

Kids of Grace

A ministry of
Grace Covenant Presbyterian Church

Parent Handbook 2023-2024



Kids of Grace

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Kids of Grace Table of Contents

Welcome.....	3
Purpose/Philosophy.....	3
General Information	3
Staff	3
Ratios.....	4
Curriculum.....	4/5
Policies & Procedures	6
Administration	6
Visitors	6
Enrollment Requirements	6
Birth Certificate	7
Hours of Operation	7
Communication	7
Smoke Free Property	7
Weather Closings	7
Arrival and Departure	7
Tuition/Fees/Refunds	8
Registration Deadlines for Enrollment	9
Payment Options	9
Medication and Illness	9/10
Accidents/Incidents	10
Head Injury Policy	11
Emergency Information and Procedures	11/12
Parties	12
Snacks/Food	12
Dress Code	13
Personal Items and Toys.....	13
Pacifiers	14
Positive Discipline Policy	13/14
Biting Policy	13/14
Zero Tolerance Child Abuse Policy	15
Separation	15
Involuntary Disenrollment	16
Voluntary Withdrawal.....	16
Christian Worship, Learning and Fellowship Opportunities	16
Frequently Asked Questions.....	17/18
Arrival/Dismissal.....	Addendum A & B

WELCOME TO KIDS OF GRACE

We welcome you to Kids of Grace, a non-profit ministry program operating as a ministry of Grace Covenant Presbyterian Church of Princess Anne. We are dedicated to making this a positive, loving, and nurturing experience for our children and families. All funds earned by the program shall be reinvested in the program and no part of its earnings shall benefit any one member or individual.

PHILOSOPHY

To provide a part-time half-day program with a developmental approach to learning for ages two, three, four, and five years old in a stimulating environment in which each child will be encouraged to grow spiritually, emotionally, socially, and cognitively, to his/her fullest potential. It is a Christ-centered ministry of love and nurture to our families and young children. Our program serves our church family and the community, especially wishing to reach out to new families in our community. We always work toward the development and encouragement of a positive self-image in each child, helping the child to know he/she is special, important, and that Jesus loves him/her.

GENERAL INFORMATION

Kids of Grace Preschool & Kindergarten of Grace Covenant Presbyterian Church of Princess Anne is a religious exempt program recognized by the State of Virginia, complying with state requirements for a program exempt from licensure. Our enrollment capacity is 94. Our program is in the education wing of the church. We operate with eight classrooms and with additional rooms available for other activities, including the music room and the worship area. There are toilets adjacent to each of the classrooms and in the hallway. Two sections of fenced in playground for large motor outdoor play are available adjacent to the building. Our program is covered by the liability insurance of the church. We operate with strict standards of health and safety. KOG staff are trained in infant/child CPR, First Aid, and Child Abuse and Neglect, detection, and reporting. Additional staff have certification in Medication Administration Training.

STAFF

Our professional staff exemplifies high standards both morally and academically and they have educational background and/or years of experience in Early Childhood Education. They provide a quality-learning environment to help children develop positive attitudes about life, learning, the world, and relationships with others. Teaching methods encourage children to explore, discover and learn through play in a Christian nurturing environment.

Upon hiring, each staff member is required to have a Central Registry Background Check with VA Department of Education and a Criminal Background and Fingerprint Check with the VA State Police. They are certified annually by their physicians to be free from any disability, which would prevent them from caring for children. All staff are required to participate in 16 additional hours of Early Childhood Education Training during the year.

RATIOS

We recognize that the quality of care and education are linked to the positive interactions each child has with his/her teacher. Our classrooms will observe the following teacher/child ratios with reasonable consistency:

Group	Class size	Kids of Grace Ratio	State Ratio
Twos	8	1:4	1:8
Threes	12	1:6	1:10
Fours	14	1:7	1:10
Kindergarten	17	1:6	1:18

CURRICULUM

Kids of Grace is a developmentally appropriate program. Our preschool curriculum includes a developmental centers approach; meaning that an environment is created around various centers of play (**play** is a child's work!). These centers include math, science, art, blocks, books/language, housekeeping/dramatic play, sensory, and manipulatives (activities and toys to aid in the development of small muscle control and other early learning skills). Young children are active learners and acquire knowledge by actively experiencing the world around them choosing, exploring, manipulating, practicing, transforming, experimenting, as well as being exposed to a print rich environment. Each day's activities include working in the centers, circle time, outside play, snack, Bible stories and many books. This curriculum operates within the framework of a monthly theme and scripture. Teachers plan according to themes and based on daily observations of children, build on their interests to incorporate activities into their lessons. A prayer will be offered before snack. The use of technology is minimal to allow our time to be spent interacting with others in play and learning.

