



Parent Handbook
2021-2022

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Our Mission

Gracepoint Fellowship Baptist Church is committed to connecting to God, by bringing people closer to Him, in local ministry and around the world. At GracePoint we aren't like family, we are family.

Our GraceKids Preschool ministry helps cultivate an environment for children to develop a knowledge of Christ. As preschoolers learn, grow and play, they come to a better understanding of who God is and how He is the center of our lives. Equally important is the development of each child's social and cognitive skills which better enable them to adapt to a classroom setting.

Curriculum

Teachers and staff design their classroom and lesson plans based on our GraceKids curriculum which is based on Biblical principles. Our handwriting program is called Handwriting Without Tears. We also use some additional resources to help us plan our activities. Classrooms are set up to emphasize the developmental needs of preschoolers including: dramatic play, construction, nature/science, music, art, prewriting, books/listening, and movement. The children will enjoy a classroom setting that encourages exploration and involvement with teachers and peers.

Bible:

We believe in teaching preschoolers the fundamentals of who God is and how He affects our everyday lives. The Bible stories we teach focus primarily on God's creations and character, Jesus' love and actions, God's love for everyone, and the actions of people who love God.

Circle Time:

Each class has a 'circle time' where the children participate as a group. The length of these times, as well as the intensity of the activities, is dependent upon age. Activities may include interactive learning about shapes, colors, letters, sounds, counting, calendar, weather, music, and more.

Social and Life Skills:

We aim to lead children in learning to interact appropriately with peers as well as with adults. We teach and expect them to learn basic skills of kindness, respect, taking care of their environment, and independence, according to age and ability.

Programs

We offer classes for children ages 18 months through PreK. All classes are on Tuesdays & Thursdays 9:00 a.m. until 2:00 p.m. The classes will break down as follows:

- Toddlers: 18 months by Aug 31st
- Twos: 2 years old by August 31st
- Threes: 3 years old by August 31st
- Pre-K: 4 and 5 years old by August 31st

Admission

GraceKids Preschool does not discriminate against a child because of race, color, sex, nationality. Children are placed in classes based on their age as of August 31st of the current school year. Before a child's first day of attendance, the following must be on file with the GraceKids Preschool office:

- Registration Form
- Current Immunization Record
- Emergency Information Card
- Registration Fee
- First Semester Supply Fee

Tuition and Fees

Tuition installments are due and payable on the first day of each month from September to May. If tuition has not been received by the 10th day of the month, a \$25 late fee will be charged. If the tuition has not been paid by the 25th day of the month, GraceKids Preschool reserves the right to withdraw a student. Please feel free to discuss with the director any problems encountered with payment of fees. Fees are set to reflect the high quality of early childhood education provided. Tuition payments are the same each month and do not include discounts for holidays, inclement weather, absences due to illness, or family vacations.

Registration Fee

A registration fee is due at the time of enrollment and is non-refundable. This is an annual fee, due each year.

Supply Fee

A supply fee is due at the beginning of the first semester, this an annual fee. Supply fees pay for consumable supplies i.e... construction paper, baby wipes, markers, water colors etc.

Returned Checks

A \$25 fee will be charged for all returned checks. GracePoint Fellowship Baptist Church reserves the right to request cash or a cash equivalent for future payments when a check is returned due to insufficient funds. In cases of repeated returns, GraceKids Preschool program may find it necessary to withdraw the child.

Late Pick Up Fee

A late pick up fee will be charged at the rate of \$1 per minute after 2:10 p.m. After 2:10 p.m., parents must pick up their child in the Children's Minister's office. Habitual lateness may result in additional fees or withdrawal from the program.

Cancellation of Enrollment

Some children are not ready for group activities at these early ages. If, in the judgment of the GraceKids Preschool staff, a child shows by his/her participation or development that he/she is not ready for this type of activity, the school reserves the right to request cancellation of enrollment. In this event, any unused tuition would be refunded. If for

other reasons, a child is withdrawn by the parents, the school will require two weeks written notice.

