

Grace Christian Children's Center

Parent Handbook



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Visit us on the Web!

www.gracescappoose.org

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Grace Christian Children's Center Welcomes YOU!

The purpose of this handbook is to outline the policies and procedures under which we operate as a state certified child care provider and preschool. It serves as an informative guide for parents so that they may know and understand our child care philosophies, business practices, and expectations. In order to make our relationship as agreeable as possible, the following pages contain mutually beneficial requirements which are necessary to ensure that there are no misunderstandings between either party. The words "you" or "your" refers to the child's parents or guardians. Please read this handbook carefully and feel free to discuss with us any questions or comments that you may have. Children will not be denied enrollment on the basis of race, color, religion, gender, national origin, or disability. You will have the right to view our child care center and the conditions thereof at any time during regular business hours.

OUR MISSION

Where caring people enrich the lives of children and families through Christ-centered learning.

OUR PHILOSOPHY

As an important ministry of the Grace Lutheran Church congregation, Grace Christian Children's Center believes that children need a solid foundation on which they can build. Childhood is a time like no other. It's a time for exploring, creating, discovering about one's self, for learning about our identity in Christ, for meeting the world, for learning how to learn and for being accepted just the way they are.

Our curriculum is based on providing your child with experiences that will enrich and enhance each child's spiritual life, their cognitive, language, social, emotional, physical and creative development.

Our experienced teaching staff understands that each child is a unique person with an individual pattern and timing of social, physical, and intellectual development. We embrace the belief that parents are the first and most important teachers of their children. Parents are welcome visitors in the classroom at all times and we value their input in our program.

Our program does not discriminate because of race, color, sex, marital status, religion, national origin, age, sexual orientation, life style, or disability in program admittance, activities or employment. We do not tolerate discriminatory behavior.

Our program is welcoming, respectful and accepting of all families. Our program is open to all age-eligible children; including children with special needs, if reasonable accommodations can be made. Each child's needs are addressed with parents on a one-to-one basis.

LICENSING AND ACCREDITATION

State Certified with the Oregon Office of Child Care – License #CC501746

National Lutheran Schools Accreditation

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ENROLLMENT POLICY

There are two mandatory forms that we must have completed and in our possession BEFORE we can assume the responsibility of caring for your child. These forms are as follows:

1. Signed Enrollment and Authorization Form
2. Certificate of Immunization (all vaccinations MUST be current in accordance with Health Division)

We would appreciate you keeping us informed of any change in address, telephone numbers, and other pertinent information listed on all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

TRIAL PERIOD

We understand that sometimes there may be issues that cannot be resolved, such as: severe behavior problems, parent's non-compliance with providers schedule, policies and procedures, etc. For these reasons, all new children will be cared for on a two-week (14 calendar days) trial period beginning on your child's first day of care. During that time the parent or provider may terminate the child care agreement with 24 hour notice. Childcare payment (paid in advance) is non-refundable.

ABSENCES

Please notify a Grace Christian Children's Center staff member if your child will be absent on a scheduled day of attendance. If circumstances cause you to terminate care, you must submit a written notice of your exit date to Grace Christian Children's Center two weeks prior to your child's last day of care. If Grace Christian Children's Center is not notified in written form, we will continue to bill you for two weeks. **There will be no refunds or adjustments made to your child care fee for your time missed due to illness, holidays, or vacation. These will be paid days.**

HOURS OF OPERATION

Hours of operation are Monday through Friday from 6:00 a.m. to 6:00 p.m.

- We offer full-time, part-time, and before/after school care
- Requests for a change in your child's enrollment hours/days are subject to space availability within the center.
- You are responsible for paying fees for your contracted days regardless of whether your child comes.
- Please notify us the night before if your child will not be coming the next day or if you will be late in arriving. We would also appreciate notice of your child's absence due to family vacation times.
- We do not provide evening or weekend care.
- We do not provide care after or before hours of operation (6:00 am to 6:00 pm)

DAYCARE CLOSURES

Holidays will be reviewed and set each calendar year by the Director of Grace Christian Children's Center. For the 2018/2019 school year, we will be closed on the following holidays:

Monday – September 3, 2018 (Labor Day)

