

2024-25

Parent Handbook

Growing in Grace

Preschool

Growing in Grace Preschool

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***Recent changes to parent handbook.**

***Subject to change midyear due to Covid19 guidelines. Written notice will be given.**

MISSION STATEMENT OF GROWING IN GRACE PRESCHOOL

The mission of Growing in Grace Preschool is to offer an academically challenging education while encouraging children to develop a deep, meaningful relationship with Christ by serving God and others with love.

OUR VISION

Growing in Grace Preschool sees the whole child as important, mind, body, and spirit. We believe that parents are their child's first teachers and with prayer and encouragement, we will assist families any way we can to help mold their children into godly, members of our community. Well trained staff of child development professionals are here to offer a developmentally appropriate biblical and academic curriculum, as well as provide resources to help parents reach this goal.

Through Bible stories and teachings, children will learn how we are all sinners and fall short of the glory of God. But through Jesus Christ we have access to God's unmerited grace and His perfect love. Children will also learn to listen to and rely on the Holy Spirit that lives within us, to guide us through everyday situations.

God says "I know the plans I have for you. Plans to prosper you and not to harm you, plans to give you hope and a future. You will call upon me and come and pray to me, and I will listen to you." Jeremiah 29:11. Our vision is to teach every child that God cares about them, listens to them and desires a relationship with them through prayer. It is our honor to help them discover God's wonderful plans for them and how we never stop growing in grace!

OBJECTIVES OF GROWING IN GRACE

To help each child:

- ...feel loved and accepted
- ...develop a positive self-image
- ...respond positively to social situations
- ...develop independence and responsibility
- ...develop problem solving skills
- ...enhance imagination and creativity
- ...know Jesus Christ as our savior
- ...listen to the Holy Spirit's leading
- ...discover God's unconditional love and grace!

GENERAL INFORMATION

Growing in Grace Preschool is a non-profit, religious organization licensed by the State of California, Department of Social Services which sets standards for the administration, personnel, program, services, and equipment. Our director and teaching staff meet or exceed the standards set by the State of California, as well as additional standards set by Grace Lutheran Church. Our teachers and directive staff are all dedicated to teaching the Word of God, daily developing their own personal relationship with Christ, while continuing their professional growth in Early Childhood Education. Their deepest desire is to see young lives prepared for kindergarten, while experiencing God's unconditional love. Growing in Grace operates under the guidance of the Christian Education Board of Grace Lutheran Church.

Our staff stays current on new developments in early childhood education, state regulations and continually evaluates and upgrades our program accordingly.

Our staff and school are affiliated with Grace Lutheran Centers throughout the United States.

OUR CENTER SERVES ALL CHILDREN REGARDLESS OF RACE, COLOR, RELIGION, OR NATIONAL ORIGIN.

FAMILY SUPPORT/PARENT VOLUNTEERS

Our goal is to collaborate with parents to provide a safe, productive learning environment for all the children. Parent support is crucial for promoting mutual respect between children, parents, and teachers. Family plays an important role in the overall success of our Preschool and is vital for the development of your child's academic success.

We welcome and encourage parent and grandparent volunteers. You can help by asking a teacher how your child's day was, practicing the weekly bible verse with your child, attending parent meetings, reading a story to a group of children, setting up snack, washing sheets, wiping down shelves, donating toys or money for toys. We also encourage parent ideas for a special snack, activity, or encourage parents or grandparents to share about their culture or family traditions. The possibilities are endless! Ask a teacher how you can help!

We also have an "open-door" policy which means you do not have to call first. You are more than welcome to "pop-in" or call and check on your child anytime. We enjoy working together with families to share the learning experience of their children. **However, for the safety of the children, if you plan on volunteering more than 3 hours in a month, you will be asked to have your fingerprints taken and cleared by the Department of Justice.**

Due to a change in the existing law (SB792), all individuals who work or volunteer in early education settings are now required to provide proof of certain immunizations. If you are interested in volunteering, please see the director or your child's teacher. There is a document needed for authorized medical provider to verify immunizations or provide other documentation that meets the requirements.

