

GRACE CHURCH PRESCHOOL PRESCHOOL HANDBOOK 2012/2013 SCHOOL YEAR

WELCOME TO GRACE CHURCH CHILDREN'S MINISTRIES
PRESCHOOL PROGRAM

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Grace Church School offers enrichment in the confines of a safe and loving Christian environment. We combine a balance of academics, socialization and recreation, as well as, daily opportunities for children to grow spiritually. Grace will enhance learning capabilities by providing opportunities that will inspire children to excel as gifted individuals.

HOURS OF OPERATION

9:30AM—12:30PM

(Option of Lunch Bunch until 1:30 for 3 and 4 year olds)

9:30-1:30PM *Enhanced Class*

Monday—Friday

STAFF - CHILD RATIOS

At Grace, we understand that the more individual attention the better. Our low ratios help insure that our students receive the valuable attention they need. Class ratios are listed on the Program Overview form. Grace Church Preschool reserves the right to change ratios at any time without notice.

ORIENTATION

Orientation will be held for all students and parents on Thursday, August 30th starting at 10:00 AM. It will be a staggered entry so please check schedule below to see when your class will be attending. Important information will be distributed at this time. This is the opportunity to meet your child's teachers and hear our vision for the 2012-2013 school year.

10:00-10:30	2 year old -Monday and Wednesday class Young 3 year old -Tuesday and Thursday class 3 year old - Monday, Wednesday and Friday
10:30-11:00	4 year old -Monday, Wednesday, Friday class 4 year old- Monday - Friday 4 year old- Monday- Friday Enhanced class Mother's Morning Out- Fridays
11:00-11:30	2 year old- Tuesday and Thursday class 3 year old- Tuesday and Thursday class

GRACE CHURCH PRESCHOOL SCHEDULE 2012-2013

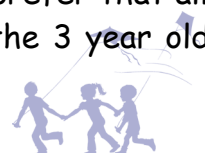
Grace Church School will BEGIN on Tuesday, September 4th, 2012, and END on May 22nd, 2013. Grace Church School will follow the Wake County School schedule for all openings and closings. Our closing schedule is available at our website, www.gracechurchschool.com.

ADMISSION

Grace Church Preschool programs are open to members of Grace, as well as, the community. Students are accepted on a first-come, first-serve basis, and must meet the requirements for each class. Please refer to the Program Overview form for age requirements.

Potty Training Requirements

We do not require a child to be potty trained in our 2's or young 3's classes. We prefer that all children in our 3 year old classes are potty trained. If your child is entering the 3 year old



class and is not yet potty trained we do give you a six week period of time to complete potty training and we do ask that during this time the child wears pull ups and not diapers. We do require all 4 year old students to be potty trained and be able to go to the restroom independently. No potty seats are allowed for health and sanitation reasons.

WITHDRAWING A STUDENT

A **30-day** notice is required when a child is withdrawn if the reason is other than a serious illness. Without the 30-day notice of withdrawal, the following month's tuition is due on the first day of the following month. Because of the difficulty in filling the vacancy during the last two school months, notice of withdrawal for the months of April and/or May must be provided on or before March 8th. If notice is not given prior to this time, tuition for both April and May are required.

The Staff reserves the right to withdraw any student if it is determined to be in the best interest of either the child or the program. Tuition paid for the month of withdrawal is not refundable.

ENROLLMENT PROCEDURES

A child is considered "enrolled" immediately upon payment of the registration, curriculum and activity fees providing space is available. If the program is full, the child's name will be placed on a waiting list without expected fees due from families until space is available.

Prior to a child's first day of the program, the following forms are required:

- Application
- Medical Assessment Form
- Acknowledgment of Policy and Procedures
- School Directory Permission

All emergency numbers, parents' work numbers, addresses, etc. should be kept current as well as those who are allowed to pick up your child in your absence.

GRACE CHURCH PRESCHOOL SCHEDULE OF FEES

Registration Fee: The annual registration fee of \$85.00 per child is due at the time of registration along with the curriculum and activity fee. **Upon withdrawal the registration, curriculum and activity fees are non-refundable.**



Tuition Fees:

5 day enhanced	\$280.00 per month
5 day program	\$260.00 per month
3 day program for 4 year olds	\$220.00 per month
3 day program for 3 year olds	\$215.00 per month
2 day program for 3 year olds	\$160.00 per month
2 day program for 2 year olds	\$155.00 per month

Curriculum and Activity Fee:

Two Year Old/2day	\$30.00 one- time fee
Early Three Year Old/ 2 day	\$30.00 one- time fee
Three Year Old/2 day	\$30.00 one- time fee
Three Year Old/3 day	\$45.00 one- time fee
Four Year Old/3 day	\$45.00 one- time fee
Four Year Old/5 day	\$60.00 one- time fee
Four/Five Year Old/5 day Enhanced	\$60.00 one- time fee

TUITION

*Tuition is due on a monthly basis. **No bills will be sent.** Tuition should be placed in the drop box in the director's office. **Please do not hand payments to teachers or other staff members.** Please pay in the form of check or money order. If tuition is not paid by the 15th of the month, parents will be reminded in writing and a \$20.00 late fee will be charged. *If tuition is not paid by the 30th of the month, the child will be dropped from the program.**

A \$25.00 fee will be charged on any check returned for insufficient funds and the delinquent tuition must be paid in cash.