Thursday – November 22, 2018 (Thanksgiving Day)

Friday – November 23, 2018 (Day after Thanksgiving)

Monday – December 24, 2018 (Christmas Eve)

Tuesday – December 25, 2018 (Christmas Day)

Tuesday – January 1, 2019 (New Year's Day)

Monday – May 27, 2019 (Memorial Day)

Thursday – July 4, 2019 (Independence Day)

SIGNING IN AND OUT

Please walk your child into the Center and sign your child in. At the end of the day, sign your child out, and let staff know when you leave. We must have permission to release your child to the person picking your child up. We will ask the person for a picture ID.

ARRIVALS & DEPARTURES

Our procedure is to release the child only to his/her parent or person authorized to pick up. If someone other than the parent is to pick up the child, please notify us ahead of time. Please inform emergency contacts or people designated to pick up your child that we will ask for photo identification. This is not meant as an offence, simply a precaution taken for your child's protection. Children who arrive during quiet time will be expected to remain quiet until quiet time is over, so that others will not be disrupted from their naps.

COMMUNICATION

We are looking forward to a terrific relationship with you and your child and that is why communication is very important to us. Each month we will distribute a newsletter with information and upcoming events. Please be sure to review the newsletter each month to keep your family informed about events at GCCC. We also want you to feel welcome to share any question or concerns that may arise. It is important that there is a similar child care philosophy between us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private outside or regular child care hours either by telephone or conference.

NO CELL PHONE ZONE

We ask that you refrain from cell phone use when picking up or dropping off your child(ren). Pick up/Drop off is the best time we have to communicate. It is helpful to tell you about your child's night or weekend. We can also talk about upcoming events and anything else that may be important about your child. More importantly, your child has much to tell you about his/her day and appreciates your undivided attention as much as we do!

PAYMENT PROCEDURES

- Full monthly PRE-PAYMENT is due by the 1st day of the upcoming month, or you may pay ½ of your monthly payment on the 1st of the month and the remainder no later than the 15th of the month. If the 1st or 15th happens to be a holiday or weekend, payment will be due on the previous business day.
- If you go away on vacation, payment is due BEFORE you leave.
- Full payment will be required even if your child is home ill. We will NOT provide any refund in payment for sick days.
- Full payment will be required even if the center is closed for a holiday (only if the holiday falls on your child's regularly scheduled day)
- Payments may be made by check, cash, or cashier's check
- Checks must be dated for the day that they are due; no post-dated checks will be accepted.
- There will be a late fee of \$10 for each day that payments are received late. Repeated late payments may be grounds for termination.
- GCCC will give you a minimum two week notice of any increases in your child care fee.
- A paid, two-week notice is required if you are planning on terminating care.

NON-SUFFICIENT FUNDS CHECKS

If a check is returned to us for non-sufficient funds (NSF), you will be required to pay a \$25 fee for the returned item, \$10/day late fee, and any other fees that we incur as a result of the returned check. We will give you one day to resolve the NSF check issues. Thereafter, we reserve the right to require that future payments be made in cash only.

OVERTIME RATES

Operating hours are Monday through Friday – 6:00 am to 6:00 pm. We are not able to accommodate early arrivals. If you are late in picking up your child, there will be a \$10.00 late charge for every 15 minutes that you are late. Fees are rounded to the nearest 15 minutes. Late fees will be strictly enforced. It is your responsibility to have your child picked up on time. If you know that you will be unavoidably late, it is your responsibility to notify the center and make arrangements to have an authorized alternate person pick up your child. Continued late pickups will mean breach of contract and your child's position in Center will be terminated.

COLLECTION POLICY

The GCCC Director follows up with each family both verbally and by e-mail to keep accounts current. A formal letter is issued when any account is over 15 days past due. At this point, no further services are provided.

As long as substantial payments are made on the account, the account will continue to receive formal letters of encouragement to pay. After 90 days, unless a satisfactory payment plan has been set up, the account will be turned over to collections.

