

## **A LETTER TO ALL PARENTS**

It is a pleasure to welcome you to GraceKids. We consider it a privilege to serve you and your child. The purpose of this handbook is to answer many common questions about the policies and procedures of our program. Please feel free to contact our office between the hours of 9:00 am and 3:00 pm for any other questions you may have that have not been answered for you in this handbook. You may also schedule an appointment for conferences during those same hours. The goal of our program is to help establish a strong academic and biblical foundation so that our children will fulfill God's plan for their lives. Please keep GraceKids and it's staff in your prayers as we will be doing the same for you.

### **PROGRAM**

GraceKids operates Monday through Thursday at Grace Fellowship Church in Paradise Texas. The program is from 8:30-3:00 daily and runs from September thru May each year. We follow the Paradise ISD calendar with the exception of the starting and ending dates. We use Horizons and DiscipleLand Curriculum.

### **ENROLLMENT**

Our program enrollment is offered to children 6 months old through Kindergarten and is available on a first come first served basis. We recommend that you register as soon as possible to secure your child's spot. Once a class has reached the maximum number of students, a waiting list will be generated to fill spaces as they become available. Registration is only valid when all registration forms are turned in (Enrollment, Shot Records, and Medical Release) and the non-refundable registration fee is paid.

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 \$10.00 may be charged to your account. If payment is not received by the 15th of the month, your child's enrollment in the program may be in jeopardy. Please contact the Director if extenuating circumstances arise which cause 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.

We have several payment options. We accept cash, checks, credit cards and you can pay on line at [Gracekids.com](http://Gracekids.com)

**\*\*\*Registration Fees are Non-Refundable.**

### **WITHDRAWAL POLICY**

If you are going to withdraw your child from GraceKids, 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 the amount billed to you account.

### **ATTENDANCE**

There are no state or federal laws requiring the attendance of your child. However, consistent attendance is the best way for your child to gain the full benefits from our program and all that their teachers have for your child to learn and explore. If your child is going to be absent, please call the church and leave a message for your child's teacher.

## **ARRIVAL AND DEPARTURE**

When arriving at the church, it is important that you check your child in on our computer log-in system and then take them, along with their tags, to their classroom. When picking up your child, please check out on the system and take the tag to the classroom to get your child. 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. All urgent situations will be handled by the Director, Assistant Director, and/or the Operations Pastor. If a problem should arise we will contact local law enforcement for assistance.

Persons appearing 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.

GraceKids must have on file the name, phone number, driver's license information and relationship of each adult whom you have designated to pick up your child. We can not 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.

## **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.

Every effort will be made to ensure your child's clothing is well cared for, however, GraceKids does not assume responsibility when clothing is damaged due to typical school use (Paint stains, tearing/cutting of fabric, dirt or grass stains etc.)

\*\*\*\*\*Please send an extra set of clothing for your child daily in their bag.

If your child uses the clothes in their bag, please replace them ASAP.

## **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. Please label juice cups, containers, and anything else that will need to be sent home at the end of the day with child's name. We do not provide meals unless otherwise stated for a special occasion. A morning snack will be provided by GraceKids daily.

**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 child's physician or the Health Dept.

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 (taken before a fever reducing drug has been given)**
- \* **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 school until there has been a 24-hour period of the child being fever-free. The temperature must have been taken **before** administering any fever reducing medicine. This also applies to vomiting and diarrhea. There must have been a 24 hour period of no vomiting or diarrhea before the child can return to class. We will notify parents when an illness

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.

## **DISCIPLINE**

GraceKids teachers plan many fun and exciting activities to keep the students engaged 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 one 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 behavior issue is not resolved after steps 1,2,&3 or if the behavior is promoting a disruptive, disrespectful & unsafe environment for the child, other children or teachers, (hitting, biting, kicking, hurting others or continual disruption of the class) the child may be dismissed from the program.

**Biting:** Parents of children who have bitten other children while in attendance at school, may be removed 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 causes of the biting. Children will not incur charges during the time in which they are not in attendance for this issue.

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.

Student planners will be used in all classes to communicate between school and home.

### **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 are required to schedule an appointment with the Director. To contact the local Licensing office, you can call 1-817-321-8604; or visit their website at [www.tdfps.state.tx.us](http://www.tdfps.state.tx.us)

### **LICENSE**

GraceKids Preschool, PreKindergarten, and Kindergarten are licensed through the Texas Dept. of Family and Protective Services, Child Care Licensing Division.

### **EMERGENCY DRILLS**

In accordance with the state license requirements, GraceKids conduct monthly fire drills, a "Lock Down" drill, and 3 Severe Weather Drills during each school year.

### **CHILD ABUSE REPORTING**

Under Texas law, the staff and administration of GraceKids 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

## **DISABILITY STATEMENT**

GraceKids 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 may require.