

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 Point
Daycare & Preschool
Ministry

PARENT HANDBOOK

[www .gracepoint .org](http://www.gracepoint.org)
Kids of Grace/Daycare and Preschool Ministry

PARENT HANDBOOK

ORGANIZATION

1. Grace Point Daycare and Preschool Ministry is organized and operated by Grace Point Church and is a part of the church's total ministry. The operation of the program is subject to church policies. Grace Point Daycare and Preschool Ministry will be operated in accordance with applicable state and local health, safety, and fire codes, as well as other codes and licensing standards.
2. Grace Point Daycare and Preschool Ministry does not discriminate due to race, religion, color or creed. Our ministry does have the right to determine if our program meets the needs of each child at their particular stage of development.
3. The purpose of Grace Point Daycare and Preschool Ministry is to provide care and development for each child spiritually, mentally, physically, emotionally, and socially. This is to be accomplished by providing learning and developmental experiences consistent with Grace Point Church beliefs. To understand the purpose of our Daycare Ministry better, please read our pamphlet "What We Believe".
4. The objectives of our ministry are to help each child:
 - A. learn that God created the world and everything in it
 - B. know that the Bible is a special book that tells about God and Jesus
 - C. show love, respect, and acceptance for others
 - D. think of daycare as a place of love and security
 - E. make progress in solving problems, sharing, and expressing his/her feelings
 - F. develop good feelings of self worth
 - G. associate God, Jesus, and the Bible with positive feelings
 - H. prepare them for kindergarten
5. These Christian objectives and concepts are taught through the use of the following: the Bible, A Beka Curriculum, art, blocks, books, computer lab, manipulatives, home and family living, group and circle time, music, nature, puzzles, puppet shows, chapel, etc.
6. If our policies change we will notify you by putting a copy of the changes in your child's file and also by putting it in the newsletter. If the lunch menu changes, it will be posted outside of your child's classroom.

HOURS AND DAYS OF OPERATION

1. Our hours are from 6:30am-6:00pm, Monday-Friday.
2. Holidays and days of operation are on our yearly calendar that you will receive at the time you enroll or check our website.

OPEN-DOOR POLICY

Parents are welcome anytime during the day to come visit their child at the daycare. Our preschool is very important to us, and we would ask that you view the class through the window during teaching and group times. We will provide you with a daily schedule so you may better choose the hours you would like to visit. The Open-door Policy is designed for each parent to observe and interact with their own child.

REGISTRATION & ENROLLMENT

1. In order to accomplish the objectives of the program, children must be registered with proper forms and fees submitted at the time of enrollment.
2. Children who will be 2 years old by September 1st are eligible for Daycare.
3. Registration forms will be kept on file with the Director.

FORMS TO BE SUBMITTED PRIOR TO ENROLLMENT ARE:

1. Enrollment Form
 2. Birth Certificate
 3. Medical Information Form
 4. Current Immunizations (a photocopy)
 5. Authorization Pick-up List
 6. Parent Handbook Acknowledgement
4. We follow the State guidelines concerning these forms.

4 YEAR OLDS

If your child is 4 as of September 1st, they are required to have a hearing and a vision screening by December of that year. We have our own staff trained to do the screening at our facility and will let you know what the results are.

FEES

1. Registration & tuition fees are listed on the Daycare pamphlet and are subject to change annually.
2. Tuition is paid on a weekly basis. All tuition is due on the first day of the week. All full time students and M-W-F students tuition is due on Monday morning. Tuesday and Thursday students' tuition is due on Tuesday morning. After 12 noon on Tuesday tuition will be accessed with a 10% late fee. If weekly

tuition/payment arrangements have not been made by Friday at 6 pm, your child will not be able to return to the Daycare on Monday am.

3. Tuition is due for the entire week regardless of absences or vacations. After your child has been enrolled with us for 1 year, you will be allowed 1 consecutive week vacation without paying tuition provided the Daycare is notified in writing two weeks in advance.
4. Children must be picked up no later than 6:00 pm. There is a \$5.00 late fee that will be charged if a child is not picked up by 6:05pm and will continue to accrue at a rate of \$5.00 for each additional five minutes until the child is picked up.
5. Checks should be made out to Grace Point Daycare.
6. There will be a \$25.00 charge for each NSF check. After 2 cases of "Non-sufficient funds" (NSF) tuition must be paid on a "CASH ONLY" basis.
7. Please put your child's name in the memo to ensure your account receives the credit.