CURRICULUM

Grace Christian Children's Center is a Christian daycare/preschool. Our curriculum includes a broad range of developmentally appropriate activities for children. At all ages, the curriculum is presented from a Christian worldview, including instruction in Bible stories and Christian living. Our areas for study will include:

- Religion
- Science
- Math
- Music
- Language Arts
- Art

Our program emphasizes the key areas of development in a young child.

- **Spiritual** – Focusing on Jesus Christ as our loving Savior
- **Cognitive** – Providing the concrete, hands-on experiences through which a child learns
- **Emotional** – Developing self-esteem, confidence, and interdependence
- **Physical** – Providing exercise for large and small muscle groups
- **Social** – Building the foundation for interpersonal interaction
- **Art** – Recognizing art as a gift from God
- **Science** – Begin to develop understanding of God's world and our part in preserving it
- **Music** – Sing songs that teach God's love and socialization with peers
- **Health** – Develop habits of good health and hygiene

A printed copy of our curriculum is available upon request and outlined in the monthly newsletter.

HOLIDAYS

The following are holidays for which we decorate, play music and participate in and any other traditional festivities related to that holiday.

1. New Year's Day
2. Valentine's Day
3. Easter
4. St. Patrick's Day
5. Mother's Day
6. Father's Day
7. Independence Day
8. Halloween / Reformation Day
9. Thanksgiving
10. Christmas

DAILY SCHEDULE

Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day flow more smoothly, allows children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our written schedule to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we have to make adjustments to the schedule.

6:00 am	Open for business
6:00 am- 9:00 am	Supervised free play as children arrive for childcare
6:30 am –8:30 am	Breakfast
9:00 am – 9:30 am	Circle Time (calendar, songs, story)
9:30 am – 9:45 am	Morning Snack
9:45 am – 10:30 am	Preschool lesson & Creative Time
10:30 am – 11:00 am	Outdoor Play (weather permitting). Indoor Play – music & movement
11:00 am – 11:15 am	Clean up time, get ready for lunch and hand washing
11:15 am – 11:45 am	Lunch
11:45 am – 12:00 pm	Hand washing, clean up from lunch
12:00 pm – 1:00 pm	Outdoor or Indoor free play
1:00 pm – 3:00 pm	Quiet time or rest time (reading, puzzles & coloring)
3:00 pm – 3:15 pm	Wake up, Toileting, Handwashing, get ready for Afternoon snack
3:15 pm – 3:30 pm	Afternoon Snack
3:30 pm – 4:30 pm	Outdoor Play (weather permitting). Indoor Play – music & movement
4:30 pm – 4:45 pm	Clean up outside toys
4:45 pm – 5:00 pm	Clean up inside toys
5:00 pm – 6:00 pm	Table games or homework
6:00 pm	Center is closed

HOUSE RULES

There are certain house rules that all children will be taught and expected to follow. The following rules are enforced for the safety and well-being of everyone.

1. No running permitted in the center.
2. No standing or climbing on chairs, tables or furniture.
3. No use of obscene, derogatory, or disrespectful language.
4. Children may not walk around center with food or cups.
5. Children are not permitted to lift and/or carry other children.
6. Respectful treatment of other people and all property, toys, and furniture is expected.

Please support us in enforcement of these rules in order to create a better environment for all.

MEALS

We will serve breakfast (6:30 am to 8:00 am), Lunch (11:15 am), and two snacks (9:30 am and 3:00 pm) to your child each day. You are responsible for feeding your child if he/she will arrive at child care after a mealtime. A monthly menu is posted on our classroom bulletin board. We follow the USDA portion size guidelines. Keeping good nutrition in mind, we offer a variety of fresh fruits and vegetables. We never force a child to finish what is on his/her plate, but we do encourage them to try one or two bites of everything. Sometimes they are surprised by what they like! Child-size utensils are used. Staff members sit at tables during meal times and engage in mealtime discussion with the children. We encourage conversation with the child and between the children. This provides teaching opportunities for table manners and healthy social skills. Children are encouraged to clean up their individual eating area. Bins are provided to make this as simple as possible for them.

If your child has allergies, and requires a modified diet, we must be notified of this on the enrollment application. Written instructions must be provided describing any foods the child is not permitted to eat. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we will ask the parents to provide his/her lunch and snack.