Enrollment Withdrawal

If a child is withdrawn by the parents, the school will require two weeks written notice. Tuition payment for the 2 weeks is required.

Gradual Entrance Method

In some cases, we recommend a gradual entrance for children who are having difficulty adjusting to the GraceKids Preschool environment. The GraceKids staff and Director will determine if gradual entrance is an option for the success of your child. Our goal is for each child to be successful in preschool. If your child participates in gradual entrance, full tuition payment is required.

Guidelines for gradual entrance:

- Step 1: Child arrives on time at 9:00 and stays until 11:00
- Step 2: Child stays until after lunch with their class
- Step 3: Child stays all day

As the child achieves success at a level, based on the judgment of the GraceKids Preschool staff, the child will be progressed to the next level.

School Closings

Inclement Weather

Any day Magnolia ISD is closed due to inclement weather, GraceKids Preschool will also be closed. Parents will be contacted to pick up their child if unsafe conditions arise while children are already in school. There will be no tuition or schedule adjustment due to inclement weather.

Holidays

Please refer to the GraceKids Preschool Quick Reference Guide.

Arrival and Dismissal Procedures

Arrival

Please be prompt in your arrival and departure. If a child is not present by 9:30 a.m. he/she may not be dropped off as this creates a disturbance within the classroom and interrupts the learning process. When bringing your child in the morning, please stay outside the door while your child is entering. This is part of the GPKids Children's Ministry policy. Entering the classroom will only make your child's transition and the transition of the other children harder. This is not an appropriate time to have a conference with your child's teacher. Please let your child's teacher know if you would like to schedule a private conference.

Dismissal

Occasionally, parents will arrive early to pick up their children. We understand that this is

necessary for appointments, travel plans, etc. We are happy to accommodate this when necessary, but would prefer not to do so just to “beat the dismissal rush”. Once we get close to dismissal time it becomes increasingly difficult to assist you without disturbing the dismissal process. Please arrive by 30 minutes before dismissal (no later than 1:30pm) if you must pick up your child early.

Pick up / Release

Children can be released only to persons authorized in writing on the enrollment form filed in the GracePoint Preschool office. Any change in drop off or pick up must be accompanied by a signed note from a parent. Persons who pick up children will be asked to show a picture I.D. to verify their identity. If, in an emergency, you will not be on time, please notify the GraceKids Preschool office. A relative or trusted friend, whose name is on file in the office, may pick up your child following notification by the parent.

Parking

Please do not leave other children unattended in your vehicle, per the Texas Penal Code, Title 5, Chapter 22, Section 10, which addresses the legal ramifications associated with leaving a child in a vehicle unattended.

Keep in mind there are other events and visitors at the church throughout the school year. Please help us continue to provide a safe environment by maintaining a slow speed and reserving handicap parking for those with required handicap placards.

Medical Concerns

Medical Records

An immunization Record and an Medical Emergency/Information Card must be on file prior to the child's first day of attendance.

Illness

If, in the opinion of the teachers or the Director, a child becomes ill at school, parents will be notified and will need to pick the child up.

An ill child will not be admitted to school if one or more of the following exist:

- Vomiting
- Diarrhea
- An undiagnosed rash
- Heavy sinus discharge
- Fever
- Severe cough

Children should be fever free at least 24 hours, without the aid of medication, before returning to school.

In cases of a communicable disease/illness being suspected in the classroom (chicken pox, handfoot & mouth, lice etc.), parents will be notified via email or phone.

Parents may be required to obtain a doctor's note stating the child is well before the child returns to school following absence due to contagious illness.

Medication

If you give your child any medication before coming to school, please inform your child's teacher. Medicine often affects the way your child responds in class. The preschool will NOT administer medication to a child during the school day. If parents find it necessary for their child to receive medication during the school day, they may come to the school to administer such medication.

