

Grace Preschool & After School Care Programs

Student Handbook

2020-2021



Dear Parents,

We would like to welcome you to Grace Presbyterian School Programs. We are very happy that you have chosen our program for your child.

Grace Presbyterian Church began a preschool program in 1993 with six students and one teacher. We have grown from that time and now have approximately 150 students currently enrolled in preschool, 45 in After School Care and approximately 100 children attending summer camp each year. We are licensed by the Association of Christian Schools International (ACSI). Our teachers are required to have a minimum of 40 hours of classroom training the 1st year and an additional 10 hours per year. Many of our teachers have completed certification in infant/child CPR and basic first aid.

Preschool is available to children 1 year of age (by Sept. 1st of the current year) through 5 years of age. Academically our preschool offers a variety of developmentally appropriate learning center activities which include art, books, blocks, puzzles, and other hands on manipulatives, music and dramatic play. Social skills are developed through sharing, turn taking, thinking, reasoning and problem solving. We use the Wee Learn Curriculum with all age groups and we also use Handwriting Without Tears with our 3 and 4-year-olds. We have a weekly Bible story and our 2, 3 and 4-year-old classes attend chapel weekly. The children are provided with structured activities and time for free choice. Our preschool day maintains a balance between active and quiet activities.

Our **Extended Care** program provides care for children in our preschool program. We offer a quality program with low student/teacher ratios, nap/rest time, healthy snacks and an age appropriate playground.

Our **After School Care** program provides care for elementary students in grades K-5. The after school care van picks students up from their school. Right now we are only picking students up from Lynn Haven Elementary and Bay Haven Elementary. We offer a quality program with low student/teacher ratios, homework help, healthy snacks and an age appropriate playground.

Summer Day Camp is all about fun! There is a new theme each week of the program. Each week is filled with hands on activities, water play, crafts, games, special visitors and field trips! This program is available to children who turned 1 year of age by Sept. 1st the previous school year through children just completing 3rd grade.

I hope that we will get to know each other better as we work together to provide experiences which will nurture and enrich your child to be the special person God has created them to be. Please feel free to call or stop by my office with any questions or concerns you may have. My door is always open.

Sincerely,

Susan Ackermann, Director of Grace Preschool

Philosophy

The foundation of the philosophy of Grace Preschool and After school care is that each child is a unique child of God who grows, develops and learns at his/her own rate. Learning is enhanced when an appropriate and positive environment is provided.

The trained professional staff of Grace Preschool and After school care strives to maintain a caring and loving environment. Young children learn from activity, active manipulation and exploration of real objects, talking with other people and solving real problems. The staff realizes that play is learning for children. As a child putters with paints, sand, water and blocks in an activity center, without fear of failure, they are encouraged to develop self-confidence, social skills and knowledge of how to learn which will be the best possible motivation for formal learning.

Our school aged children will be provided with age appropriate activities, homework assistance, Bible lessons, art, indoor and outdoor play. All of which contribute to each child's need for spiritual, intellectual, social and physical growth.

The staff acknowledges the fact that parents are a child's primary teacher and the greatest influence upon a child. The staff realizes the need to create and maintain open communication and cooperation with parents and guardians as our programs strive to be an outward extension of the home.

Mission Statement

Grace Preschool and After School Care is an outreach ministry of Grace Presbyterian Church for the Panama City area. Our mission is to provide a safe, stimulating and loving Christian witness to both the families and more specifically, the children attending our school programs. Our age-appropriate programs which include inside and outside play, art, music, language and Bible stories are designed to encourage growth in the children socially, emotionally, intellectually, physically and spiritually.

Licensing

Grace Preschool and After School Care are licensed by The Association of Christian Schools International (ACSI).

Florida Statute

Per the F.S. 790.115 –(2) (a) A person shall not possess any firearm, electric weapon ... on the property of any Preschool, School, School Bus, or School Bus Stop; Violators of this Florida Statute are subject to fine and/or imprisonment.