PASTORAL AND STAFF SUPPORT

If you are ever faced with a personal crisis or have a need, God's word says, "Be anxious about nothing, but in all things, by prayer and petition with thanksgiving, present your requests to God." God cares about your concerns and so do we. We will be more than happy to pray with you or for you. This is a safe environment and any information shared with us is kept totally confidential. Pastoral support is also provided to all our families at Growing in Grace. We are available through the Church and School office at (559)734-7694 or Growing in Grace at (559)734-7695.

ELIGIBILITY AND ADMISSION

Enrollment is open to all who meet the following requirements: ages 2-6 years old with current immunizations.

Every effort will be made to meet each child's physical, emotional, and developmental needs. If we feel we are not able to meet the special needs of an individual child, information about programs for students with special needs will be obtained through local offices to help you to help your child. **Please note: Growing in Grace is not equipped at this time to serve children who require special education.**

A \$100.00 non-refundable registration fee is collected to ensure the child's enrollment and to cover the cost of necessary paperwork. The continuing student registration fee of \$50.00 is due in August and payment of this fee insures your child's space for the following year. Parents of children on the waiting list will be notified as space becomes available. Children on the waiting list with siblings enrolled at Grace Christian School will have priority into Growing in Grace Preschool.

Admission Requirements are as follows:

Registration & Emergency Information
Contract Agreement
Current Contract Fees
Confidentiality Information
Agreement & Permission Form
Health History Parent Report
Physicians Report
Current Immunization Record
Parents Rights
Personal Rights

There is a 30-day probation period for all newly enrolled students. At that time, it will be determined if your child will be retained, or contract terminated. Termination of contract is not limited to the probationary period and can occur as deemed fit by Growing in Grace Staff at any time with proper written notification.

HOURS OF OPERATION

Growing in Grace Preschool will operate between the hours of 7:30 AM and 5:30 PM. Children are not allowed on campus before or after school hours. There will be a late fee of \$2.00 for every minute after 5:30 PM. That late fee will be added to your next monthly billing statement.

HOLIDAY SCHEDULE

See Enrichment & Full Day Calendars.

Growing in Grace Preschool will be open 180 school days for the Enrichment Calendar and 229 school days for the Full Day Calendar. Because the days the center will be closed have already been deducted from tuition, you will not be credited for the days closed.

ABSENCES

The director and staff of Growing in Grace appreciate phone calls from parents when a child will be absent from school. No financial credit is given for absences.

PHOTOS/VIDEOS

Photographs/videos of the children are taken for school use only, such as slideshows and/or gifts for parents. Children's photos or names will NOT be used in social media or media for public distribution at any time without the parent/guardian's written consent. Growing in Grace Preschool is private property; therefore, we reserve the right to honor all children and families by not allowing pictures/videos of other families' children to be taken by any individual without prior written consent of their parent/guardian. The only exception to this rule will be during school wide events such as plays, performances, graduations, etc.

DAILY SCHEDULE

The following pages include the daily schedules for all classrooms. Teachers are very consistent with the daily routine, however, will deviate from it due to uncontrollable circumstances such as extreme weather conditions, poor air quality, a fire drill or lock down. Weekly chapel will also cause our schedule to be adjusted accordingly.

2-year-old Class

7:30-9:00	Arrival/Inside/Outside activities
9:00-9:15	Circle time/Focus wall/Story time
9:15-9:20	Clean up/Prayer
9:20-9:35	Wash hands/Snack
9:35-10:00	Centers/Free Play/Diapers
10:00-11:00	Outside
11:00-11:10	Bible Story/Worship
11:10-11:20	Music
11:20-11:45	Table activities
11:45-12:00	Baby Signing Time/Diapers
12:00-12:30	Lunch
12:30-2:30	Nap
2:30-2:55	Nap Cleanup/Diapers
2:55-3:00	Story time
3:00-3:15	Pray/Washing hands/Snack
3:15-4:00	Outside Time
4:00-5:30	Diapers/Free play/Departure

3-year-old Class

7:30-9:00	Arrival/Inside/Outside Activities
9:00-9:20	Circle time/Daily Basics
9:20-9:30	Prayer/Wash hands
9:30-9:45	Snack
9:45-10:15	Centers/Free Play
10:15-10:30	Story time/Music
10:30-11:15	Outside
11:15-11:30	Bible Story/Worship
11:30-11:50	Table Activities
11:50-12:00	Prayer/Washing hands
12:00-12:30	Lunch
12:30-2:30	Nap
2:30-2:50	Nap Cleanup/Restrooms
2:50-3:00	Wash hands/Pray
3:00-3:15	Snack
3:15-4:00	Outside
4:00-4:15	Story time
4:15-5:30	Free play/Departure