Twos Room (ratio 1/4) *Twos do not need to be toilet trained.*

Exploration! Exploration! Exploration! Two-year-olds are learning as they explore the world around them - that includes people, things, and animals! In this classroom, we plan developmentally appropriate activities around our monthly themes to encourage exploration, to assist children in becoming independent, to provide opportunities to develop social skills, and to encourage language development. Twos learn to play cooperatively, learn to share, to take turns, and show self-control. Our daily outdoor time gives children the opportunity to develop large motor functions. Our teachers model God's love as they nurture and care for the children. At circle time, they read Bible stories, enjoy other books and rhymes, talk about the weather, and sing songs.

Threes Room - *Threes should be toilet trained.*

Children in this classroom are ready for more structured activities as their attention span and needs are increasing. Whole group and center activities encourage language and cognitive development as well as continuing to support growth of social skills. The daily routine includes circle time, snack time, toileting (**they should be toilet trained**) and outside time.

Children are curious about letters, numbers, colors, and shapes. They also enjoy experimenting with beginning science and engineering concepts through play. Fine motor muscles (for future pencil and scissor grasp) develop through many games and activities.

Fours Room

In this classroom, more attention is given to preparing the children for kindergarten in all areas of kindergarten readiness. Activities are planned according to monthly themes and in alignment with comprehensive standards for four-year-olds recommended by the state of Virginia. Socially, activities encourage independent and cooperative learning. Emotionally, the children build independence by following multi-step directions and identifying and managing feelings. For language and cognitive growth, children are immersed in books, oral and written language, number and writing activities throughout the day. Snack, outside play, and lunch are part of the daily routine.

Kindergarten

Our philosophy that children need a developmentally appropriate and stimulating environment to feel loved and secure, gain confidence, and learn in all areas is continued in kindergarten. Spiritual growth is encouraged through Bible stories, Chapel time and prayer. Cognitive goals are in alignment with the Virginia Beach City Schools and Virginia Standards of Learning. Concepts in math, language, science, and social studies are consistent with the Virginia Beach City Schools. Kindergarten students use computers to practice and enhance technology skills and reinforce learning in literacy and math. Kindergarten students have outdoor play daily.

Music (by individual class)

Once a week students participate in music class to enjoy rhythm, movement, and music activities. This also provides an opportunity for children to develop music appreciation and learn basic music concepts such as beat, tempo, pitch, and rhythm.

Chapel Time (by individual class or in large group)

Once a week students participate in Chapel Time to engage in age-appropriate worship and praise activities. The children pray, sing, and hear Bible stories to teach and reinforce basic biblical principles.

POLICIES & PROCEDURES

ADMINISTRATION

Kids of Grace is a ministry of Grace Covenant Presbyterian Church of Princess Anne under the supervision of the Kids of Grace Committee (comprised of parents and church members) and the Discipleship Ministry/Youth Education Team. Parental concerns should be discussed with the child's teacher, and then, as necessary, with the director. We have an open-door policy, but we encourage parents to make an appointment whenever possible to discuss any concerns.

VISITORS

Grace Covenant Presbyterian Church wants you to always feel welcome and loved. Kids of Grace's parents and families will follow GCPCPA/KOG policies and protocols when entering the building. Please be sure to park in the front parking lot, come to the double-glass doors. Ring the bell to the right of the door. Upon entry, visitors will sign in. Visitors are required to follow any additional mandates that may be required due to health and safety protocols.

ENROLLMENT REQUIREMENTS

Your child must be age appropriate for his/her class by September 30th.

(Please be aware that in the Twos classroom, due to Building Code (USBC/IBC 305.2 and 308.5.2), 5 spots are available for children as young as 2 by September 30th; the remaining 3 spots, are designated for children who are 2 ½ by the first day of school.)

Children in classes (other than the Twos) **should be** toilet trained. Kids of Grace does not discriminate based on race, religion, color, national or ethnic origin.

To enroll a child, parents/guardian must complete an enrollment packet prior to the child's first day at Kids of Grace. The enrollment packet consists of:

1. Child Enrollment Form (*yellow*)
2. Commonwealth of Virginia School Entrance Health Form and Immunizations (*green*)
3. Emergency Care Authorization Form (*salmon*)
4. Policies & Procedures - summary (*purple*)
5. Decision to Administer Medication (*blue*)
6. Birth certificate - **original must be presented when enrollment packet is returned.**
7. Court orders or documents affecting children

We ask that parents inform us immediately of any changes, such as address, phone numbers, email, authorized persons on the pick-up list, etc. **Immunization records and contact information must be updated annually.**

ENROLLMENT FOR KINDERGARTEN STUDENTS

To secure your kindergarten spot and class placement for the upcoming school year, parents will pay a non-refundable first month's tuition by the end of July.

