

Welcome to the

Grace House Preschool

Our philosophy: Grace House Preschool exists to focus attention on God's grace as He transforms us into a community that delights in Him, is marked by selfless care for others, and proclaims the gospel of Jesus Christ with gospel-transformed words, relationships, vocations, and lifestyles resulting in the transformation of the communities of the Triad and the world.

Care is taken to work with children according to recognized standards for childcare and early education. We seek to promote creativity, to expose children to learning through play, unit lesson studies, art, music, etc. We want to help them learn values and ideals through being exposed to Christian beliefs and be the person God intended for each of them. The emotional, social, physical and intellectual development of each child is the major goal of the staff. In other words, the total personal development, according to his/her individual abilities and needs, is our primary concern.

Grace House Preschool supports the "parent-child" relationship. Our job is not to take the place of or compete with the child's family. The teachers will be a supportive agent to help further a warm relationship between parent and child. We recognize that parents are the most important people in the lives of their children.

Know that if you ever have any questions, concerns, or ideas, our doors and hearts are always open!

Grace House Preschool does not discriminate based on race, color, national or ethnic origin.

Enrollment Age and Tuition

<u>Age</u>	<u>Day</u>	<u>Tuition/Month</u>
Infants and Toddlers	1 day per week	\$55
	2 days per week	\$100
	3 days per week	\$120
	4 days per week	\$135
2, 3 and 4 Years	2 days per week	\$100
	3 days per week	\$120
	5 days per week	\$155

Children must be the age of the class they are entering on or before October 16 (this coincides with the WSFCS policy). (It is important to note that House Bill 150 and Senate Bill 751 propose to change the cut off for the initial school enrollment from October 16 to August 31, effective the 2009-2010 school year.)

Registration Fee and Payment

A registration fee of \$30.00 is paid at the time of registration. The first month's tuition is due on the first day of school and by the 5th of each month thereafter. This year, we will be adding late fees of \$10 the amount due when tuition is paid past the 10th of the month. If you are unable to pay your child's tuition on time, please make the Carla aware of this so that arrangements can be made.

It is important to understand that Grace House Preschool is a non-profit ministry of Grace House. The preschool depends entirely on tuition to pay its employee's salaries and to purchase snacks and other supplies. If you cannot pay your child's tuition on time, please make the Preschool Director aware of this. Payments may be dropped in the tuition box in the preschool wing. Checks should be made payable to "Grace House Preschool". **If paying with cash, please hand your payment to the Director. Cash payments cannot be dropped in the tuition box.** There will be no refunds for absences and registration fees are not refundable. Tuition is not discounted for holidays, professional days or inclement weather days.

Disclaimer: Grace House Preschool reserves the right to change policy based on the circumstances within any given year.

Teachers and Teaching Assistants

The teachers at Grace House Preschool are capable, experienced professionals, eager to work with your child. We take great pride in our teachers and their experience. We strive to continually provide our teachers and assistant teachers with further education to keep abreast of new teaching strategies, developmentally appropriate curriculum and quality teaching practices.

School Year and Calendar

A Grace House Preschool calendar will be provided at the start of the school year. We will follow the Winston-Salem Forsyth County School calendar for holidays, professional days and inclement weather days. Our school opening and closing dates are not the same as the public school however. Please note that when the Winston-Salem/Forsyth County Schools are on a 2 hour delayed schedule or closed due to inclement weather, we are closed. If WSFCS is on a 1 hour delay, we will operate preschool on a normal schedule. We will not make up snow days.

Supplies Needed

The only thing that your child needs to bring to school is a book bag/diaper bag, an extra set of clothes, and diapers/pull ups (if your child is not potty trained). (Children in the 2 year old class will need an empty, labeled sippy cup for snack. Children in the PMO class will need a filled, labeled sippy cup with juice or milk.) Please make sure that everything is properly labeled.

Throughout the year, we may ask you to send things in, such as empty milk containers, or to donate items, such as wipes or Kleenex. When these items are needed, we will let you know through the school newsletter.

Birthday Parties

Parents, we ask that if you pass out invitations to your child's party during preschool, that you invite each child in your child's class. If this cannot be done, please mail your invitations to the homes of the children on your list instead. Children even at the age of 2 or 3 are very perceptive and aware of rejection through invitations not placed in a book bag. We hope this will help to avoid some of the hurt.

Parties

We will have parties throughout the year to celebrate holidays. You are welcome to bring treats to celebrate your child's birthday or treats for his/her class at any time throughout the school year (healthy, homemade treats are always popular!). Please contact the teacher and make the necessary arrangements.

We would like to have room parents in each class room to assist the teachers in coordinating these events. In addition, each classroom will be responsible to coordinate a school wide event that parent assistance will be needed.