4-year-old Class

7:30-8:30	Arrival/Inside/Outside activities
8:30-8:55	Meeting time/Music
9:00-9:30	Outside
9:30-9:50	Prayer/Wash hands/Snack
9:50-10:10	Bible story/Worship
10:10-11:10	Centers/Free play
11:10-11:15	Clean up
11:15-11:30	Circle time
11:30-12:00	Outside Time
12:00-12:30	Prayer/Wash hands/Lunch
12:30-12:45	Nap prep/restrooms
12:45-2:30	Nap/rest
2:30-2:45	Nap Cleanup/Restrooms
2:45-3:15	Outside
3:15-3:30	Prayer/Wash hands/Snack
3:30-3:55	Music/Shared Writing/Story
3:55-4:25	Table activities
4:25-5:30	Free play/Departure

5-year-old Class

7:30-8:30	Arrival/Inside/Outside activities
8:30-8:55	Meeting time/Music
9:00-9:30	Outside
9:30-9:50	Prayer/Wash hands/Snack
9:50-10:10	Bible story/Worship
10:10-11:10	Centers/Free play
11:10-11:15	Clean up
11:15-11:30	Circle time
11:30-12:00	Outside Time
12:00-12:30	Prayer/Wash hands/Lunch
12:30-12:45	Nap prep/restrooms
12:45-2:30	Nap/rest
2:30-2:45	Nap Cleanup/Restrooms
2:45-3:15	Outside
3:15-3:30	Prayer/Wash hands/Snack
3:30-3:55	Music/Shared Writing/Story
3:55-4:25	Table activities
4:25-5:30	Free play/Departure

CURRICULUM

Growing in Grace will provide a warm and caring place for your children to learn. For our 2-year-olds we use a curriculum called, "Buttercup". For our 3-year-olds, we use a curriculum called, "Fireflies". For our 4's & 5's we use a boxed curriculum that many of the elementary schools use. It is called "HM" Houghton Mifflin. The 4's & 5's also have an early literacy curriculum called, "Zoo-phonics". All curriculums are developmentally designed to challenge the targeted age group.

We also have Christian curriculum as well. We do not teach a specific doctrine; we teach the Bible and how it's God's Word. Children will learn God's Word as they memorize the weekly Bible verses. We also teach God's grace and unconditionally love through the weekly Bible stories. We have Chapel that we rotate on Thursdays and Fridays to ensure that every child gets an opportunity to attend. We pray before meals and throughout the day.

As our days are planned, we incorporate many activities that promote developmentally appropriate practices such as the following:

Physical: We want them to jump, run, climb, dance, sing, cut, write, build, and paint. Being physically aware of their surroundings is vitally important to the success of the child's academic future. Studies show that children who are physically aware of their surroundings (proprioception) are more likely to do well with writing and letter recognition.

Emotional and Social: We want children to interact appropriately with other children by giving them opportunities to play with others. We promote respect for themselves and for the adults in their lives. We build on their sharing skills and give them the words to use when they are upset or faced with a problem. They will be encouraged to ask for forgiveness and to offer grace and forgiveness to others.

Academic: Your child will be introduced to letter and number recognition as well as letter sounds (phonological awareness). They will practice writing their names, holding a pencil correctly and spelling and reading some sight words. We introduce patterns and rhythms in songs and poems and do dictation. We enhance language development by introducing new vocabulary and theme concepts such as "construction," "community helpers" and "five senses". We also focus on math, science, and art.

Spiritual: Children will learn that God is not a part of our life, He is our life! Everything revolves around God. We need the salvation of His Son, Jesus Christ. We need His Holy Spirit to help us in all areas of our lives. We need to have daily communion with Him through prayer. With chapel being held weekly, children will also learn church etiquette and the importance of honor God with our offerings. One year we earned over \$800 that we were able to donate to the children living in the Battered Women's Shelter in Visalia.

With all of these skills your child will be better prepared for kindergarten and for life.