If you do not adhere to this policy, you will relinquish your spot.

Please note, this is not an additional tuition payment. We are requesting to collect the first month's tuition early as confirmation that your child will be attending Kids of Grace for the school year that you registered for in January.

BIRTH CERTIFICATE

State regulations require that parents provide proof of the child's age and identity **within (7) seven business days of the first day of attendance**. We require the original birth certificate to be provided for proof of birth to be recorded in the student's file. Regulations also require that parents provide information regarding the child's previous school or childcare attendance.

HOURS OF OPERATION

Kids of Grace operates Mondays through Fridays, from 9:00 a.m. - 1:00 p.m. Teachers gather for prayer before arrival and then will be ready to welcome your child for the day.

School will be closed for all major holidays and school breaks. Staff days will be scheduled throughout the school year based on Kids of Grace Preschool and Kindergarten needs. Prior to the school year, a calendar of closings and special events for the academic year will be provided and posted on the website www.kidsofgracepreschool.org.

COMMUNICATION

Kids of Grace recognizes the importance of open, on-going communication between school and parents to ensure the optimum experience for each child. Teacher communication with families is accomplished through brightwheel, Seesaw, newsletters, email, phone and in-person conferences, bulletin boards outside each class, and daily contact. School-wide information is communicated with a newsletter that is sent in your child's folder at the beginning of each month.

SMOKE FREE PROPERTY

Grace Covenant Presbyterian Church/Kids of Grace is a smoke free facility.

WEATHER CLOSINGS

Check the brightwheel or Seesaw apps for inclement weather closings or delays. When Virginia Beach City Schools are closed, Kids of Grace is closed. When VB Schools have a one-hour OR two-hour delay KOG will open at 10:00 a.m. Kids of Grace does not fall under federally mandated regulations that determines the number of academic hours required per school year. Therefore, if Virginia Beach City Schools are required to make up hours and days, Kids of Grace will NOT make up days or hours unless the make-up days fall within Kids of Grace's school calendar year.

ARRIVAL AND DEPARTURE

Please refer to addendum A & B (last two pages of this handbook) to see arrival and dismissal procedures.

As you park and drive through our parking lot, please drive carefully- always looking out for our children. Kids of Grace always prioritizes children's safety. **Siblings or other children must not be left in unattended cars during drop off and pick up times.** Virginia is a mandated reporting state, which requires suspected child abuse and neglect to be reported.

If you arrive late for school (after 9:10), please come to the double-glass doors in front of the church. For the safety of the children, all doors remain locked during school hours.

Please be here on time as it is disruptive to the children's learning with late arrivals unless you have an appointment.

Parents must notify the KOG office and the child's teacher in writing or call when someone other than the parent is picking up the child. If someone other than a parent is picking up the child, he/she must show picture identification and sign out the child. Children **will not** be released to unauthorized persons. Kids of Grace will only release children if appropriate car seats/booster seats are provided for safe travel home.

TUITION/FEES

Parents agree to all financial terms and obligations of the school.

An annual non-refundable registration fee is required at the time of enrollment.

Tuition is due in full on the first or second school day of each month. A \$25.00 late fee will be added for tuition payment received after the 10th of the month. June tuition will be prorated based on decisions set forth by the KOG board.

Please make checks payable to Kids of Grace. There will be a \$25.00 fee for all returned checks. If checks are returned more than one time, the family will be asked to pay tuition with a money order from that day forward.

In addition, all parents will be signing an addendum to the tuition agreement stating the following:

Parents agree to all financial terms and obligations of the school. A withdrawal after March 1 of the upcoming school year requires parents to pay the remaining balance of the school year tuition

Withdrawal from the program requires thirty days' written notice. The parent/guardian is financially responsible for the final thirty days whether the child attends KOG or not. Please check with the KOG office for a final invoice.

A withdrawal from Kids of Grace after March 1st of the school year requires parents to pay the remaining balance of the school year tuition.

REFUNDS

We are unable to make refunds for days missed due to illness, vacation time, weather, or other disaster related closings.

REGISTRATION DEADLINES FOR ENROLLMENT

Priority Enrollment

January

- ✓ Current KOG Families
- ✓ GCPCPA Members
- ✓ KOG and GCPCPA Staff
- ✓ Alumni

Community Enrollment

February

- Registration must be done according to KOG policy.
- Enrollment will be conducted online on a first come first serve basis. Additional information will be available on our website (kidsofgracepreschool.org)

Registration Fee

All classes have a one-time, non-refundable registration fee of \$185. Kindergarten registration fee is 235.00, this includes a one-time book fee.

