



Weekday Early Education (WEE)
Mother's Day Out & Preschool
Policy Handbook



Mission Statement

The mission of the Church Weekday Education Ministry of GracePointe Baptist Church is unapologetically Christian. The ministry is to extend the total church ministry by providing weekday education for preschoolers that is Christian/Bible based, age appropriate, and supportive of family and home.

Purpose of Our Preschool Ministry

The purpose of the Church Weekday Education Ministry of GracePointe Baptist Church is to fulfill a need for preschool weekday care and education for the families of our church as well as the families of our community. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities. GracePointe does not discriminate on the basis of race, color national and ethnic origin in administration of its educational policies, admissions policies, or any other policies.

Our goals for the growth of preschoolers are based on the fact that preschoolers grow just as Jesus grew— mentally (*in wisdom*), physically (*in stature*), socially/emotionally (*in favor with man*), and spiritually (*in favor with God*).

Therefore we seek to:

- **Lay a strong spiritual foundation** in the life of each preschooler we teach, with the hope that when they get older, each child will accept Christ as their Savior
- **Help preschoolers begin to understand**
 - God** is creator, giver of all good things;
 - Jesus** is God's Son and our best friend; and the
 - Bible** is the true, special book that tells about God and Jesus
- **Make church a happy**, clean, and safe place to learn Bible truths.
- **Provide activity-based teaching**, which includes Bible-learning activities that allow preschoolers to make progress in problem solving, sharing, and expressing themselves in appropriate ways, thinking of others with kindness, and learning to love others as themselves.
- **Partner with the home** in nurturing the spiritual growth of the young child.
- **Encourage parents/guardians** to actively participate in worship, Bible study, fellowship, and ministry opportunities.

Tuition and Fees for Pre-K and MDO

Tuition is due on the 1st day of each month your child attends. Checks should be made payable to GracePointe Baptist Church and child's name included on subject line. Receipts are given for cash payments (also for checks if requested). Please put your payments (check or cash) in the Tuition sleeve in your child's Communication Folder. There will be a \$35.00 fee charged for insufficient checks.

Tuition payments are late if not made by the 10th day of each month. The program will not hold a check past the designated "late payment" date. Special arrangements may be made with the GPBC Preschool Ministry Director for late payments. These arrangements must be made prior to the late payment date. A "late notice" will be sent home in the event of non-payment and a "late payment fee" of \$25.00 will be applied. Tuition and late fees are to be paid in full by last school day of that month. We understand unforeseen circumstances and the key is communication so we can work with you. There will be no deductions for absences due to sickness, vacations, etc.

Reimbursement

Our Tuition is a set amount per month. It is our policy to adequately staff our center at all times and to have the appropriate supplies for all enrolled children. Because of this, no reimbursement will be made due to holidays, personal vacations, school closings inclement weather or child's illness. In the event the center is closed more than 2 consecutive days for inclement weather or other unforeseen circumstances, we would then determine if tuition will be reimbursed for any additional days of unforeseen closure. Each situation will be looked at separately and parents will be promptly notified of the decision.

Withdrawal

If you wish to withdraw your child from the program, a 2 week WRITTEN notice is required before withdrawing your child from our program. If such notice is not given, you will be expected to pay the next month's tuition. Example: If you give written notice the 29th or 30th of a month you would need to pay ½ the tuition for the following month. If you give written notice after the first week of a given month, you would need to pay for that entire month.

Registration and Supply Fees

Annual registration and supply fees are due at the time of annual enrollment. These fees secure a place for your child as well as daily supplies and materials necessary for proper instruction. These fees are NON-REFUNDABLE.

The GracePointe Baptist Church Preschool is a non-profit organization. Childcare expenses for working parents may be tax deductible. Check with your tax preparer or CPA.

Church Weekday Education Policies

GracePointe Baptist Church Mother's Day Out and Pre-K Program accept children from age 2 to 4 years old. **The child must be the designated age by September 1st of the current school year.** The school does not discriminate against any child based on race, color, religious belief, national origin, or gender. **The program reserves the right to determine a child's eligibility based on space, medical needs, and/or special needs or circumstances.** The program reserves the right to make the final determinations of a child's acceptance into the program.