DISCIPLINE POLICY

We believe it is a privilege to attend Growing in Grace Preschool. There is a responsibility shared by the staff, students, and parents/guardians of our school to maintain a Christian attitude for the benefit of all. Our goal is to teach impulse control and problem-solving skills, however, protection for all the children and staff is our top priority. Specific incidences will be documented so that accurate information may be shared between teachers, Director and Administrator.

Discipline at our center will be handled as a teaching time not as a punishment time. Children will be reminded of what appropriate behavior should look like and how our behavior is making God feel. Teachers will pray with the child and encourage positive behavior. If the behavior is not improved the child will be redirected to another area. If the behavior is still disruptive, they will "take a break" from the group and sit by themselves or with the Director until their thoughts and actions are under control and they are ready to join the group again. Parents, please understand that not every incident will be reported to you. We are not ignoring the behavior, or hiding information, we are merely using it to teach God's grace and encourage positive behavior. If misbehavior occurs... child will learn what is appropriate... child is forgiven... grace is extended... and we continue our day!

NO corporal punishment will be used! Ever!

Discipline Procedures

If a child is negative or disruptive to others daily (i.e., biting, hitting, yucky/hurtful words, uncontrollable behavior that could harm others) the following will occur:

1. The child will "take a break" away from the other children and a Behavior Incident Form will be filled out by classroom teacher. The original will be sent home with the child. The parent is asked to counsel their child of his/her behavior. The Behavior Incident Form will be reviewed by parent/guardian, signed, and returned the child's next scheduled day to your child's classroom teacher.
2. If the behavior continues, parents will be contacted by the Director and notified in writing by classroom teacher via Behavior Incident Form.
3. If the behavior continues, the classroom teacher will inform the Director and a decision will be made whether to give a "Behavior Referral Form". If a Behavior Referral is given, the child may need to be picked up for the day or could be suspended for 1-3 days (depending on the severity of the behavior) and a conference will be arranged with parent/guardian, teacher, Director and Administrator prior to the child returning. Please Note: If child is suspended, parents will NOT be credited the days child is not in school. At the conference there will be two possible options:
 - a) A behavior plan will be created and implemented at home and at school. The behavior plan will be placed in the child's file. Child will be placed on a 30-day probationary period during that time child's behavior will be monitored for improvement.
 - b) The parents will be given a written two week notice and contract will be terminated.

4. If during the probationary period the behavior continues, the Director will contact the family and a two-week notice will be given in writing and contract will be terminated.

During and following the completion of the probationary period, if the child's behavior is showing significant improvements, the child will then be removed for the probationary status. If negative behavior begins again, the discipline procedure will repeat.

If a child physically injures a teacher, the Director will be called immediately to remove the child from the classroom and the discipline procedure will immediately advance to step 3 in our discipline procedures listed above. Termination of contract can occur as deemed fit by Growing in Grace Staff at any time with proper written notification.

Immediate Suspension

If a child is deemed a danger to others and/or out of control by the classroom teacher, the Director will be called into the classroom to evaluate if an immediate suspension is appropriate. If an immediate suspension is deemed necessary, the discipline procedure will immediately advance to step 3 in our discipline procedures listed above.

Expulsion

There are unacceptable behaviors that could result in automatic expulsion from Growing in Grace Preschool. These might include, but are not limited to the following:

- a. Physical aggression towards children and/or staff.
- b. Disrespect or defiance displayed towards authority.
- c. Vandalism
- d. Excessive foul language.

Property Damage

Any student who damages school property, the student's parent/guardian will be charged for the full replacement cost and/or repair for the damages.

Biting, Scratching, Spitting Policy

Children, especially 2 & 3 year-olds, are not always verbal or may not have a lot of language. As a result, when they are faced with a problem they may resort to biting, scratching, or spitting. This can be a troublesome problem for both parties, parent of a biter/scratcher/spitter or parent of a child that has been bitten, scratched or spit on. If your child bites, scratches, or spits, it simply means they are impulsive and haven't learned to express their anger or frustration with words. For parents and teachers, this can be extremely frustrating. While we try to be proactive and prevent such incidents from occurring it continues to remain a common occurrence with younger children. Teachers will work with parents to encourage children to "use their words" and provide opportunities for success. However, if the behavior continues, the above discipline procedures will be implemented.

