



# Welcome to Grace Garden Preschool!

## Parent Handbook



# Parent Handbook for Grace Garden Preschool

## **Our Mission statement:**

*“Train up a child in the way he should go, and when he is old, he will not depart from it.”*

*Proverbs 22:6*

Grace Garden Preschool exists to journey with parents to help develop in each child a relationship with their Creator, to show them, and help them show, the love of the Savior, while preparing them academically for entrance into kindergarten.

## **Welcome to Grace Garden!**

It is exciting to join you in the journey of educating your child! The prayers and hopes from the staff are that your child will come to know the Creator of the Universe better every day as they learn academics, care for classmates, and care for the world around them.

The staff at Grace Garden wishes to help make you and your child's journey into preschool easy and fun. Let's get started.

## **Before Our First Day Together:**

After registering your child/children, (forms available on-line [faithbfc/gracegarden.com](http://faithbfc/gracegarden.com), or in the church office) an email will be sent to you verifying your child/children's acceptance prior to April 1<sup>st</sup>. Children will be accepted on a “first come, first served” basis. Once a class is full (limit 10), registration will close. However, being placed on a waiting list will be an option if a family drops out, or another class becomes available.

Your child will need to have a physical examination before the beginning of the school year. Paperwork for the exam can be found in the church office or on-line. This must be handed in before the first day of school. Paper copies can be given to the church secretary or put in the director's church mailbox. All information will be kept confidential.

A copy of each child's birth certificate and parents' driver's license (or any other photo ID) will also be required for each child's file.

Obtaining a backpack would be helpful! Each day there will be a variety of crafts and papers coming home for you to admire and to read! A shoe box filled with an extra set of clothes will also be needed, just in case of spills or accidents. And thirdly, it would be great if you are able to contribute a pencil box with a box of large crayons (8 count), a set of colored pencils, a writing tablet (large rule for beginners), and an eraser.

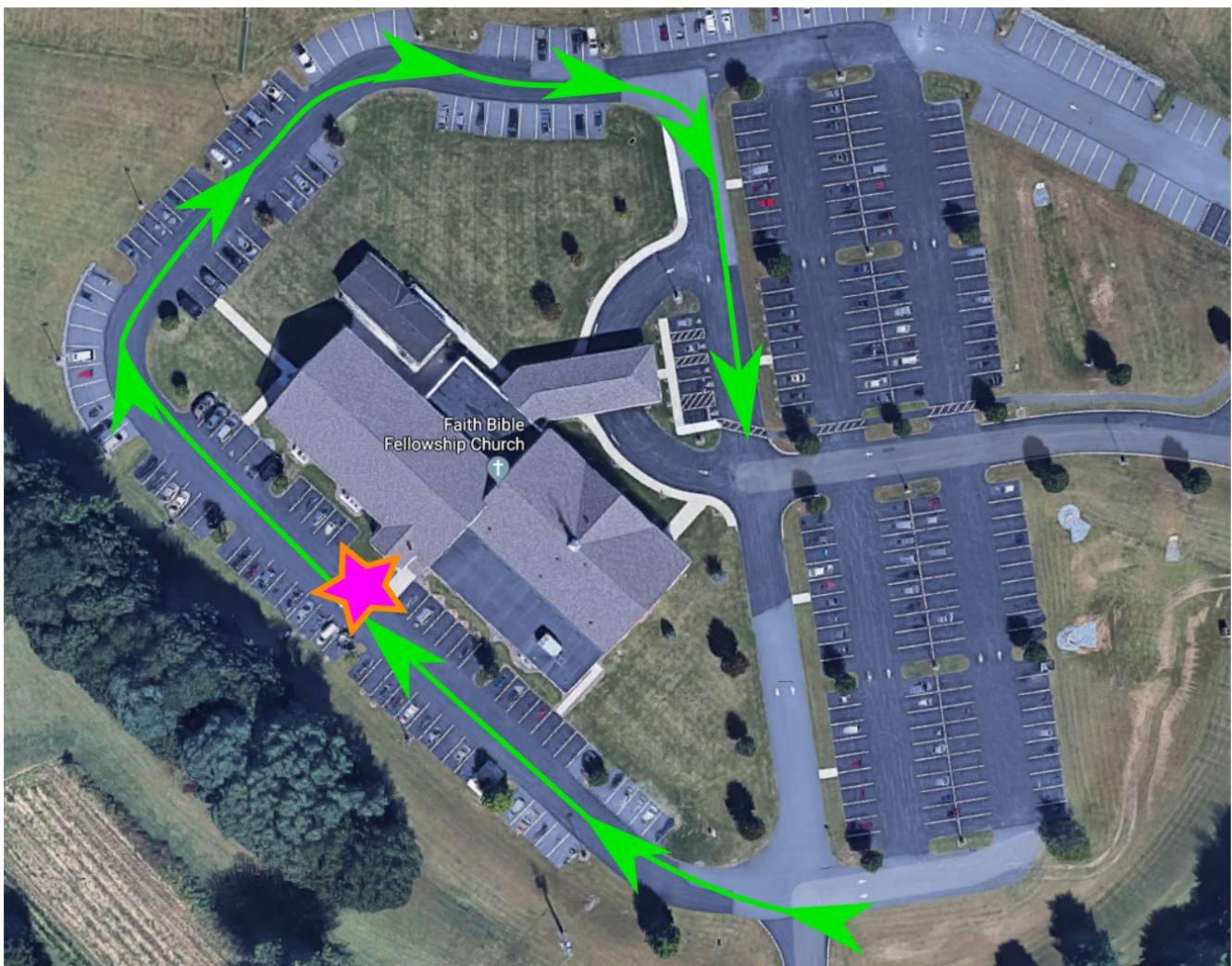
There will be a “parents' night” before the school year begins so that you can come and meet with us as we discuss the coming year's goals, and to give you an understanding of the format of each day. Details regarding the date and time of this meeting will be given to you after your child has been registered. At this meeting we will ask you to fill out paperwork listing the “responsible persons” who are approved to pick up your child. We will also collect your child's physical exam documentation at this time. The meeting will conclude with a time for questions to answer any concerns you may have.

