

## PURPOSE AND GOALS

Grace Preschool exists to equip the next generation to delight in God's glory and minister to children and their families. Grace Preschool will provide care, education and holistic development for each child's: spiritual, mental, physical, emotional, and social needs.

Through thematic units we will help each child:

- Encounter the love of God as they interact with other children and adults
- Grow in communication
- Develop an awareness of age appropriate educational concepts such as: numbers, letters, size, space, etc...
- Learn God-honoring relational skills with peers and adults
- See God as Creator through His Word and His creation as revealed through science and nature
- Express creativity through experiences with music and art
- Develop Godly convictions based on God's word

## CURRICULUM

Grace Preschool, LLC curriculum comes from ABC Jesus Loves Me and uses bible based stories and lessons along with preschool basics to teach young minds and hearts about the world God created for them. Learning is fun and engaging with games and stories that will captivate them and hopefully draw them back each time to find out more! You can learn more at [www.abcjesuslovesme.com](http://www.abcjesuslovesme.com).

## ARRIVAL AND DEPARTURE

The hours of operation for Grace Preschool are Tuesdays and Thursdays from 9:00am-3:00pm. For an additional fee an Early Bird hour is available from 8:00 to 9:00am as well as a Late Bird hour which is available from 3:00 to 4:00pm. If you know you will be arriving late to pick up your child, please contact the preschool Director. Drop-off and pick-up time windows are 15 minutes from start and end of the day, no sooner or later please, there will be a \$1.00 fee per minute beyond the 15 minute grace period.

Please use the Preschool Entrance (covered south side entrance of building) to the church when dropping off or picking up your children. Parents must sign children in and out each day. Sign up sheets will be posted just outside their classroom door. Children will only be allowed to leave with people from the approved pick up list signed by the parent. Make note of any new persons that are added throughout the year. Teachers will need to see a picture I.D. before releasing the children to an unknown person, a copy of the I.D. will be placed with the child's administration records. When someone new is picking up for the first time, we ask that you direct them first to the preschool's Director for verification.

## FEES

There will be a non-refundable registration fee of \$50 and a supply fee of \$40 per child each preschool year they attend. The monthly tuition rate is \$135 (9:00a.m-3:00pm) also, optional for your child; \$25 for Early Bird drop off (8:00a.m) and/or \$25 for Late Bird pick up ('till 4:00pm) per month. There are discounts for families with multiple children enrolled. Tuition is due on the 1st preschool day of each month. After the first week of the month a \$5 late fee per week will be charged. Tuition is due even if the child is absent as you are paying for the space and not the child's attendance. Tuition is figured on a basis of nine months (\$1,215/per preschool year) and is divided into nine equal payments. There will be some months that your child will attend fewer days than others. Tuition will still be the same for those months. Withdrawal from Grace Preschool requires written notification of at least 30 days prior to the intended date of withdrawal. Parents are responsible for payment during the weeks of enrollment/care. If notice is not given, parents are still responsible for payment(s) of the 30 days and/or remainder of the school year. This policy is enforced to ensure the financial ability of Grace Preschool to meet payrolls and other material requirements. Thank you for your cooperation in this matter.

## REQUIRED FORMS

Parents who enroll their children in Grace Preschool must fill out forms provided by the state. This form includes a medical release form. A form listing who will be picking up your child from preschool is necessary to insure each child's safe release to proper persons. Shot records must also be kept on file. We must keep all information, forms and shot records up to date. Please help us with this by informing the preschool Director of any changes throughout the year.

## HEALTH AND MEDICAL INFORMATION

We can only accept healthy children. **WE ARE DEPENDING ON YOU TO HELP US MAINTAIN THIS POLICY.** Symptoms such as a cold with fever, severe cough, skin eruptions, sore throat, fever of 100+ degrees, head lice (NO NIT Policy), vomiting or diarrhea will necessitate calling parents to pick up their child. A sick child who is sent home may not return to school until symptoms have been gone for 24 hours. A sick child will be isolated from other children until parent or designated person arrives to take them home. **NO MEDICATION WILL BE ADMINISTERED BY GRACE PRESCHOOL.**

Parents will be notified when a child has been exposed to a communicable disease within the school. Please likewise notify the school when children are exposed to a communicable disease outside of school.

**Grace Preschool staff is trained in CPR and First Aid. First Aid will be administered in the case of an injury. Parents will be notified and an incident report will be filled out and signed by parents and Grace Preschool Director. In case of an emergency we will call 911, and then parents will be called.**

### **HEARING AND VISION SCREENING**

**If a child is 4 years old on or before September 1, the parents are responsible for getting their child's vision and hearing tested by their family physician. A record of this check must be kept on file.**

### **SAFETY VIDEO MONITORING**

**A safety video monitoring system is set into action at the preschool. Please know this upfront: the decision to install the camera is NOT because of previous or present issues or concerns. Rather, video monitoring is becoming a common practice in preschools today to ensure safety and security. We hope this gives parents a sense of security that their children are being ministered to in a safe and secure facility. The cameras will only be in recording operation during preschool hours on Tuesdays and Thursdays. Only the Directors of the preschool will have access to the monitors and video recordings of those days.**