Pacifier/Bottle Policy

Growing in Grace Preschool has a no pacifier or bottle policy. Please keep such items at home.

GRIEVANCE POLICY

If at any time a parent/guardian has a grievance regarding a policy, a staff member, or any other concern at Growing in Grace Preschool, you may address your concern to the Director, Kim Finerty. If you feel that a solution was not reached, submit your grievance in writing to the Christian Education Board of Grace Lutheran Church. The Christian Education Board meets on a quarterly basis. You can mail your grievance and contact information to: 1111 S. Conyer St. Visalia, Ca 93277. At that time, the Education Administrator and/or a Board member will be in contact with you. If you feel it is an emergency, you may call (559)734-7694 and ask to speak to the Education Administrator, Mrs. Melody Swarhout.

SNACKS AND LUNCHES

Growing in Grace Preschool will provide two nutritious snacks daily, one in the morning and one in the afternoon. These snacks will each provide food from at least 2 food groups. Example: cheese and crackers, banana milkshakes, or fruit with yogurt. We also provide 2% milk or 100% fruit juice for both snacks and lunch.

Parents, you will need to provide a lunch from home that is safe, nutritious, and fulfilling for your child. Be careful not to send potential choking hazards such as grapes, cherries, hot dogs, etc. **If you do send items such as these, please make sure they are cut length wise to minimize the risk of choking.** Your child will have the opportunity to learn how to set a table, serve him/herself (with assistance) and sit "family style" at the table. Some of their best conversations and manners come from sitting at the table dialoging with teachers and friends. They are also encouraged to eat a complete lunch, so make sure that you send enough nutritious foods to meet their growing needs. Try to avoid fatty or sugary treats for lunch, as they will be laying down for nap right after lunch. Lunch containers should be clearly labeled to prevent lunch mix-ups. Also, our refrigerator space is limited so be sure to pack perishable items in a "cooler" style lunch container. **Lastly, inform us of all food allergies that your child may have to prevent unwanted allergic reactions.** We DO NOT have a microwave for heating up lunches, so please DO NOT send food that would need to be warmed up.

Parents: Due to the numerous enrollments of children severely allergic to nuts, Growing in Grace Preschool is a "**Nut Free Zone**". For the safety of all the children, **please do not send any type of peanut butter or any nut product with your children.** Should the need arise; we will have designated Nut Free Zone for children allergic to all tree nuts.

SIGN IN & OUT PROCEDURES

An adult **over the age of 18** must accompany the child into the classroom and remain until the child has been greeted and a brief health check has been conducted by the teacher. Your child may not be signed in until they have been cleared during the health check. The adult then signs their full name and the time of arrival. **To sign a child out, the adult over 18 years of age, must be on the emergency card and have a valid picture ID.** If they are not on the emergency card or do not have a valid picture ID, your child will not be released to this person. This is for the safety of your child. Please keep your child's emergency card updated. If a new person will be picking up your child, please let your child's teacher know and inform the guest that they will be asked to show identification. For the safety of our staff, we have a zero-tolerance policy for persons dropping off or picking up that are behaving in a way that is confrontational, aggressive both verbally and physically whether it be in person, via email and or telephone. Children will not be released if they appear to be under the influence of alcohol or drugs. Those kinds of behaviors will NOT be tolerated and will result in immediate termination of the contract.

INCIDENTAL MEDICAL SERVICES

EMERGENCY TREATMENT: You have given permission, on your enrollment application, for emergency medical/dental treatment, including the use of all emergency services should the need arise. This will be implemented only in extreme situations. We will make every effort to reach parents and/or emergency contacts should such a situation arise. Please keep us updated if phone numbers or emergency contacts change.

HEALTH & SAFETY: Please see COVID-19 Action Plan for updated health and safety procedures. Your child's health and safety are our most important responsibilities. If a child is displaying symptoms of illness, the child will remain in the Director's office and will be sent home for a minimum of 24 hours. Child can return when he/she is symptom-free without the help of medication (i.e. Tylenol, Imodium AD) for 24 hours or has a physician's note stating he/she is not ill/contagious. Please notify the school if your child has been infected with a contagious disease or rash. It is essential in these cases for the school to know what your child's symptoms are.

