

Grace Kids Weekday Preschool Programs

A ministry of Grace Baptist Church

**PARENT HANDBOOK
2020-2021**

STATEMENT OF PURPOSE

Grace Kids Weekday Preschool has a licensed and certified Pre-Kindergarten program through The Department of Education (DOE). This license is administered after the Knox County Health Department, the Fire Marshall, and the DOE licensing make annual inspections of the program.

We also offer a Part-Time Preschool Program, which enables parents to provide safe and secure childcare for their children in a loving, Christ-centered environment.

Grace Kids Weekday Preschool, as a ministry of Grace Baptist Church, adheres to this mission statement:
Reaching East Tennessee, America and the World for Jesus Christ.

We also acknowledge the mission of:

We, the people of Grace Baptist Church, are a fellowship of believers called by God into unity and empowered by the Holy Spirit. With the Bible as our guide we strive faithfully and obediently to honor, proclaim, and serve Jesus Christ in worship, witness, and ministry.

The church's statement of faith is:

We believe Jesus Christ, the risen Son of God, is the only source of eternal life. We believe the Holy Bible is the inspired and infallible Word of God. We subscribe to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in Orlando, Florida in 2003.

Grace Kids Weekday Preschool is committed to incorporating a spiritual emphasis into the curriculum. This is achieved by singing Christian songs, reading Bible stories, and by the use of prayer, not only before meals, but also throughout the day's activities with the children. A Beka Christian Curriculum is the primary curriculum utilized in our program, as well as several other supplemental types of Christian curriculum.

REGISTRATION

- A. Enrollment – Children are accepted at ages 18 months through five in the Part-Time Preschool program and ages three through five in the Pre -Kindergarten program. *All Children three and over MUST be COMPLETELY Potty-Trained* in both weekday programs. Children are enrolled on a first come basis. If classes are full, your child will be placed on a waiting list until a placement becomes available. The registration fee must be paid to enable your child to be registered for any preschool program.
- B. Registration Fees – A registration fee must be paid in full at the time of enrollment to secure a spot for your child. The registration fee is non-refundable and non-transferable. *A child is not considered enrolled until the registration fee is paid.*
- C. Children's Records – We are required to maintain specific records on each child as mandated by DOE. Before your child may attend one of our programs, we must have on file a registration form, shot and medical records signed by your physician or health department and parent signatures on all necessary forms. Shot records must be kept up to date. (See attachment of immunization requirements).
- D. Withdrawal – On the occasion that a child is withdrawn from the program, a *two-week notice in writing is required prior to the departure of the child*. If this is not received, full tuition is due for the following month. Also, a student withdrawal form must be completed and placed in the child's file in the event of withdrawal for any reason.

SCHOOL HOURS

- A. Program Hours
Pre-Kindergarten - Hours are 8:00 a.m. until 1:45 p.m. Doors will open promptly at 8:00 a.m. We ask that you make every effort to have your child at school by 8:15 a.m. If late arrival is necessary, please plan to arrive no later than 8:30 a.m., so your child will receive the full benefit of the educational program provided.
Part-Time Preschool – Hours are from 9:00 a.m. until 2:00 p.m. Doors will open promptly at 9:00 a.m. We ask that you make every effort to have your child at school by 9:15 a.m. If late arrival is necessary, please plan to arrive no later than 9:30 a.m., so your child will receive the full benefit of the educational program provided.

Since the program ends at a specific time, all children must be picked up promptly. Our staffing schedule is prepared with our working hours in mind, along with the number of children present at each hour. When pick up is later than 15 minutes after program ends, late fees will be accrued at \$1.00 per minute. Late fees will be billed to your tuition account.
- B. Inclement Weather Days – The program follows the Inclement Weather policy of Grace Christian Academy. If GCA is closed, the programs will also be closed. If GCA opens two hours late, the programs will open two hours late. We will not offer Early Care on a delayed schedule. Parents will be notified through TXT Signal in the event of a delay or school closing. Parents are able to sign up for TXT Signal at the beginning of the year.

CURRICULUM

Our goal is to make all learning activities fun, so your child will perceive these activities as a form of “play.” Our curriculum encompasses all six of the developmental areas (Variations to this curriculum depends on program):

- * Spiritual Emphasis – daily prayer, Bible stories, memory verses, weekly chapel, mission projects, etc.
- * Gross Motor – gym time, outdoor play, climbing, running, jumping, etc.
- * Fine Motor – scissors, painting, puzzles, manipulatives, etc.
- * Cognitive – colors, alphabet, numbers, shapes, songs, poetry, etc.
- * Language – body parts, animals, opposites, prepositions, cultures, etc.
- * Personal/Social – interaction with others, name recognition, address, age, birth date, etc.
- * Independence – putting on coat, zipping coat, snapping, dressing and feeding self, tying of shoes, etc.

