

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: spiritual, mental, physical, emotional, and social.

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 curriculum comes from David Cook publishing www.davidcook.com and uses bible topics along with preschool basics to teach young minds and hearts about the world God created for them. Your child will meet a new friend this year named Boz who makes learning fun with games and stories that will captivate them and hopefully draw them back each day to find out more!

ARRIVAL AND DEPARTURE

The hours of operation for Grace Preschool are Tuesdays and Thursdays from 9:30am-2:30pm. Please pick up your children promptly at 2:30. If you know you will be arriving late to pick up your child, please contact the church office. Unless other arrangements have been made, there will be a \$1.00 per minute late fee beginning at 2:40.

Please use the Preschool Entrance (covered 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. Teachers will need to see a picture I.D. before releasing the children.

FEES

There will be a non-refundable registration fee of \$25 and a supply fee of \$40 per child. The monthly fees are \$65 for two half days (9:30 until noon) per week and \$110 for two days a week. Tuition is due on the 1st school 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 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.

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 102 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.

DISCIPLINE

Our discipline policy focuses on the heart of the child. Behavior for your child flows from his or her heart. 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. We know from the bible that only by the Grace of God can a heart be changed, we hope to facilitate good behavior in your child through gentleness and God's teachings. Redirection to alternate activities and brief time outs when necessary with positive reinforcement for desired behavior are the only forms of discipline to be used in Grace Preschool, LLC. A "Heart Chart" will be used to help inform you of your child's actions while attending the preschool. A chart will be kept in your child's file for you to review at the end of each day. 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 comfortable play clothes suitable for indoor and outdoor play. 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 FLIPFLOPS 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. 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 parent.

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. Make sure teachers are clearly aware of any allergy concerns you may have for your child. 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.

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).

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 director upon arrival.** Visitors may observe, but not interact with the teachers or children during class. Parents may at any time review and discuss the policies and procedures with the preschool director. Parents may also review a copy of the minimum standards and/or the most recent inspection. You may call the local Licensing office at 817-573-8612. The PRS child abuse hotline is 1-800-252-5400 or www.tdprs.state.tx.us.

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.

For latest information on our school calendar check out: www.grisd.net
Our calendar is the same as it is for Glen Rose except that we start on the Tuesday one week after their first day of school, and we end our year on the Thursday prior to their last day of school. This helps to stagger schedules a little better in order for parents and teachers to be a part of all the festivities that surround such busy seasons.

SEPARATION FROM PARENT

Whenever a child begins school, it can be an exciting but difficult period for the young child. The child may appear eager in the beginning, but may suddenly realize you will not be there and balk at your attempt to leave. 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)