



GRACE CHURCH  
Preschool

## Grace Church Preschool

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**9:00 – 2:00 Preschool Office Hours**  
*Monday through Friday*

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## **ADMISSION**

Grace Church Preschool programs are open to members of Grace Church, as well as the surrounding community. Students are accepted on a first-come, first-served basis and must meet the requirements for each class. Please refer to the Program Overview form for age requirements. Priority registration is given to currently enrolled students, siblings of currently enrolled students, members of Grace Church, previously enrolled families, and summer camp families, in that order.

## **Enrollment**

A child is considered "enrolled" immediately upon payment of the registration fees and submission of the online registration form. Registration fees will only be accepted if there is space available. If the program is full, the child's name will be placed on a waiting list without expected fees due until space is available.

Registration opens for our in-house families on the first day of school in January. A public Open House will be held in January to open registration to the public, typically during the second week of January. In the event that we have fewer open spots than students wanting to register at the Open House, we will use a lottery to determine who enrolls and add the others to our wait list.

## **Medical Forms**

Every child must submit a Medical Assessment Form, including vaccination records, by the first day of school. If a child requires rescue medications at school (such as Epipen, Benydryl, inhalers, etc), a Medical Action Plan must be completed by the child's physician and submitted by the first day of school.

## **Vaccinations**

Grace Church Preschool requires students to be vaccinated in order to attend. Exceptions may be made under certain circumstances, typically for medical reasons, and are made at the sole discretion of the Director. Grace Church Preschool does not require COVID-19 vaccines.

## **Emergency Contacts**

All emergency numbers, parents' phone numbers, and email addresses, etc. must be kept current, as well as the contact information of those who are allowed to pick up your child in your absence.

## **Potty Training Requirements**

We do not require a child to be potty trained in our 2 Year Old classes. We prefer that all children in our 3 year old classes be potty trained. If your child is entering the 3 year old class and is not yet potty trained, we do allow a six week period of time to complete potty training. Children who are potty training in the 3 year old classes are expected to wear pull ups and not diapers during this time. Please do not send children in underwear until they are regularly going to the potty. We do require all 4 year old students to be potty trained and be

able to go to the restroom independently. Potty seats are not allowed for sanitation reasons.

## **ORIENTATION & MEET THE TEACHER**

### **Orientation**

Orientation will be held for all parents one evening in the week before Labor Day. The times are staggered by classes, so please check the schedule on our website and/or in the Orientation email, which will be sent in the weeks prior to Orientation to see when your child's 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 upcoming school year. Orientation is geared for the adults, so while you are welcome to bring the kids, if you can make arrangements for them, they would probably be happier. The classrooms will not be open at this time. Your child's teacher will share specific information about your child's class, and the Director will share information that is relevant to the entire school. There will be an opportunity for you to ask questions of the Director and your child's teacher.

### **Meet the Teacher**

Meet the Teacher will be held on Thursday before Labor Day. Please bring the kids for this event! This will be an informal time for the kids to meet their teachers, see their classrooms, and get excited about school starting!

### **SUPPLY LIST**

There will be a supply list created each year that will be posted on our website and sent in our Orientation emails. School supplies may be dropped off at Orientation at the table in the foyer. Teachers may also have wish list items.

### **STAFF - CHILD RATIOS**

At Grace Church Preschool, we understand that the more individual attention the better. Our low ratios help ensure 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.

### **GRACE CHURCH PRESCHOOL SCHEDULE**

Grace Church School will BEGIN on the Tuesday after Labor Day and END on the Wednesday before Memorial Day. Our calendar is available on our website, [www.gracechurchschool.com](http://www.gracechurchschool.com).

### **Arrival**

Arrival will be staggered between 9:15 – 9:30, based on age group. Parents should be prompt with their assigned arrival time. Please make every effort to be on time for drop off as late arrivals can be disruptive to the classroom routine.

Our carpool loop is in front of the building. Signs will be in the parking lot to direct the cars.