NAPS & QUIET TIME

All children (regardless of age) are required to lie down for a rest period in the afternoon. All children must rest quietly on their mats. After 45 minutes, those individuals who are not sleeping may get up and engage in quiet activity such as puzzles, coloring, reading a book, etc. Children are not required to sleep as this is strictly a rest period.

CLOTHING

All clothing that is removable (i.e. coat or sweatshirt) must be marked with your child's name. Clothing should fit the weather, and give freedom for play. Please keep in mind that the children may be working with messy art supplies. Also, as we play outside often, the children should wear rubber-soled shoes with good traction. Please make sure that you have an extra change of clothing at the Center, labeled with your child's name.

PERSONAL BELONGINGS

No toys should be brought from home. Little ones have a difficult time sharing with others and it is even harder with their own special toys. Exceptions to this rule are their favorite blanket for nap time, show and tell and other special activity days. We are not responsible for any loss or breakage of your child's personal items. All personal items must be clearly marked with your child's name.

BIRTHDAYS & PARTIES

Each child's birthday is his/her "special day". Parents are invited to provide a special snack to celebrate their child's special day. We do ask that all treats brought in from the outside be **store bought and not prepared at home.**

CLASSROOM RULES

Our “Classroom Rules” are posted in each individual classroom. They include the following:

- Helping Hands
- Listening Ears
- Quiet Voices
- Looking Eyes
- Walking Feet

Our “Playground Rules” are posted outdoors. They include the following:

- Be Safe
- Be Kind
- Helping Hands
- Listening Ears
- Looking Eyes

EMERGENCY CONTACT INFORMATION

Each parent must have on file a list of names and phone numbers of emergency contacts. The emergency contacts are persons in the area who are authorized by the parent(s) to pick up and/or care for the child in case of illness or emergency when the parent cannot be reached.

Please be sure the persons whose names you give are aware that they have been listed for this purpose and that staff members will ask for identification of any person with whom they are not familiar. In the case of legal issues, the registered parent must indicate who has legal custody and who may pick up the child on the enrollment form. We assume no liability if not properly advised. If you won't be at the number you have listed to contact you during your child's day of school, leave a note with a staff member with the number at which you can be reached.

Whenever there are changes to be made, it is your responsibility to update the emergency information in your child(rens) file.

Children will only be released to persons whose name appear on the Enrollment Authorization.

MEDICAL EMERGENCIES

Minor Emergencies – We will treat the injury and complete the necessary information on the injury/incident report. We will inform the parent/guardian of the circumstances and treatment received.

Life Threatening Emergency – We will contact 9-1-1 and/or administrator CPR if appropriate. Your child will be transported to the nearest hospital. **YOU WILL BE NOTIFIED IMMEDIATELY!** If you cannot be reached, we will notify the next person listed on your emergency contact list. If an ambulance is called to transport your child, the cost of the ambulance is your responsibility. You are also responsible for all costs involved in emergency medical treatment. The owners of Grace Christian Children's Center will not be held liable for any sickness/injury of their parent, guardian, or child while on these premises.

EMERGENCY DRILLS & PROCEDURES

Emergency drills are held on a monthly basis so that children and staff will be prepared in the event of an actual lock down or evacuation emergency.

FIRE / EVACUATION DRILL PROCEDURE

- Safe evacuation routes will be established, illustrated, and posted on each exit in the classroom.
- Safe meeting areas will be open spaces and away from building, overhead power lines, underground gas and sewer lines and large trees.
- Fire drills will be documented and integrated into the weekly lesson plan as a safety topic.
- Children will learn about fire safety and practice how to follow the teachers instructions during a drill.
- The children will learn:
 1. How to stop all activity, follow the teacher, and walk quickly toward the safety evacuation exit;
 2. Where the safe meeting place is outside (which teachers have determined ahead of time);
 3. How to stop, drop and roll if their clothing, hair, or skin catches fire;
 4. How to crawl out of the room on their bellies when smoke enters the room;
 5. How fire can start and what things to avoid touching and playing with that cause fires or burn.
- The drill will begin when a teacher sounds a bell or alarm. One teacher will instruct the children to line up at the door in preparation to exit the building in a safe, organized manner. The Teacher at the rear of the line will do a head count of the children and yell out to make sure no persons are left in the room. Make sure to check the sign-in sheet to assure all children are accounted for.
- Once outside, teachers will talk with the children about the drill and allow children to share any feelings that they have.
- A transition period to calm the children will be incorporated at the end of any drill. Singing a song, reading a pertinent story, etc...