A note about Halloween: To be sensitive to families that do not participate in Halloween, we will provide an alternative for our children, staff and their families. We will have an annual Farm Day the last 2 school days of October. During this time, we will have farm related activities, foods, songs, games and will be encouraging children and staff to dress up as farm animals, farmers, or objects on the farm. We will be refraining from activities that will involve ghosts, witches and goblins.

School Arrival and Departure Procedure

Preschool classes begin at 9:00 am and dismiss at 12:00 noon. Our doors will not open until 8:55 am. The church front center entrance doors are unlocked before that time for other staff and pastors. If you do arrive early, please come in. We must ask however that you remain in the building with your child until 8:55 am. This gives the teachers time to gather their materials outside of their rooms.

The side door with the overhang will be the Preschool entrance. This door will be unlocked at 8:55 am for parents to bring their children to their classes. For the safety of our children, we will operate the school day in a lock-down mode. The Preschool door will be locked from 9:15 am until 11:45 am. Should you arrive anytime during this time, please use the front center entrance doors. This is to ensure that we know who is in the building at all times.

Our school day ends at 12:00 noon. Please be prompt in "dropping off" and "picking up" your child! Once the children have gone home, the teachers use this time to straighten and prepare their rooms for the next day.

A note about carpool: We desire to build a relationship not only with your children but with you as well. For this reason, we will not offer “car pool” drop off and pick up. However, if it is a rainy day we will have “carpool”. Teachers will be at the overhang to assist your children getting out of your car and to their classrooms. Teachers will also assist the children getting into cars at dismissal. If you have special circumstances, such as a new or sick child, please let the church office know if advance and we will help you get your other child(ren) to their class. **Parents, please do not get out of your cars during this time. Teachers will make sure that your child is properly buckled in their car seat.**

Release of Children

The school will release children to the parent or guardian only unless otherwise notified by the parent or guardian in person, on enrollment forms, in writing, or by a personal phone call to the teacher or Director as to who will pick up the child. **The person picking up the child must be prepared to present a pictured identification.**

Lunch Bunch

Lunch Bunch will be offered several times per week from noon until 1:00 pm and will start a few weeks after school starts. This is for children in the 2, 3 and 4 year old classes. Lunch bunch is a fun time for children to bring their lunch (including a drink) to school, eat with their friends, and have some additional time together. It also allows parents the option to take advantage of one more hour to accomplish the things they need to accomplish while their children are cared for.

It is important that you sign your child up ahead of time for lunch bunch so that we can be adequately staffed. The cost is \$5 per child. There will be a sign up sheet on the Grace House bulletin board in advance of the actual lunch bunch dates. **Please limit sign ups to the number of spaces available per day and put only 1 child per line.** Checks made out to Grace House Preschool or cash are accepted and can be put in your child’s lunch.

Conferences and Evaluations

Parent/teacher conferences will be held in February or March to discuss your child’s progress, but your teacher is available to meet with you at your convenience throughout the year. Parents are encouraged to attend parent/teacher conferences; it’s our best opportunity to brag about your children!

Assessment/Evaluation

Developmental assessment will be conducted three times a year. Teachers and parents will have the opportunity to discuss all that the children have accomplished. Parents and pediatricians continue to be the best source for developmental evaluation.

School Records

School records are kept in the office and are dependent on the forms that you complete at the beginning of the school year. These forms contain vital information about your child in case of an emergency. All records are strictly confidential. If any changes occur in your name, address, telephone number, insurance, physician information, or employment, please notify the Preschool office. Records are the property of Grace House Preschool.

Medical Information

All children must have current childhood immunizations. The medical form in the registration packet needs to be filled out by students new to Grace House and must be returned by the first day of school (A copy of your child's immunization records from the doctor can be attached to the form). Such records are required by Health Department regulations. Grace House Preschool reserves the right to refuse entrance to school if this form is not returned or if children do not have current immunizations. Information about immunizations is available in the office. (See Appendix A)

Book Bags, Newsletter, Messages

Book bags should be labeled with the child's first and last name. Book bag tags are available at the church office if you do not already have one. This will be used to transport papers, newsletters and crafts. Please check your child's bag after each school day. Each month, a newsletter and calendar will be sent home. It will inform you of activities planned in the upcoming months. Verbal messages should not be brought by the children. Book bags will be checked daily for any communication.

Dress

Clothing for your preschooler should be simple, comfortable, washable and easy for your child to manage. All clothing, hats, coats, gloves, and book bags should be clearly marked with your child's name. An extra set of labeled clothing (please include underwear) should be kept in your child's book bag for emergencies. Children need to have at least two disposable diapers in their book bag if they are not toilet trained. Children will play outside daily if weather permits, so appropriate outerwear such as hats, gloves, boots, and warm coats should be sent with your child. Please always send your child to school to be prepared to play outside.

In addition, we prefer that your child not wear sandals or cowboy boots, as it can present a danger when climbing outdoors. Rubber soled sneakers are preferable.

