



## Mother's Day Out

A ministry of Grace Community Assembly of God  
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## Parent Handbook



## **Grace Kids Academy Parent Handbook**

Welcome to Grace Kids Academy! This Mother's Day Out program is a ministry of Grace Community Assembly of God Church, Flower Mound. Our purpose is to provide quality care and instruction in a Christian environment in which a child may develop spiritually, cognitively, physically, emotionally, and socially. We welcome you and your child to GKA and invite you to investigate and participate in the many other programs offered at Grace Community.

### **Hours of Operation**

The Mothers Day Out program meets each Tuesday and Thursday from 9:00 AM to 2:00 PM. We follow the Lewisville Independent School District calendar. We do not meet on any days designated as school holidays by LISD. Any emergency school closings will be followed as well. Refer to your Parent Calendar for an exact schedule.

Our school year begins early September and runs through mid-May.

### **Registration and Placement**

Registration for fall begins in January with pre-registration of current enrollees. Open registration dates will be in February. For those children not placed, a waiting list will be maintained and parents notified should space become available.

Complete registration includes general information, emergency contact and pick-up numbers, registration fee of \$75 and signed agreement to abide by all policies and procedures outlined in this handbook. A current copy of up-to-date immunization records is required each year. Should you choose not to immunize your child, an official state waiver must be submitted. Immunization waivers will only be accepted for children ages two and older.

Class placement is determined by the child's age as of September 1st of the current school year. GKA Administration may also consider student/teacher ratios, developmental readiness and gender ratios when determining specific class assignments. Children must be completely potty trained to qualify for the Pre-K classes.

GKA does not discriminate in its admissions or administration of policies on the basis of race, color, creed, national or ethnic origin.

## Fees and Tuition

- Registration fee of \$75. This is non-refundable.
- Supply fees are \$25 for each semester (\$25 due Sept. 1 and \$25 due Feb. 1)
- Monthly tuition is \$150. (Monthly tuition is based on the number of school days over the course of the school year and does not change when there are more or less actual days in a given month.)

At the time of registration a non-refundable fee of \$75 is required. September tuition is due by August 1. Thereafter, tuition is always paid one month in advance. (For instance, when you make a payment September 1, you are paying for October.) Tuition is due on the first of each month. A late fee of \$20 will be assessed on any balance left after the 15th. We accept cash and checks. **Checks are to be made payable to GRACE COMMUNITY with “Grace Kids MDO” in the subject line.**

A \$20 penalty will be charged for any check returned for non-sufficient funds. Any applicable late fees will also be charged. If more than one check is returned for non-sufficient funds, cash only will be accepted thereafter. A child's placement in the program may be forfeited for tuition or fees unpaid after the 15th.

## Withdrawal

Should you decide to withdraw your child over the summer before GKA starts in the fall, your first month's tuition will be refunded up until August 1st. After August 1st, should you need to withdraw your child from the program for any reason, a written notice is required and the first month's tuition is forfeited. A two-week written notice must be given to the Director if your child is to withdraw from GKA.

## Staff

GKA seeks to employ teachers and staff who are Christian and who have a love for and experience working with preschoolers. Every staff member has submitted to a background check. All teachers attend a minimum of eight hours of continuing education annually, as well as an extensive orientation process at the beginning of each school year. Teacher/Child classroom ratios should not exceed:

Age	Number of Teachers	Number of Children
6 – 12 months	2	6
12 – 23 months	2	10
24 – 35 months	2	12
36 – 47 months	2	14
48 months +	2	16

## Curriculum

Our curriculum consists of everything a child experiences from the time they enter the classroom until they leave at the end of the day. Our goal is to utilize every moment to enrich your child's experience. We use Frog Street Press and Wee Learn curriculum.

Each classroom, ages 6 months through Pre-K, will engage in age appropriate activities based on a variety of resources and monthly teaching themes. Music and Movement classes are included each day for all ages. Bible stories are fundamental to our philosophy and are considered the most important part of each day's lesson.

Daily activities are based on the age and ability of the children. Our lesson plans are developmentally based and unique to each age group. Children learn through a variety of learning centers including art, blocks, books, nature/science, writing, language, manipulatives, math, puzzles, cooking, dramatic play, etc.

Outdoor play is an important part of each day and will be included except during extreme weather conditions. "Extreme" will be defined as below 40 degrees or above 95 degrees.

<b>Month</b>	<b>Themes</b>
September	All about Me, My Five Senses
October	Fall Fun, Community Helpers, Fire Safety
November	Good Food, Giving Thanks
December	Jesus is Born, Christmas
January	Winter, Transportation
February	People I Love, Dental Health
March	Weather
April	Plants and Insects, Easter
May	Wild Life, Under the Sea

## Attendance

Your child's success in the GKA program depends largely on his/her consistent attendance. Teaching begins at 9:00 AM and every effort should be made to arrive on time. Some separation anxiety is to be expected. You can best minimize this by reassuring your child that you will return and leaving promptly. You will be notified if your child does not transition into activity in a reasonable time. Our school day ends at 2:00 PM. Please be considerate of our staff and pick up your child(ren) promptly at 2:00. Any child remaining in the classroom at 2:05 will be taken to the GKA office and a late fee of \$1 per minute will be assessed.