TUITION

Twos	(2 mornings/week)	\$315.00 per month
Threes	(2 mornings/week)	\$310.00 per month
	(3 mornings/week)	\$380.00 per month
	(5 mornings/week)	\$480.00 per month
Fours	(3 mornings/week)	\$380.00 per month
	(4 mornings/week)	\$435.00 per month
	(5 mornings/week)	\$480.00 per month
	Kindergarten	\$500.00 per month

PAYMENT OPTIONS

Invoices for fees due will be distributed on brightwheel at the end of each month. For your convenience, there are several ways to pay your tuition. While each has its own advantages and/or disadvantages, they are intended to provide flexibility for each of our Kids of Grace families.

1. **Paying on the brightwheel app-** brightwheel allows digital payments directly from your bank account to Kids of Grace. You use your brightwheel account to set up your tuition. Fees apply.
2. **Paying by Personal Check:** Families can write a personal check for their tuition and send the check to school in their child's backpack. Families may also mail their tuition checks to Kids of Grace. Granted, this relies on the timeliness of the US Postal System and the check is still to be received by the first or second school day of each month. Please make checks payable to Kids of Grace.
3. **Paying Online through Your Bank's Online Bill Pay Service:** Simply set up an automatic payment to: Kids of Grace for your tuition amount to be paid the first of each month. Please list your child's name as the "Account." Your banking institution will send a check directly to Kids of Grace.

MEDICATION

Several staff have training and certification (MAT) in administering medication if your child needs medication during the school day.

1. Regulations require that all medications be labeled with h name, name of medication, the dosage to be given, physician's name and prescription date.
2. All medication must be in the original container with labels intact.
3. Medication will be stored and locked in the office.
4. Medication must be labeled with the "time or times to be given."
5. A medication release form must also be completed and signed by a parent.
6. A written authorization from the child's physician must be provided for all over-the-counter medication that is to be administered long term (longer than 2 weeks) and prescription medications.

7. Parents are required to specify the length of time the medication is to be provided. Medications will be returned to the parent as soon as the medication is no longer being administered.

Parents will be immediately notified of any errors in the administration of the medication or of any adverse reactions to the medications administered.

ILLNESS

If your child becomes ill at any time while in our care, parents will be contacted for immediate pick up. Parents must pick up their child within one hour of the call or plan to have your child picked up by an authorized person.

Please **keep your child at home** if he/she is not feeling well or has:

- Had a fever of 100 ° or higher within the last 24 hours
- Vomited or had diarrhea within the last 24 hours
- Severe & constant coughs, wheezing, nasal discharges (green), sneezing
- Symptoms of a communicable disease: sniffles, red eyes, headache, sore throat, abdominal pain, rash, or fever.
- Had new blisters/spots/bumps within the last 24 hours or blisters/spots/bumps have not scabbed
- Head lice, scabies, or other parasitic infections
(KOG Head Lice Policy is available in the KOG office for additional information.)
- Symptoms of COVID-19
- If a child is sleepy, excessively irritable, or has atypical behavior (causing one to question his/her wellness and ability to participate in regular classroom activities), please keep him/her at home.

Children absent with a communicable disease will not be readmitted until the child is symptom free for 24 hours (without fever-reducing medications) and no longer contagious. Children taking medication/antibiotics to treat a communicable disease **must** be on the medication/antibiotic for at least 24 hours before returning to school. Please inform the KOG office of any communicable disease that your child has contracted so precautions can be taken to ensure all children and staff stay healthy.

When a physician confirms a communicable disease, an email will be sent to that class to keep parents informed. All information will be held in strict confidence; the child's name will not be disclosed. Kids of Grace reserves the right to refuse care to a child if there is no evidence that the child has been seen and treated by a physician for debatable symptoms, and/or child is not well enough to participate in regular activities or if the stated guidelines have not been met.

Proper hand washing is the single most effective method of preventing the spread of disease!

****** A note from the doctor will be required for a child to return to school following an injury, illness or surgery that results in limited activity for the child.

ACCIDENTS/INCIDENTS

When any injuries occur, the witnessing staff member completes an accident report in duplicate. This form will explain how the injury occurred and what type of first aid was given. The assistant director or director will sign the accident report and the parent will sign it upon picking up the child.

One copy will be kept in the child's file; the parent will keep the other copy. In addition to parental notification, this form contains detailed written documentation describing the injuries sustained by the child.

HEAD INJURY POLICY

In the case of a head injury during school hours, you will be notified by an accident report. Kids of Grace recommends that you closely observe your child afterward and contact your physician if you have any additional questions or concerns. Symptoms to watch for may include headache, dizziness, nausea, inability to focus.