Preschool Objectives

We will provide an atmosphere for a positive preschool experience which prepares the child for entry into the primary school system by promoting:

- Social and emotional development
- Fine and gross motor development • Self-help skills
- Speech and language development
- Cognitive development
- Religious development
- Foster self-expression through music, art and free play
- To ensure that the children in our care feel safe, secure, and loved
- Promote positive self-esteem
- Encourage autonomy (independence)
- Help each child develop and practice good manners, kindness, and cooperation

Operation Information

School Address:

1415 Airport Road Panama

City, FL 32405 **School**

Email address:

Gracepreschoolpanamacity@gmail.com **Phone:**

(850) 769-0446 (office)

(850) 319-3967 (Susan's cell phone)

Preschool Morning Days and Hours of Operation

Monday-Friday 8:30-12:00

You can choose: 2 day program - Tuesday/Thursday

3 day program - Monday/Wednesday/Friday

5 day program – Monday-Friday

Lunch Bunch

Monday-Friday 12:00-1:30 \$6.00/day

Sign-up as needed. If you sign-up for lunch bunch and decide you no longer need your child to stay, you must call office by 10:00a.m. to remove your child from the list, otherwise you will be charged for lunch bunch that day.

Early Drop-Off

Students may be dropped off at 7:30 a.m. You do not have to sign up in advance for this option. There is a \$5.00 charge/day for this program if you are not registered for extended care or lunch bunch on the day you use this service.

Extended Care

We offer extended care to preschool students from Monday – Friday 12:00-5:30. Children must be registered for extended care in order to participate. These spots are limited.

After School Care (closed federal holidays, Thanksgiving Break, Christmas Break and Spring Break Week)

School Dismissal-5:30 for k-5th Grade

Summer Day Camp

Monday-Friday 8:30-12:00 **Early drop-off available.**

You can choose: 2 day program – Tuesday/Thursday

3 day program – Monday/Wednesday/Friday

5 day program – Monday-Friday

Enrollment Information

Registration Procedure (Preschool and Summer Day Camp)

- Registration dates will be determined by the Director of Grace School and will allow enrollment by church members and current students and their families during the first week of registration. We will register children from our current waiting list and returning families next. Open registration will open on a determined date.
- Class placement is determined by the child's age on September 1st of the current school year.
- A waiting list will be established for each age group as needed.
- Registration and supply fees are **non-refundable and are due upon registering**.

Extended Care

- Students currently enrolled in Grace Preschool will be charged an additional \$40.00 registration fee for the After School Care program.

After School Care

- Children in public school pre-k through 5th grade will be required to pay a \$50.00 **nonrefundable** registration fee.

Tuition – All payments are made at www.myprocare.com

Preschool Tuition is due by the 1st of each month and is considered late after the 10th. Payments made after the 10th of the month will be charged a \$25.00 late fee and \$25.00 every month thereafter. ****September through May are full payments.** ** Students may be withdrawn from the program if tuition goes unpaid for 2 months.

After School Care (K-5th grade) Tuition is due weekly for the number of days you are registered for even if your child is absent. You will not be charged for the days or weeks we are closed. Your account must be paid in full by the end of each month or you will be charged a \$25.00 late fee. Students may be withdrawn from the program if tuition goes unpaid for 2 months.

Summer Day Camp First payment is due the first day of camp and the second payment is due the first week in July for part time students. Full day students will be allowed 1 vacation week in which they will not be charged but they may not be in attendance the entire week.

****There is a \$1.00/minute late fee/child from all programs in which you are late for pick-up. ****

Tuition Rates and Fees

2020-2021 School Year

All Preschool Rates are based on a 9 month calendar. Tuition includes all federal holiday and holiday breaks.

Preschool Tuition Due by the 10th of each month.

Preschool Morning & Extended Care

Registration Fee - \$60 Due at the time of registration

Supply Fees- Due by May 22, 2020

5 Days-\$200

3 days-\$140

2 days-\$120

*All fees are non-refundable

Infant Class (Morning Only - 8:30-12:00)

- 5 Days Morning (Available 8:30-12:00, \$340 per month, \$40 Yearly Supply Fee)
- 3 Days Morning (Available 8:30-12:00, \$205 per month, \$30 Yearly Supply Fee)
- 2 Days Morning (Available 8:30-12:00, \$145 per month, \$20 Yearly Supply Fee)