Accidents/Injury

In case of an accident, a parent or guardian will be notified. If such persons are unavailable to come and care for the child, the child will be taken to the Emergency Room. For this reason, it is imperative that the school have the necessary information and authorization for medical care for each child enrolled. Accident reports are on file in the office and parents are notified of any serious injury.

Lunch and Snacks

Lunch

Children will bring a lunch from home each day. Water will be provided for each child for lunch. DO NOT send juice or other drinks to school. Prepare a simple lunch with foods that your child can eat easily. Food cut into bite size pieces is most appropriate. All children will be encouraged, but not forced to eat. All children will be encouraged to be as self-sufficient at lunch time as possible.

- **No microwave items in lunches.**
- **No peanut products (until we determine allergies in early fall semester)**
- **No pizza Lunchables with sauce & shredded cheese**

Snacks

A midmorning snack will be served to the children, which generally consists of water and goldfish, cheerios, or animal crackers etc. Occasionally teachers will plan a special snack that ties in with their lessons. Please let your teachers know if your child has food allergies.

Each family is asked to bring 1 box of snack to school, per semester.

Birthdays and Holidays

Birthdays

Since birthdays are such an important day in a child's life, we know you will want to recognize your child's birthday in an appropriate way. Please consult with your child's teacher about anything special you might wish to provide that day. Cupcakes or icing covered treats are NOT allowed for birthdays. GraceKids allows cookies, Rice Krispy treats, snack mixes, etc.... If birthday party invitations are distributed at GraceKids, an invitation must go to every child in the class.

Holidays

Appropriate traditional holidays will be recognized. Parents will be invited to participate in the celebrations by bringing special refreshments or doing a special holiday activity with the class. Consult your child's teacher on specific holiday celebration information. We do ask that parents make other arrangements for younger siblings on party days.

Discipline and Guidance

Discipline and guidance shall be consistent and based on an understanding of the child's needs and development. Teachers work toward promoting positive self-esteem, self-discipline, and acceptable behavior.

Stop station is our version of time out. Stop station is used when children repeatedly make red choices in the classroom. Children sit on a carpet square, wait for the timer to go off and then talk to their teacher. Stop station time is related to a child's age. For example children that are 3 years old sit in stop station for no more 3 min, 4 years old sit in stop station no more than 4 min etc..

There will be no cruel, harsh or unusual punishment, and no child shall ever receive corporal punishment at GraceKids Preschool. If difficult behavior occurs where the child does not respond to the normal ways of gaining cooperation, a brief supervised separation from the group may be used either in the classroom or in the Director's office. Please see our Red and Green Choices handout for more information about behavior management system.

Repeated behavioral incidents will not be tolerated to protect the safety and well-being of the other children and teachers in the classroom.

Books and Toys

We request that you NOT allow your child to bring toys to school. At no time, will toy guns or war toys be allowed in any classroom. Teachers will inform you of any share time (show and tell) activities when your child can bring items from home.

Clothing

Children should be dressed comfortably for messy, active play. For safety purposes, it is requested that you do not allow your child to come to school in boots or any type of shoes with slick soles. Children will be playing outside daily, therefore closed toed shoes would be the most appropriate. All sweaters, jackets and coats must be clearly marked with the child's name. The school is not responsible for lost or damaged clothing. All children should have a COMPLETE set of weather appropriate clothing in their classrooms, in case of accidents. Please dress children not toilet trained in clothing that will easily accommodate diaper changing. Please send disposable diapers.

Toilet Training and Toilet Training Policies

It is our goal to meet the needs of each child. Teachers will work with each child on an individual basis to assist efforts at home toward toileting success. Older children are assumed to have toileting skills, although we recognize occasional accidents may occur.

Please dress your children in clothing that is easy for them to take off and on. We recommend elastic waist shorts or pants, because they are ideal for giving preschoolers the greatest amount of success in the toilet training process. If the child or parent has asked us to help in the bathroom, we will do so, leaving the door slightly ajar. In GraceKids Preschool we feel it is important to give opportunities for children to develop self-help skills such as toileting and hand washing. We encourage children to be independent in this area.