WITHDRAWALS AND REFUND POLICIES OR CHANGING OF DAYS

1. At least 2 weeks notice is required for withdrawal or changing of days that your child attends so that we may accommodate those on the waiting list.
2. No registration refunds will be made after July 1st for fall enrollment except in cases of relocation from the San Antonio area due to military or other job related transfers. A copy of orders or written verification may be required.
3. Registration refunds will not be made after the child has started in the Daycare.

DROPPING OFF & PICKING UP

1. Each child must be signed in each day. Sign-in sheets will be by the door of each classroom.
2. Children should be brought to class no earlier than 6:30a.m. Parents or individuals dropping off a child must stay with the child until it is time for class to start and the teacher is ready to receive him/her. Please do not leave your children alone. Your child is to be dropped off with their class.
3. Only the persons authorized by the parents to pick up the child will be permitted to sign children out, unless the parent gives written permission for someone else to do so. A written "Authorization Pickup List" will be required from each parent.
4. Anyone unknown to the teacher will be asked to show picture identification.

PERSONAL ITEMS

1. Do not bring toys from home unless requested by the teacher. We will not be responsible for lost, stolen, or broken toys.
2. **Label everything** to help ensure that belongings are returned.
3. Bring a blanket for your child to lie on during naptime. We provide a mat as required by the state. You may also bring a pillow. We ask that you do not bring a bed size pillow.
4. Send your child to school in clothes appropriate for play.
5. Girls are required to wear shorts under their dresses.
6. Keep a change of clothes in your child's cubby in case clothes get wet or soiled.
7. All personal items must be taken home and washed on Friday of each week. (Blankets, pillows, stuffed animals, etc.)
8. Our show and tell days are Thursday's (for the Tues/Thursday children) and Fridays. Please bring items that are age appropriate & not weapon related. Ideas: Stuffed animals, cars, dolls, or items that go along with the topic and letter of the week. Please be respectful to the teachers request if a show & tell item is not appropriate or is causing conflict within the classroom.

DISCIPLINE

1. We strive to use guidance instead of discipline in our classrooms. However, there are times when action must be taken to ensure the safety and well being of the children. At these times, redirection and/or time away from the group may be necessary. Children who repeatedly have disciplinary concerns will be referred to the Daycare Director/Assistant Director. Parent/Teacher conferences may be required. If discipline issues continue, parents may be asked to remove the child from the program.
2. We use the "Thinking Spot" instead of "Time Out" but we will not require a child to remain silent or inactive for inappropriately long periods of time for the child's age. The children sit in the "Thinking Spot" one minute per year of the child's age.
3. Punishments that are never used:
 - Corporal punishment or threats of corporal punishment
 - Punishment associated with food, naps, or toilet training
 - Humiliation, ridiculing, rejecting or yelling at a child
 - Subjecting a child to harsh, abusive or profane language
4. Disciplinary action at home will not carry over into the Daycare program.

HEALTH AND SAFETY

ILLNESS

1. An ill child may not be admitted for care if one or more of the following conditions exists:
 - a. The illness prevents the child from participating comfortably in the Program's activities.
 - b. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
 - c. The child has any of the following symptoms:
 1. Armpit temperature of 99.4 degrees or greater accompanied by behavior changes or other signs or symptoms of illness and until medical evaluation indicates that the child can be included in the program's activities. A child must be fever free for 24 hours (without medication).
 2. Symptoms and signs of possible severe illness such as: difficulty breathing, uncontrolled diarrhea and/or vomiting (two or more episodes in 24 hours), other unusual signs and until medical evaluation indicates that the child can be included in the facility's activities.
 - d. The child has been diagnosed with a communicable disease and until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.
2. If a child becomes ill while at Daycare, parents will be notified and asked to pick the child up immediately. If parents cannot be reached, alternate names from the Authorization Pickup List will be called.
3. If questions arise concerning illness, the State Minimum Standards will be followed.
4. The parents of children at Daycare who have been exposed to a contagious disease will be notified as soon as possible.

MEDICATION

Our daycare will administer medications when necessary. All medications will be administered as follows:

1. Prescription medications must be in the original container labeled with the child's name, date, directions, and the physician's name. All medication will be administered as stated on the label directions. No medication will be administered after the expiration date.
2. Nonprescription medication must be in the original container, labeled with the child's name, and the date. Nonprescription medication will be administered

according to label directions when approved in writing by the parent or healthcare professional.

