



Grace Presbyterian Child Care

PARENT HANDBOOK



Grace Presbyterian Child Care
6671 Yale Road
Bartlett, Tennessee 38134
(901) 386-4689



Statement of Purpose

Grace Presbyterian Child Care (GPCC) and Grace Presbyterian Church are one in the same. We minister to the children and they minister to us. They are the church of today and tomorrow. Hopefully, through GPCC, we are providing the opportunity to teach the basic concepts of faith, hope, and love. By doing this we are building the foundation for children's Christian lives.

Welcome

Welcome to GPCC! We are a 3 Star Center. Our program specializes in Preschool for ages 2, 3, 4, and 5, as well as providing before and after care for select area schools during the school term. Before and after care is available for Preschool and children grades Kindergarten through 6th during school term and on school closings. We also provide transportation to and from select area schools. During the summer, we provide all day care for children ages 2-12 years.

Hours

GPCC is open Monday through Friday from 6:30 am until 6:00 pm. Preschool runs from 9:30 am until 2:30 pm. Before school care is from 6:30 a.m. until children are safely delivered to their respective schools or Preschool classroom. After school, children are either taken from their Preschool class to their after school classroom or picked up from school at the time of dismissal and are cared

for until 6:00 p.m. During school closings and summer, care is provided from 6:30 am until 6:00 pm.

*A late fee of \$5.00 per minute will be charged to any parent/guardian picking up a child after 6:00 p.m. and is payable at pickup.

Holidays

There are nine holiday closings throughout the year. These holidays are: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve, and Christmas Day. In the event that one of these aforementioned holidays fall on a weekend, the holiday will be taken on the Friday before or the Monday after.

***** There is no change in tuition because of these nine holidays*****

Parental Responsibilities

Emergency information on the application form must be filled out accurately and completely.

Important regulations concerning the children's entering and leaving the premises of the program are:

*All parents/guardians are responsible for signing their child in and out each day.

*Children should not be taken from the playground or other areas without first being signed out.

*The enrollment form must be signed by the custodial parent/guardian(s).

If joint custody is awarded BOTH parents/guardians must sign enrollment forms.

*Parents/guardians must sign permission slips for any field trip.

Inclement Weather

PRESCHOOL - If Bartlett City Schools are closed then Preschool will be closed. In the event BCS dismisses before 12:00 p.m. Preschool will be closed; if SCS dismisses after 12:00 p.m. Preschool will dismiss at 11:00 a.m.

BEFORE & AFTER CARE - GPCC uses the app "RainedOut" to deliver information by text message. Please sign up for text messages by texting **grace2015** to **84483**.

Absences

Our staff members do not leave the “pick-up” or “drop-off” schools until each child is accounted for. Therefore, **it is very important that you notify the center by 12:00 p.m. if your child is absent from school or will not be riding the child care van for any other reason.** If you know in advance that your child will be absent for any period of time, please notify the director. Failure to notify GPCC **will result in a \$5.00 fee** for each time this occurs.

Releasing Children

Children will be released only to an adult who has been authorized by the parent/guardian. A sibling must be at least 16 (sixteen) years of age to pick up a child and GPCC must have a signed, dated note from the parent permitting the sibling to pick up on file.

If someone will be picking up your child who is not on your pick-up list, please notify the office. Any person picking up a child (including a parent), should be prepared to show identification every time. This is for the safety of your child. The child must be signed out at the front desk with date, time, and full signature before being released to an authorized adult. Children must be signed out **BEFORE** leaving the classroom or playground area per DHS regulations.

Medications, Illnesses and Accidents

In cases where an accident appears to be of a minor nature, first aid will be administered on the premises. Medication will not be administered by mouth unless a written statement from the parent/guardian is on file, authorizing the staff to assist a child in taking such medicine. The name of the child, method of taking the medication, amount of medication to be taken, and time scheduled for administering the medication must be clearly stated. **Medicines are not allowed to be in any of the classrooms.** Medicines are to be left in the GPCC office. Prescription medications will only be given if it has the child’s name on the label. **In some cases a doctor’s note and/or proof of treatment maybe required before your child may be readmitted to GPCC.** (Ex. Lice, pink eye, ringworm)

Children showing symptoms of illness are not to be brought to the center. If a child has any of the following: fever of 100 degrees or above, vomiting, diarrhea, rash, ringworm, pink eye, sore throat, lice, or any other symptoms of infectious disease, you will be called to come pick your child up right away. Please wait twenty-four hours after a fever or any illness for which an antibiotic has been prescribed, to return your child to GPCC.

Please note -- the GPCC staff members are CPR certified but are not medically trained personnel and are neither required nor responsible for giving breathing or other treatments to children. Parents must make provisions for any such treatments.

Food and Snacks

Breakfast is not provided by GPCC during the morning session. However, the child may eat a breakfast brought from home. A healthy snack is provided during the afternoon session. Morning and afternoon snacks are provided for all day care. If your child is attending on a school closing day or during the summer, a sack lunch with a drink is needed. If your child's lunch needs to be kept warm, please send it in a thermos or heated container. **We do not have the facilities to warm up food.**

Lunches: Please bring food which the child can feed themselves. Have all food ready to eat (Ex .Fruit peeled, grapes cut, sandwiches cut).

No glass containers or canned drinks, please!

PreK-2, 3, 4, & 5 children may be assigned a special snack day by individual teachers to bring snacks.