EMERGENCY INFORMATION AND SAFETY PROCEDURES

In case of illness or emergency, each child is required to have on file the following information:

- Parents' name
- Complete up-to-date address and phone number
- Parents' work numbers, cell numbers, other
- Emergency phone of relative/friend
- Doctor's name and phone number
- Any allergies or physical conditions

****It is IMPERATIVE that parents notify us of any changes. ****

FIRE DRILLS/EMERGENCY DRILLS

Kids of Grace has an emergency preparedness plan that is reviewed annually.

Fire drills will be conducted once a month. Fire drill and emergency exit signs are posted in each room.

Intruder drill will be conducted periodically (at least 2 times per year) and Shelter in place drill will be also conducted at least two times per year. You will be notified prior to intruder drills and after fire and shelter in place drills.

We have an emergency plan in place instructing our staff of procedures to follow should an emergency occur. (KOG Security/Emergency Preparedness Plan is available in the KOG office for

additional information). If for some reason, the children may not reenter the building, they will be escorted to St. Michael's Lutheran Church and families will be contacted to pick up their child at that location.

PARTIES

Seasonal parties will be observed at the teacher's discretion. Due to allergies, Kids of Grace will provide fruit snacks for the class.

Due to choking hazards, latex balloons are not allowed in the school.

SNACKS/FOOD/LUNCH

Parents provide a nutritious, midmorning snack in a small Ziploc or reusable container. *Twos (if you signed up to stay till 1) Threes, Fours and Kindergarten will require a lunch box/child sized water bottle.* Lunches need to be **labeled clearly on the outside of the lunch box with the child's name**. Please utilize cold ice packs to maintain the proper food temperature. Our refrigerator will not accommodate storing the lunches and we cannot heat lunches for children. We encourage children to drink water and will serve this at both snack and lunch time. Your child's teacher will communicate with you regarding any specific food allergies in the classroom. Allergies will be posted on each classroom's Parent bulletin board.

Please be aware that we strive to be a NUT FREE ZONE. Children may not bring food items that contain any nuts including peanuts, peanut butter, tree nuts, coconut, or other nuts. Please check ingredient listing and allergy warnings. Children with a severe nut allergy can have a life-threatening reaction if exposed to nuts or foods derived from nuts. If teachers are concerned about food, the food will be sent home and substitute food will be provided.

DRESS CODE

Children should wear simple, weather appropriate clothing that is washable and will allow them to participate comfortably outside and in messy art activities. Shoes should be appropriate for outdoor play. No flip-flops, thong type shoes, sandals, Crocs, dress shoes or cowboy boots! Parents of children in the Twos room are responsible for providing diapers (at least two) and wipes. **Always make sure any personal items, which could be unsafe for children, are not left in the child's diaper bag (medicines, pins, money, etc.)** Always keep a change of clothes in the bag, including an extra pair of socks and underwear. Even if your child is toilet trained, we do have fun and explore, and your child may get dirty or wet! ***Please do not let your child wear an outfit, which could cause a problem if paint, for example, were accidentally spilled.*** Play clothes are best and highly recommended. Send a sweater or jacket for changeable weather. In the winter, send a cap or hat and mittens - outside play is scheduled daily, except in inclement weather. **Please label all your child's belongings!**

PERSONAL ITEMS, TOYS

We strongly discourage children from bringing personal toys and other items to class. We understand that children have days when they need extra comfort and attention. If your child feels he or she needs to bring such an item, please discuss it with the teacher first. The item may be kept in a cubby or backpack to ensure its safety.

PACIFIERS

Twos are experiencing a "language explosion" and efforts to promote this process are seen in all aspects of interaction with the children. Pacifiers hinder speech development and parents are encouraged to keep pacifiers at home.

POSITIVE DISCIPLINE POLICY

We use an educational approach known as positive discipline to foster self-control in young children. The goal of positive discipline is to help children build their own self-control so that they may share, cooperate, handle their anger, and feel successful and in control of themselves. This is accomplished by guiding children to identify and select alternatives to the misbehavior; giving them choices of appropriate ways to solve their problems; and providing children with a few, simple rules stated in terms of what they should (versus should not) do. (Example: "use walking feet" rather than "don't run;" "use soft touches" rather than "don't hit"). **NO** physical punishment is used. When words and appropriate modeling have been unsuccessful and the child is beyond listening or talking to, if necessary, the child will be removed from the group for a short renewal time. Positive control and supervision by a staff member will be maintained over any child removed from the group for a short renewal time. When any child presents a challenging behavior, Kids of Grace's staff will follow the standards of NAEYC (National Association of Education of Young Children, <https://naeyc.org>)

- Observe (Director) the child, and identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.
- Rather than eliminating the behavior, staff will focus on teaching the child social, communication, and emotional regulation.
- Kids of Grace teaching staff shall respond to challenging behavior, in a manner that provides for the safety of the child and the safety of others in the classroom. The response will be calm, respectful and provide the child with information on what behavior is acceptable and what is not.
- Kids of Grace will document the challenging behavior(s) and intervention methods that were used in a log.