1 Year Old Classes

- 5 Days Morning (Available 8:30-12:00, \$320 per month, \$200 Yearly Supply Fee)
- 3 Days Morning (Available 8:30-12:00, \$185 per month, \$140 Yearly Supply Fee)
- 2 Days Morning (Available 8:30-12:00, \$150 per month, \$120 Yearly Supply Fee)
- 5 Days Morning & Extended Care (Available 7:30-5:30, \$620 per month, \$200 Yearly Supply Fee, \$40 Extended Care Supply Fee)
- 3 Days Morning & Extended Care (Available 7:30-5:30, \$420 per month, \$140 Yearly Supply Fee, \$40 Extended Care Supply Fee)
- 2 Days Morning & Extended Care (Available 7:30-5:30, \$315 per month, \$120 Yearly Supply Fee, \$40 Extended Care Supply Fee)

2 yr - 4 yr old Classes

- 5 Days Morning (Available 8:30-12:00, \$300 per month, \$200 Yearly Supply Fee)
- 4 Days Part- Time K4 only (Available 8:30-12:00, \$240 per month, \$200 Yearly Supply Fee)
- 3 Days Morning (Available 8:30-12:00, \$175 per month, \$140 Yearly Supply Fee)
- 2 Days Morning (Available 8:30-12:00, \$140 per month, \$120 Yearly Supply Fee)
- 5 Days Morning & Extended Care (Available 7:30-5:30, \$580 per month, \$200 Yearly Supply Fee, \$40 Extended Care Supply Fee)
- 3 Days Morning & Extended Care (Available 7:30-5:30, \$410 per month, \$140 Yearly Supply Fee, \$40 Extended Care Supply Fee)
- 2 Days Morning & Extended Care (Available 7:30-5:30, \$305 per month, \$120 Yearly Supply Fee, \$40 Extended Care Supply Fee)

*5 Day Morning & Extended Care Siblings will receive 10% discount on older child.

*Church Members receive a 20% discount on Morning tuition.

* Lunch Bunch – Available from 12:00 to 1:30. \$6 per day utilized. Morning Care students only (2yrs-5yrs old).

* Morning Care – Available from 7:30-8:30. \$5 per day utilized. Morning care is included in Extended Care Tuition for the days that child is registered.

*Lunch Bunch and Morning Care are now separate charges. If you attend both on one day it will be and \$11 charge.

Elementary After School Care (Lynn Haven Elementary & Bay Haven)

One-time Supply Fee- \$50/school year

4/5 Days per week -\$50/week

3 Days per week- \$40/week

2 Days per week- \$30/week

1 Day per week-\$20/week

Drop- in Rates \$20/day

*All Children must be registered with Afterschool Care in order to stay (including Drop-ins)

*All fees are non-refundable

Grace Preschool

2020-2021 School Calendar

Preschool Planning	2 Weeks	August 3 – August 13
Open House	Friday	August 14
First Day of School	Monday	August 17
First Day of Lunch Bunch	Monday	August 24
Labor Day School Closed	Monday	September 7
Grace Open/K-5 th grade ASC closed	Wednesday	September 23
Columbus Day School Closed	Monday	October 12
Grace Open/K-5 th Grade Closed	Wednesday	October 21
Veterans Day School Closed	<u>Wednesday</u>	November 11
Thanksgiving Break School Closed	Mon.-Fri.	November 23-27
Return from Thanksgiving Break	Monday	November 30
Christmas Program 10:30	Tuesday/Wednesday	December 15 & 16
Christmas Break Begins School Closed	Monday	December 21
Teacher Work Day School Closed	Monday	January 4
Return from Christmas Break	Tuesday	January 5
Martin Luther King School Closed	Monday	January 18
Grace Open/k-5 th Grade ASC closed	Wednesday	February 3
Registration Begins (Current Students)	Monday	February 8
President's Day School Closed	Monday	February 15
Spring Break School Closed	Mon.-Fri.	March 15-19
Return from Spring Break	Monday	March 22
Art Show 11:00	Tues. & Wed.	March 30 & 31
Good Friday School Closed	Friday	April 2
K-4 Graduation 10:30 a.m.	Thursday	May 20
Last Day of Preschool	Fri	May 21
Preschool Closed	1 ½ weeks	May 25- June 2
Summer Camp Begins	Thursday	June 3

K-5th Grade After School Care

We will be following the Bay District School Calendar. If district schools are closed, **school age** After School Care will also be closed. On days that Bay Haven is open and district schools are closed, we will also be closed.