- Please be prompt and arrive at your assigned time

- Assistants and teachers without kids in the classroom will be on hand to help with getting the kids to the classrooms
- Teachers with kids in the classroom will be at the classroom door watching the hallway and helping to direct children to their classrooms
- Please help the child out of the car on the passenger side and have them ready to hand off
- If your child has trouble at drop off, we may have you pull over and park. We will try to take the child in a few minutes later, or may have you walk them in, one at the time. We want to get the kids in the habit of not having moms and dads walk them in.
- If your child has trouble parting, we will take them when you are ready.
- You are welcome to wait outside if you are concerned about your child who is having a hard time. We will let you know how they are doing!
- We will call you if we need you!

\*\* Doors to the building will be locked at all times. If you have an appointment or an urgent matter, please use doorbell that is located to the right of the doors.

### **Dismissal**

Dismissal is between 1:15 – 1:30 (based on age group). Please be prompt for your assigned pick up time.

- Carpool tags will be full size (for easier reading) and color-coded with your pick up and drop off times. These will be in your folder at Meet the Teacher.
- Hang tags from mirror using a hanger
- Assistants and teachers without kids in the classrooms will help with getting kids to the cars
- Help your child into the car and buckle up
- No conferences at carpool – please schedule with your teacher
- Pull up as close to the car in front of you as possible
- **Do not** drive around cars in the carpool line
- Be sure to update us as to who has permission to pick up child
- Please drive slowly and watch for kids!
- Pull over near the playground if you need additional time to buckle

Email or Remind any changes to pick ups (for that day – also if running late, email or call Juliet)

## **Chapel**

Chapel, as well as other Christian teachings, will be an integral part of the program here at Grace Church Preschool. We will have chapel every day (for 3s & 4s) for approximately 20-25 minutes. This time will include singing, Bible stories, and prayer. We encourage you to ask your child questions about their chapel time.

Please note that 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.

## **Snack**

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 Church Preschool. Parents are asked to provide a snack for their child each day that they attend the preschool. Some healthy snack examples: Crackers (Saltines, Ritz, Wheat Thins, cheese, graham), yogurt, sliced apples, oranges, watermelon/cantaloupe pieces, plums, carrots, celery, raisins, popcorn, dry cereal, cheese cubes, sandwich squares, applesauce, strawberries, bananas, sliced-grapes, blackberries, pretzels. The preschool will supply all paper products, cups, and water to drink. Please send any necessary spoons or forks. Please do not send sugary snacks, as learning takes a lot of energy! Cupcakes are allowed for birthdays and special occasions.

We take the health of our students seriously. In the event that a child has a serious allergy, it may be deemed necessary to prohibit certain food items from the classroom. You will be notified if this is the case in your child's classroom.

## **Lunch**

Please make sure to pack your child a healthy, well-balanced lunch. During lunch, we encourage the children be as independent as possible, so please keep that in mind with the packaging you use. Please send any necessary spoons or forks. We will not be able to refrigerate or warm-up lunch items.

## **Outdoor Play**

We will have outdoor play during all seasons. Please dress your child accordingly. 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.

## **Release and Absentee Policy**

Throughout the morning, children at Grace Church Preschool will only be released to those persons who are listed on the child's application form. Parents will receive carpool tags with their child's name on them. Each parent will receive two tags. Parents are responsible for the security of these tags. Grace Church Preschool will not check the identification of anyone presenting a carpool tag. Children will be released to any person presenting a

carpool tag. If a parent loses a tag 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. Email is the most direct way to reach the Director: [kathy.mccormick@trygrace.com](mailto:kathy.mccormick@trygrace.com).

### **Carpool**

The carpool lane will operate loop around the front of the building. There will be signs to direct you. 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. **Please do not pull out of or drive around the carpool line.**

### **PLAYGROUND USAGE AFTER SCHOOL**

Parents of students at Grace Church Preschool are welcome to use the playground after school. In the interest of consistency, we ask that you enforce our playground rules to ensure your child's safety.

