

Grace Day Childcare



Parent Handbook

Revised January 2011

Statement of Philosophy

We believe...

That children are a gift from God.

That parents are the primary educators of their children spiritually, physically, emotionally, academically, and socially.

That the preschool should cooperate with the parents to provide a quality education and nurturing for the child.

Statement of Purpose

We purpose...

To provide quality care for children in a loving and safe environment where they can develop spiritually, emotionally, physically, cognitively, and socially.

Grace Day Childcare admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies or admissions policies.

Hours of Operation

Monday - Friday 6:30 am to 6:30 pm

Should facility be closed due to bad weather, you should call the office for a recorded message. Also, bad weather closings/delayed openings will be listed on TV station KMOL or radio station KTSA. If relocation outside the facility is necessary, staff and the children will be relocated at:

McDonald's Restaurant
 801 HWY 90 West
 Castroville, Texas 78009
 (830) 538-2000

Changes

Grace Day Childcare reserves the right to make any modification on any section of this parent handbook at any time. If a modification is made, all parents will be notified in writing.

Parent Information

Reports, notifications, newsletters, menus, etc. are available in our foyer.

Grace Day Childcare is required by law to report any suspected child abuse or neglect.

Child Abuse Hotline
 1-800-252-5400
 Local licensing office
 210-932-5200

PRS website: www.txchildcareresearch.org

Holiday Schedule

<i>December 30</i>	<i>Labor Day</i>
<i>Thanksgiving Day and the day after</i>	
<i>December 23</i>	<i>Good Friday</i>
<i>December 26</i>	<i>Memorial Day</i>
<i>Independence Day</i>	

Fees*

Registration	\$75
Infant (0-11 months).....	\$150 per week
Toddler (12-17 months).....	\$135 per week
Preschool (18 months-4 years).....	\$120 per week
5 to 12 years	\$130 per week

Nursery School Rates (2/3 years)-

Tues/Thurs 6:30 am-12:30 pm	
12:30 pm- 6:30 pm.....	\$80.00 per week
Mon/Wed/Fri 6:30 am - 12:30 pm	
12:30 pm- 6:30 pm.....	\$100.00 per week

Before School (6:30-8:00).....	\$60 per week
	or \$15 per incident
After School (3:00-6:30).....	\$70 per week
	or \$25 per incident
Drop In	\$40 per day
Summer School rates 5-12 years	\$130 per week

Fees secure placement for a student and are due regardless of attendance. No discounts for weeks with holidays. Tuition and fees are non-refundable.

A supply fee of \$50 per child ages 18 months and up will be due each September 1.

Bus Service

After school bus service will be provided to parents during the school year. Bus service includes:

- ⇒La Coste Elementary School
- ⇒Castroville Elementary School
- ⇒Potranco Elementary School
- *Certain restrictions apply

Payment Schedule

All childcare fees are due on Friday morning before noon for the following week. If fees are not paid on time, Grace Day Childcare will suspend placement for the following week. Should payments be received late (Friday afternoon, Monday morning, etc.) and placement is still available, a \$20.00 late fee per day (Friday afternoon, Monday morning, etc) will apply. Children will not be admitted to class on Monday morning until the account is current (tuition plus \$40 late fee.)

Payment for drop-in care must be made before the child will be admitted to class.

Throughout the year special activities will be planned to enhance certain themes. We encourage all children to participate.

Tax Statements

Tax statements will be available by January 31. A \$20.00 fee will be assessed to all accounts.

Parent Statements/Copies

Any letters or statements of income, records of attendance, or other forms of verification will be assessed a fee of \$20.00. Any copies or faxed documents requested from our office will incur a \$1.00 per page fee.

Emergency Procedure

In case of any medical emergency, CPR and First Aid will first be administered. Should child need transfer to medical facility, Grace Day Childcare will direct paramedics to:
Medina Community Hospital
3100 Ave. E./HWY 462
Hondo, Texas
(830) 741-4677

Parents or authorized adults will also be contacted. Should you prefer your child to be transferred to another facility, you must note that on the Authorization for Medical Attention Form.