## **✚ Day #1:**

On the first day of school, parents are encouraged to walk into the classroom with their children to help get them acclimated to the setting. There will be a five-minute time period to help find individual cubbies and coat hangers. After that all our Pre-schoolers will learn to say, "See you later!" Even if there are some tears, that's OK! It all comes to pass!

## **✚ Drop off each morning:**

After the first day we ask parents to drop off children in the back of the church where you will see a sign at the door that reads "Grace Garden." There will be a staff member present from 8:50am until 9:10am to help children out of their car seats and into the church. Please enter from the west side of the church, going toward the back, and after dropping off, continue straight and then around to the front of the church to exit. This allows for easy traffic flow.



**✚ PLEASE WEAR CLOTHES THAT CAN GET A BIT MESSY!** We will do what we can to prevent spills and such, but this is an integrated pre-school which means we will be doing a lot of art, science projects, and sensory stimulation. We will also be going outside as many days as we are able! (Make sure warm coats are worn on cold days!) Sneakers are preferable. Children need to play to learn! Learning is the goal!

✚ **A note about modesty:** It is never too early to teach modesty and to hold our bodies as precious “temples of the Holy Spirit”. We ask that girls wear shorts under dresses and that shoulder straps be three finger lengths in width. Shorts should be no shorter than three inches above the knee.

### ✚ **Pick up after school:**

Please park in the back of the church and enter the same door that your child will enter each day. Parents (or responsible persons) will need to wait outside of the classroom door until children are dismissed. Anyone picking up a child must be on the approved list of those who have permission to do so. Photo IDs may be asked to be seen if the teacher is unfamiliar with any adult. We will NOT allow any child to leave the building with anyone not on that student's list of approved adults.

**There will be no exceptions to this rule for the safety of the children.** A signature is required each day from each adult picking up a child. A clipboard will be outside the classroom on a table for you to sign.

### ✚ **Late policy:**

Each morning at drop off there will be a teacher or staff member outside from 8:50am until 9:10am to assist your child in transitioning from the car to the classroom. If you arrive later than this, please walk your child into the classroom. To ensure that your child receives the most out of each day, please make sure that your child arrives on time. A tardy entrance can disturb the rest of the class.

Dismissal time is promptly at 11:30am. Please be ready to pick up your child at that time. A late charge of \$1.00 a minute will accrue after 11:35am. We ask this out of respect for the children who have had a big day. We ask also for the staff, especially those who need to leave for other jobs and/or picking up their own children.

### ✚ **Discipline**

“A wise child loves discipline...” Proverbs 13:1

Learning to follow the example of Jesus will be an important lesson in our classroom. We will practice Christ-like behavior by being self-disciplined, taking personal responsibility, and showing justice along with mercy.

#### **Three simple rules will be explained and reviewed each day:**

1. Show respect to God (by being obedient to teachers and quiet during lesson).
2. Show respect to others (by talking and acting kindly to all).
3. Show respect to the church (by cleaning up and treating the church building nicely).

To encourage acceptable behavior, each student will start out the day with a dragonfly clip placed on their nametag. If an unacceptable behavior occurs, teachers will try redirecting the child's attention first, and if that is unsuccessful, the dragonfly will be taken off the nametag. A child may earn back a dragonfly pin with acceptable behavior. At the end of each school day, whoever has a dragonfly pin still on their nametag will receive a sticker for acceptable behavior. At the end of each month, whoever has a sticker for every school day will be able to pick from a gift bin.

