



GRACEKIDS

MOTHER'S DAY OUT

Parent Handbook 2019-2020



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Dear Parents,

PSALM 127:3 “Children are a gift from the Lord; they are a reward from him.”

Welcome to GraceKids Mother’s Day Out! At GraceKids, we truly believe that children are one of God’s greatest gifts, and we are delighted to spend time with your child each week.

GraceKids strives to provide meaningful learning experiences that nurture a young child’s social, emotional, physical, cognitive, and spiritual development. It is our mission to provide a safe and developmentally appropriate learning environment, which fosters a child’s natural desire to explore, discover, create, and become a lifelong learner.

A trusting partnership with parents is vital to the success of our program. We encourage parents to take an active role in their child’s early learning experiences!

We hope that your time at GraceKids is the highlight of you and your child’s week!

Regards,
Kate Weimar
GraceKids Director

Admissions

Age: Children must be 8 weeks old on or before September 1st to be eligible to register for our pre-school program. Students will be placed based on their age as of September 1st of the current school year.

Registration: Registration for GraceKids will begin in the Spring semester. Current enrollees and siblings will be given the opportunity to enroll their children before open enrollment. Open enrollment will be based on a first come, first serve basis. Registration requires the following:

- \$100.00 registration fee
- Registration Paperwork
- Parent Handbook Signature
- Copy of shot records

Waiting List: A waiting list for each class will be maintained for those interested in enrolling, should space become available. No fee will be charged and is only for the current school year.

Tuition and Fees

GraceKids Mother's Day Out is a non-profit organization. It is our goal, however, to cover all expenses for the program. As with any childcare program, we do not offer discounts or credits for absence due to illness, inclement weather, school holidays, or travel.

Tuition payments can be made out to Grace MDO or submitted through the BrightWheel App.

Registration Fee: A \$100.00 registration fee must accompany each registration form in order to secure a place for your child. The registration fee is non-refundable.

Tuition: Tuition is due on the 1st of each month and vary based on teacher to student ratios.

Age	Ratio	Monthly Tuition Rate
8 weeks-12 months	2:5	\$245.00
1 year olds	2:8	\$230.00
2 year olds	2:10	\$220.00
3 year olds	2:12	\$215.00
4 year olds	2:12	\$215.00

*A discount of 10% is offered to additional siblings. Please note the discount will be applied to the lower tuition rate.

*A discount of 5% is offered for tuition paid in full for each semester. This is nonrefundable.

Supply Fee: A \$75.00 supply fee will be collected in October and March.

Late Payment Fee: A late payment fee of \$25 will be incurred weekly until tuition payment is made.

Withdrawal

Registration for each child is a commitment of enrollment for the entire school year. Should you need to withdraw from the program before the end of the school year, parents must give GraceKids a two week written notice. This allows us ample time to fill your child's place in class and provides for continued financial stability. Without this notice, parents will be responsible for tuition at a daily rate of \$30 for a two week period.

Arrival and Pick Up

Arrival: Arrival is between 9:00am and 9:15am. Prior to 9:00am, each teacher is busy preparing her room. Please do not drop your child off until you see one of our staff ready to greet them.

Pick-Up: Pick-up is between 1:45pm and 2:00pm. If you are going to be picking up your child early, please notify your child's teacher at drop-off that morning.

Only parents and authorized persons may pick up a child. In accordance with state law, if someone other than a parent is picking up a child, that person may be asked to show proper identification. Also, when another person is to pick up a child, the director must be notified in advance in writing.

Late Pick-Up

Our teachers, as do everyone else, lead very busy lives. Therefore it is important that you pick up your child promptly. Any child who is not picked up by 2:10pm will be taken to the church office. There will be a \$5.00 late fee. There will be an additional charge of \$5.00 for each 10 minutes after that.

Immunizations

Parents must provide a copy of their child's current immunizations record prior to their first day of school. If your practices and affiliation with a religious denomination or church prohibits immunizations of your child, a signed affidavit must be submitted. No child will be admitted without prior submission of current immunization records that must meet Texas minimum immunization standards or an affidavit. The latest immunization requirements can be found on the Texas Department of State Health Services website.

Health Policies

In the interest of every child's well being, every effort is made to prevent the spread of disease. Therefore, only healthy children will be cared for at GraceKids Mother's Day Out. If your child is demonstrating any of the following symptoms, please do not bring your child to school until they have been symptom free, without medication, for 24 hours. This will help protect both your child and others from contagious diseases.