Emergency Closing

tions or concerns should speak with teacher/caregiver or Director. Because the supervision of children is of utmost importance, conferences should be scheduled when staff is available.

Adjustment Period

Children starting preschool/daycare for the first time usually experience anxiety. We recommend you visit the center with your child before the first day of enrollment. We recommend that you give your child at least one month to adjust. Children adjust sooner when there is a definite “good-bye” with assurance the parent will return. Following this procedure helps the child “settle” more quickly for the day.

Fire Drills

Fire drills are held on a monthly basis in order to familiarize the children with proper and safe procedures for emergency exit of the building.

Severe Weather

Severe weather drills are conducted every three months.

Field Trips

Field trips are available periodically to the children. A two-week notice will be given.

Special Event Days

CCDS Payments- All parent fees are due on the 1st of each month. Tuition not paid by the 3rd will be assessed a \$20.00 fee per day until the 5th. Enrollment will be suspended for accounts not paid by the 5th.

Checks, money orders, and cash are the approved forms of payment. **We do not accept post-dated checks.** A check returned from your bank for any reason will be assessed a \$30 fee. Also, all late fees will apply. Two checks returned from your bank will place the account on a cash-only basis. Please make checks and money orders payable to:

Grace Day Childcare

Attendance

Children enrolled in our full-day program must be at the center and signed in by 9:00 am. Students will not be admitted for the day if they arrive after 9:00 am. The only exceptions will be doctors appointments with a doctor’s note and court-ordered visits with documentation on file. If the student has an appointment, the parent must contact the office before 9:00 am for them to be accepted.

Late Pick-up Fees

Any child picked up after 6:30 p.m. will be assessed a late pick-up fee of \$1.00 per child per minute. All late pick-up fees must be paid that day.

Children transferring out of Grace Day Childcare are required to give a two week notice. Fees are due for that period regardless of attendance.

Authorization for Pick-up

All children must be signed in and out by an adult. Adults, other than parents, picking up children must be authorized by parent and be able to show valid identification. It is a good practice for parents to notify staff when other persons are picking up their child. The authorization for pick-up also includes information indicating anyone who is not allowed to pick up a child. No child will be released to anyone without written authorization. Verbal authorization in the case of emergencies is the only exception to this policy.

Curriculum

Grace Day Childcare uses a variety of curriculums for all 2-3 year olds. All children will be given the opportunity and encouragement they need to develop their creativity, self-expression and exploration in a comfortable and accepting environment. Patriotism and spiritual awareness will be taught during class time. Prayer is also directed at the beginning of class and before snacks and lunch.

Infant Schedule

Infants usually have their own schedule set by their parents. Grace Day Childcare will endeavor to maintain such schedule. Schedules must be updated monthly. Lesson plans are written daily regarding activities to be introduced to infants for the purpose of appropriate development. Infant schedule and lesson plans will be coordinated to insure basic needs are priority.

We want to provide continuity between home and school as much as possible. Our staff depends on you, as the ultimate authority in their life, to make sure they understand our expectations of them.

Open Door Policy

Parents are encouraged to visit the school at any time. When visiting, please be considerate of the classroom's schedule and the effect or reaction of your child so as not to disrupt unnecessarily.

Photo Release

A parent signed consent for your child to be photographed shall be in the child's file.

Video Release

A parent signed consent for each child to watch preschool approved videos shall be in the child's file.

Transportation Release

A parent signed consent for each child to be transported for scheduled events shall be in the child's file.

Parent/Staff Communication

Our staff is committed to providing a nurturing environment for each child. Prayer, training, and preparation are the means used to do the best job possible. Communication with parents is vital to achieving the goals set for each child. Staff is available for daily reports of child's activities, progress, and concerns. Parents having any ques-

- A parent who does not pay childcare fees on time .
- A parent who disagrees with Grace Day Childcare guidance policy.
- A parent who refuses to comply with ordinary requests for the child's well being.
- A parent who demonstrates lack of cooperation and support for Grace Day.

* Biting Policy

A child 12 months or older who develops a habit of biting other children will be placed on probationary enrollment status. Parents are expected to address and resolve behavior with child. If behavior is not resolved quickly, the child will be dis-enrolled.