IMMUNIZATIONS: We require students, staff and volunteers to be immunized in accordance with the current laws of the State of California.

MINOR INJURIES: If a child has been slightly injured at school with a non-emergency injury (scrape, bruise, bump) an "injury report" will be completed and signed by the authorized person who is picking up the child. It will be placed in the child's admission file. We will use Universal Precautions (latex-free gloves) when dealing with blood or bodily fluid, clean the area with water; apply a Band-Aid and/or ice pack, if necessary. In the event of a more serious injury every effort will be made to contact the guardian, or emergency contacts on file and if necessary, 911 will be called.

INCIDENTAL MEDICAL SERVICES PROVIDED/NOT PROVIDED: We provide Incidental Medical Services for most prescription medications, over-the-counter medications, inhaled medications and Epi-Pens. As a general policy, our staff does not administer injections. The only exception is the Epi-Pen, in case of an extreme allergic reactions. *We also do not provide services for the following but not limited to:* blood-glucose monitoring, glucagon administration, gastrostomy tubes, emptying ileostomy bag, insulin administration or other incidental medical services requiring medical training.

MEDICATIONS: If prescription medications and/or over-the-counter medications need to be dispensed at school, parents/guardians are required to give permission to provide Incidental Medical Services by:

- Completing a LIC 9221 "Parent Consent for Administration of Medications" form. Indicate the beginning and end date the child is to receive the medication.
- Provide information on possible side effects of the medication.
- Provide a physician's written instructions any time the manufacturer's instructions require physician dosage differ from the age and weight information on the label.
- Bring medication in its original container. ALL medication's (**including over the counter med's**) must include a prescription label with specific dispensing instructions and a current date. ***Over the counter medications must include a Dr's note or Rx!***
- All medications will be stored in a locked cabinet in the child's primary classroom unless they require refrigeration. In that case, medication will be placed in the refrigerator in the kitchen.

If administered, parents/guardian's will be notified and log will be kept with the medication indicating who administered the medication, and the date and time given.

INHALER/NEBULIZER: To administer inhalers/nebulizers, parents/guardians are required to give permission to provide Incidental Medical Services by:

- Completing a LIC 9221 "Parent Consent for Administration of Medications" form. Indicate the beginning and end date the child is to receive the medication.
- Complete LIC 9166 Nebulizer Care Consent/Verification. Parent/guardian will train a minimum of 3 individual staff persons on how to administer medication; use, clean, maintain equipment. A completed copy of this form will be placed with the medication, in the child's admission file and the designated staff's file.
- Physician must complete "Nebulizer and Inhaler Physicians Instructions" form, specifying symptoms for administration, dose, or amount to be administered, potential side effects, actions to be taken in the event of side effects, actions to be taken in case of an emergency and proper storage for medications.
- Bring prescription inhaler/nebulizer/chamber in its original container including a prescription label with specific dispensing instructions and a current date.
- All inhalers/nebulizers will be stored in a locked cabinet in the child's primary classroom.
- If administered, parents/guardian's will be notified and a log will be kept with the inhaler/nebulizer indicating who administered the medication, the date and time given.
- Copies of all forms will be placed with the medication and in the child's admission file.

EPI-PEN: If the child has a medically prescribed Epi-Pen, parents/guardians are required to give permission to provide Incidental Medical Services by:

- Completing a LIC 9221 "Parent Consent for Administration of Medications" form. Indicate the beginning and end date the child is to receive the medication.
- Physician must complete "Epi-Pen Instructions" form, specifying symptoms for administration, potential side effects, actions to be taken in the event of side effects, actions to be taken in case of an emergency and proper storage of Epi-Pen.
- Complete a Training and Consent for Epi-Pen form. Parent/guardian will train a minimum of 3 individual staff persons on how to administer the Epi-Pen in accordance with the directions, as prescribed by the physician and used in emergencies only. A completed copy of this form will be placed with the medication, in the child's admission file and the designated staff's file.
- Bring prescribed Epi-Pen in its original container including a prescription label with specific dispensing instructions and a current date.
- If the Epi-Pen is used, we will call 911, parents or emergency contacts immediately after administering.
- Epi-Pen will be stored in a locked cabinet in the child's primary classroom.
- A log will be kept with the Epi-Pen indicating who administered the medication, and the date and time given.
- Copies of all forms will be placed with the medication and in the child's admission file.