## **Communication**

A monthly e-mail parent newsletter will keep you aware of activities. Please watch for your first edition in September and let us know if you are not receiving it. This information will also be posted on our Facebook page. We encourage you to share your joys and concerns with your child's teachers or the Director. For matters requiring in-depth discussion, please make an appointment with the Director, so we can serve you to the best of our ability.

## **Guidance/Discipline**

Positive guidance techniques will be used to implement discipline in the classroom. At no time will corporal punishment of any kind be allowed. In guiding children toward self-control, the following techniques may be used:

- Praise for acceptable behaviors
- Setting and explaining limits
- Restating expectations
- Redirection to another activity
- Short periods of "time out"

Certain disruptive behaviors such as biting, aggression, or failure to adjust to the program will be dealt with as follows.

Parents will receive written notice of the behavior problem, which must be signed and returned to the Director. After three such notices for the same or similar behavior, the child may be placed on a two-week suspension. No tuition credit will be given. After returning to the program, should the behavior continue, we reserve the right to cancel enrollment.

## **Illness**

For the protection of all our children and our staff, ill children must remain at home. A child whose symptoms are masked by medication is still considered ill and cannot attend. A child with any of the following symptoms is required to remain at home:

1. Oral temperature of over 100 degrees within the previous 24 hours.
2. Vomiting or diarrhea within the last 24 hours.
3. Unexplained skin rash.
4. Eyes, ears or throat inflamed or having discharge.
5. General appearance of illness.
6. Any evidence of lice or nits.

Teachers will make a quick visual inspection of each child as he/she enters the classroom and may not accept a child displaying any of the above symptoms. Any questions should be referred to the Director. Please be considerate of others and keep ill children at home.

Should a child become ill during the day, he/she will be isolated from the group and the parent notified. Please pick up ill children immediately.

In case of emergency, necessary first aid will be administered and emergency personnel summoned.

Please note any allergies on the registration form and on the daily sign in sheet.

### **Medications**

No prescription or over the counter medications will be administered to a child at any time. The only exceptions to this policy will be teething gel, diaper rash cream and cases prearranged in writing and approved by the Director.

### **Security Procedure**

The safety of your child is our primary concern. With this in mind, we must insist that all parents respect and follow the following security procedures.

An adult must escort every child to the classroom door and sign in on the daily attendance sheet. Complete information must be given, including a phone number at which the parent can be reached that school day. Children will be released ONLY to persons whose names are listed on the registration form. NO EXCEPTIONS. Photo Identification will be required of ANYONE (including parents) picking up a child for the first few weeks, until our staff can become familiar with all the parents and care givers. Be prepared to present your Photo ID. The person picking up the child must sign out on the daily attendance sheet. If there is any doubt as to the identity of a person requesting to pick up a child, identification will be required and verified by the Director.

For security and hygiene reasons, parents MUST remain in the hallway at drop off and pick up times. You are invited to schedule a time with your child's teacher any time you would like to observe the classroom. Out of respect for others, please refrain from cell phone usage while in our center.

Emergency evacuation routes are posted in each classroom. Emergency drills will be conducted each semester.

## **What to Bring**

Please clearly label every item your child brings to class. Every child must bring a lunch. Lunches must be ready to eat. We do not have the ability to refrigerate or heat lunches. We do not serve any items containing peanut products. We allow you to include them in your child's lunch, on the condition that no child in the classroom is severely allergic. Please do not include red juice of any kind. Infants should bring enough bottles for the day. Refrigeration is available in infant rooms only. Snacks will be provided.

Rest mats are required for all children except those in cribs. Please send an adequate supply of disposable diapers for all children who are not completely toilet trained. A change of clothes including socks and underwear should be sent every day with every child.

Dress your child comfortably for active play, and expect messy activities. Keep in mind when selecting clothing that we encourage self-sufficiency in toileting. Children should be prepared for outdoor play with outerwear appropriate for the weather conditions. If your child requires sunscreen, it must be applied at home. Again, please clearly label all items brought to class.

Please leave all toys at home. A cover blanket and/or pillow may be included for rest time. If a stuffed animal is necessary for rest time, please be advised that they cannot be disinfected and will be used only at rest time.

## **Potty Training**

We are happy to help with your child's transition from diapers to the potty. Children must wear pull-ups to school until they have used the potty successfully (pee and poop) for one full week at home and at school (excluding night time). We are happy to take your child to the bathroom every two hours, and we will remind him/her to go throughout the day. This is an exciting time for you and your children, because they are becoming more independent and learning how to make their own way in the big world. We understand that accidents happen and are to be expected. For the first month of wearing underwear, please send pull-ups and wipes to school for your child. Please keep three full changes of clothes in your child's cubby during this period. Children in the Pre-K class(es) must be self-sufficient in toileting.

## **Celebrations**

You are welcome to celebrate your child's birthday or other special event by sending treats for snack time for the entire class. Celebrations will be limited to snack time. Due



to allergy concerns, please inform your child's teachers in advance as to what type of food you plan to bring so that we may post a sign for parents to approve at drop-off. Peanut products are not allowed.