Guidance

At Grace Day Childcare, we believe consistency, schedules, and guidance are necessary for any child. Grace Day Childcare is committed to utilizing positive guidance methods, which will encourage self-esteem, self-control and self-direction. This will include supervised time-outs, keeping the child late for recess or other fun activities, asking children to excuse themselves from the distraction, or resting their heads on the table. Please refer to your signed copy of our discipline/guidance policy.

Parents will be asked for their support and cooperation in regards to guidance. Grace Day Childcare will maintain regular communication between parents and staff through daily notes, conferences and telephone calls.

Toddler Schedule

Arrival - 8:15am	Inside play
8:15am - 8:45am	Breakfast
8:45am - 9:00am	Quiet Activities
	Pledge of Allegiance and patriotic song
9:00am - 9:15am	Bible story
9:15am - 9:25am	Alphabet
9:25am - 9:35am	Numbers
9:35am - 10:00am	Art/theme activities
10:00am - 10:45am	Outside Play
10:45am - 11:15am	Inside play/centers
11:15 am-11:30 am	Skills Development
11:30am - 11:45am	Checking of diapers and restroom break
11:45am - 12:15pm	Lunch
12:15pm - 12:30pm	Checking of diapers and restroom break
12:30pm - 12:45pm	Monday- Poetry/Nursery Rhymes
	Tuesday-Singing or Rhythm Band
	Wednesday- Puzzles
	Thursday-Story Time
	Friday-Show and Tell/Free Art
12:45pm - 3:00pm	Nap on mats
3:00pm - 3:30pm	Checking of diapers, restroom, drink/snack break
3:30pm - 4:15pm	Outside play
4:15pm - 5:30pm	Inside Play
5:30pm - 5:40pm	Change Diaper/Drinks

5:40pm - Departure Get belongings ready to go home
Stories, free art, puzzles, and quiet activities

Schedules may be rearranged to accommodate ratios and ages of children.

2 Year Old Schedule

Arrival - 8:15am	Inside play
8:15am - 8:45am	Breakfast
8:45am - 9:00am	Quiet activity
9:00am - 9:15am	Bible Story Time
9:15am - 9:30am	Monday/Wednesday/Friday
	Alphabet Introduction
	Tuesday/Thursday
	Number Introduction
	Skills Development
9:30am-9:45am	Art and Theme Activities
9:45am - 10:45am	Outside Play
10:45am - 11:30am	Inside play
11:30am - 11:45am	Restroom break
11:45am - 12:15pm	Lunch
12:15pm - 12:30pm	Restroom break (hand/face washing)
12:30pm - 1:00pm	Monday-Poetry/Nursery Rhymes
	Tuesday-Music
	Wednesday-Puzzles
	Thursday-Story Time
	Friday-Show & tell/Free Art
1:00pm - 3:00pm	Nap (on mats)
3:00pm - 3:30pm	Restroom, drink and snack break
3:30pm - 4:15pm	Inside play

Medication

Grace Day Childcare will not administer medication. Should your child be able to attend class but need medication, parents would need to come to the center to administer the prescribed medication. The only exceptions would be for treatment of asthma or anecdotes for severe allergic reactions.

Illness/Injury

Children requiring emergency medical attention while at center due to illness or injury will have documentation with required parent's signature on file at center for three months after last day of enrollment at Grace Day.

Dismissal Policy

Grace Day Childcare reserves the right to terminate care without a two-week notice for any child for any of the following reasons.

- A child consistently hits, *bites, or hurts any of the other children or staff.
- A child chronically "acts out" such as swearing, throwing daily tantrums, fails to comply with child-care rules, staff directions or continues to place themselves or others in danger.
- A child is unable to adjust to childcare and is genuinely unhappy.
- A parent who routinely abuses drop-off and pick-up times.

ate. Grace Day cannot be responsible for items lost, stolen, or broken.

Also, no large blankets, pillows, etc. are allowed. Parents must take blankets home on Friday to be washed. Blankets must be no larger than 30 in. x 30 in.

