



**2018-2019
GraceKids Mother's Day Out
Handbook**



2018-2019 GraceKids Mother's Day Out Handbook

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Dear Parents,

Welcome to GraceKids Mother's Day Out!

PSALM 127:3 Children are a gift from the LORD; they are a reward from him. 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.

We aim to foster each child's creativity, curiosity, and love of learning. GraceKids strives to provide meaningful learning experiences that coincide with fun and friendship!

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!

Kate Weimar
Director

Admission

Registration is based on a first come first serve basis. Registration will remain open until each class is filled. Students will be placed based on their age as of September 1st of the school year we are registering for.

Students may not attend class until all registration paperwork has been submitted. The following paperwork is required at registration: registration fee, vaccination records, registration form, medical form, photo permission form, and handbook signature form.

The School Day

Although each class follows a slightly different schedule, a day at GraceKids typically involves:

- Meeting time
- Art
- Centers
- Snack
- Recess
- Music and Movement
- Lunch
- Sensory play
- Free play
- Quiet/Nap time

What to bring

Each day please pack the following in a backpack labeled with your child's first and last name.

- Complete change of clothes
- Snack
- Water bottle
- Baby bottles (if needed)
- Diapers (if needed)
- Lunch
- Nap Map

Tuition Policy and Rates

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 is due the first Monday of each month. A late fee of \$25 will be incurred weekly until payment is made.

At the end of each day, our teachers need time to clean the classroom and prepare materials for the next class day. It is important that your child be picked up on time. If your child is picked up after 2:05 pm, you will be required to pay a \$3 fee. An additional \$1 will be charged for every minute after 2:05 pm. This policy helps ensure that our teachers are able to carry out their duties at the end of the day. If there is an emergency, please contact the church office at 281-296-0911.

Tuition payments may be made out to Grace MDO. We accept cash or checks only. Please include your child's name in the memo line.

***Tuition rates vary based on teacher to student class ratios.

8 weeks-12 months (2:5) Monday and Wednesday from 9:00 am to 2:00 pm for \$240 per month. There is a \$75 supply fee per semester.

1 year olds (2:7) Monday and Wednesday from 9:00 am to 2:00 pm for \$230 per month. There is a \$75 supply fee per semester.

2 year olds (2:10) Monday and Wednesday from 9:00 am to 2:00 pm for \$220 per month. There is a \$75 supply fee per semester.

3 year olds (2:12) Monday and Wednesday from 9:00 am to 2:00 pm for \$215 per month. There is a \$75 supply fee per semester.

Pre-K (4 year old) (2:12) Monday and Wednesday from 9:00 am to 2:00 pm for \$215 per month. There is a \$75 supply fee per semester.

*A discount of 10% is offered to additional siblings. Please note you will pay the higher tuition rate first, with the discount offered to the additional tuition rates.

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



Payment Schedule For 2018-2019 School Year

| | |
|------------------------|--|
| -Tuition for September | Due September 5th (*Note this is the Wednesday after Labor Day.) |
| -Tuition for October | Due October 1st |
| -Tuition for November | Due November 5th (*An additional \$75 per child will be charged this month for fall supply fee.) |
| -Tuition for December | Due December 3rd |
| -Tuition for January | Due January 9th (*Note this is the Wednesday we return for class after the Christmas break.) |
| -Tuition for February | Due February 4th |
| -Tuition for March | Due March 4th (*An additional \$75 per child will be charged this month for spring supply fee.) |
| -Tuition for April | Due April 1st |
| -Tuition for May | Due May 6th |

Health Policies

For the health and safety of the children in our care, we will not accept children with the following:

- Fever (100.5 or higher) Must be fever-free without medication for 24 hours prior to returning to class.
- Diarrhea or vomiting within the past 24 hours
- Lice

The state of Texas does not require TB testing for childcare employees at this time. If this policy changes, we will comply and you will be notified of the change.

Student Safety

For the protection of the children in our care, your child will only be released to his/her parents and the people listed on your registration form. Staff will ask to see a driver's license when anyone other than the child's parents are picking up. If there is an emergency, please contact Kate or Shonda at the office at (281) 296-0911 with instructions on who will be picking your child up from class.

If you are going to be picking your child up early, please notify your child's teachers at drop-off that morning.

In the event that a minor accident occurs, parents will be notified upon pickup. An incident report form will be sent home. We ask that you sign and return it the following class day.

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.

Parent Communication

Communication between teachers and parents is vital to the success of our program. Most of the parent-teacher communication will be done through email, our private Facebook group, and take-home sheets. We are always available to answer any questions or concerns that you may have. Feel free to call the church office or email us at any time.

We will use a private online Facebook group throughout the school year. You can find photographs of your child as well as information about class activities for the week. The Facebook page will be updated at the end of each week.

Photograph Policy

Staff will take pictures of the children engaged in school activities to document their year. We will post pictures of your child on our private Facebook group with signed permission only. In addition, with signed permission, we may upload photos to our public GraceKids Facebook page.

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.



GraceKids 2018-2019 Calendar

August 29th - Meet the Teacher (come and go 9:00-10:00 am)

September 5th - First Day of Class

October 8th - Columbus Day (no classes)

November 15th - Thanksgiving Feast

November 19th - 23rd - Thanksgiving Break

December 19th - Visit from Santa

December 24th - January 7th - Christmas Break (no classes)

January 9th - Back to Class

January 21st - MLK Day (no classes)

February 13th - Valentine's Day Parties

February 18th - President's Day (no classes)

March 11th - 15th - Spring Break (no classes)

April 17th - Easter Egg Hunt

April 22nd - Easter Monday (no classes)

May 22nd - Last Day of School (water day)



GraceKids Parent Handbook 2018-2019

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

Parent Signature

Date