- No climbing on top of slide tubes or on the outside of the play equipment
- No throwing sand or mulch
- Sand stays in the sandbox or sand table
- Slide Safety
- Up the stairs, down the slide
- Only one at a time on the slide - Feet first, sitting up
- No jumping off the side of the slide or play equipment
- No toys on the slide
- All toys stay inside the fence
- No leaning or climbing on or over the fence

PLEASE supervise children at ALL times on the playground and on church grounds. Please do not let your children run into the bushes, flower beds, or around the building out of your sight.

## GRACE CHURCH PRESCHOOL SCHEDULE OF FEES

Class	Monthly Tuition	Teacher to Child Ratio
Older 4s and 5 Year Old Class Mon – Fri	\$360	1:10
4 Year Old, 5 Day Class Mon – Fri	\$360	1:10
4 Year Old, 4 Day Class Mon – Thurs	\$310	1:8
3 Year Old, 5 Day Class Mon – Fri	\$360	1:7
3 Year Old, 3 Day Class Mon/Wed/Fri	\$285	1:7
3 Year Old, 2 Day Class Tues/Thurs	\$250	1:7
2 Year Old, 3 Day Class Mon/Wed/Fri	\$285	1:6
2 Year Old, 2 Day Class Tues/Thurs	\$250	1:6
Mother's Morning Out, 1 or 2 days Tues/Thurs Wed/Fri	\$175 (one day per week) \$250 (2 days per week)	1:5

The annual registration fee of \$160.00 per child is due at the time of registration. All registration fees are non-refundable. When registering siblings, the fee is \$160 for the first child and \$100 for each additional child. At this time, we do not offer sibling tuition discounts.

## **TUITION PAYMENTS**

Tuition is due on a monthly basis (October through May) and is paid one month in advance. **Tuition for September is due June 1<sup>st</sup>. If September's tuition is not paid by June 5<sup>th</sup>, your child will be withdrawn from the program.** September's tuition is refundable until June 30<sup>th</sup>. Tuition is assessed monthly, regardless of how many days in the month school is in operation.

### ***Tuition Payment Schedule***

<b>Monthly Tuition</b>	<b>Due Date</b>
September	June 1 <sup>st</sup>
October	September 1 <sup>st</sup>
November	October 1 <sup>st</sup>
December	November 1 <sup>st</sup>
January	December 1 <sup>st</sup>
February	January 1 <sup>st</sup>
March	February 1 <sup>st</sup>
April	March 1 <sup>st</sup>
May	April 1 <sup>st</sup>

Monthly invoices will be emailed which will include a link to pay your tuition payment online. Invoices will be sent on or around the 16<sup>th</sup> of the month and are due on the 1<sup>st</sup> of the month. Cash & checks (made out to Grace Church Preschool) are also accepted. These payments may be dropped in the Tuition box located in the foyer. Please do not hand payments to teachers or other staff members.

A 5% discount will be applied to a child's yearly tuition that is paid in full by September 1<sup>st</sup>. Note: September's tuition is still due June 1<sup>st</sup>. In order to receive the discount, please contact the director to make arrangements. The balance of the yearly tuition minus the discount will be due on September 1<sup>st</sup>.

### **Late & Returned Check Fees**

If tuition is not paid by the 5<sup>th</sup> of the month, parents will be reminded in writing and a \$25.00 late fee will be charged. If tuition is not paid by the 15<sup>th</sup> of the month, the child may be dropped from the program. A \$40.00 fee will be charged on any check returned for insufficient funds and the delinquent tuition must be paid in cash.

### **Late Pick Up Fees**

Parents who are late picking up their children will be billed at a rate of \$1.00 per child for every minute late after ten minutes past dismissal time, depending on the dismissal time of the class. If you arrive more than ten minutes late, please pick up your child in the Director's office. Late fees will be assessed with an additional invoice. If faced with an emergency and you are unable to pick up your child on time, please email or Remind the Director as

soon as possible. We understand that things come up from time to time, and we will not assess a late fee for the first occurrence.

## **FUNDRAISING**

Grace Church Preschool is a nonprofit organization. We strive to keep our tuition costs reasonable for families. In order to continue to improve our program and fund special events throughout the year, we have several fundraising opportunities throughout the school year. 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 improvement of the program.