If any blatant disobedience or lack of self-control continues to occur, a “walk and talk” with a teacher will take place and a letter will be sent home to the parents. A child may be asked to sit with a pastor to have some time to think things over if the teacher deems it necessary.

## Verse memorization

“Your Word have I hid in my heart that I might not sin against you.” Psalm 119:11. How precious and extremely valuable is that verse's message! We will have one verse per month to memorize. A sticker chart will be in the room to keep track of verses learned. Each month's memory verse will be on each month's newsletter, which will also be available on-line. Parents are asked to help children learn these Scriptures. If it is important to you, it will become important to them!

## Billing Information

\*A registration fee of \$45 is required and will be deducted from the year's tuition.

The cost for a full year's tuition is \$600 and the remainder after the registration fee (\$555) can be paid three different ways:

1. Full payment by September 1<sup>st</sup>.
2. Semi-annual tuition/\$280 by September 1 and \$280 by January 1.
3. Monthly payments of \$75 due the first day of the month, September through April (eight equal payments).

(\*\*Notice slight increase of tuition amount if choosing semi-annual or monthly.)

Tuition includes all supplies throughout the year.

Payments can be given to the office or placed into the box labeled “tuition” outside of the classroom.

## Attendance

Your child will benefit the most out of school if they attend regularly. Sick days are expected, and the teacher will make every effort to take some extra time to help a child “catch up.” A phone call or text to the teacher would be appreciated if a child will not be attending that day.

## Illness policy

As much as we want your child with us, we would like you to keep as many germs as possible away from the whole class!

Please keep your child home from school if the following exists:

- >yellow/green runny nose
- >diarrhea
- >cough
- >pink eye, hand/foot/mouth disease, etc., or any communicable disease
- >rashes, unless being treated and known to be noncommunicable
- >Any temperature above what is considered normal (100)
  - If you have any question about the illness policy, please talk to a teacher.
  - If your child becomes ill during classroom hours, you will be contacted immediately.
  - **A note on allergies:** Please inform us of any allergies your child may have.
  - Medicines will not be administered during classroom hours.

## Snacks

We will have one break for a snack around 10:30 each day. Please send an individually wrapped snack and a water bottle with your child every day.

## Fire drills

Two fire drills will occur during the school year; one sometime during the first half of the school year, and one in the second. We will advise the children that a drill will be happening, so they are not frightened.

## **Donations**

“There were no needy persons among them...it was distributed to anyone as he had need.” Acts 4:35  
We appreciate donations Alist of needed items can be found on our website at [www.faithbfc.com/gracegarden](http://www.faithbfc.com/gracegarden)

## **Weather issues**

In case of inclement weather, we will follow the church office's cancellation. The cancellation notification will be made known by an email coming from the teacher before 7:00am. You will also be able to check for cancellations on our website page.

## **Birthday celebrations**

Birthdays are a BIG deal when you are 4 and 5, so we will take time for each child to celebrate in our classroom. If there are summer birthdays, we will celebrate a “half birthday” instead. Parents are encouraged to participate by bringing in a treat (OK'd by the teacher in case of allergies with classmates).

## **Adult involvement**

We will have a special/surprise reader come in each week to read a story to the children. This could be you; a parent, a grandparent, or a member of the church. Our goal is to promote activity between generations. This is always an exciting time for preschoolers. There is a sign-up on the table outside of the classroom.

## **Parents' Night**

“Thanks be to God for His indescribable gift!” I Corinthians 9:15

At the end of the school year we will be hosting a night for you to celebrate your child. Parents' Night will be held the first Wednesday night in May at 6:30pm. Songs, finger-plays, and verse memorization will be shared with you. This will be an important night for your child, so feel free to bring grandparents, aunts and uncles, cousins, and friends! The more the merrier!

## **Our partnership with you**

“Children are a heritage from the LORD.” Psalm 127:3

This opportunity to serve your family in this way is a blessing to us! We encourage you to read our monthly academic overviews, as well as our monthly classroom newsletter. The academic overviews will let you know what is taught each day and how that was accomplished. Newsletters will include songs, finger-plays, a joke, a memory verse, and birthdays for the month. Both documents will be available on hard copy and on-line. A bulletin board located right outside of the classroom door will include any pertinent information for the classroom, along with samples of the children's work!

Parent/teacher conferences will be scheduled around the middle of the year (before Christmas break), and at the end of the year. A sign-up for time slots will be available. This will give teacher and parents the opportunity to share growths and any concerns there may be.

We encourage any comments, ideas, concerns, or grievances to be communicated to us. We encourage all discussion under the direction of Ephesians 4:3. We want to hear from you; to help, to encourage, to work out any difficulties, and to learn from you as the parents. Please direct communication to the director.

**This preschool will be running as a private, biblically based ministry of Faith Bible Fellowship**

**Church for ages 4-5 (pre-kindergarten-your child must turn 4 by September 1). All curriculum has been read, reviewed, and approved by a pastor/elder of this church.**

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