



Parent Handbook
2011-2012

ENROLLMENT

- Our program enrollment is offered to children 6 months through pre-kindergarten and is available on a first come first serve basis. We recommend that you register as soon as possible to secure your child a spot.
- Registration is only valid once all registration is turned in (enrollment form, shot records, medical release, and Doctor's release) with a non-refundable yearly registration fee that varies per class.
- Parents will be notified of any policy change in writing. Grace Fellowship Church has a racially non discriminatory policy towards students. Grace Fellowship Church reserves the right to refuse service to anyone.

CLASS PLACEMENT

- Grace Kids follows the public school systems state mandated birth date rule for enrollment, which states that children are enrolled based on their age as of September 1 of each school year. For example, a child who turned three on September 2nd would be enrolled in a two-year-old class for that school year. A child who turned three on August 31st would be enrolled in a three-year-old class for that school year.

TRIAL PERIOD

- A two-week adjustment period will begin on the first day of a child's attendance. It is important to us that your child enjoys his/her time at Grace Kids and we will consult you for help if your child is having difficulty adjusting to the program. If a child continues to have a difficult time after two weeks, the child may be dismissed from the program. (Registration fee is not refundable)

TUITION

- Tuition is reviewed annually. Factors such as salaries and supplies are budgeted and a monthly tuition rate is calculated. The annual program rate is prorated over the course of nine months. This monthly rate remains the same over the program year, even in months when children attend more or less than a standard four weeks.
- YOUR TUITION RESERVES A PLACE FOR YOUR CHILD AND DOES NOT CHANGE DUE TO ABSENCES OR HOLIDAYS.
- 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 must be included. If payment is not received by the 15th of the month your child's enrollment will be offered to the next child on our waiting list. Please contact the director if extenuating circumstances arise which causes your 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.
- Registration Fee is Non-refundable.

Grace Kids Program is 8:30 a.m.-3:00 p.m. September 6, 2011-May 24, 2012

Tuesday and Thursday \$165.00 month

Registration Fee \$50.00 Fall/ \$50.00 Spring

COMMUNICATION

- Communication is a key element in the success of our program. In order for our communication efforts to be effective it is necessary for you, the parent, to read all information sent home. Including the parent handbook, monthly newsletters, teacher notes, and anything else sent home with you or your child. If your child is absent please make sure you receive all information that may have been sent home while he/she was absent. Please be sure you check out all of the information on our bulletin board as well.
- Please refer all questions, comments, concerns or suggestions to the Director regarding the program.
- Parent, child, teacher, & Director conferences are available as necessary upon request. Please contact the Director and the Teacher to set up an appointment to discuss any questions, concerns, policies, or procedures of the childcare center.
 - Open Door Policy: You are always invited and welcome to observe your child in action. We want you to see how well your child does at school. Please realize that your child may not understand that you must leave again so you may need to observe them from another room (out of their sight). If you join your child in the classroom your child is still expected to follow the teacher's direction and classroom rules.
- Our staff uses the time between 8:00-8:30 am to pray and prepare for the day and will not be available to accommodate children before 8:30 a.m. Please be courteous by allowing us this time for prayer and preparation.
- Parents are required to walk their children into the building and sign them in on their class daily sign in

sheet. Please ensure we have an emergency contact number where you can be reached at ALL TIMES on each 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. If a problem should arise we will contact local law enforcement for assistance.
- If a restraining order has been filed on your child's behalf with the court system, we require that proof of the order having been served upon the respondent be provided to us before we will enforce the order. Orders must be filed at least 7 days prior to child's return to MDO. Enrollment forms must be updated in writing to reflect any changes in authorized pick up of your child.
- Persons appearing to be under the influence of drugs and/or alcohol will not be permitted to pick children up from the church. Local law enforcement will be contacted if necessary. You will be required to furnish the names of those who are authorized to pick up your child.
A photo I.D. will be required from anyone picking up the child from preschool until we are familiar with them. Please do not be offended; this is for the safety of the children in our care.
- Children should be picked up promptly at 3:00 p.m. Late fees will be assessed at the rate of \$5.00 for every 15 minutes you are late when picking your child up. This policy will be enforced. This is a per child charge. Please be on time when picking up your child to avoid these fees, as well as a courtesy to the teachers.
- Many of our teachers are parents too and must pick up their children as well. Please be prompt and courteous when picking up your child. Please also remember that pick up time is not a time to socialize with other parents or with the teacher. This creates an unsecured time. Please be focused on the safety of your child and the other children in the room.