Parent Visitation

Parents are always welcome at Grace House Preschool. Please feel free to come and observe or assist us in the activities of the day. We ask only that you report your presence to the office before proceeding to your child's class. This is a precautionary measure for the safety of your child. When at all possible, please arrange this with your child's teacher in advance.

Parental Concerns/Classroom Problems

Parents who have questions about any program at Grace House Preschool should always feel free to ask either the Director or our teachers. You can be assured that your concerns are important to us and that we are always available to hear those concerns.

It is our intent to follow the guidelines outlined in Matthew 18:15-17 to resolve any conflicts that may arise.

1. First prayerfully approach the person with which the conflict has arisen and try to resolve it between the two of you.
2. If there is still unresolved conflict that needs attention or if there is dissatisfaction with the results, both parties shall meet personally with the Grace House Preschool Director and/or Grace House Preschool Board.

The following Safe Place Process creates a safe environment for conflict resolution via:

1. Under no circumstances should the parties involved discuss the issue with other parents, teachers, GHP Board members, or any other person outside of the channels of communication stated above. This includes before, during and after any meetings involved.
2. GHP staff, GHP Board, and others should not lend an “open ear” to the problems in that, such a listening (no matter how good the intentions) almost always works to disintegrate the proper Biblical channels of authority.
3. Parties involved should not write letters or other “communications” to GHP Board members, teachers or parents of the preschool surfacing “concerns”.

Snacks

Snacks will be at the discretion of each teacher. Daily, each child should have simple cookies, pretzels, goldfish, etc. and a drink. These snacks will be purchased by the preschool. Periodically, or for special occasions, teachers may ask parents to bring in snacks as a treat.

Please inform the teacher if there are restricted foods in your child’s diet. The Preschool has established a policy regarding food allergies. We strongly encourage all parents to **refrain from bringing peanuts and peanut products** to the preschool.

Desired “healthy” snacks: Because these snacks are often times more perishable in nature, the Preschool cannot monetarily or physically afford to purchase these. However, you may have a sign up sheet for parents to contribute a “healthy” snack (ie apples, grapes, oranges, quartered cheese sandwiches, bananas, carrots, muffins, etc) once a week on a voluntary basis. Any parents who wish to contribute more often will not be refused. At no time should parents feel obligated to contribute.

The Preschool has established a policy regarding food allergies. We strongly encourage all parents and teachers to refrain from bringing peanuts and peanut products to the preschool.

Please include a labeled sippy cup in your child’s book bag for snack. Children in the 2 year old class will need an empty, labeled sippy cup for snack. Children in the PMO classes (infants and toddlers) will need a **filled**, labeled sippy cup/bottle for infants with juice or milk. The classroom will have some spare sippy cups in the event a child does not have one. This will be used for snack time only. There will be Dixie cups available during the day for when the children want some water. The 3 and 4 year old classes will be served a drink in a disposable paper cup.

NOTE: In the PMO class (both infants and toddlers), each child should have a labeled sippy cup with a lid that **already** has a drink prepared by the parents for the toddler. This should be in the child’s bookbag daily.

Show and Tell

Show and Tell time will be determined by each individual teacher. We encourage your child to bring something special to show and tell about. Nature things, books, anything educational, photographs of family or vacations, a special craft project your child made, or small pets (check with your teacher first for children with allergies). Toys will be allowed only on special “toy show and tell days”. This will be announced by your teacher

in your monthly newsletter. At no time will we allow toy guns, swords, etc in the preschool.

Field Trips

The children in the Three and Four Year Old classes will go on field trips throughout the school year. In most cases, field trips will be relatively close to home. The Public Library and the Pumpkin Patch are some possibilities of trips. Notices regarding these trips will be announced in advance. Parents will be asked to help with transportation and car seats must be available. Permission slips must be returned for your child to go on a field trip. (Special arrangements can be made for the 2 year old class when parents are able to attend with their children.)

General Discipline Policy

Encouraging good behavior helps to discourage unacceptable behavior. Each child will be praised for good work and deeds and made to feel important and successful. The principle of positive reinforcement will be used by the teachers and assistants to reward good behavior.

Each child's health and safety must be insured, therefore, certain rules need to be followed. Our policy calls for 1) distraction and refocus to a more acceptable activity, 2) time out or "thinking chair" to remove the child from the group, giving the teacher an opportunity to discuss the matter with the child, and the child an opportunity to think about his/her choices, 3) "thinking chair" in the Director's office when a child has lost control and cannot correct the behavior in the present environment, or when the child has had several time outs in the classroom that day already and 4) send a child home early in cases where the above methods do not work, or when biting or intentional spitting occur. Parents will be notified if the child needs to be removed from the classroom for any reason or if behavior problems continue to exist. Parents and staff will work together to reach a solution with the children's best interest in mind.