LUNCH BUNCH

We offer lunch bunch for all three and four year old classes. This is an optional extra hour for lunch time and an activity. Each month you will be given a calendar in order to pick the days that your child will be staying for lunch bunch. There is a fee of \$5 per day. Days can only be added on after the forms are due if there is room in the class so please check with director before adding on additional days. **No children will be added the day of lunch bunch.** If you are absent from lunch bunch due to illness you will be able to make up that day. If you just do not show up for your chosen day you will not be able to make that day up. The ratio for lunch bunch is 1:8 with a limit of 16 children per day.



Dismissal from lunch bunch will be done from the classroom that was used for lunch bunch that day. **Please make sure to have your carpool tag with you when picking up your child.**

FUNDRAISING

We do have several fundraising opportunities throughout the school year. The funds that are raised go directly back into the school for improvement in classrooms by getting new toys, teaching aids, etc. At no time do we want you to feel pressure to participate if you are not interested. Any funds that can be raised during these events are much appreciated and used for the benefit of your child.

RELEASE AND ABSENTEE PROCEDURES

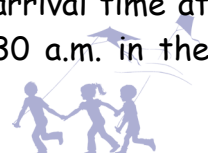
Throughout the morning, children at Grace will only be released to those persons who are listed on the child's application form. At the close of the day, Grace School will provide a carpool lane for your convenience. Parents will receive cards with their child's name on it. Each parent will receive two cards. Parents are responsible for the security of these cards. Grace Church School will not check the identification of any cardholders. Children will be released to any person posting a card on the rear view mirror. If a parent loses a card and is concerned regarding their child's safety, please contact the school office immediately. Please notify the Director if your child will be absent for more than two (2) consecutive days. Grace Voice Mail is activated **AT ALL TIMES** in case there is no one available to personally take your call—please leave a message. **GRACE'S PHONE NUMBER** is (919) 362-9355 ext.32.

CARPOOL

The carpool lane will operate on the left-hand side of Grace Church. Children will exit through our fellowship hall side door to the cars as called upon. Parents should display carpool cards in windshield and pull up as closely as possible to one another in the lane. Parents should then wait for their child outside on the passenger's side of the car to assist in the loading process. Children should load into car on passenger's side only for safety purposes. Please refrain from using your cell phone at this time. **No one** is to exit the carpool lane until the "Go" signal is given. We thank you for your assistance in ensuring the safe departure of all children.

SCHEDULES

School will begin each morning at 9:30 AM. Parents should be prompt with the arrival time at 9:30 a.m. each morning. Parents should also say their "good-byes" prior to 9:30 a.m. in the



hallway outside of the classroom. CHILDREN SHOULD NOT BE BROUGHT TO THE CLASSROOM BEFORE 9:30 AM. Teachers will be preparing for class at this time.

Dismissal is at 12:30. If you do not choose to use the carpool lane please wait in the lobby until all children have left their classrooms for the fellowship hall. Then you may pick up your child from the fellowship hall. Please do not take your child out of the line on their way to the fellowship hall, this causes confusion for the teachers who are trying to make sure everyone goes with who they belong with.

LATE PICK-UP FEES

Grace closes at 12:30pm (1:30pm for those in the enhanced class or staying for lunch bunch) our teachers and assistants are not allowed to assist any parent in childcare or do anyone any "favors." *Parents who are late picking up their children will be billed at a rate of \$1.00 per child for every minute late after 12:40PM.* **If you arrive after 12:40 please pick up your child in the Director's office.** Do not include the late fees with your tuition, please place separate payment in drop box that day. If faced with an emergency and you are unable to pick up your child on time, please contact the Preschool Office as soon as possible. However, unless there is an extreme emergency late fees will still be assessed.

INCLEMENT WEATHER

Incase of inclement weather because Grace is a separate entity from the Wake County School System, the director will decide whether we operate on a delayed or closed status. We will post closings or delays on WRAL TV station and www.wral.com. Also we will post the information on our voice mail system, call 362-9355 ext. 32. The preschool will make up snow days if more than one week of class is missed. Make-up days will be on teacher workdays or added on to the end of the year.