3. Medication in bottles, cups or food will not be given.
4. Our daycare documents each dose of medication given, the child's name, the name of the medication, date, time, amount given, and the name of the staff member administering the medication. The record shall be kept for at least 3 months.
5. All medications must be kept out of children's reach. Medication is not to remain in diaper bags or backpacks. Parents must give medication to the front desk and take it home at the end of each day. Our daycare will not be responsible for keeping medications for extended periods of time.
6. Medications requiring refrigeration shall be kept separate from food. These medications also need to be given to the front desk.

INJURY

1. The daycare staff will administer minor first aid when necessary.
2. Parents are required to sign an authorization for emergency cases, which identifies the physician and hospital preferred in the event that parents cannot be reached. Parents should keep this information current by notifying the office of any changes.
3. Parents will be notified of any accident or injury that occurs at daycare.
4. Accident reports will be completed on all incidents requiring first aid treatment. Forms will be kept on file in the office. Any accident that requires a physician's treatment must be reported to State Child Care Licensing.
5. We will do everything we can to prevent accidents. However, this is group care. In case of a serious accident, we will call 911. We will not transport your child to a medical facility, and you will be responsible for any/all financial/medical bills.

ABUSE

It is our right and also a state requirement to report any signs of child abuse or neglect. (Section 11-1)

EMERGENCY DRILLS

We are responsible by the state to have a monthly fire drill. Also, we will have tornado/severe weather drills semi-annually. In case of a fire, your child will be at Castle Hills First Baptist Church, 2220 N. W. Military Hwy. The phone number is 210-377-3030.

REST TIME

There will be a rest time every day from 12:00 to approximately 2:30. If your child is still awake after one hour of resting, they will be allowed to get involved in a quiet activity until rest time is over. Every child will be required to rest. This is a State Minimum Standard.

FOOD

Preschool

1. We provide your child with breakfast between the hours of 7:00am and 7:30am.
2. We also serve a hot lunch daily.
3. We provide your child with a mid-morning snack and a late afternoon snack.
4. Our lunches are monitored by the State. It is a requirement & our responsibility to ensure that your child is receiving a healthy and nutritious lunch that meets the state requirements for their age.
5. If your child does not like the lunch that is provided that day, we can serve a lunchmeat or cheese sandwich as an alternative.
6. If you bring your child's lunch from home, these are the guidelines we follow:
 - a. You **cannot** bring peanut butter or peanut products of any sort. (This is because of peanut allergies.)
 - b. We do not heat up individual lunches.
7. If your child is coming to Daycare past 10:00am and will be here in time for lunch, call the front desk at 447-0032 and have your child put on the lunch count. (leave a message if someone does not pick up)

School Age

1. Parents need to pack a nutritious lunch with a drink each day and ice pack.
2. We monitor the children's lunches, as it is required by the State.
3. We will provide a morning and afternoon snack.
4. The Daycare does not provide breakfast or lunch.

TV RULES:

These are the general hours that children might watch one.

- 6:30am-8:00am (30 minutes)
- 30 minutes during morning hours for singing time right before lunch (also pending on weather)

- 2-yr-olds may watch one while the children are waking up and getting their diapers changed for 30 minutes
- 5:00pm – 6:00pm (30 minutes)

VIDEOS

Preschoolers

We are very selective about the videos that our children watch. The majority of the videos that we show to the children are of a Christian nature. Our goal is to instill Godly values in the children and also to teach them their academics through visual media. The secular videos that we show are based on good moral values and/or of a curriculum teaching nature.

We do not show Disney videos to our preschoolers for several reasons. Disney opens the children up to some worldly ideas that the Daycare is not striving to encourage such as: lying, stealing, lusting, and the lack of family values. Some of the children are mature enough to understand that it's not right or real; however, others are not able to distinguish between the real and the fictitious. We feel that it is the parent's choice to expose their children to these movies at the age they feel is appropriate. Please see the list of acceptable videos.

School Age

We have a movie theatre room that we use at various times throughout the week. A video list will be given to you at the time of enrollment for you to sign and approve the movies that your child watches. If a movie is Rated **G**, it may not be on the list for you to approve. The list will have mainly PG movies. If you do not approve of any movies, please do not hesitate to say so.