Please note that the first 6 weeks of school are considered a trial period. If teachers and the director determine that the behavior or needs of a particular child disrupt the entire class, or that their needs cannot adequately be met we will schedule a conference with the parents and determine a solution or potential dismissal. It is up to the director to make the final decision. The child will be allowed to attend for two additional weeks (if tuition is paid) after a determination of dismissal has been made.

Steps to enrolling at GracePointe:

- 1) Inquire with the director as to space for your child and communicate any special needs. If space is available you will fill out a registration form and pay the non-refundable registration fee. This fee secures your spot and buys supplies for your child.
- 2) Schedule an interview. (Interviews will be scheduled within 4 weeks of receiving your registration.) *We do interviews to meet both the parents and the child and to determine if we are the right fit. We want to make sure we are able to accommodate the needs of each child in our program.*- You will hear back from us within 10 days of your interview; **if for some reason we cannot accept your child into the program, the registration fee will be refunded. If you just change your mind, the registration fee will not be refunded.**
- 3) If accepted, you will be given a packet of information to fill out (see below) and will be notified of the date of our Open House which will be sometime in July. You will bring your completed packet on that date and pay the August tuition.

The GPBC Preschool Ministry Director must have the following documents on file:

- Completed and signed Registration/ Enrollment Form
- Signed Physicians Release or Statement of the Child's Health that your child is physically able to participate in the program activities
- Physician signed Immunization Record of your child (annually updated)
- Signed copy of Parent's Acceptance and Agreement of the program's policies

All paperwork, tuition, registration, and supply fees must be submitted prior to your child's first day of school.

Acceptance of Children with Special Needs:

All children are a gift from God and highly valued at GracePointe. It is our desire to help and support all families as to the best of our ability. However, some children require special care. This is one of the reasons we have adopted an interview process for our program. If we determine that a child's needs will require a personal assistant or extra helper in the classroom, the director will work with the parents to develop an individual education plan (IEP).

Special needs children (as with all children) are accepted on a trial basis. We will evaluate for six weeks and then communicate with parents if we can continue care. The family will be given an additional 2 weeks (for a total of two months) to find alternative care if it is determined that we cannot meet the needs of the child. We must also consider the needs of all the children in the classroom, so if the behavior or needs of the child interfere or disrupt the classroom as a whole, we would have to discontinue enrollment.

Daily Schedule Information

Daily Arrival and Dismissal

School hours are from 9:00 a.m. to 1:00 p.m. Mothers Day Out will meet every Tuesday, Wednesday, and Thursday. Five day Pre-K will meet Monday - Friday. Three day Pre-K will meet Tuesday – Thursday. Children will not be allowed to enter the classroom before 8:55 a.m. so that teachers can finish final preparations for the day. Parents will enter the 2nd entrance if heading east on Winchester Road or the 1st if heading west. You will drop your child off at the Preschool Entrance located on the side of the building. If you have specific information regarding your child you may send a note to be placed in your child's folder or you may walk your child in. If you walk your child in please drop them off at their classroom door. If you are going to be more than 15 minutes late, you should notify the director, Doors will remain locked at all times. If you need to enter the building anytime outside of drop off and pick up time, please go to the front entrance and ring the bell.

School dismisses at 1:00 p.m. Parents will enter the same way and will pick the child up by the Preschool Entrance. Please be sure your child's pick up card is hanging from the review mirror. (Use a child-sized hanger with clips) Children should be picked up by dismissal time. There will be a ten minute 'grace period' beyond the dismissal time to pick up your child. After that time, a late fee will be assessed \$5.00 for every 5 minute increment.

Safety of your child is our number 1 concern! It is the parent's responsibility to ensure that your child is buckled in properly in an approved car seat. This sometimes takes a few minutes. Please be patient and remain in the car rider line.