CHAPEL

Chapel as well as other Christian teachings will be an integral part of the program here at Grace Preschool. We will have chapel every day for approximately 20 minutes. This time will include singing, Bible memory verses, as well as basic Bible lessons and stories. We encourage you to ask your child questions about their chapel time. Please note that the church doctrine is **not** taught to the children during Chapel or at any time during the day. This is a Christian preschool and the **whole** Bible is taught and believed.



BIRTHDAYS

If your child's birthday occurs during the school year, birthday parties may be arranged at least one week in advance with the teacher. We do ask that the time allowed as well as any decorations for the party is limited.

SPECIAL EVENTS

From time to time, we will have special parties celebrating special holidays. We will ask for parental involvement and provide a sign-up sheet to increase participation. We also have a Christmas program and graduation program with receptions to follow and need food volunteers for these special occasions.

OUTDOOR PLAY

We will have outdoor play during all seasons. Please dress your child accordingly they will not be excused from outdoor play. If you do not feel that your child is well enough to participate in outdoor recreation, please keep them at home for that particular day. Closed toe shoes must be worn at all times on the playground for safety reasons.

Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive understanding interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline. Based on this belief of how children learn and develop values, Grace Church School will practice the following discipline and behavior management policy:

WE DO:

1. DO praise, reward and encourage children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.



6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires and feelings.
9. DO explain things to children on their level.
10. DO use short supervised periods of "Time-out." (1 minute per year of age)
11. DO stay consistent in our behavior management program.

WE DO NOT:

1. DO NOT spank, shake, bite, pinch, push, slap or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rests as punishment.
5. DO NOT relate discipline to eating, resting or sleeping.
6. DO NOT leave the children alone, unattended or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishments.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups.



HEALTH AND SAFETY POLICY

NO drug or medication shall be administered to any child without specific instructions from the child's parent, a physician, or other authorized health professional. No drug or medication will be administered after its expiration date.

- 1) Prescribed medicine must be in its original container and will be given only to the person for whom it is prescribed.
- 2) Patent medicines will be administered only with written authorization.
- 3) Parents should not give any medication to the children to administer to themselves. All medications should be labeled and turned in to the school office.
- 4) Blood Borne Pathogen Exposure- While your child is in the care of Grace, if there is a situation in which a child is exposed to a body fluid on broken skin or mucous membrane, (e.g. splashing in mouth or eye), from another child, Grace will contact the parents of both children. They will explain what has occurred, and then provide the name of the attending physician of the source to the parents of the child that was exposed. If a staff member has a blood or body fluid exposure from a child, Grace will provide the name and telephone number of the child's attending physician to the staff member.

By signing the acknowledgment of policy and procedures parents agree with the above statement and specifically authorize Grace to release the name and telephone number of their child's physician, authorizing the child's physician to release any crucial medical records, as well as allowing the staff to give a description of the event to the parent or guardian of any child who is exposed to blood or body fluid or any staff member who experiences such an exposure from their child.

POLICY ON SICK CHILDREN

It is very important to us that we take every step in keeping the children and staff healthy. We have the facility cleaned with biodegradable all natural products, all chairs, doors, toys are wiped down and disinfected on a regular basis. In order to make these efforts affective we need to make sure that all children and teachers stay home when they are sick.

We are incorporating the North Carolina Division of Child Development's Sick Policy. Children with any of the following must be excluded from care:

- 1 Fahrenheit temperature over 100 degrees underarm, 101 degrees orally, or 102 degrees rectally
- 2 Strep throat, until 24 hours after treatment has started



- 3 Two or more episodes of vomiting within a 12 hour period
- 4 A red eye with white or yellow eye discharge until 24 hours after treatment
- 5 Scabies or lice
- 6 Chicken pox or a rash suggestive of chicken pox
- 7 Tuberculosis, until a health professional states that the child is not infectious
- 8 Impetigo, until 24 hours after treatment
- 9 Pertussis, until five days after appropriate antibiotic treatment
- 10 Hepatitis A virus infection, until one week after onset of illness or jaundice
- 11 Sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water
- 12 When a physician or other health professional issues a written order that the child be separated from other children

If a child gets sick at Grace, or if the staff feels that a child is too sick to be with other children, he/she will be removed promptly from the classroom. The child will remain away from other children. The parent or someone listed, as an emergency contact will be called to pick the child up. This call will be made as soon as the child is removed from the classroom. We will expect the child to be picked up as soon as possible. Emergency numbers should be kept up to date!