- Kids of Grace's staff-parent discussions regarding the behavior shall be held in private and will focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- If necessary, intervention shall ensure each child has access to professional services such as VBPS assessment center, private therapists, or pediatricians.

We reserve the right to make the determination that a child may need to be withdrawn from the program. In this situation, monies that have been paid will not be reimbursed.

BITING POLICY

Younger children often turn to biting as a means of getting their point across. Developmentally they may lack the verbal skills necessary to get a toy, take a turn, or get someone out of their space. Some children are "space sensitive" and do not like it when another child invades their space or even touches them in a certain way. Other children are "space invaders" and get in other children's space, taking a toy, taking their food, or sitting too close. It is quite common when young children are together for aggressive behavior to occur. Teachers are aware of this unique characteristic of pre-verbal children and try to plan accordingly by preventing biting incidents from happening. When a bite happens, the area is treated with a cold compress and washed with soap and water. We suggest that parents contact their child's physician when a bite occurs that breaks the skin. The parents of both children involved will receive an incident report in duplicate. One copy will be signed and kept in the child's file and the parent will keep the other copy. No names will be disclosed. *Please support our policy of confidentiality to prevent children from becoming labeled as a "biter" and to keep parents from putting blame toward each other or the children involved.*

How parents can help - parents can help at home by further encouraging children to use their words and use "soft touches." Parents can also alert staff to any significant changes in the child's life that may be reflected in the child's behavior: new bed, new sibling, new house, new schedule, deployment, recent loss, not enough time with parents, etc.

Parents are expected to follow policy and meet with classroom teachers for a conference to discuss the behavior and develop a plan together to work with the child in a consistent way in both environments.

At times we may feel it necessary to require a child to withdraw from the program until his/her biting stage is resolved.

ZERO TOLERANCE CHILD ABUSE POLICY

Children who attend Kids of Grace are to be cared for, nurtured, and always kept safe. Children in our care should expect to be treated with kindness, concern, and respect always.

Kids of Grace is a safe place for children. Staff review annually and follow safety guidelines as set by GCPCPA. All staff are required by law to *immediately* report to the local Department of Social Services any concerns or suspicion that a child is being abused or neglected.

SEPARATION

Separation is a natural part of growing up. At Kids of Grace, we strive to make the transition from home to school as comfortable as possible. The following is intended to help ease anxious feelings for both parents and child.

- Prepare your child by talking about school, friends, teachers and what they will be doing during the day.
- Say goodbye! It may be tempting to sneak out while your child is busy, but this does not build trust in the end. Your child needs a loving, quick, and solid goodbye, and the assurance that "Mommy or Daddy will be back in a little while."
- Remember, your child's teachers will always be there to offer loving, compassionate, and nurturing support during the separation process.

A child's ability and readiness to adjust to time away from parents varies with each child. We will inform you if your child continues to experience separation anxiety. Should we see that your child is working through this, you will need to leave us a phone number where you can be reached at any time throughout the morning. If we are unable to comfort and console a child and to engage him/her in our activities, we will call you to come at that time and pick him/her up. If a call is made, it is our determination that your child's best interests are served by cutting short his/her time away from parent (s) for the day. The next day your child comes, we will again work on the adjustment process. Hopefully with patience and as your child comes to feel secure in our love and care, this separation anxiety will subside. This policy also exists for children who have no problem with separation but seem to be unusually upset or distraught. This is often an indicator that your child is feeling ill or coming down with an illness.

INVOLUNTARY DISENROLLMENT

Our mission is to provide safe, affordable quality care. We strive to establish and maintain a trusting and respectful relationship with our parents and children. Occasionally our program's abilities and an individual family's needs may not be compatible. In such cases, the parent(s) may exercise their option to withdraw. Conversely, Kids of Grace may exercise its right to immediately discontinue care based on:

1. Failure of the family to remit fees
2. Failure of family members to comply with policies
3. Kids of Grace's inability to meet the needs of the child and/or the family
4. Irreconcilable differences

VOLUNTARY WITHDRAWAL

Thirty-day written notice is required when withdrawing from KOG during the school year. This provides an opportunity for the child, classmates, and teacher to prepare for the transition and the KOG office time to fill the available spot. Please communicate with the office as soon as you are aware of withdrawal and get a copy of your final invoice for any payment due. The parent/guardian is financially responsible for the final thirty days whether the child attends KOG or not.

Please note that a withdrawal from Kids of Grace after March 1st of the school year requires parents to pay the remaining balance of the school year tuition.