Children will NOT be allowed to leave with anyone other than those listed on the Enrollment Application form, including spouses. Where there is legal, custody, or court mandated reasons for a parent not to see their child, the school must be informed of the situation and the child will not be released to that parent.

Special arrangements must be made with the GPBC Preschool Ministry Director for anyone else to pick up the children (grandparents, aunts and uncles, friends, etc.). These people will be asked to come in and sign the child out. We will also require proper identification if unknown to the teacher or director. (Note: Stricter ID may be required as recommended by local law enforcement authorities.)

Class Time

The school day will have scheduled time for story time, craft, music, chapel, and play. Daily outdoor time will be observed, weather permitting. Parents will receive a calendar/ newsletter each month from your child's teacher. Our children are constantly learning. **The Pre-K class and the 3 year old class start their academic curriculum at the beginning of the year, therefore, attendance is important so they do not miss concepts that will be build upon through out the year.** If you know your child will miss more than one day at a time, please notify the teacher, so that she can be better prepared and send home items that you child may have missed.

Clothing

Preschool activities are often messy, but fun. Please dress your child appropriately (comfortable "play" clothes). **Each child needs a change of clothes in a zip-lock bag with each piece of clothing labeled with child's name.** This is required for ALL children. **Please remember to change these out when the weather changes significantly.** Parents will be notified if there is a need to dress up or dress differently for the day or planned activity. We ask that girls wear shorts or leggings under dresses.

Snack/ Lunch

The school will furnish a morning snack such as goldfish crackers or veggie straws. If we have a student with an allergy to a specific food item, i.e. peanuts, you may be notified to eliminate that item from your child's lunch. If your child has a food allergy, we may request you send in a snack for your child. Parents must send a lunch with their child. Please send nutritious food items that your child can handle easily, such as finger foods or bite size items that do not require heating or refrigeration (heating and/or refrigeration is not available). Please send a re-closeable and refillable water bottle filled with water. The children may have a drink throughout the day and use at snack time and lunch. A juice box for lunch is permissible but not encouraged.

Please label with your child's name everything that is brought to school to eat or drink.

Toys from Home

"Home toys" may be brought on teacher designated "show and tell" days only, unless special arrangements are made with the GPBC Preschool Ministry Director and class teacher. Pets are NOT allowed.

Crafts and Special Activities

From time to time crafts and special activities will be planned. Parents will be notified of the days and requirements for the crafts and activities.

General Health & Wellness

Illness and Injuries

Please do not send your child to school if he/she is showing signs of illness. This is for the good of everyone.

Your child will not be permitted to stay at school if any of the following symptoms are occurring:

- Fever – Your child must be free of fever without having to take medication for at least 24 hours before returning to school.
- Vomiting and/or diarrhea – Must be free of symptoms for at least 24 hours.
- Usual childhood diseases – Mumps, Chicken Pox, Measles, Whooping Cough, Scarlet Fever, etc.
- Common Cold or the Flu – sore throat, croup, colored nasal discharge, persistent cough, etc.
- Skin Infections or undiagnosed rash – Boils, Ringworm, Impetigo, etc.
- Eye Infections – Pink Eye or any infection that causes the eye(s) to matt up
- Lice – Must present a note to the WEE Director from your child's physician stating he/she is cleared to return to school.

Children will not be permitted to return to class until they are no longer contagious and fever free (without medication) for 24 hours. The school reserves the right to request a medical release from your child's physician regarding any questionable illnesses before the child is allowed to return to class. The school reserves the right to determine if the child is well enough to attend. If a member of your household has a contagious illness, i.e. strep, stomach virus, Covid or flu, please consider keeping your child at home; especially if you are not able to isolate the sick person for the entire illness. These things spread rapidly at school, so please help us keep our children and teachers well.

In the event of a serious injury or illness, every effort will be made to contact the parents or guardians of the child. If they cannot be reached, then the school will attempt to call a designated emergency contact person(s). If deemed necessary by the school leadership, the child will be taken to the appropriate hospital emergency room. The child's parents or guardians are responsible for medical costs as may arise. Be assured, every effort possible will be made to prevent accidents at school.