EARTHQUAKE DRILL PROCEDURES

Staff will perform an earthquake drill every other month throughout the calendar year. These will be documented on the Emergency Drill Form, located in the classroom.

- Earthquake evacuation routes and safe meeting areas should be the same as fire evacuation routes and meeting areas.
- Teachers will plan learning activities, discussions, and demonstrations that will increase understanding and prepare the children to respond safely to an earthquake.
- The drill will begin when a teacher shouts “Earthquake”! Children will be instructed to **Duck** down onto their knees and crawl to **Cover** (table, desk, and chair are most appropriate and safe covers) and **Hold** onto it (the leg of the desk, chair or table) until the shaking stops and they receive further instructions from the teacher.
- The teacher(s) will instruct the children to come over to the safe gathering location and safely evacuate the building to the outside “meeting place”. The teacher in the back of the line will do a head count of the children and yell out to make sure no persons are left in the room. Make sure to check the sign-in sheet to assure all children are accounted for.
- Once outside, teachers will talk with the children about the drill and allow the children to share any feelings they have.
- A transition period to calm the children will be incorporated at the end of any drill. Singing a song, reading a pertinent story, etc.

EMERGENCY LOCK-DOWN PROCEDURE

- Bring all children into the classroom. Use a calm manner to avoid unduly alarming the children. Make sure to check the sign-in sheets to assure all children are accounted for.
- Lock the doors and close the blinds.
- Turn off the lights.
- Keep the emergency binder and telephone with an assigned staff member
- Keep children away from the windows and close to the floor
- Practice playing a “quiet game” with the children. Choose a game such as the telephone game in which children whisper to one another while lying on their tummies or sitting low to the floor. Practice the game monthly.
- Be careful with your words and demeanor to avoid scaring the children. Avoid phrases such as “there are bad people outside”, or “the police are outside”.
- Staff and children should remain in place until the school give clearance or the drill ends.

In the event of an actual emergency lock down, as soon as it is safe to do so; e.g. when a law enforcement officer or school official gives the okay, proceed with the following:

- Follow instructions that have been given by law enforcement. Calmly call parents.
- Give parents the exact location where the children are located and where they can be picked up, if necessary.
- When the emergency has ended, resume normal activities.

ADULT/CHILD INTERACTIONS

The quality of care improves when children are in smaller groups and get more individualized attention. Our group sizes are limited and we maintain a low child-staff ratio to promote quality care. At Grace Christian Children's Center, our caregivers get to know each child well and provide constant nurturing, and individualized care.

The staff extends the child's interests and persistence by talking to them. We engage in self-talk with the children to promote their understanding and language development. We talk throughout the day, during group interactions, during meal time, and to individual children. We foster their cognitive development and self-regulation by commenting on children's interest, sharing information, asking open-ended questions, etc.

The staff models friendly behaviors and problem-solving skills. We are close and available to acknowledge and respond to children's feelings and to help them identify and label their feelings. We model empathy, self-regulation, and problem solving all while giving the children the words that they need to negotiate and solve problems.

DISCIPLINE

We believe in discipline that is firm, yet loving. Our philosophy is that one uses discipline to teach a child. Children are taught respect for other people and property. The following methods of discipline will be used:

1. Encourage children to solve problems themselves.
2. Re-direction to another play area.
3. Time Out

(we do not use time out as a punishment, but as a coping strategy, to give the child time to calm down and regain composure)

If we feel that there is a chronic behavioral issue, we will let you know so that we can work together and handle it the same way. Together, we will try to find a solution. If the problem continues, other arrangements for the care of your child will have to be made for the safety and well-being of all. Under no circumstances will there be spanking, physical/verbal abuse, or isolation used. Neither food nor sleep will ever be withheld as a means of punishment.

As a child care provider and mandated reporter, we have a responsibility by law to recognize and report any evidence of child abuse or neglect. This is strictly for the benefit of your child.