- Temperature of 100.4 degrees or higher
- Drainage from eyes
- Discolored nasal discharge
- Vomiting or diarrhea
- Rash or skin irritations of unknown origin

Should any of these symptoms appear during school hours, your child will be separated from the other children and a parent or designee will be contacted to pick up your child as soon as possible. No medicine will be dispensed at GraceKids Mother's Day Out unless it is an emergency medication and only when the GraceKids Medication Authorization Form has been completed and submitted to the director.

Behavior Management

Our behavior management policy is based on the gospel and grace. We believe in positive behavior management methods. The first step with every child is redirection. We try to redirect the child's attention away from the problem. If redirection is not successful, the teacher will let the child know what behavior is inappropriate. The teacher will then communicate to the child what behavior is expected.

If behavior problems are not being successfully handled in class, the teacher may request to meet with the parents.

Potty Training

If your child is beginning to potty train, please discuss it with your child's teacher so she will know to begin asking and taking your child to the bathroom. During this time, we ask that you send your child in disposable training pants. However, if your child is not actively potty training, please keep them in diapers during school hours.

Beginning with the 4-year-old class, all children should be potty trained and able to wipe themselves. Exceptions will be made on a case-by-case basis. Please do not send your child in underwear until they are fully potty trained and able to communicate their need to go to the bathroom. If you have any questions or concerns, feel free to discuss them with your child's teacher.

Parent/Teacher Communication

Parent to Teacher: Your relationship with your child's teacher is very important. Please take time to write a quick note or send a message through BrightWheel about any changes at home, (illness, new baby, death, etc.) that might have made a change in your child's emotions.

Teacher to Parent: Teachers will communicate with you during pick-up and drop-off about your child's day. They will also keep you up to date with pictures and messages using the BrightWheel App.

A conference can be scheduled with your child's teacher upon request.

BrightWheel

BrightWheel is a tool for classroom management, communication, photos, videos, online bill pay, and much more. We ask that parents create a free account by downloading the BrightWheel app on their smartphone or going online to schools.mybrightwheel.com in order to make communication and bill pay much easier. (*Recommended not required)

Emergency Plan

***In the event of an emergency, our first priority is to move our children to a safe location.*

Designated Relocation Area: In the event that we need to leave the building, we will congregate in the lower level of the parking lot. Teachers and staff will lead the children out of the building. Each teacher will have a classroom binder with them, which contains a roster and emergency contact information. Teachers will use their roster to take attendance once the class has reached the relocation area. The program director will check all classrooms and restrooms before the building is deemed to be clear.

In an emergency situation, the program director will notify Grace Presbyterian Church staff and local authorities. Classroom teachers will contact each child's parents.

Staff

Our staff all have experience in early childhood education. They are all certified in CPR and First Aid. Each staff member has passed a background check and has attended Grace Presbyterian's Child Protection Training. Staff members complete continuing education throughout the year through professional conferences.

Birthdays

Birthdays are always a happy occasion for the children and may be celebrated at snack time. Please make arrangements with your child's teacher if you would like to bring a special snack to school that day.

Toys

We request that you leave your child's toys at home or in your car, unless it is specifically requested for show-and-tell. We cannot be responsible for toys brought to GraceKids Mother's Day Out. During the first few months of school, if your child has a security blanket or a "lovey" that is calming, you may bring it. However, please label it clearly. Your child's teacher will get it out for your child if the need arises.

Equipment and Clothing

Each child should be equipped with a backpack or bag that contains the following:

- diapers/wipes (if applicable)
- cup with lid or bottle
- extra change of clothes
- snack and lunch

Each item should be clearly labeled with your child's name.

A nap mat is required for children in our 1 and 2 year old classrooms. You may provide a nap mat for your 3 year old if you would like them to lay down during 'quiet time'. Cribs are provided for babies.

Children should come to school dressed in washable play clothes. Although we provide smocks for potentially messy activities, when children work with paint, glue, etc., some may get on clothing. Rubber sole, closed toe shoes are recommended for running and climbing on the playground. If weather permits, we will have outside time each day. Please label your child's outer clothing with his/her name.



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2019-2020 Calendar

August 28th - Meet the Teacher (come and go 10:00am-12:00 pm)

September 4th - First Day of School

October 14th - CISD Holiday (no school)

November 20th - Thanksgiving Feast

November 25th-29th - Thanksgiving Break

December 16th - Christmas Program / Visit from Santa

December 23rd-January 7th - Christmas Break

January 8th - Back to School

January 20th - MLK Day (no school)

February 12th - Valentine's Day Parties

February 17th - President's Day (no school)

March TBD- Spring Break (no school)

April 8th - Easter Egg Hunt

May 20th - Last Day of School (water day)



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I, _____, parent/guardian of, _____,
have read and agree to the policies stated in the GraceKids Parent
Handbook.

Parent Signature

Date

*Please return page signed with registration paperwork.