Grace School Programs

General Policies

1. School programs will follow the direction of Bay District Schools when pertaining to emergency or bad weather conditions.
 2. Parents must complete all enrollment forms for their child and a current immunization record (HRS form 680) signed by a health care provider must be on file at the preschool. Each child must receive all immunizations upon admission to the preschool or summer day camp unless we are provided with a medical or religious exemption form.
 3. School physical form (HRS 3040) is required of all new preschool and summer day camp preschool age students. Physical forms are good for two years.
 4. A birth certificate is required for all preschool and summer day camp preschool age students.
 5. Grace Schools will make every effort possible to protect the health and safety of the children. Cooperation from parents in helping prevent the spread of communicable diseases is of great importance. See attached Health Policies and Guidelines.
 6. Children may be picked up **ONLY** by those listed on emergency information cards. If a child is to go home with another adult, the parent must notify the preschool staff and identification must be provided.
 7. Teachers cannot accept verbal messages from children. Please write a note or telephone the message to the preschool office at 769-0446.
 8. Field trips for preschool students are carefully planned for the 2, 3, and 4 year olds. Parent chaperones are required on all preschool field trips.
- Elementary age students attending summer camp will be transported to field trips on the church van. Camp staff will chaperone students, but parents are always welcome. **Students will not be permitted on field trips without signed consent.**

Withdrawal Procedures

A written notice must be submitted to the director two weeks prior to your child's early withdrawal from the program for any reason. You will be responsible for paying tuition for the two week period and your child is allowed to attend during this time period. If written notice is not given, your account will be charged one full month's tuition.

If the child is withdrawn from the program following the above guideline and later wishes to re-enroll (if enrollment allows), within a three month period, the registration fee is waived. After a three month period, the full registration amount will be required. If a child is absent from the program for more than two weeks without notice or payment, we will assume the child is withdrawn. We will proceed to register another child to fill the class vacancy.

Lunch Bunch

Lunch bunch is an after preschool program that is offered Monday through Friday from 12:00 to 1:30. Students are eligible for this program when they are two years old.

Students need to bring a packed lunch and drink. The lunches must have a freezer pack for cooling. We are also unable heat lunches.

The cost is \$6.00/child. If a child is not picked up by 1:30, you will be charged a \$1.00/minute late fee/child.

Please sign up at the bulletin board outside the preschool office by 10:00 a.m. of the day your child will be staying.

Lunch Bunch will be charged as a lump sum at the end of each month. The number of times your child attended will be tallied and added to your Procure account. If you would like to pay ahead toward lunch bunches on your account, you must let the office know. Will have to charge your account first and then you can go online to pay.

Morning Care

Morning Care is a before preschool program that is offered Monday through Friday from 7:30-8:30. All students are eligible for this program. The cost is \$5.00/child.

Morning care is included in Extended Care Tuition for the days that child is registered.

Morning Care will be charged as a lump sum at the end of each month. The number of times your child attended will be tallied and added to your Procure account. If you would like to pay ahead morning care on your account, you must let the office know. Will have to charge your account first and then you can go online to pay.

Lunch Bunch and Morning Care are now separate charges. If you attend both on one day it will be an \$11 charge.

Discipline Policies and Procedures

Proverbs 10:17 tells us “He who heeds discipline shows the way to life, but whoever ignores correction lends others astray.”

For many people the word discipline suggests a harsh or unpleasant action inflicted by one person on another. Discipline is often thought to mean punishment. When we look at the origin of the word, we discover that it is closely related to the word disciple.

A disciple is a follower, or one who learns from a leader. A disciplinarian can be thought of as a teacher or leader and discipline as the set of attitudes and behaviors that a leader hopes a follower will want to acquire.

At Grace Preschool, discipline, not punishment, will be used to guide and direct children toward appropriate behavior. There is no one way to discipline all children. Each child is an individual and must be treated as such. Child development includes learning self-discipline which is better learned through guidance than through punishment.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempt to settle disputes.
2. Redirecting to a more acceptable behavior.
3. Counseling children individually about their behavior.
4. Setting clear limits.
5. Reinforcing positive behavior.
6. Modeling.
7. Praising appropriate behavior.
8. Separating a child from the group (Time-Out) one minute away for each year of age.
9. Making parents aware of disciplinary concerns.