Biting and Spitting

Due to the dangers of biting and spitting, for both the child using the behavior and the child receiving it, the preschool must be aggressive in its actions.

Biting

The preschool determines biting to be when a child has physically bit down on a child, whether skin has been broken or not. The preschool will send home immediately a child who is biting. Experts believe that biting occurs when children are unable to express verbally the most severe feeling of aggression. Controlling biting is a difficult thing, and is beyond the scope of our abilities as a preschool to cope with. A child who bites down on another child or teacher will be removed from the classroom and brought to the office. Parents/Caregivers will be telephoned and the child must be picked up by a caregiver within thirty (30) minutes of the call. It is imperative that the caregiver responds quickly for several reasons. First, children don't understand lengthy "time out" procedures and second, we simply don't have the staff available to watch an individual child for long periods of time when the child has been removed from the classroom. The child will not be permitted to return to school until the parents, teacher and Director have had a conference to discuss the situation. As is the case with any severe behavior problems that do not improve within a reasonable time, a child who continues to bite is not permitted to return to preschool.

Spitting

There are several kinds of spitting, and although occasionally a child will tell his/her teacher that another child “spit” at them, it is usually spitting that was not done with malice. This situation will be dealt with by correcting the child and explaining why this is not acceptable behavior. However, if a child spits at another child intentionally (i.e., from the throat, disrespectful spitting) then the child will be sent home early using the same procedure as outlined above. Again, it is not only imperative, it is required that the child be picked up within thirty (30) minutes of the call, and again, cannot return to school until the parent, teacher and Director have had a conference to discuss the situation.

Hitting/Kicking

Although we do not approve of either hitting or kicking, sometimes in the course of normal play, children get carried away in their games and movements and accidental hitting/kicking occurs. We will use distraction and refocusing techniques for this. When a child is hitting or kicking as an act of aggression, even if the child feels that it was justified, we will use the time out technique and subsequent procedure as outlined above in the General Discipline Policy section.

Knocking Things Over, Inappropriate Language, or “Bathroom Talk”, Disruptiveness, Etc

These issues will be dealt with on a per case basis. Frequency of the behavior and other circumstances will determine the discipline. Stickers, hand stamps, happy grams and other things can give children incentive toward better behavior.

In any event, please check your child’s book bag daily for notes from your teacher. We will be handling all discipline issues on a per child basis. More serious matters may indicate the need for a phone call after school from the teacher. In any case, we will communicate these issues with you as they occur. In addition, please keep in contact with us if there are some changes in your child’s life or routine that might change his or her behavior at school. Sometimes, temporary upsets at home are the reason for sudden changes in behavior, and we will always try to be sensitive to those things.

Parents may be assured of the following:

1. Snacks will never be withheld as a means of discipline.
2. Children will never be disciplined for toileting accidents.
3. Physical discipline (shaking, slapping, hitting) will NEVER be used.
4. Children will never be humiliated by being yelled at, belittled, or embarrassed.

General Illness Policy

Parents: please do not send your child to school if they have had any of the following symptoms in the previous 24 hours:

Fever	Rash
Vomiting	Diarrhea
Red or Matted Eye(s)	

Your child will be allowed to return to school when they have been free of all symptoms for 24 hours or have been on antibiotics for at least 24 hours and has a release note from the doctor that your child is able to return to school.

The school will notify the parent or guardian if a child exhibits any symptoms listed below. The child will be taken to the office and the Director will remain with the child until the parent arrives. The school will send notices home when children have been

exposed to a communicable disease other than colds or flu. The preschool will not dispense any medications or vitamins. If any medications are necessary (including asthma inhalers), please talk to the Director or teacher in advance so that this can be worked out. **If symptoms are allergy related, a doctor release note is required to prevent continued removal from classroom and parent notification.**

The following action will be taken if communicable disease is suspected:

Isolate and Send Home:

Diarrhea	100 Degree F. Temperature
Severe Coughing (Whooping: Red/Blue Face)	Infected Skin Patches
Dark Urine	
Difficulty or Rapid Breathing	Gray or White Stool
Yellow Skin or Eyes	Stiff Neck
Conjunctivitis (Pink Eye)	Parasites (i.e. Lice)
Suspected Chicken Pox (If known to have been exposed)	
Severe nasal mucus discharge	

Isolate and Observe:

Unusual Spots or Rashes (other than chicken pox)
Sore Throat

Observe:

Minor Cold Symptoms Alone
Not feeling well enough to participate

A mildly ill child may be observed within the group for worsening conditions. Decisions about discharging a child will be made by the teacher or Director. Rest assured that if a child really wants to go home, we will always contact the parents, regardless of the circumstances.

Children will be readmitted to school when they have been free of all symptoms and fever for 24 hours or on antibiotic for at least 24 hours and has a doctor's release note.