Our program primarily utilizes the A Beka Christian Curriculum and Bob Jones University Press Curriculum. Weekly lesson plans are prepared and posted in each classroom.

STAFF

The staff assigned to the Grace Kids Weekday Preschool program maintains professional quality in all they do. The teachers are required to obtain intensive training in safety, CPR, First Aid, Behavior Management, and age-appropriate activities. All staff members maintain individual integrity inside and outside of the program.

It is our policy that all teachers treat each and every child and parent with respect and courtesy. We also ask that parents treat the staff with the same respect and courtesy in order to create a positive environment for your child. All aspects of the children’s behavior, parental situations, addresses and phone numbers, etc. will be held with the utmost confidentiality.

FEES

- A. Registration Fee – A registration fee per child is both non-refundable and non-transferable. This fee is due upon the child’s registration. This is an annual fee. All children enrolled are required to pay the annual registration fee at the time of registration. Without payment of this fee, the child will not be assigned to a class.
- B. Fees/Absences – Fees are not discounted on the basis of absences; full monthly fees will be assessed regardless of the number of days attended in any one month. No refunds will be given.
- C. Tuition Fees – The tuition for the Grace Kids Weekday Preschool may be paid in one installment or divided into 10 or 12 monthly payments. Please indicate your preference on the application. Discounts are given for full and half payments.
- D. Payment Policy – The payment policy requires that all fees be paid through FACTS, our tuition management system. *No child will be allowed to remain in the program if monthly fees or late charges are more than one month behind.*
- E. Holidays – This program will observe holidays as noted on the calendar provided to you at Open House.

- F. Late Fee – Any parent or guardian picking up a child 15 minutes after the program ends will be assessed a late fee of \$1 per minute. Extreme emergencies will be taken into consideration and approved by the Director. Habitual lateness will be treated on a case-by-case basis but could result in dismissal from the program.
- G. Account Information – It is the responsibility of the parent to confirm that all tuition and fees are current. If an account is two weeks behind, a notice will be sent from the Accounting Office or FACTS Tuition Management asking for arrangements. No child will be allowed to remain in the program if account becomes delinquent.
- H. Returned Checks – There will be a \$25 fee for each returned check received. If two returned checks are received on an account, this account may be placed on a cash-only basis. Post-dated checks will not be accepted.
- I. Type of Payment – All fees must be paid by cash, check or money order. Tuition should be paid through FACTS Tuition Management.

DISCIPLINE

- A. Discipline – We feel that discipline should be administered with love. All discipline will be age-appropriate. The primary discipline used is “Sit and Watch”.
- B. Rules – Our classroom rules are simplified so that the children can understand and are explained to them on a daily basis.
- *Helping Hands*
 - *Listening Ears*
 - *Quiet Voices*
 - *Looking Eyes*
 - *Walking Feet*
- C. Consequences – The consequences are administered in order and in consideration of the number of times a rule is broken. If a behavior is harmful to that child or to other children, the teacher may find it necessary to begin with the third consequence. Physical violence (hitting, biting, spitting, etc.) WILL NOT BE TOLERATED to another child or staff members. Children, who exhibit violent behavior as described above, will be asked to withdrawal immediately from the program.

The consequences are as follows:

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| 1 st | Verbal warning and redirection toward another activity |
| 2 nd | Remove from situation |
| 3 rd | Sit and watch (1 minute per year of child) |
| 4 th | Parent notified by teacher |
| 5 th | Director notified by teacher |
| 6 th | Parent notified by Director – Parent Notification Form |

If behavior has not improved, parents may be given a one-week notice of dismissal.