### **DISCIPLINE**

**The Heart Matters! Proverbs 4:23 says, "Above all else, guard your heart, for it is the wellspring of life." Children who understand the heart can then understand themselves and others better. A "Heart Chart" is used in each classroom to help inform you of your child's actions while at preschool. A large chart is hung on the wall in the classroom and a smaller chart in your child's folder. For more information please refer to "The Heart Matters!" handout given to you before the start of classes. We do enforce consequences for unwise choices. A child may be given a warning, their heart is moved on the chart, they may be redirected to an alternate activity or been given a brief time out. Parents are called only when all our methods of discipline have been exhausted. We will work with parents to correct any ongoing discipline problems. Please talk to your child's teacher if you have any questions or concerns.**

## **DRESS**

**Children should wear modest yet comfortable play clothes suitable for indoor and outdoor play. Please do not send children in bloomers or short shorts (Girls with dresses should have shorts or bloomers underneath). Tennis shoes are preferred because preschoolers are very active and still learning to maneuver in their environment. They need good sturdy footwear to enable them to run and play without tripping or falling (NO FLIP-FLOPS PLEASE). A change of clothes (including underwear and socks) is to be left at the school at all times. All clothing needs to be labeled with the child's first and last name. Please provide a jacket or sweater as weather requires.**

**Parents of infants and toddlers must provide diapers and wipes for their children as well as an extra set of clothes. If a pre-schooler is potty-training and you wish to use pull ups, we ask that you provide refastenable pull ups. Any creams or ointments used in diapering need to be labeled with the child's name and must be sent with written instructions and signature of the parents.**

## **FOOD**

**Each child should bring a sack lunch with a non-carbonated, non-staining beverage each day. Please do not send lunches that require refrigeration or heating. A mid-morning snack will be provided for the children. If you would like to provide a special snack for your child's class, please make arrangements ahead of time with the preschool Director.**

**Parents of infants need to send food with specific written instructions on how and when the food is to be given. All food, bottles, sippy cups, and other supplies must be labeled with child's name.**

## **NAPS**

**Each child needs to bring a blanket for nap time. Nap mats will be provided by Grace Preschool. Please label all personal items with the child's first and last name. Keep in mind that the blanket/nap items should be small enough to fit in the plastic bin provided in the classroom.**

## **ANIMALS AND PETS**

**Typically animals will not be at Grace Preschool. If they are brought to school for a special occasion, a note of permission will be sent home to parents and vaccination records for the animal will have to be on file.**

## **OTHER INFORMATION**

**Grace preschool will NOT participate in swimming or wading pool activities. We will also NOT participate in any activity requiring transportation (including field trips). If this policy is altered in any way for a special event, a waiver will be sent home that will need to be signed by a parent.**

## **VISITORS**

**Parents and other visitors are welcome to come by and observe at any time. All visitors to Grace Preschool must check in with the preschool's Director upon arrival. Visitors may observe, but not interact with the teachers or children during class unless their visit is during a special event. Parents may at any time review and discuss the policies and procedures with the preschool Director.**

## **IMPORTANT DATES**

**Grace Preschool will follow the Glen Rose ISD calendar for holidays. We will also follow Glen Rose ISD in school closings due to bad weather. School begins approximately one week after Glen Rose and ends approximately one week prior to the end of Glen Rose ISD. Please refer to the school calendar at <http://www.grisd.net>**

## **SEPARATION FROM PARENT**

**Whenever a child begins school, it can be an exciting but difficult period for the young child. This is entirely normal. Most children have little difficulty adjusting to school if a few suggestions are followed:**

- 1. Allow the child to accompany you on your initial visits to the school.**
- 2. Allow the child to bring something personal to the school on the first day.**
- 3. Encourage the child to play upon arrival. Sometimes it is helpful if the parent arrives early enough to play in the activity center with the child for just a minute.**
- 4. Once the parent decides to leave, he/she needs to hug the child and say that it is time for the parent to leave and that you will return to pick up the child. It is important that the parent do so, without temptation of staying if the child begins to cry.**
- 5. It is best that parents not stand at the door or window with an expectation that the child will cry. The child will then feel this apprehension and respond to the parent's fears.**
- 6. Generally, young children adapt to a new program within the first few weeks of school.**
- 7. Parents need to be aware that the child may need extra time or more physical contact in the form of hugs and kisses and rocking during the first days of a new routine.**

**PARENT AGREEMENT**

I, \_\_\_\_\_, whose child

\_\_\_\_\_ is enrolled in the \_\_\_\_\_ school year at Grace  
Preschool, have received a copy of the Parent Handbook. I have read and understand the  
policies and guidelines described in this handbook, and I agree to abide by them.

\_\_\_\_\_  
(Signature of parent)

\_\_\_\_\_  
(Date)

I also agree to provide lunch for my child each day that he/she attends Grace Preschool.

\_\_\_\_\_  
(Signature of parent)

\_\_\_\_\_  
(Date)

I also (circle one) do/do not give Grace Preschool, LLC permission to use my child's  
photograph in various forms of communication that may include: newsletters, websites,  
brochures, and flyers.

\_\_\_\_\_  
(Signature of parent)

\_\_\_\_\_  
(Date)