## **INCLEMENT WEATHER**

In case of inclement weather, the director will decide whether the preschool will close or if we will operate on a delayed status. Since the weather in Wake County can vary significantly, we will NOT necessarily follow Wake County Public School closings. We will post closings or delays on WRAL TV, on wral.com on our facebook page, on our school website [www.gracechurchschool.com](http://www.gracechurchschool.com), and through our Remind system. There will be NO makeup days in the event of closings due to inclement weather.

## **BIRTHDAYS**

We think birthdays are something to celebrate! You are welcome to arrange with your child's teacher a time to bring in a special treat for your child's birthday.

## **SPECIAL EVENTS**

From time to time, we will have special events (class parties for holidays, etc). Also, we have events for Christmas, Mother's and Father's Day, and Graduation. Details will be sent out in the weeks prior to the events.

## **DISCIPLINE & BEHAVIOR MANAGEMENT POLICY**

Praise, positive reinforcement, and redirection 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 Preschool will practice the following discipline and behavior management policy:

### **WE DO:**

- DO praise, reward and encourage children.
- DO set limits and boundaries for the children.
- DO model appropriate behavior for the children.
- DO modify the classroom environment to attempt to prevent problems before they occur.
- DO listen to the children.

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

### **WE DO NOT:**

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

### **Exceptional Behavior Circumstances:**

From time to time, there are children whose behaviors are beyond what we typically encounter or are equipped to manage. If a child's behavior is disruptive to the learning of others, aggressive toward other students or staff, or otherwise unsafe, the Director will request a conference with the teacher and parents. As a team, we will devise a plan of action to help the child become successful in the classroom, which may include outside resources, including Child Find and Project Enlightenment. If the child's behavior continues to be disruptive or is beyond what the Preschool is equipped to manage, the child may be removed from the program.

### **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 – including epipens (due to legal restrictions).

Prescribed medicine must be in its original container and will be given only to the person for whom it is prescribed.

Patent medicines will be administered only with written authorization.

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.

If your child requires rescue medications, such as inhalers, epipens, etc., you **MUST** have your doctor complete our Medical Action Plan.

### **POLICY ON SICK CHILDREN**

It is very important to us that we take every step in keeping the children and staff healthy. All chairs, doors, toys, and surfaces 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.

Our policy is based upon the North Carolina Division of Child Development's Sick Policy. Children with any of the following must be excluded from care: Fahrenheit temperature over 100 degrees underarm, 101 degrees orally, or 102 degrees rectally. Children should be fever-free without medication for 24 hours before returning to school.

- Strep throat, until 24 hours after treatment has started.
- Two or more episodes of vomiting within a 12 hour period. Children may return to school after going 24 hours without vomiting.
- A red eye with white or yellow eye discharge until 24 hours after treatment.
- Scabies or lice (including nits). Children may return when active infection has been treated and no nits remain.
- Chicken pox or a rash suggestive of chicken pox. May return with a doctor's note.
- Tuberculosis, until a health professional states that the child is not infectious.
- Impetigo, until 24 hours after treatment.
- Pertussis, until five days after appropriate antibiotic treatment.
- Hepatitis A virus infection, until one week after onset of illness or jaundice.
- Sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water, until 24 hours after the last diarrhea episode.
- When a physician or other health professional issues a written order that the child be separated from other children.
- Contagious skin rashes or infections, until treated by a physician. Children with Hand, Foot, and Mouth Disease may return when fever free for 24 hours and all sores are scabbed over.

If a child gets sick at Grace Church Preschool, 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 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.

## **COVID-19 INFORMATION**

Exposure to COVID-19 is an inherent risk in any public place where people are present. While we cannot guarantee your child will not get sick, we will do our best to ensure the health and safety of our staff, students, and families.

Grace Church Preschool **will not** require COVID-19 vaccines for staff or students. While many of our staff members are vaccinated, please note that we will not divulge the vaccination status of your child's teacher, nor will we guarantee that the staff members who interact with your child are vaccinated.

