace Kids are obligated to report any suspected abuse that comes to their attention. The statute provides in part as follows: "A person

having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall be reported." Grace Kids will comply with the law by calling the Texas Abuse hotline at 1-800-252-5400. All employees of Grace Kids have annual training hours, and some of those hours detail methods of increasing employee and parent awareness of issues regarding child abuse and neglect, including the warning signs that a child may be a victim of abuse or neglect. If you suspect child abuse or neglect or if you would like to learn more about those warning signs you can inquire in the Directors office or you too can call the hotline for more information.

### **PROCEDURES FOR QUESTIONS OR CONCERNS**

If a parent has a question about a policy or a concern, it is recommended that you schedule a meeting with the Director.

### **PARENT NOTIFICATION**

Written notices will be sent home to notify parents of any changes from the daily routine, incidences in the classroom, and if there has been a diagnosis of a communicable disease. Phone calls will be made when warranted.

### **WEATHER POLICY**

In the event of inclement weather, tune to local television or radio stations for a Paradise School Closing announcement. We will follow the Paradise ISD schools in relation to closing or delaying opening due to inclement weather.

### **DISABILITY STATEMENT**

Grace Kids regrets that it cannot accommodate students with physical, mental, or emotional disabilities. These students are precious in God's sight and need a school wherein they will receive all they might require.