CHRISTIAN WORSHIP, LEARNING AND FELLOWSHIP OPPORTUNITY

Grace Covenant Presbyterian Church invites KOG families and friends for Sunday school and worship on Sunday mornings! If you are interested in receiving Grace Covenant's weekly newsletter by email to get involved in church events, go to www.gcpcpa.org. On the homepage on the left side, type your email and then click SUBSCRIBE.

Grace Covenant's pastor and elders are available if you need pastoral care or prayer. GCPCPA considers Kids of Grace an important part of the church family and wants to support you in action and in prayer. *"Pray continually"—1 Thessalonians 5:17*

FREQUENTLY ASKED QUESTIONS

1. *What kind of curriculum do you use?*

We use a developmentally appropriate theme approach. Based on our monthly themes, teachers plan their lessons and activities according to the theme, with a certain flexibility and sensibility to draw on the interests of the children as well. We plan a blend of teacher-initiated activities, and children's self-directed activities and play.

2. *Do you teach Presbyterian theology?*

This is a Christian program where the children will learn Bible stories, sing Christian songs, finger plays, and activities that are non-denominational. This learning occurs in an ongoing manner in the classroom and once a week during Chapel time.

3. *Will my child learn letters, numbers, colors, ABC's?*

Children will develop in the cognitive domain in a literacy and math rich environment while participating in daily learning activities the teachers have planned. During whole group and center time children will explore books, sing songs, and are encouraged to interact with adults and other children. Your child will also learn self-help skills, how to get along with others, sharing, taking turns, cooperating, and solving problems.

4. *What will a typical day be like for my child?*

Our typical schedule consists of arrival, centers choice time, circle time, diapering/toileting time, snack time, outside time, small group activity time and lunch.

5. *How many children are in the class?*

Two-Year-Old Room - 8 children, 2 adults

Three-Year-Old Room - up to 12 children, 2 adults

Four-year-Old Room - up to 14 children, 2 adults

Kindergarten Room- up to 17 children, 3 adults

6. *What kind of training have the teachers had in teaching preschool?*

Our teachers have varied experience in teaching preschool and working with young children. Teachers and all staff participate in ongoing Early Childhood Education training. Our staff is certified in CPR/First Aid.

7. *What is your approach to discipline in the classroom?*

We do not use time out, but rather redirection - which helps a child focus on what *is* allowed rather than what *is not allowed*. Teachers point out logical consequences for children's actions and follow through with caring but firm limits.

8. *Does my child need to be toilet trained?*

Two-year-old do not have to be toilet trained. Threes, fours, and fives should be toilet trained.

9. How much time will my child spend outside?

Weather permitting, children will play outside at least for $\frac{1}{2}$ hour each morning.

10. Do you have an "open door" policy?

We encourage parents to visit. All visitors are required to follow our health and safety protocols. We ask parents to come to the front double glass doors, ring the bell and sign in once they enter. We also promote open communication with director and teachers when it comes to any concerns, questions, and suggestions.

11. What can I do at home to support what my child learns in school?

Consistency is a key factor in a child's development. We encourage parents to communicate with the teacher and check backpacks and email so that they are aware of skill and behavioral learning that happens during the school day. This way, parents can duplicate the language and reinforce learning, so it is consistent with what the child is learning at school.

12. What does "developmentally appropriate" mean?

"Developmentally appropriate" describes an approach to teaching that respects both the age and the individual needs of each child.

13. Is my child going to "play" a lot in preschool?

"Play" is a child's "work"! Children understand things when they use or experience them directly - they learn more through play than in any other way.

14. What skills will my child learn?

We believe in a comprehensive approach to development:

Socially, your child will begin learning to share, not only toys but also adults, and other children. Emotionally, the child's self-esteem will grow, as he/she is encouraged to do things for him/herself. Physically, fine-motor skills such as cutting, pasting, taping, and painting will be sharpened daily. Gross-motor skills, such as running, throwing, jumping, will be practiced outside. Cognitively, the child will have opportunities to develop math and science skills - matching, sorting, measuring, observing. Language skills will grow through conversations with friends and teachers and a print rich environment. Spiritually, the child will learn that God loves him/her and cares for him/her and others.