ILLNESS

Revision Date: Monday, January 13, 20205

- A. Children who show signs of illness cannot be accepted. We must ask that your child be kept at home, if any of the following exist:
1. Fever (100.4) within the last 24 hours: Tylenol, Advil, Motrin, etc. will only be administered with a doctor's written consent.
 2. Vomiting or diarrhea within the last 24 hours.
 3. Any symptom of the usual childhood diseases – Scarlet Fever, Chicken Pox, etc. (A child with Chicken Pox generally should remain out of school until all eruptions have completely healed).
 4. Sore Throat
 5. Croup
 6. Any unexplained rash
 7. Any skin infection – boils, ringworm, impetigo
 8. Pink eye or other eye infections – child needs to stay at home if eye is tearing or draining even if on medication
 9. A child with a yellow or green runny nose WILL NOT BE ALLOWED in the program without a doctor's note.
- All parents will be notified of outbreaks of infectious and/or contagious diseases within our weekday programs. Some of these include diseases/infections such as Chicken Pox, Scarlet Fever, Lice, Ringworm, etc. The Director has final authority over the admittance of a child. If a parent continually violates our illness policy, the Director has the right to ask for a withdrawal of the student from our program immediately.
- B. Picking up a sick child – You will be called if your child has any symptoms listed above. A child should be picked up within 45 minutes of parental notification.
- C. Administration of Medication – Medication should be clearly marked with child's name, name of medication, and in the original bottle. We will not administer any over the counter drug without a doctor's signature. Your doctor can fax this information to us; our fax number is 865-691-1465. An authorization of medication form must be filled out before any staff can administer any medication.
- D. Soiled Clothing – Program personnel will send all soiled (body fluids) clothes home in a plastic bag without being washed out per recommendations of the Knox County Health Department. This is for the protection of all. If the item is determined destroyed, the item will be thrown away and a note sent home to the parents. All Children in Pre-K or the 3-year old and up Preschool classes **MUST BE COMPLETELY POTTY-TRAINED TO BE ENROLLED IN THIS PROGRAM.**

MISCELLANEOUS

- A. Meals – Children should bring a lunch for mealtime each day. For the health and safety of all our students, we are a “peanut free” program. If it is determined that there are no allergies in your child’s classroom, your teacher may allow students to be peanut items. Please do not send glass bottles or containers for snack time or in lunches.
- B. Items to Bring – Each child should have an extra set of clothes kept in the backpack at all times. These should be in a Ziploc bag marked with the child’s name. If your child must be changed due to an accident and no clothes are available, parents will be called to bring appropriate clothing for the child or pick up the child.
Children are not allowed to bring money, toys, or food to the program, unless otherwise specified by your child’s teacher. Grace Christian Weekday Preschool is not responsible for the replacement of lost or damaged personal items, including medical devices, jewelry, sippy cups, lunchboxes, etc.
- C. Potty Training- All Students in Pre-K and the 3-year and up Part-Time Preschool classes MUST BE COMPLETELY potty trained. NO EXCEPTIONS. Children should be dressed in underwear. “Pull-ups” are not allowed. Bathroom breaks will be given throughout the day, and each child may also go as needed. We understand that accidents do and will happen, especially at the beginning of the year. If your child is consistently having accidents throughout the year, we may ask for the child to be withdrawn until the issues are resolved. The teacher will notify the parents if an accident happens.
- D. Shoe Wear – We ask that you send your child in closed-toe shoes. Socks must be worn.
- E. Birthdays – We are glad to celebrate your child’s birthday. We ask that you follow these guidelines, which help to ensure an enjoyable occasion for all:
1. You may provide fruit, cupcakes, cake or cookies.
 2. Red food color is not allowed. This includes red Kool Aid, Hawaiian Punch, red punch, etc.

Your child’s teacher cannot distribute party invitations, unless everyone in your child’s class is invited. Any video- taping of the class should be announced prior to the event, for other parent’s notification. At the beginning of the year your teacher may give you the opportunity to sign up on a birthday invitation list, providing addresses and phone number to the class. It is completely your option to add your information to the birthday list.

- F. Field Trips – Students in the Pre-Kindergarten program and the M/W/F Part-Time Preschool Program will have the option to participate in a field trip during the year. We must have a permission slip form for each child. Parents are required to attend all off- site field trips.
- G. Secure Pick Up Policy – Parents will be asked to complete an Emergency Card at the beginning of each school year. This card will allow the parents to designate individuals that are authorized to pick up their child. In cases of emergency, where someone not listed on the Emergency Card will be picking up the child, the teacher must be notified in writing or by phone and the individual must be prepared to show proof of identity prior to obtaining the child. (Driver’s license is preferred). If parents have any additions to their emergency card, they must see their child’s teacher. If the staff believes that the person to whom the child is to be released is unable to drive safely, the next person on the list will be called to transport the child. All names and phone numbers must be kept current with the teacher.