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

*Requires constant attention from the staff

- *Inflicts physical or emotional harm on other children, adults or self
- *Disrespects people and materials provided in the program
- *Consistently disobeys the rule of the classroom
- *Uses verbal or physical activity that diverts attention away from the teacher

Discipline Procedures for Disruptive Behavior:

- Disruptive behavior will be addressed in an incident report. The report will document the inappropriate behaviors that directly impact other children or staff. The report will be shared with the parent and will explain the behavior, how the behavior affected others, and how the situation was resolved. The parent, teacher and Preschool Director will sign the report which will be kept on file.
- If a child has difficulty managing his/her behavior on a reoccurring basis, parents will be asked to meet with the child's teacher and the Preschool Director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined or removed from the preschool program altogether.
- Children can be removed from the Preschool, Extended Care, Summer Camp, and After School Care program at any time, for any reason by the Grace Preschool School Board or Director.

We understand that the children are here to learn how to get along in a classroom environment. We will always make every effort to work with you and your child.

Grace Presbyterian School Health Policies and Guidelines

Grace School Programs is concerned with the physical well- being of every child of God. To that end, we must prevent the spread of infectious diseases within the preschool in order to protect the health of each child and adult in attendance.

Therefore:

1. A child must stay out of school for **24 hours** if he or she has had:
 - Temperature over 100°F
 - diarrhea
 - vomiting
2. A child must stay home until a Dr. determines they are noninfectious if he or she has:
 - rash
 - mouth sores
 - conjunctivitis
3. Head lice, scabies or other infestations:
 - Students may not return until infestation is no longer present.
 - Students may not return until lice and nits are no longer present.
4. **Children who are irritable and cannot participate in the day's activities, may not remain at school.**

Parents will be notified and **must pick up child within one hour** if any conditions requiring exclusion are present, such as: diarrhea, vomiting, fever over 100* or, chicken pox, etc.

5. If a child must be given medication while in attendance, the medication must be taken to the director's office. Each bottle must be clearly labeled with the child's name. A note, signed by the parent, with specific instructions for administering the medication must be attached.

Arrival/Departure Procedures and Policies

Preschool and Summer Day Camp

- Access doors to the preschool and Summer Day Camp are on Lisenby Ave.
- Doors open at 7:30 a.m. for students using our early drop-off program. Please bring your child to their classroom and sign them in on the sign in sheet provided outside the classroom door. Be sure to leave telephone numbers where you can be reached.
- The main entrance into the preschool will be locked at 8:45. Please buzz and someone will let you in. **You are always welcome at any time.** These security measures are in place for the safety of the children and staff.
- Unless notified by the parent in advance, **no child will be released to anyone not designated in writing. We will insist on proper identification before releasing the child.**
- Children must be picked up by 12:00 from preschool, 1:30 from lunch bunch and 6:00 from after school care. You will be charged \$1.00/minute for each minute you are late.

Extended Care

- Preschool children will be walked to their Extended Care classroom by their morning teacher.
- Students must be picked up by 5:30 p.m. or you will be charged a \$1.00/minute late fee.
- Parents can enter through the Preschool Doors for pick up.
- Unless notified by the parent in advance, **no child will be released to anyone not designated in writing. We will insist on proper identification before releasing the child**

After School Care

- Elementary school children will be picked up at their scheduled dismissal time in the Grace Presbyterian Church van by designated after school care staff.
- Students will be expected to follow the following Van Rules:
 - Follow the directions of the van driver at all times.
 - Remain seated at all times.
 - Keep hands, feet and objects to yourself.
 - Speak in a quiet voice.
 - Swearing, teasing, or fighting on the van may result in removal from the program.
 - Keep aisles clear at all times.
 - **Students are required to wear seat belts.**
- Students must be picked up by 5:30 p.m. or you will be charged a \$1.00/minute late fee.
- Parents can enter through the door opposite the big playground when picking up children.
- Unless notified by the parent in advance, **no child will be released to anyone not designated in writing. We will insist on proper identification before releasing the child.**