MEDICATIONS

Prescription and non-prescription medications, ointments, and creams will be administered by provider only upon the written consent of the parent/guardian. All medications will be kept with the child's first and last name, date the prescription was filled, legible instructions for administration, manufacturer instructions and/or prescription label. These medications will be stored in a locked box in the refrigerator.

ILLNESS POLICY

Under no circumstances will parents be allowed to bring a sick child to the center. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important. The following illness policies will be strictly enforced for the health, well-being and safety of all concerned.

Symptoms Requiring Removal of Child from Child Care Center

- **Fever** – Oral temperature over 101.5. Needs to be fever free for a minimum of 24 hours without the aid of Tylenol, or other fever reducing aids, before returning to child care.
- **Diarrhea** – Runny or watery stool (2 or more) within 4 hours.
- **Vomiting**
- **Runny Nose** – Discharge of any color other than clear
- **Rash**
- **Any Communicable Disease** – Chicken pox, measles, strep throat, ringworm, head lice, hand/foot/mouth, etc. Please notify the child care center so that other parents can look for symptoms on their child.

If your child becomes ill while in our care, we will notify you immediately. You are required to pick up your child within one hour of notification. We reserve the right to determine when a child should be sent home due to illness. Children may return to care 24 hours after symptoms of illness end, or with written authorization from your doctor.

If your child is unable to participate in the normal activities of the daily schedule, then your child must stay home.

POTTY TRAINING

Children must be toilet trained prior to enrollment because our program does not have diaper changing facilities. We will address children's toileting needs on an individual basis. We also understand that children have toileting accidents and regressions, and some children with a disability may train late. We will review the steps of toileting (dressing, flushing, hand washing) in a positive manner as the need arises.

SCREEN TIME

We intentionally limit screen time. "Screen Time" refers to the use of media in front of a screen, such as watching television, videos, working on a computer, or playing video games. There is no media use during snacks or mealtimes. Rarely, the children may watch a short video. All videos are previewed by a staff person, deemed of interest to the children, and developmentally appropriate. There is always an alternate activity available and no child is ever required to view the program. Adults do not use electronic media during child care hours, except to meet immediate program needs, such as keeping in touch with parents.

INCLUSION

Grace Christian Children's Center is dedicated to providing quality early childhood education to children in our care. We strive to provide an individualized learning environment for each child. We will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program. We will work together with families to provide an environment that is positive for their children while in our care. Each child will be evaluated on an individual basis to determine if we can meet their needs. We will collaborate with ESD early intervention, speech therapist, or other health care professionals as needed.

RELIGIOUS ACTIVITIES & CHAPEL

Because our desire is to share and grow in the love of Jesus Christ, students will learn stories in the Bible during their classroom time. Additionally, twice a week, the Pastor will lead a lesson and songs during chapel. Children will go into the sanctuary of the church escorted by their teachers during this time.

AFFILIATION WITH GRACE LUTHERAN CHURCH

Grace Christian Children's Center is an outreach mission of Grace Lutheran Church. The mission of Grace Lutheran is to share and grow in the love of Jesus Christ. Our center is one of the many ways the church serves the families in our community. Though we never require membership to our church to attend our center, GCCC families are always welcome to attend any or all of the activities and worship events at Grace Lutheran.

Grace Lutheran Church offers Sunday School for Preschool through High School students at 10:15 a.m. during our Worship service. Adult Bible Study meets at 9:00 a.m.

We cordially invite you to come and have fellowship with us. If you have any additional questions in regards to Grace Lutheran Church, you may contact our church office at 503-543-6555.

REVISIONS TO HANDBOOK AND RATES

We reserve the right to make changes in rates and policies as we deem necessary. You will be notified in writing of any changes that may occur within at least two weeks before changes take effect.

AGE SPECIFIC PRESCHOOL INFORMATION

ADMISSION POLICY

Children must reach the age for the class in which they are enrolled by September 1st. Grace Christian Children's Center admits students of any sex, race and color, and national ethnic origin to all school programs and activities. Students must be daytime potty trained.

