

# Gracie's Place Preschool Parent Handbook

## Mission Statement

Gracie's Place philosophy is based on the knowledge that children learn through play. Our primary goal is to instill the joy of learning, encourage self confidence, independence and the ability to work and play together as a class. We offer a variety of developmental appropriate activities that promote learning in a fun way.

Children will participate in tasks that encourage fine and large motor skills, large and small group time and individual learning times. Each week the children will learn a new "letter of the week." Our circle time, art projects, and books will all center on our letter of the week.

## Hours of Operation

9:00 AM to 3:00 PM  
Monday - Friday

Children can attend up to 4 hours per day for a max. of 12 hours per week.  
We accept children 2 years to 5 years old.

## Non-Discrimination Policy

Enrollment in Gracie's Place preschool program is open to children aged 2 to 5 years of age. Admissions are based on availability of space and determination of staff that the child will benefit from the program. Gracie's Place does not discriminate on the basis of race, color, religion, or national and ethnic origin in its admissions or other program policies.

## Drop off/Pick up Policy

Parents are required to sign their child in our daily sign-in sheet upon arrival. An emergency number and other special instructions must be written in at that time. If anyone other than the parent who brought the child in will be picking up, we must be notified at that time. That designated person must be listed on the emergency form as authorized person to pick up the child and he/she will need to show proof of identification in order to release the child. Request to pick up early MUST also be made at drop off. Reservations are calculated by the time previously arranged, regardless of drop off/pick-up time. We offer a 5 minutes grace period at pick up/drop off but please be aware that children being dropped off/picked up before or after 5 minutes will be charged at the regular  $\frac{1}{4}$  hour rate (\$2.50/15 min) and a late pick-up fee.

## Well Child Policy

Gracie's Place is not licensed to provide care for children who are ill. If your child is sick, or has symptoms of wheezing, nasal discharge, a rash, symptoms of a communicable disease like chicken pox or measles, please keep your child at home. If your child becomes ill while at Gracie's place, we will contact you immediately to pick-up your child.

## Medication Policy

Gracie's Place will not administer any medications at school. If your child becomes ill while at school, Gracie's Place will contact you immediately to pick-up your child.

## **Children With Allergies/Epi-Pen**

Please notify us immediately if your child requires medication for a life-threatening allergic reaction (i.e., nut allergies), the child's prescription may be kept at school and administered when necessary.

## **Discipline Policy**

Gracie's Place discipline methods consist totally of redirecting, distraction, verbal problem solving, and as a last resort, time-out. Though we try our hardest to help each child fit into the group-play atmosphere at Gracie's Place, some children are just not ready or able to adjust. In these instances, we may encourage parents to wait a few months, and then try again. If we experience repeated difficulties with any child, we reserve the right to refuse admittance to Gracie's Place for that child.

The following types of discipline are prohibited:

- Corporal punishments or threats of corporal punishment
- Punishing associated with food, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with child or instruments
- Putting anything in child's mouth
- Humiliating, ridiculing, rejecting, or yelling at child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom or closet with door closed
- Requiring a child to remain silent or inactive for inappropriate periods of time for the child's age

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children

If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Preschool Director.

## **Injuries And Accidents**

Gracie's place takes every precaution to keep your children safe. However, as children begin testing their limitations, accidents sometimes happen. In the event that your child suffers an injury while at Gracie's Place, we will contact you immediately or provide you with a written accident report.

## **Withdrawal**

If you decide to permanently withdraw your child from Gracie's Place a thirty days notice is required. Parents will be responsible for tuition fees for the next thirty days following their intent to withdraw their child. One week verbal notice is required for vacation days.

## **Holidays**

Gracie's Place follows the same holiday schedule as the local school district. The school observes the following holidays: Labor Day, Veteran's Day, Thanksgiving Vacation, Winter Vacation, New Year's Day, Martin Luther King, Jr. Day, President's Day, Spring Break (2 days), Memorial Day, and Summer Vacation (1 week or 2 weeks).

## **Absence Policy**

One of the best features of Gracie's Place is the flexibility it offers in both making and canceling classes. Due to the demand for the program we often have a wait list and would like to be able to give families every opportunity to come to us if at all possible. Therefore in an effort to make this program work for as many families as possible, we ask that you please **CANCEL** your class **BEFORE 8:00 am**. Cancellations made after 8:00 am will be considered a "**no show**" and will be charged for the full reserved amount.

## **Tuition & Fees**

Once a class schedule has been confirmed, payment is due for all classes for the remainder of that month. Missed classes can be made up on an alternative day, space permitting, with prior arrangement with staff. We understand that things come up that prevent your child from attending class. However, Gracie's Place **MUST** be notified **BEFORE 8:00 am** in order to reschedule class time, **NO** exemptions.

It is important that you drop off/ pick up your child at the specified time. Other children are scheduled to attend before or after your child's class time. Children being picked up or dropped off 5 minutes or more past/before their scheduled time will be charged at the regular hourly rate.

Alterations to scheduled class time **MUST** be made **BEFORE 8:00 am**. Once class has started any unused portion cannot be made-up.

Tuition is due the first week of each month.

We accept payments in the form of cash or check only. There will be a late payment fee of \$20.00 if tuition is not received by the end of the first week of each month.

Gracie's Place reserves the right to increase tuition/fees. A 30 day notice will be provided in advance.