REFUSAL: Other than a life-threatening emergency, children will not be forced or restrained to administer medication. The parent/guardian will be notified if the child refuses and will be given the opportunity to make other arrangements to ensure the child receives their proper medical services.

STORAGE OF MEDICATIONS: All medications will be stored in a locked cabinet in the child's primary classroom unless they require refrigeration. In that case, medication will be placed in the refrigerator in the kitchen. When medication is no longer needed by the child, or when the child withdraws from the center, all medications shall be returned to the child's authorized representative or disposed of after an attempt to reach the parent/guardian.

UNINTERRUPTED MEDICAL SERVICES: In case of a fire or natural disaster that requires relocation of the children from the facility, all medications will be transported by a teacher to ensure medical services are not interrupted.

UNUSUAL INCIDENT/INJURY REPORT: All unusual incidents and injuries must be reported by the Director to the Community Care Licensing Agency, Officer of the Day by the next working day. A written report must be submitted within 7 days of the occurrence. A copy of the report will be placed in the child's admissions file.

15. FIELD TRIPS

We do not anticipate any field trips that would require transportation, however if something special should occur we will notify parents in advance along with a permission slip.

CLOSURE DUE TO UNFORESEEN CIRCUMSTANCES

Growing in Grace will be closed due to unforeseen circumstances caused by natural disasters and pandemics. If an individual tests positive for COVID-19 or any other unknown, highly contagious diseases, the group of exposed individuals will self-quarantine for up to 5 days or until cleared by a health care professional. **Proration or reimbursement will not be issued for individuals advised to self-quarantine.** Parents will be notified in writing of such closures or partial closures via email.

SCHOOL SUPPLIES

Your child will need a backpack with the following items:

1. A fitted crib sheet (full day students)
2. Small blanket or throw pillow (full day students)
3. Extra set of clothes to keep in cubby: shirt, pants, underwear, socks
4. Optional: offering for weekly chapel. Loose change is great for offering and a wonderful time to teach children that we honor God by tithing.

Due to limited cubby space, we ask that items are small enough to fit in a medium-size backpack.
All napping items will need to be taken home and laundered weekly.

CLOTHING

Children should be dressed in comfortable play clothes and shoes. Shoes must have a back strap for safe running and playing. Please dress your child with the weather in mind. If it's cold, layer them and please remember a jacket. If it's hot, then cool, loose-fitting clothing will do. We ask that shorts are worn under dresses or skirts. Tennis shoes are ideal-Shoes must be closed-toed with a strap on the back!

For the health and safety of the children, we encourage them to wear the appropriate clothing for the season. If a child refuses to wear shoes/jacket/clothes, we will do our best to dress them and keep them dressed. While teachers do their best to encourage and remind, we cannot and will not infringe on their personal rights by physically forcing them to comply. If a child is refusing, we will communicate our concerns with parents. If it continues to be a safety concern, we will ask that they be picked up for the day. If you have any questions about what clothing is appropriate, feel free to ask a teacher or director.

PERSONAL BELONGINGS

Children are encouraged to bring items of interest to share with the class, such as leaves, insects (in plastic container please), photographs, and story books. However, please **DO NOT** bring any violent toys or weapons to school (i.e. swords, water guns, lasers) or irreplaceable items.

Growing in Grace Staff will not be responsible for lost or broken personal items.