REGISTRATION

The first month's tuition along with a \$50 non-refundable registration fee must accompany the registration forms to reserve your child's space. This registration fee includes a class t-shirt for your child. In addition, there is a one-time \$25 field trip fee to cover two annual field trips.

An information packet will be available at the New Student Open House held in August. At this time, details regarding the first day of school, parent handbook, school calendar and other useful information will be provided.

TUITION

Tuition is based on an annual amount and divided into monthly payments. There will be a partial tuition payment for June. Tuition is due the first school day of the month. There is a \$15 late fee for payments received after the 10th of the month.

OPEN HOUSE

There are two Open House events per year.

- Spring – to recruit new students for the upcoming school year.
- Fall – (prior to first day of class) – for enrolled students to meet/greet with teacher/peers.

SCHOOL HOURS /ATTENDANCE

Regular class attendance is important for learning and therefore students are expected to arrive on time. Teachers will greet children and parents at the classroom door. Please have your child arrive no more than 5 minutes before the start of class. Entry to the preschool is through the middle door at the main entrance of the building. Please call if you are going to be late, or if your child is ill.

Please be sure to be on time to pick up your child at the end of class. In an effort to assure prompt pick-up of children, a late fee of \$10 per 15 minutes will be charged.

If you need for your child to attend daycare on the day he/she is in preschool program, additional daycare costs will apply.

Four-Year-Old Pre-Kindergarten

- Morning Class (RED)
Monday/Wednesday/Friday
8:30 a.m. – 11:00 a.m.
- Afternoon Class (GREEN)
Monday/Wednesday/Friday
11:45 a.m. – 2:15 p.m.

Three-Year-Old Preschool

- Morning Class (PURPLE)
Tuesday/Thursday
8:30 a.m. – 11:00 a.m.
- Afternoon Class (YELLOW)
Tuesday/Thursday
11:45 a.m. – 2:15 p.m.

A.M. Preschool – Daily Schedule (RED/PURPLE Classes)

8:30 am – 9:00 am	Welcoming Students – Circle Time (Prayer, Pledge, Calendar, etc)
9:00 am – 9:40 am	Free Choice
9:40 am – 9:45 am	Clean-Up
9:45 am – 10:00 am	Snack Time
10:00 am – 10:30 am	Outdoor/Indoor Time
10:30 am – 10:45 am	Skills Time
10:45 am – 11:00 am	Story Time
11:00 am	Dismissal

P.M. Preschool – Daily Schedule (GREEN/YELLOW Classes)

11:45 am – 12:15 pm	Welcoming Students – Circle Time (Prayer, Pledge, Calendar, etc)
12:15 pm – 12:50 pm	Free Choice
12:50 pm – 1:00 pm	Clean-Up
1:00 pm – 1:15 pm	Snack Time
1:15 pm – 1:45 pm	Outdoor/Indoor Time
1:45 pm – 2:00 pm	Skills Time
2:00 pm – 2:15 pm	Story Time
2:00 pm	Dismissal

FIELD TRIPS

Each age-specific Preschool class will participate in two field trips per school year. The field trip fee will be pre-paid upon registration. Parents are invited to attend at an additional charge. Children will be transported on a yellow school bus and are required to wear their class t-shirt as a way to identify the group. A snack will be provided by Grace Christian Children's Center.

CONFERENCES

We will conduct two assessments of your child's progress throughout the year. One in the Fall (November) and one in the Spring (May). Conference times will be offered to you at this time to discuss these assessments with your teacher. However, please contact Grace Christian Children's Center for an appointment if **at any time** you have concerns about your child that you would like to discuss.

SNACKS

A snack will be provided to your child during his/her preschool visit. It is your responsibility to make she he/she has breakfast and/or lunch before arriving to school.

VOLUNTEERING IN THE CLASSROOM

Helping your child realize the value of education is extremely important. Your presence in your child's classroom is one way to show your love and encouragement.

We invite you to come to school to volunteer your time and talents. We will value you as a volunteer, and appreciate your dedication to the children as a supportive aide, role model, and mentor.

We know your time is at a premium, but we hope this invitation will empower you to come in and volunteer. You may call us at 503-543-2734 to discuss a time that is convenient for you.

Together we can make a difference in the lives of children!