**Registration Fee** - There is a non refundable registration fee of \$100.00 per child which is due at the time of your child's first class. There will be a 10% discount given for siblings who register and attend together.

**Material/Art fee** - of \$75.00 will be collected at the time of registration and every September thereafter.

**Returned Check Fee** - In case your check has been returned to Gracie's Place for a non-payment, there will be a returned check fee of \$30.00 per check. If there are repeated instances of returned checks, you may be required to pay with cash only.

**Late Pick-Up Fee** - There will be a late pick up fee of \$10.00 per child if your child is not picked up after closing hours plus any extra time used. Late fee is per child, siblings will be charge

**Gracie's Place has been unable to contact anyone listed on your child's emergency contact form, licensing requires that we contact Social Services who will pick up your child for safekeeping.**

### **Required Forms**

The following are required forms that need to be completed upon enrolling your child:

- Admission Agreement
- Gracie's Place Emergency Form
- Identification Emergency Form
- Consent for Medical Emergency Treatment
- Notification of Parents Rights
- Personal Rights
- Parent Handbook
- Child's Pre admission Health History-Parent's Report
- Immunization Record
- Physician's Report

### **Required Items**

Please be sure you provide the school with the following (on a daily basis):

- Diapers
- Wipes
- Enough healthy food for snack and lunch (if your children are staying for snack and/or lunch)

All items must be labeled with the child's first and last names.

### **Grounds For Termination**

Threats And Threatening Behavior -

We have a responsibility to provide a safe environment for our employees, the children we serve, and other adults. Therefore, we have a zero tolerance policy regarding threats or threatening behavior in our schools, whether the threat comes from a child or an adult, and regardless of who is the target of the threat. This includes, but is not limited to, threats to do physical harm to someone or threats to retaliate in any way. This type of behavior will result in immediate termination from our program.

In addition, child's enrollment may be discontinued as a result of the following circumstances.

- Abuse of other children, staff, or property by child or parent/guardian.
- Disruptive or dangerous behavior by child or parent/guardian.
- Continued violation of policies by child or parent/guardian.
- Non-payment of tuition.
- Gracie's Place was not able to meet the child's needs or the parent/guardian's expectation.

Gracie's Place will make every effort to ensure that the situation is corrected including (i.e. redirecting behaviors, working with the parent/guardian to correct the situation, or other intervention) before making the final decision.

### **Custody And Visitation Issue**

It is our policy not to interfere with the custody relationship of a child's parents. As such, we assume that both parents/guardians have equal rights to pick-up/drop-off, visit, or request documents about their child. If that is not the case, it is the parent's/guardian's responsibility to provide court documents and /or legally binding parental agreements to clarify the rights and responsibilities of the parents and/or guardians. We will follow the last dated courts documents, without prejudice, to either parent/guardian. We ask that parents/guardians keep the school, our staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in termination from our program.

### **State Licensing Requirements**

It is the right of the state licensing agency, as well as Child Protective Services, Social Services, or Children and Family Services to perform their duties as follows:

- Privately interview children and/or staff without prior notice or parental consent.
- Inspect, audit, and copy child and staff records without prior notice or parental consent.
- Observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate placement and, if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the child.

### **Conferences**

Gracie's Place does not offer formal child/parent conferences. However, we are always available to talk to you about your child's progress and /or any concerns you may have.

# GRACIE'S PLACE DAILY SCHEDULE

Time	Activity
9:00-10:15 AM	Welcome AM Preschoolers, PLAY (Social Emotional Skills)
	Table Sensory Activities (puzzles, playdough, blocks) Fine Motor Skills
10:15-10:30 AM	Clean Up Time, Small Group Circle Time (Songs)
10:30-11:00 AM	Hand Washing, Snack Time/Potty Breaks
11:00-11:20 AM	Arts and Crafts Time/Sensory Activity Time (learning time)
11:20-11:30 AM	Potty Breaks (diapers)
11:30-11:45 AM	Indoor PLAY (Social Emotional Skills)
11:45-12:00 PM	Clean up Time, Welcome PM Preschoolers Large Group Circle Time
12:00-12:45 PM	Hand Washing/Lunch/Potty Breaks
12:45-1:15 PM	Gross Motor PLAY/Activities in the big room (Ridge View room)
1:15-1:45 PM	Learning Time (Beginning Writing, Math, Science)
1:45-2:15 PM	Table Activities (sorting, measuring, patterns, tracing, scissor cutting, puzzles, playdough) Sensory Fun Activities
2:15-2:45 PM	PLAY
2:45-3:00 PM	Calendar Time, Sharing Time, Circle Time

I have received a copy of Gracie's Place Preschool Parent Handbook and I agree to comply with all the preschool's operating policies and procedures as described.

This agreement will be terminated by Gracie's Place Preschool with one week notice for the following reasons:

- The parent/guardian has not cooperated with the preschool regarding the child's discipline or behavioral needs.
- The child does not respond to the program's discipline policy and continues to be disruptive or overly aggressive with the other children.
- The parent/guardian has not paid the agreed upon fees or has been late paying the fee more than twice in a six month period.

I/we enter into this agreement with Gracie's Place Preschool and will honor the conditions and provisions stated here in:

Child's Name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

File: G.P. Parent Handbook, Rev. August 2016