COMPREHENSIVE EMERGENCY PLAN PROCEDURES

Grace Church School has a Comprehensive Emergency Plan Procedure booklet that all staff members have viewed and understand all emergency procedures. If you would like to view this plan you may do so. The booklet is in the Directors office.

INCIDENT REPORTS

We would like to encourage all parents to report health and safety hazards to the Director. It is very important to note strange or unusual circumstances that may cause an accident or become a safety issue.

Our staff members are required to document unusual incidents relating to the care of your child such as a bowel movement with blood, a sore that may not be healing like it should, or a child who is unusually irritable without any apparent reasons. Also behavioral incident reports may be filled out when a child is overly aggressive to another child, for biting, hitting, etc. All incidents reports are kept confidential.



ACCIDENT REPORTS

An accident report is prepared when an accident occurs. The date, time of day, the staff person in charge, the circumstances surrounding the accident and what steps were taken are noted on the report. Scrapes, bruises, cuts, human or insect bites are examples of accidents that may occur and will be documented. One copy of the accident report will be placed in the child's book bag for the parent and the other is put in the child's file.

DRILLS

Grace will conduct fire drills for all classes twice per year. All staff and children should leave the building as quickly as possible exiting as directed by the teacher. Windows and doors must be closed when the last person is out of the room. An adult should be the last person out so that he/she can check for remaining children, cut off lights, and close the door. Children will wait quietly outside the building until the "all-clear" signal is given. We will notify the parents when these drills occur.

EMERGENCY PROCEDURES

IN CASE OF A MINOR ACCIDENT: Appropriate First-Aid will be administered.

IN CASE OF A MAJOR ACCIDENT: A staff member will call parent or guardian.

CHILD ABUSE AND NEGLECT

If any of our staff suspect that children in our care have been or are being abused or neglected, they will, after conferring with the Director, make a report to the Department of Social Services.

GRIEVANCE/COMPLAINT POLICY

We at Grace would like to believe that each parent involved in our program would always be happy with everything we do. We realize, however, that sometimes misunderstandings occur. Sometimes we may have a problem of which we are unaware. If you as a parent have a concern, complaint or question, please talk privately first with the person concerned. If you feel that your concern has not been properly addressed, please make



an appointment with the Director of the program.

DRESS CODE

Please dress your child in comfortable play clothes. No T-shirts with Harry Potter or anything with Witches or Magic, No Pokemon, and please no T-shirts with slang words or profanity! Shoes should have rubber soles and be tied in double knots. Please do not dress children in sandals or flip-flops as it may prohibit play as well as retain sand from the playground. Please label any jackets, sweaters, coats (any layered clothing that the child might remove during the day) with the child's name. We will have outside play during all seasons. Please dress your child accordingly. Each child will need an extra change of clothes (labeled) kept in their classroom at all times in case of any bathroom accidents or spills. Closed toe shoes must be worn on the playground.

SNACK SCHEDULE

Grace Church Preschool is very sensitive to the numerous allergies and the amount of unhealthy sugar children digest on a daily basis, therefore healthy snacks are encouraged for your child each day they are present at Grace. Parents are asked to provide a snack for their child each day that they attend the preschool. Cakes/cupcakes are allowed for birthday parties and special occasions. Here are some examples of what can be served as snack: Crackers (Saltines, Ritz, Wheat Thins, cheese, graham), yogurt, sliced apples, oranges, etc., watermelon/cantaloupe pieces, plums, muffins, chips, cheese puffs, popcorn, dry cereal, cheese cubes, sandwich squares, applesauce, strawberries, bananas, sliced-grapes, blackberries, ice cream, pretzels, pudding. The preschool will supply all paper products, cups and water to drink. You will be made aware by your teacher if anything is prohibited in your class room because of allergies.

COMMUNICATION

We want to do our best to keep each and every parent informed and involved here at Grace Church Preschool. **Parents, it is important that you read the school bulletin board as well as the monthly newsletters, and calendars that your child's teacher will send home.** Also, be sure to check your child's bag, folder and communication board daily for work and for notes that may be sent home. Please include your e-mail address if applicable to your child's application. These are tools we use to communicate to the parents about dates and activities that go on here at Grace Church Preschool.



Communication is important. We don't want any parent to go uninformed about any happenings here at Grace.

PHOTOGRAPHY WAIVER

By signing the acknowledgments of policy and procedures, parents permit Grace Church Preschool to use pictures of their child as a program participant in promotional literature, promotional videos and The Grace Church School Web site, which are published and used by the Grace Church Preschool. If you do NOT want your child's picture to be used please specify on acknowledgment form.

POLICY UPDATES AND CHANGES

Grace Church Preschool reserves the right to update and make changes to this policy as deemed necessary throughout the school year.