- H. Sign In – All parents are required to sign their children in daily to the classroom. In an extreme emergency, such as an evacuation, all children will be accounted for utilizing this system.
- I. School Portraits – a professional photographer will take Portraits of the children, at least once a year. Payment for these portraits will be the responsibility of the parents.
- J. Divorce or Separation – In these cases, this program cannot legally refuse either parent access to their child unless we have legal documentation from the courts specifying a specific need to refuse the parent access to the child. These court documents should be provided to the Director as soon as possible when the need arises.
- K. Abuse Reporting – All staff are instructed to report any suspected cases of abuse or neglect to the Director. This information would be provided to the Department of Child Services (DCS). On identifying abuse or neglect, DCS's investigate procedures will be followed.
- L. Car Seats – No child will be allowed to be picked up from the program without the proper safety devices, as determined by the State of Tennessee. If a car seat is forgotten, the parents will be required to leave the child at the program and retrieve proper safety seats. A late fee of \$1 a minute will be required and will be billed to your tuition account.
- M. DCS Investigations – In the event Grace Kids Weekday Preschool is contacted by the Department of Children's Services or a comparable agency of the State of Tennessee for the purpose of arranging for a DCS social worker to interview a student, our policy requires presentation of a court order by the social worker or representative before making the student available for an interview.
- N. Critical Incident Plan (CIP) – In the event that Grace Kids Weekday Preschool has an emergency such as fire, tornado, lock down, etc., we will follow our CIP plan. Each teacher is well prepared for these emergencies and a plan of action is in each classroom. We conduct regular drills to keep the teachers refreshed and the children prepared without being afraid. If you come to get your child while a drill is being conducted, you will not be able to take your child until the child is safely back in his/her classroom or other designated area.
- O. Biohazard Spills – A Biohazard Spill is when a child has vomited, had diarrhea, or when a child has bled from a cut, nosebleed, loose tooth, etc. Our procedure is to care for the child with safety in mind first. The first priority will be to address the needs of the child, disinfect the area, dispose of the trash in the proper container. If the child has soiled his/her clothes, we will change the child into their extra clothes and send their soiled clothes home per recommendations from the Knox County Health Department.
- P. Withdrawal from program – Although we never want to dismiss a child from our program, if the need arises, the Director would make this determination. A request for withdrawal from the program will only result as a last resort. The following would constitute dismissal from the program:
 - Continuous behavior problems
 - Violent behavior
 - Refusal to seek outside help when recommended
 - Delinquent tuition payments
 - Continuous bathroom accidents

PARENT NOTIFICATION POLICY

Knowing that a change in personnel can affect children and parents alike, it is our goal to notify each parent involved regarding variations of the classroom schedule or employee status.

The timing of the notification to parents would occur in two steps:

- A. When a staff person has submitted a written notice of departure, parents will be informed. This will enable parents and children alike to express their appreciation to that staff member and adjust to the departure.
- B. When there is a sudden change in staffing for whatever reason, (death of employee, leave of absence, extended illness, employee termination, etc.), the parents will be informed as soon as possible.

PARENT INFORMATION

It is our policy not to reveal the addresses or phone numbers of the parents who have their children enrolled in this program. We will not disclose or knowingly permit the use of any information concerning a child or family except as required by law or regulation.

Email is a vital communication tool within our program and we highly encourage parents to keep this up to date with any changes. No email will ever be sold or provided to anyone for solicitation purposes.

FOR YOUR CHILD'S SAFETY

- If you must pick up your child early from the program, give your information to the receptionist at the desk. The receptionist will call to notify your child's teacher to prepare your child to leave for the day. Your child will be brought to you at that time.
- If someone other than a parent will be picking up your child at any time, make sure that person is listed on the emergency card, or you have provided a note or called the office in advance. Proof of identity will be requested in these situations.
- Because your child's safety is our first priority, if at any time you remove your child from the teachers care during the course of the day, they will be considered dismissed for the day at that time.
- If there are questions or concerns, call the direct line at 865-342-3836.

** Attachment for immunization records

All children must be immunized appropriately for age with DTP, Polio, MMR and HIB vaccines using the most current CDC/ACIP/AAP schedule. Refer to the chart, Recommended Childhood Immunization Schedule United States, January-December 1998, for the current schedule. HepB vaccine is required for all children born after September 1, 1997.

Starting September 1, 1999, children born after September 1, 1998, must provide proof of having Varicella vaccine (chicken pox) or proof of the disease for entry into a licensed childcare center. On the Tennessee Child Health Records there is a space provided for this date. If a child has had the disease, a month and year should be provided.