Christian Videos:

- Veggie Tales
- Bible Stories – Moses, Noah's Ark, Jonah, Daniel, etc...
- The Amazing Story (about a mouse)
- Patty Cake
- Psalty
- Musical Mansion
- NaNa Puddin
- Tommy's Tree House
- Precious Moments
- Prayer Bear
- Donut Man
- Sing along and exercise

Secular Videos:

- Little Bear
- Blue's Clues
- Sesame Street
- Barney's
- Science Animals
- Richard Scarry's Best Learning Videos
- Dr. Seuss
- Learning videos about animals, boats, trains, etc...
- Care Bears
- Backyardigans

CURRICULUM

Preschoolers

1. The 2, 3 & 4 year olds all focus on a specific monthly topic and one of the fruit of the spirit.
2. All ages use the A Beka Curriculum as their primary source. We also implement other pre-school curriculums, and provide regular chapel services.
3. The 2-year-olds are taught the necessary basics in preparation for the 3-year-old pre-school class such as: A Beka Curriculum, standing in line, potty training, following directions, eating properly, colors, numbers, shapes, etc...
4. Our morning circle time begins at 8:00 am with our pledges, prayer & song. If you are dropping your child off at this time, please enter the room quietly so it will not disrupt the teaching time.
5. We would encourage you to bring your child prior to 8:00 am. Please note that breakfast time is served from 7:00-7:30 am. Children, who aren't finished eating breakfast by 7:50, can finish eating after circle time. If you bring breakfast for your child, they can continue eating after circle time.

School Age

We use Life Way's newest VBS curriculum for our summer program and also Spring Break. We teach Bible stories, scriptures and use biblical principles with the children.

FIELD TRIPS

Preschool

We do not take the preschoolers on Field Trips outside of the Daycare. We have indoor fieldtrips for them for special occasions.

School Age

You will be given a monthly calendar of events. A list of the field trips will be posted every Monday. Due to weather some field trips may change. You may deny your child of any field trip that you do not want them to go on. You will need to find care for your child during the hours of the field trip. We follow the State guidelines for all field trips. All children must wear seatbelts. The children will be transported in the Church van and bus, the Directors van and another staff member's van if needed. All vehicles used will follow State guidelines as well as the guidelines of the Church.

CONTACTS

1. If you have any questions, or concerns about the policies and procedures of the facility and need to speak to someone, come to the front desk and request either Director Julie Tibbit or the Assistant Director Cindy Benitez, if we are unavailable at the time, the front desk can take a message and we will call you or set up any appointment as soon as possible.
2. To view the State Minimum Standards and our facilities most recent Licensing inspection report go to www.dfps.state.tx.us
3. Phone Numbers & Addresses to:
 - *Daycare & Preschool Office 447-0032 (please leave a message if the machine answers)
 - *Daycare Address: 9750 Huebner Road San Antonio TX 78240
 - *Daycare Website: www.gracepoint.org (click on the Kids of Grace Link)
 - *Licensing Office phone number: 337-3399
 - *Licensing Address: 3635 SE Military San Antonio TX 78223
 - *Child Abuse Hotline 1-800-252-5400

SCHOOL AGE INFORMATION CONTINUES

GUIDELINES FOR SUSPENSION FROM A FIELD TRIP

1. If a child leaves the group at anytime without the teacher knowing
2. If a child causes harm to anyone (kids, teacher, those around, self)
3. If a child causes harm or damage to anything (vandalism, animals, or other properties)

PARENT RESPONSIBILITY

1. Be sure that your children understand what is expected of them at the daycare and on field trips
2. Pack a nutritious lunch (must include 1 serving from each food group: milk, protein, vegetable, fruit, & grain)

3. Send a towel or blanket for rest time
4. Arrive at least 1 hour prior to the departure time for a field trip
5. Bring a backpack with child's belongings
6. Swimsuits need to be 1 piece or 2 piece with a t-shirt over swimsuit
7. If girls wear dresses they need to have shorts on underneath
8. Appropriate play clothes
9. Grace Point Daycare Ministry will not be responsible for lost or damaged items the child brings from home. Please only send items if it is approved by the School Age teachers.
10. We do not play electronics, therefore please don't send them to the Daycare.

*Thank you for giving us the privilege & joy to serve your family
and minister to your children.*



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