Medications

Medications, non-prescription or prescribed, will not be given. Because we are only in school four hours each day, your child should be able to take all medications at home. If you must administer medication to your child during school hours, please contact the GPBC Preschool Ministry Director to arrange a time that you may come and give your child medication.

Special Events

Birthdays and Holiday Parties

Our school loves to celebrate birthdays! If you wish, you are encouraged to bring a special treat for snack time that would not be too messy or a choke hazard for children. Cookies are always a big hit. Cupcakes are fine, but we ask that bright/deep colored icing be avoided. Mini cupcakes are preferred. **Store bought treats only and must include ingredient label due to food allergies.** You may bring party favors for all children or you may give a gift for all in the classroom to enjoy, such as a book, toy, or puzzle. Please give your personal birthday gifts to your child at home or at a private party away from school. **Personal party invitations are not allowed to be given out at school unless every child in the class receives one.**

Throughout the year the classes will have holiday parties, such as Thanksgiving, Christmas, Valentine's Day, Easter, etc. Halloween will not be celebrated. However, we will celebrate the fall season. Please consider helping with these parties by bringing food items, drinks, favors, etc.

Miscellaneous Policies

School Calendar/Holidays

Our calendar is set when the Madison County School Calendar is approved for the upcoming year. GracePointe has a modified version of the Madison County Schools Calendar. The school observes all holidays of the Madison County School System. Any variance will be announced and parents notified.

Inclement Weather

In case of snow, ice, or other inclement weather, you are encouraged to listen to local radio or TV stations.

We follow Madison County Schools closures. If Madison County Schools are **closed** for inclement weather, GracePointe WEE MDO and PRE-K will also be **closed**. If they announce a **2-hour delay**, GracePointe will **OPEN one hour later at 10 a.m.** If they announce a **3-hour delay**, GracePointe will open **one hour later at 10 a.m.** If they announce an **early closure**, GracePointe will close **45 minutes earlier** than the school closure.

During times of potential severe weather, GracePointe will monitor the weather radio and television news stations for a warning. As soon as a tornado warning is issued, all children and teachers will be immediately evacuated to the safe shelter areas of the building. For the safety of you and your child, we ask that you **DO NOT** remove your child from the building while we are under a tornado warning. If you do arrive during a warning, we will strongly encourage you to stay with your child until the warning has passed. If you are uncomfortable with your child being here during severe weather, we ask that you pick your child up **BEFORE** a tornado warning becomes imminent. We sincerely care about the safety of you and your child!

Fire and Tornado Drills

Your child will participate in fire and tornado drills throughout the school year. This procedure is necessary to help all children know what to do and what will be done in the event of a fire, tornado, or similar emergency. These drills are practiced to teach the children to handle emergencies in a calm and orderly manner.

Developmental Screening & Testing

Part of the teacher's responsibility is to assess children in areas of child development: fine motor, gross motor, language, adaptive, social, emotional and cognitive skills. If your child's teacher should have a concern regarding your child's development in any of these areas, they will seek to discuss their concerns with you.

Often it is your child's teacher who is the first to identify concerns during the early years of education. After conferencing to discuss their observations and concerns, they may suggest screening or testing within the public-school system. These screenings are very thorough and can lead to specialized services available within the school system.

Throughout the school year we may have optional speech, hearing and occupational therapy screenings available. There will be a fee, but these services can be very beneficial for a child that is struggling.

Disciplinary Action

The discipline policy of the school is to use positive guidance and is designed to help children regain self control through constructive redirection. A child's self esteem is important to the learning process. **Each child is accepted to the school on a trial basis regarding behavior.**

Children will be guided to behave appropriately. In the event of inappropriate behavior, the child will be given a verbal warning. Upon a second occurrence of misbehavior, the teacher has the right to remove the child from the rest of the group. This time of isolation is called "time out" and may simply be a chair away from the other children. "Time Out" is child's age in minutes. Example: 2-year-old = 2 minutes. Upon the third occurrence of willful disobedience or disrespectful behavior, the child will be removed from the classroom and sit with the director for 10 to 15 minutes after constructive conversation. Parents will be notified with a note or a phone call.