BEFORE & AFTER SCHOOL CARE INFORMATION

HOMEWORK CLUB

We offer a daily “Homework Club” to our before/after school children. Homework Club is a supervised block of time set aside for your child to complete any daily homework that he/she might have. He/she will sit with a staff member who will quiz them on spelling words, practice reading, math, etc... this is done in a quiet, distraction-free zone. Special items will be awarded to the children for completing their tasks in a timely manner.

After School Schedule

3:30 pm	Return to GCCC off of school bus
3:30 pm – 3:45pm	Toileting / handwashing – prepare for Snack Time
3:45 pm – 4:00 pm	Afternoon Snack
4:00 pm – 4:30 pm	Homework Club / Reading Time
4:30 pm – 5:45 pm	Free Choice – Indoor/Outdoor
5:45 pm – 6:00 pm	Clean Up of classroom
6:00 pm	Center is Closed

CLASSROOM RULES

Our “Classroom Rules” are posted in each individual classroom. They include the following:

- Helping Hands
- Listening Ears
- Quiet Voices
- Looking Eyes
- Walking Feet

Our “Playground Rules” are posted outdoors. They include the following:

- Be Safe
- Be Kind
- Helping Hands
- Listening Ears
- Looking Eyes

BUS RULES & EXPECTATIONS

BUS LOCATION	BE SAFE	BE RESPECTFUL/ BE KIND	BE RESPONSIBLE
Waiting for the Bus 	<ul style="list-style-type: none"> •Stay in designated area and visible to the driver •Wait to approach the bus until the bus has stopped and the doors are open 	<ul style="list-style-type: none"> •Keep hands, feet, and objects to self •Respect private and public property 	<ul style="list-style-type: none"> •Be on time (5 minutes before pick up) •Wait at your assigned stop •Line up as directed
Entering the Bus 	<ul style="list-style-type: none"> •Use the handrail. •Walk at all times with space between you and the person in front of you •Wait for driver's signal to cross or board 	<ul style="list-style-type: none"> •Greet the bus driver •Use kind and quiet voices 	<ul style="list-style-type: none"> •Be seated quickly and slide over •Remain seated, facing forward •Hold your backpack on your lap
Riding the Bus 	<ul style="list-style-type: none"> •Keep the aisle clear •Keep all objects inside the bus •Be silent at railroad crossings 	<ul style="list-style-type: none"> •Keep hands, feet and objects to self •Use a quiet voice •Use appropriate language and topics •Be prepared for your stop 	<ul style="list-style-type: none"> •Stay seated, back to back, seat to seat, feet on the floor •Keep food & drinks in your backpack •Follow driver directions •Report vandalism and bullying
Exiting the Bus 	<ul style="list-style-type: none"> •Stay seated until the door opens •Exit single file •Hold the handrail •If crossing, wait for driver's instruction, and cross in front of bus •Walk in designated areas straight to your destination 	<ul style="list-style-type: none"> •Keep an arms length between you and the person in front of you •Keep aisle clear for students exiting •Assist other students as needed 	<ul style="list-style-type: none"> •Report sleeping students to bus driver •Get off at your assigned stop •Take all personal items off the bus
Evacuation 	<ul style="list-style-type: none"> •Stay quiet, listen, and follow all adult instructions •Leave belongings on the bus 	<ul style="list-style-type: none"> •Assist other students as needed 	<ul style="list-style-type: none"> •Stay calm throughout the process •Exit quickly and safely (one row at a time)

SUSPENSION FROM PUBLIC SCHOOL SYSTEM

If your child is in Kindergarten to 8th grade, and he/she has been suspended from school due to aggressive physical or verbal behavior, he/she will NOT be allowed to attend Grace Christian Children's Center until the suspension is completed.

IN CLOSING

Please remember that although we chose this profession because of our love of children, it is also our job. Our family depends on our income just as your family depends on yours. Prompt fee payment, adherence to drop-off/pick-up times, and consideration for your sick child is greatly appreciated. If you have any questions or concerns, please feel free to speak with any of our staff members.

THANK YOU FOR CHOOSING GRACE CHRISTIAN CHILDREN'S CENTER!