### ***In order to create and maintain a safe and healthy environment, we will:***

- Teach and encourage proper handwashing and sanitizer use upon arrival, before and after eating, playing outside, after bathroom visits, and at other times during the day
- Encourage the kids to respect other people's personal space, but social distancing will not be possible
- Encourage students to bring their own water bottles, as we will not allow the kids to drink from the water fountains. We will provide cups for water if needed
- Sanitize common surfaces and objects frequently during the day
- Masks will be optional for staff and children. We will support a parent's choice to have their child wear a mask at school.

### ***Children should not attend school if they:***

- According to guidance from the North Carolina Department of Health and Human Services (<https://covid19.ncdhhs.gov/media/220/open>) revised July 6, 2022, children are no longer recommended to be excluded from school because of an exposure to COVID-19. As of August 11, 2022, CDC no longer recommends quarantining after exposure. Therefore, we will no longer quarantine classes due to an exposure
- Any child who has a confirmed case of COVID-19 should stay home while sick. They may return to school 5 days after a positive test or from the first day of symptoms, provided symptoms are improving and the child has been fever-free for 24 hours without medication. If there is a repeat test and the second test is negative, the first

test will be presumed to be a false positive

- Guidance from NCDHHS and CDC recommend isolation for a confirmed case of COVID-19 followed by wearing a mask for an additional 5 days. We leave the mask to the discretion of the parent, as Grace Church Preschool will not require any child to wear a mask.
- Children who become ill while at school will be isolated from the rest of the children and will need to be picked up immediately.

## **COMPREHENSIVE EMERGENCY PLAN PROCEDURES**

Grace Church Preschool has a Comprehensive Emergency Plan. All staff members are trained in emergency procedures. If you would like to view this plan, please see the Director. All staff members are also certified in First Aid and CPR.

### EMERGENCY PROCEDURES IN CASE OF A MINOR ACCIDENT:

Appropriate First-Aid will be administered. Parents will be notified.

### IN CASE OF A MAJOR ACCIDENT:

A staff member will call parent or guardian and 911 (if necessary).

## **DRILLS**

Grace will conduct fire drills at least once 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.

## **INCIDENT REPORTS**

We would like to encourage all parents to report health and safety hazards to the Director.

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 (e.g. 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.

### **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 Church Preschool 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 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 preschool.

### **DRESS CODE**

Please dress your child in comfortable play clothes. Please no T-shirts with slang words or profanity! Also, please dress your child in clothing that they can manage independently in the restroom. Shoes should have rubber soles and be tied in double knots. Closed-toe shoes must be worn on the playground. Please do not dress children in sandals or flip-flops as it may prohibit play as well as retain sand and mulch 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) to be kept in their classroom at all times in the event of any bathroom accidents or spills.

### **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 all Preschool and teacher correspondence. Be sure to check your child's bag and folder and for work and for notes that may be sent home. Please provide the Preschool with a current email address. Important updates about the Preschool will be posted to our website, sent through email, and through Remind.

***Email is the best way to reach the Director:*** [kathy.mccormick@trygrace.com](mailto:kathy.mccormick@trygrace.com).

### **PHOTO PERMISSION**

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, on the Grace Church Preschool website, and on our social media pages (facebook), which are published and used by the Grace Church Preschool. Your child's name will never be used in conjunction with the pictures. If you do NOT want your child's picture to be used, notify the director in writing.

### **WITHDRAWING A STUDENT**

A 30-day notice is required when a child is withdrawn if the reason is other than a serious illness. Tuition will be prorated accordingly.

If a child withdraws ON or AFTER July 1st, September's tuition (which is due June 1<sup>st</sup>) will be required. While we understand that situations change from the time of enrollment to the beginning of school, we require the ample notice to fill the vacancy before school begins. Withdrawal before July 1st will not result in a penalty other than the non-refundable registration fee.

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 director 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. Tuition paid beyond the 30 day notice will be prorated accordingly and refunded.

### **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.