ITEMS FROM HOME & LABELING

- Please clearly label everything your child brings to the church from home with your child's first name and last initial. This includes diaper bags, blankets, bottles, cups, nap towels, lunch kits, and all clothing, especially coats & sweaters.
- If a teacher has asked the children to bring an item for show and tell, the teacher will collect the items and store them until show and tell. The items will then be put away again until the end of the day. This is to ensure that items aren't misused, misplaced or broken.

DRESS CODE

- Children should be dressed in comfortable clothes and appropriate shoes for indoor and outdoor play. Sandals and open toe shoes, as well as cowboy boots, are not allowed.
- Please refrain from cumbersome clothing for children who are potty training. Overalls for infants and toddlers should have a snap crotch to ease diaper changing for caregivers and are not acceptable for older children due to the difficulty in getting them on and off for restroom use.
- Please send an extra change of clothes for your child daily in their bag. Every effort will be made to ensure your child's clothing is well cared for, however Grace Kids does not assume responsibility when clothing is damaged due to typical school use (paint stains, tearing of fabric, dirt or grass stains etc.)

THE PROGRAM YEAR

- Our program runs from September through May and follows the Paradise Independent School District calendar with regards to holidays and breaks. The program will also follow PISD emergency and severe weather closures. Please consult local television and/or radio stations to check for closings.

BIRTHDAY, HOLIDAYS, SPECIAL PROGRAMS & ACTIVITIES

- Each child's birthday is a time for him/her to feel extra special. Parents are welcome to make arrangements with the teacher to celebrate your child's birthday in a simple but special way. Please keep it simple. Please do not bring treats that are inappropriate for children under three or that may be a choking hazard.
- Grace Kids will have parties to celebrate Thanksgiving, Christmas, Valentines Day and Easter. Parents may be asked to help with providing refreshments for these events. If you are interested in helping out, please check for a sign up sheet outside of your child's classroom the week before a party.
- Special programs and activities are planned through the year for children to participate in. These will include, but are not limited to the following: Praise through music and movement, prayer time, Thanksgiving feast, Christmas, Valentine and Easter parties, special theme days, (ex. pajama day, western day) field trips and more.

- Parent volunteers may be recruited as needed for special occasions.

ILLNESS POLICY

- The Committee of Control of Infectious Diseases of the American Academy of Pediatrics states that a child should not be taken from the home when the following symptoms exist: fever currently or within the previous 24 hours, vomiting or diarrhea within 24 hours, persistent nasal drainage, (yellow or green in color) has any symptom of childhood disease such as mumps, measles, chicken pox, common cold, croup, sore throat, any unexplained rash skin infection, pink eye or other eye infections. We cannot and will not accept children at Mother's Day Out if they meet any of the above criteria.
- If a child becomes ill at Mother's Day Out, parents will be contacted to pick up the child immediately. We realize that this can be inconvenient for parents; however, it is our responsibility to look after the welfare of all our children by preventing the spread of illness.
- Parents should notify the director when their child is ill with a communicable disease so that other parents may be notified as to what symptoms to look for in their children. Please consult your physician as to when your child may return to the program and obtain a Doctor's release to school form and present it to the director. The following is a list of communicable diseases from the Department of Human resources. Athlete's Foot, Chicken Pox, common cold, Diphtheria, fever, Fifth's Disease, German Measles, Viral Hepatitis A & B, Impetigo, Influenza, Meningitis, Measles, Mumps, oral Herpes (fever blisters), pink eye, pinworms, Polio, Rocky Mountain Fever, ringworm, salmonella, scabies, tetanus, Tuberculosis (TB), or Whooping Cough.