Children's Behavior

As members of a caring Christian community, children are expected to respect the staff and each other. They are also asked to respect the materials and environment provided. Children must NEVER leave the building or grounds without permission of the GPCC staff. All students must adhere to all safety instructions given by the program's bus drivers. Disobedience of the center rules or constant or repeated misbehavior may result in the student being dismissed from the program. FIGHTING, TEASING, AND THREATS WILL NOT BE TOLERATED AND MAY RESULT IN DISMISSAL OF YOUR CHILD FROM THE PROGRAM. DISMISSAL IN THIS MANNER RELIES UPON OUR ZERO TOLERANCE POLICY PROCEDURE. The ZERO TOLERANCE POLICY is concerning fighting, foul language, and threats. The procedure that will be followed concerning this matter will be as follows, the 1st offense GPCC will talk to the child, the 2nd offense GPCC will talk to the child and the parent, on the third offense your child will be suspended for two (2) days, (full payment will be expected for these days), and the next time it happens your child will be asked to leave for the remainder of the school year. Each offense will be documented and put into your child's file. If you wish for your child to return the year following their

ZERO TOLERANCE POLICY expulsion they will be accepted for re-admittance based upon approval of their change in behavior and general attitude by the Director and up-coming teacher.

After 4 (four) weeks of PreK 2,3,4 or 5 enrollment , your child's teacher may ask for a parent/teacher conference to discuss your child's progress and/or acclimation to the classroom. A written plan of action will be decided upon by both parent and teacher. At 8 (eight) weeks another meeting will be held to discuss the child's progress. At this time it will be determined if GPCC is the most beneficial learning environment for the child.

Homework

There is a homework period scheduled each day when possible, with a staff member available for supervision. It is the child's responsibility to acknowledge his/her assignment and then use the resources available. The staff has no way of knowing what work, if any, has been assigned to the child. Disruptive behavior will result in the child being sent from the homework room. Supplies, such as notebook paper, and pencils are the responsibility of the parents and are not supplied by the center. Again, the final responsibility of homework completion will be a team effort of parent and child, not GPCC and child.

Objects from Home

GPCC provides plenty of educational materials and toys that are shared by all children in the classroom. Any personal item brought from home are the sole responsibility of the student. Neither GPCC nor the staff is responsible for any items brought from outside the center. Guns, war toys, and war games are not considered appropriate for the atmosphere at GPCC and may not be brought to center. Picture taking devices, cell phones, PG-13 or M rated video games or PG-13 or R rated movies are not allowed.

Tuition and Fees

Weekly tuition is due to the GPCC office by Monday of the current week. We accept debit cards, cash, checks, and money orders (the latter two to be made out to GPCC). If payment is not received by Wednesday, a late notice will be issued to the parent. Failure to pay the tuition fee by Friday may result in the child being dropped from the roll. A \$15.00 charge will be assessed for each returned check. A non-refundable registration fee will be applied upon enrollment into each fall or summer session. Two weeks written advance notice is requested for children being withdrawn from ANY program.

If your child comes at least one day during the week, then your full weekly tuition will be applied. There are no deductions in tuition for center closings such as holidays or inclement weather.

Part Time Rates

At enrollment, you must sign up for a program of specific days per week and will be obligated to pay the full amount. No half rate will be given to part-time enrolled children.

Vacations

Children enrolled in the GPCC program full- time are entitled to a discount of half their regular tuition for one (1) unattended week per fall term. However, if a child is present in the program at any time during the week, regular tuition will apply. Parents must notify the office in advance when vacations will be taken. This policy applies to full weeks missed including school closings, holidays, and illness, as well as vacations. Holiday and school closings are not discounted from weekly rates.

Special Events

The director is happy to meet with any parent who would like to suggest a special celebration or activity such as a child's birthday party or a visit to the center from a puppeteer friend, etc. Any ideas and suggestions are most welcome!

Program Opportunities

In our center, we provide a Christian environment, level groupings, homework period, reference library, science corner, arts and crafts, book center with story time, outdoor recreation, individual games, organized games and sports, music center, birthday celebrations, special activities, nutritional snacks, and more.

Conclusion

Thank you for choosing Grace Presbyterian Child Care. We are delighted that you have selected us to meet your family's needs. Caring for your child is a responsibility that we take very seriously. GPCC is dedicated to doing what is right for children by providing caring adults and a warm, happy, educational environment to nurture your child's growth and development. Under the

jurisdiction of the Grace Presbyterian Church Session, GPCC provides children with a state licensed, Christian environment.

The director and staff are eager to know of any ways our program might better serve your needs. If you have any suggestions or concerns, please talk openly about them with the center director.

SAMPLE DAILY SCHEDULE:

Morning Schedule

- 6:30 Breakfast from home, Audio/Visual activities Games**
- 7:25 Altruria, Bartlett, Ellendale, Oak Elementary Schools prepare to leave**
- 8:25 Elmore Park Middle School prepare to leave**
- 9:30 PreK-2, 3, 4, 5 School begins**

Preschool

- 9:30 Greeting / Morning Activity
- 9:45 Morning Meeting/Calendar/Prayer
- 10:00 Wash / Snack
- 10:20 Circle Time
- 10:40 Center / Small Groups
- 12:00 Chapel / Music
- 12:30 Wash / Lunch
- 1:30 Music/Movement
- 2:00 Outside Time
- 2:25 Prepare for pick-up/ Teacher read a book
- 2:30 Sign Out

Afternoon Schedule

2:30 PreK-2, 3, 4, 5 School ends
PreK Parents sign out if picking up child at this time
2:35 Leave for pick-up from Oak, Ellendale, Bartlett Elementary Schools
3:00 Snack PreK Children
3:15 Arrival of Oak, Ellendale, Bartlett Elementary Schools
3:30 Outside play/ Gross Motor Activity (PreK)
3:40 Leave for pick up of Altruria Elementary School
4:10 Altruria Elementary Arrives
4:15 Snack After School children
4:20 Art/ Sensory Experience/ Free Play (PreK)
4:30 Chapel on Mondays After School Children
5:00 Outside play/Arts/Sensory Experience
5:45 Clean –up Time