Inappropriate behaviors include: willfully disobeying a directive from the teacher after having been given a second chance, yelling NO! or being disrespectful to teacher or others in the classroom, repeatedly taking toys away after being corrected, hitting or pushing another child or the teacher after having been corrected, yelling out repeatedly indoors or disrupting/ disturbing the class.

The school will not resort to corporal punishment as a disciplinary action. If misconduct and misbehavior persist, a meeting will be called to discuss the behavior with the parents. This meeting may result in the child's dismissal from the school. Three times in the director's office within one semester will require a meeting and will possibly lead to dismissal. Our goal is to aid parents and to enrich the life of each child; we will do this to the best our ability.

Biting

If a child bites another person three times within one week, a parent conference will be scheduled to discuss the behavior. If a child bites more than once in a day, the parents will be called to pick up the child immediately. If the problem continues, the child may be dismissed from the school. For the welfare of all the children, biting will not be tolerated.

Parent-Teacher Conferences

Parents are welcome to request a conference with the teacher and/or director whenever they deem necessary. You may schedule with the teacher directly. The

If continued discipline issues or behavior problems occur, parents will be asked to come in for a conference. If a Pre-K student is having significant academic struggles, teachers will let the parents know. A conference will be called if needed.

Pre-K students will have an end of year evaluation done by the director or lead teacher. The director will let parents know whether or not we believe the child is ready to begin kindergarten.

Conflict Resolution

In between the Parent-Teacher conferences and if a problem cannot be resolved in a Parent-Teacher conference, the following procedure has been established.

- If the teacher is not involved, schedule a meeting with the GPBC Preschool Ministry Director.
- If the teacher is involved, schedule a meeting with the GPBC Preschool Ministry Director and class teacher, followed by a meeting with the director alone.
- If the GPBC Preschool Director cannot resolve the matter, send a letter to the Pastor. The Pastor will decide if further action is deemed necessary. The action of the Pastor will be final and cannot be appealed.
- The Preschool Director reserves the right to call in the Children's Minister (her supervisor) or the Pastor if she feels the need.

Sunshine

Weather permitting, children will have regular outside/playground times. Parents are encouraged to apply sunscreen before bringing the child to school. Hats and sunglasses clearly labeled with child's name may be brought to school in the school backpack or bag.

Open Door Policy

The school has an open-door policy for parents of children enrolled in the preschool program. If you would like to observe your child at any time during the school day, you are always welcome. As with all visitors to the church during school hours, you will be required to check in with the office and receive a visitor's badge so all will be aware that you are present in the building. The only exception with such visits would be if there is any legal, custody, or court mandated restrictions for a parent who is not allowed to see a child.

Child Abuse

The leadership and facility are "mandatory reporters" of any suspicious or possible child abuse. Abuse may be any sign of neglect, mental or emotional injuries, and physical injuries. Please tell your child's teacher about any bruises the child may have or any emotional trauma the child may be experiencing. By keeping the school staff informed, you may prevent any inappropriate suspicions.

Smoking/ Alcohol/ Illegal Drugs

Smoking, alcohol consumption, and illegal drug usage are not allowed anywhere on the church/school property. This includes all transportation (public and private) of children and during/on school sponsored field trips.

Sexual Misconduct

The policy of the school regarding sexual misconduct is found in the document entitled "Protecting Children and Youth from Sexual Misconduct in Your Church" published by the Alabama State Board of Missions. The document may be found at www.alsbom.org/safe.

GracePointe Baptist Church WEE MDO program admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration policies, scholarship and loan programs, and athletic and other school administered programs.

The GracePointe Baptist Church WEE MDO and PreK Program is sensitive to the needs of each child and parent. If you have any questions or concerns, please contact the GracePointe Baptist Church Preschool Director.

GracePointe Baptist Church
Preschool Director
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