MEDICATION/IMMUNIZATIONS/HEALTH

- Immunizations must be kept up to date. A current copy of your child's immunizations must be kept on file. A child will be removed from the program if immunizations are not kept current.
- The laws of the State of Texas and the Department of Protective and Regulatory Services require the following immunization for all children enrolled in daycare: DPT/DT Poliomyelitis TB Tine HepB Mumps Rubella Rubeola Hib
 - Medication: According to the state law, we cannot administer any medication to a child unless it is a personal prescription filled by a pharmacist on a physician's order and the label bears the child's name, the physician's name, the drug store, prescription number, date of the prescription, and directions for administering. A release form must also be signed.
- We ask if possible that you administer all medications before or after school to ensure the proper medication of your child. We will administer medication only if circumstances require us to do so.
- Non-prescription medication must be in the original container with the child's name and the date the medication was brought to school. We must have written permission from the parent for each dose. **The only dosage of medicine that will be given is the manufacturer's recommended dose on the label. If the recommended dose for the child's age/weight states "consult physician", then a doctor's prescription will be required on the original container, before any medicine can be given.
- Each child must have an emergency treatment authorization on file in the office listing physician, the parent's work numbers as well persons who may be called if parents are unreachable.
 - In case of accident or sudden illness, we will immediately try to contact the parent, the child's physician, and/or the persons listed on the enrollment form. In extreme emergencies, the child will be taken to the Conroe Regional Hospital Emergency Room.
- BITING IS A VERY SERIOUS AND DANGEROUS OCCURRENCE WITH LITTLE CHILDREN. The staff will at all times try to work with the child and the family to stop the biting. If biting continues, a child may be subject to dismissal from the program.
- It is required that all children who are age four by September 1, 2010 must be screened for vision and hearing impairment. If the child has been previously enrolled, this will be done before December 31, 2010. If the child is enrolled after September 1, 2010, this will be done before May 31, 2011.
- If your child has had a vision and hearing test done with a physician, please ensure that we have a copy of the results on file.

POTTY TRAINING

- Potty training is a very important part of our program. We strongly encourage potty training as soon as your child is ready, and we are eager to help your child achieve this milestone. It is necessary for us to require that your child wear pull up or leak proof training pants until your child has been accident free for more than two weeks.
- Children enrolled in our Three year old & Pre-K classes must be completely potty trained prior to attending our program.

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.
- We do not provide meals unless otherwise stated for a special occasion. A daily snack will be provided by Grace Kids. We will ask for snacks to be brought by each child on a rotation basis.

DISCIPLINE

- Grace Kids plans many fun and exciting activities to keep children busy 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 caregiver/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 1 minute per year of age).
 3. If the behavior is still not corrected, the caregiver will bring the behavior to the Director for additional recommendations. At this time, a conference with the parents may be necessary.
 4. If a problem is not resolved after steps 1, 2, and 3 are taken or if the behavior is promoting a disruptive, disrespectful & unsafe environment for the child, other children or adults (such as hitting, biting, kicking, hurting others, or continual disruption of the class) the child may be dismissed from the program.

DAMAGES

- Parents are responsible for payment of any damages to the church property caused by their child or themselves. This does not apply to regular wear and tear or breaking small toys.

TERMINATION

- A two-week written notice will be required from the parent to terminate a child's enrollment. Without the proper notification, the following month's tuition will be due. Grace Kids reserves the right to terminate enrollment without cause or reason at anytime should the situation deem it necessary.

CONFIDENTIALITY

- All information concerning individual persons and their families received by Grace Kids will be kept strictly confidential, with the exception of suspected child abuse. We are required by law to report suspected child abuse.
- Should you have any questions or concerns of this program description, policies, procedures or services, please discuss your concerns with the director immediately. We appreciate the opportunity to serve you and your family and sincerely hope that you will be pleased with our program.

DISABILITY STATEMENT

- Grace Kids 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 might require.