PAYMENTS, LATE FEES & REFUNDS

The monthly tuition may increase for the next school year depending on new curriculum purchased, new services provided and/or cost of living increases. Tuition increases will be considered and set by April 30 unless there is an unforeseen financial depression or recession that occurs. In that case, a written 30-day notice will be given prior to rate increases. A non-refundable yearly registration fee of \$100.00 is required for each child enrolling. If a parent postpones enrollment, the paid registration fee will remain as a credit for the current fiscal year only and will NOT carry over to next school year. Students continuing enrollment through summer, will pay a \$50.00 registration fee due in August. Students enrolling May through July will have renewal registration fee waived until the following year. Tuition for Full Days is made payable in 12 equal payments. Tuition for Enrichment Program is payable in 10 equal payments. The first month's tuition payment for the contract period is due on or before your child's first day at Growing in Grace. Parents receiving financial assistance from outside sources are required to follow the guidelines from their program. Failure to do so could result in the parent being financially responsible for the difference and/or termination of the contract. **Tuition is due on the first of the month and is considered late on the 7th. Unless other arrangements have made, failure to pay tuition by the 7th will necessitate the child not attending school until full payment has been made. If payment has not been made by the last working day of the month, the contract will be terminated. This policy will be strictly enforced.** Refunds, if any, are determined on a case-by-case basis. If an individual tests positive for COVID-19 or any other unknown, highly contagious diseases, the group of exposed individuals will self-quarantine for up to 5 days or until cleared by a health care professional. **Proration or reimbursement will not be issued for individuals advised to self-quarantine.** Parents are encouraged to pay via debit or credit card using our online payment portal. Teachers are not permitted to accept cash payments. All cash payments must be given directly to the Director or Business Manager.

RETURNED CHECKS

A \$15.00 service fee will be added to your account for any returned checks.

CHANGE OF CONTRACT

Any time during the year if your child's schedule is no longer meeting your needs, please let us know. If there is availability, we may be able to accommodate your new schedule. Keep in mind that there may be a waiting list, but enrolled children have priority over new enrollees. There will be a change of contract form that will need to be filled out and turned in to the billing dept.

TERMINATION OF CONTRACT

If at any time you wish to terminate the contract, you must provide the Director with a two week notice before the end date or pay tuition for those weeks. The same holds true for Growing in Grace Preschool. If at any time we wish to terminate the contract, we must give the parent a two week notice to make alternate arrangements. Reasons to terminate a contract can be for but not limited to: behavior reasons (see discipline policy), parents not fulfilling their financial agreements, parents consistently late picking up a child. For the safety of our staff and families that we serve, we have a **zero tolerance** for persons (not limited to parents) behaving in a way that is confrontational, aggressive both verbally and physically whether it be in person, via email and or telephone. Those kinds of behaviors will NOT be tolerated and will result in immediate termination of the contract

without a two-week notice.

GROWING IN GRACE PRESCHOOL Agreement & Permission Form

Parent handbook can be found at growingingracepreschool.weebly.com.

As the parent or legal guardian of _____, I hereby agree upon the following items.

_____ I hereby agree to and comply with the policies and procedures of Growing in Grace Preschool regarding admissions, fees, health, attendance hours and other items as specified in the Parent's Handbook that can be found at growingingracepreschool.weebly.com.

_____ I have been given a school calendar and I am aware of the days that the center will be closed. I understand that because those days have already been deducted from the annual tuition and I will not be credited for those days.

_____ I understand that tuition is due on the 1st of the month and is considered late on the 7th. Unless other arrangements have been made, failure to pay tuition by the 7th will necessitate the child not attending school until full payment is made. If payment has not been made by the last working day of the month, the contract will be terminated. Parents are encouraged to pay via debit or credit card using our online payment portal. Teachers are not permitted to accept cash payments. All cash payments must be given directly to the Director or Business Manager.

_____ I understand that when services are no longer needed, I must give a two-week notice. If I do not give a two-week notice, I agree to pay for two weeks of service. Refunds, if any, are determined on a case-by-case basis.

_____ I understand that the State of California licensing agency, under Section 101200 (b) (1) and (c) of the manual of Policies and Provisions/ Child Care, has the authority to:

- (b) to interview children or staff, and to inspect and audit child or childcare center records, without prior consent.
- (1) The licensee shall make provisions for private interviews with any child(ren) or staff member, and for the examination of all records relating to the operation of the childcare center.
- (c) to observe the physical condition of a child. Including conditions that could indicate child abuse, neglect, or inappropriate placement.

_____ I understand that photographs/videos of the children are taken for school use only, such as slideshows and/or gifts for parents. Children's photos or names will NOT be used in social media or media for public distribution at any time without the parent/guardian's written consent. Growing in Grace preschool is private property and does not allow pictures/videos of other families' children to be taken by any individual without prior written consent of their parent/guardian. The only exception to this rule will be during school wide events such as plays, performances, graduations, etc.

Parent/Guardian _____ Date _____

Director _____

Date _____