Sick Care

If a child becomes ill during the day and interrupts or disrupts the care of any of the other children, parents will be asked to make other arrangements for their child's care.

Guidelines for your child to be asked to be taken home include but are not limited to the following:
fever (100 degrees or higher), diarrhea, vomiting, Chickenpox, Conjunctivitis (Pink Eye), Head Lice, Measles, Mumps, Scabies, Ringworm, Rubella or any other contagious illness. Children must not exhibit any of these symptoms to be in our program.

Children must be fever-free for 24 hours before returning to the center.

Please Note: Certain illnesses do require a doctor's note in order for them to return to daycare. Please speak with the director regarding your child's illness and return date. Also, we check for lice regularly. Should your child need to leave the center for treatment, your account will be charged \$50.00 because of the extra expense involved with the center being disinfected.

4:15pm - 5:30pm
5:30pm - 5:40pm
5:40pm -Departure

Outside play
Restroom and drink break
Get belongings ready to go home
Stories, free art, puzzles, and quiet activities

Schedules may be rearranged to accommodate ratios and ages of children.

3 Year Old Schedule

Arrival - 8:15am
8:15am - 8:45am
8:45am - 9:00am

9:00am - 9:20am
9:20am - 9:30am

9:30am - 9:45am
9:45am - 9:55am
9:55am - 10:30am

10:30 am-10:45 am
10:45am - 11:30am
11:30am - 11:40am
11:40am - 12:10pm
12:10pm - 12:20pm
12:20pm - 12:40pm

Inside play
Breakfast
Restroom and drink break/quiet activity
Pledge of Allegiance and patriotic song
Bible Time
Skills development
art/crafts/music/finger plays
Language development
Rest (head on the table)
Monday/Wednesday/Friday
Phonics
Tuesday/Thursday
Numbers
Restroom break
Outside/inside play
Restroom break
Lunch
Restroom break (hand/face washing)
Monday-Poetry
Tuesday-Music

	Wednesday-Puzzles
	Thursday-Story
	Friday-Show & Tell
12:40pm - 3:00pm	Nap (on mats)
3:00pm - 3:30pm	Restroom, drink and snack break
3:30pm - 4:15pm	Inside play
4:15pm - 5:30pm	Outside Play
5:30pm - Departure	Get belongings ready to go home Stories, free art, puzzles, and quiet activities

Schedules may be rearranged to accommodate ratios and ages of children.

Meals

Grace Day Childcare is committed to providing a nutritious and balanced menu for all children. Breakfast, lunch, snack in the afternoon and dinner are given during scheduled times. If a child arrives after scheduled meal times, it will be the parent's responsibility to ensure their child is fed prior to leaving them at the center.

Breakfast is provided by Grace Day Childcare. No food or drink will be stored by Grace Day Childcare.

Children arriving before 8:00 am may bring breakfast or snacks.

Foods, utensils must be disposable. Children arriving after 8:00 will not be allowed to bring in outside food.

Staff will not be allowed to change any part of the menus to meet a child's preference. If a child refuses to eat, notification will be given to his/her parents on that day.

At times children may want to bring snacks for everyone. This may be acceptable if the director has given approval for that day.

Outside food will not be permitted to replace any planned meals on a regular basis. This includes but is not limited to candy, chips, cookies, crackers, cereal, or gum. Grace Day Childcare will allow for limited special items to be brought in on special occasions such as holidays and birthdays. However, arrangements and approval from the director must be given prior to such occasion.

Parents with infants at Grace Day Childcare are responsible for providing the adequate amount of infant formula/food needed for their child unless they choose to participate in our food program that provides formula and cereal.

Meal Schedule

Breakfast- 8:15-8:45 am

Lunch- 11:45 am

Snack- 3:00 pm

Dinner- 5:00 pm

Parent's Responsibilities

Parents will be expected to provide enough supplies for their child(ren) while in care. This includes, but is not limited to: diapers, infant formula/food, change of clothing, wipes, training pants etc. Reminder slips of needed items will be provided. Parents will be expected to supply such items prior to their child's next day of care.

Children's items must be clearly labeled. We request no toys be brought from home unless they can be shared and are age appropri-