Kids of Grace Arrival/Dismissal Procedures 2023-Addendum A

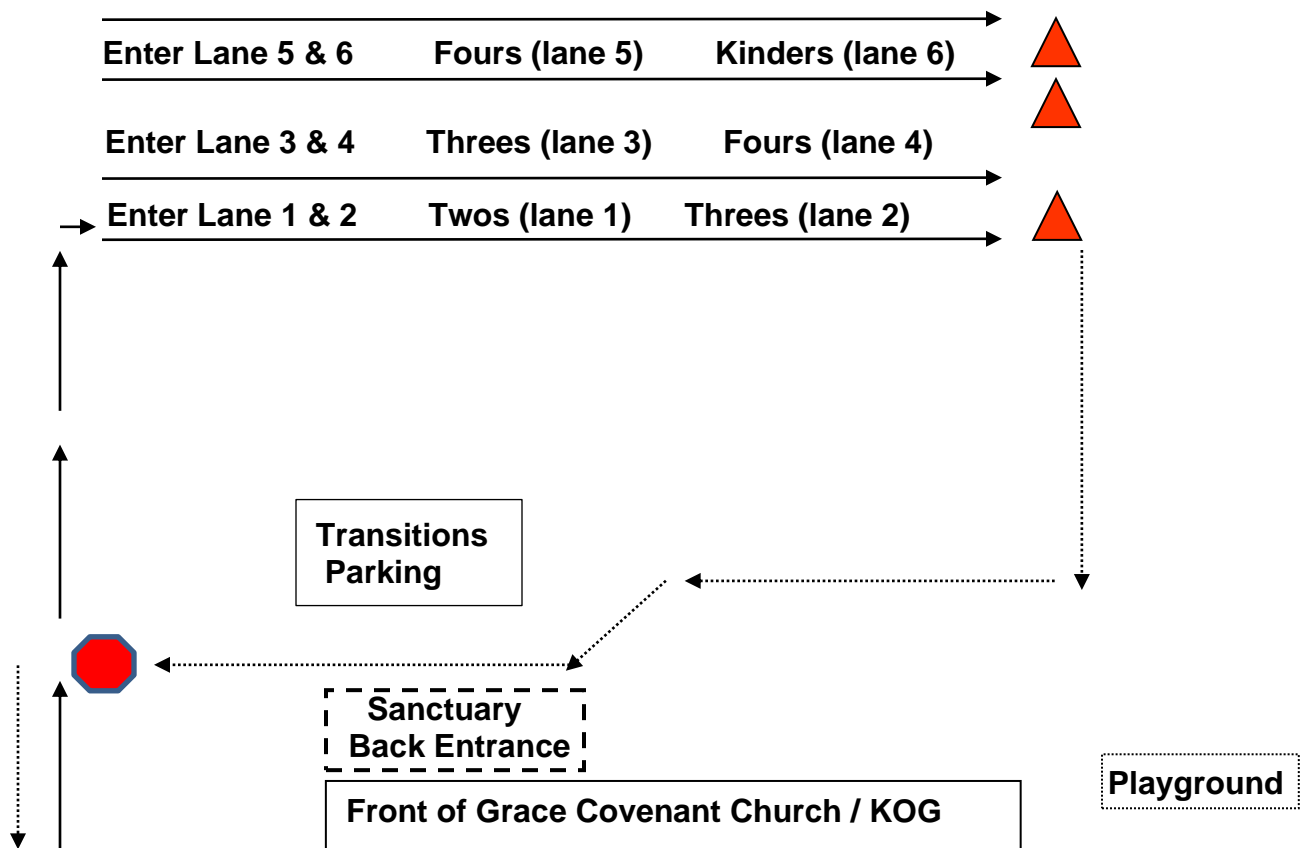
Preschool & Kindergarten Arrival

Our goal is to keep the traffic flow moving steadily and ensure a safe and secure arrival and dismissal for our preschoolers and Kindergarteners.

- Please drive to the back of the church and follow the signs which will direct you to enter lanes 1-6. When directed, a staff member will have you drive to the Sanctuary door. KOG staff will assist your child (ren) out of your vehicle and ask children to utilize hand sanitizer or wash hands before bringing them to their classroom.
- Should your child (ren) need some additional time to separate, a staff member will direct you to a specific area until we can safely help them enter the school. Please do not get out of your car to help our staff members. We are used to transitions and will make sure your child (ren) and you are safe and comfortable.

Arrival

- As you enter KOG, please drive to the back of the parking lot. **Lane 1-TWOS (A-9am). Lane 2 & Lane 3-THREES(A-8:55am). Lane 4 and Lane 5-FOURS (A-8:45am). Lane 6-KINDERS (A-8:45 am).**
- The first car in each lane should pull up to the orange cone. ▲
- Please follow the directions of the staff members in the parking lot.
- Parents will stay in the car and the teacher/staff member will assist the child.
- The teacher/staff member will sign your child(ren) in and out of school each day.
- After the teacher steps away from the car, please drive forward and exit the church parking lot.



Dismissal- Addendum B

12:50- all groups

- **Sanctuary back doors will open**
- **Parents will sign out their child out in sanctuary**
- **Proceed to classroom where children will be dismissed**
- **Parents will EXIT door closest to the playground**