



Parent Manual

2019-2020

A Ministry of Grace Church San Diego

2716 Madison Avenue

San Diego, CA 92116

Website: gracekidspreschool.com

E-Mail: colleen@gracekidspreschool.com

Facility Tax ID 33-0217537

Facility License Number 376700918

Hours of Operation:

All Day Care: 7am - 6:00 pm

Morning Program: 9:00 am - 11:45 am

Please arrive daily by 9:00 am, a child's day should not exceed 10 hours.

A Word from the Director. . .

Welcome to *Grace Kids*! We all consider it a privilege to be a part of your child's life as we provide a safe and happy learning environment in your absence. Please know that we take our job seriously and will do our best to meet the needs of your family.

I have been in the field of early education for over 24 years. I have lots of experience in dealing with different aspects of young children and would be most pleased to sit and talk with you if I can be of any service. My door is always open to answer any questions or concerns that you may have.

This is a rewarding time for families of young children. It is such a joy to watch them grow and learn and make new discoveries. Thank you for allowing us to be a part of your family. To God be the glory!!

Colleen Teran

Director, *Grace Kids*

ENROLLMENT

Grace Kids accepts all children ages two through five, within enrollment limits, regardless of race, sex, color, religion, or national origin. The school is not equipped, however, to meet the needs of children who cannot benefit from a group experience.

PHILOSOPHY

Affiliation: Grace Kids is a ministry of Grace Church San Diego. Under the guidance of the school board and church Elders, the preschool director oversees the staff and the operation of the preschool.

Grace Kids is a non-profit organization, licensed by the State of California for a full-day pro-gram. The school and staff subscribe to the following statements of philosophy:

Philosophy Statement

The educational philosophy for Grace Kids is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God containing this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Grounded in the Christian concept of love, the aim of GKPS is to provide a Christian perspective on the total world view from which will come. We strive for a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship.

The responsibility of GKPS towards the student encompasses the spiritual, emotional, cognitive, physical, and social areas in preparation for kindergarten and for life. The Bible will be taught as an integrative element of all learning.

Statement of Faith - Grace Church San Diego

About God

God is the Creator and Ruler of the universe. He exists in three personalities: The Father, the Son, and the Holy Spirit. These three are co-equal and are one God. Genesis 1:1,26,27; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

About Jesus Christ

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He rose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven and will return again someday to earth to reign as King of Kings and Lord of Lords. Matthew 1:22-23; Isaiah 9:6; John 1:1-15; 14:10-30; Hebrews 4:14-15; 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13

About the Holy Spirit

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. At the very moment of salvation, the Holy Spirit gives us spiritual gifts. As Christians, we should seek to live under His daily influence. 2 Corinthians 3:17; John 16:7-13; 14:16-17; Acts 1:8; 1 Corinthians 2:12; 3:16; Ephesians 1:13; Galatians 5:25

About the Bible

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit and is therefore completely without error in the original auto-graphs. It is the supreme source of truth for Christian beliefs and living. 2 Timothy 3:16-17; 2 Peter 1:20-21; Psalm 12:6; 119:105, 160; Proverbs 30:5

About Man

Man was created in the image of God. However, man sinned and has fallen to a state where only God can redeem him. Human life is sacred to our creator and should be respected by all. People are the supreme object of God's creation. Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; 59; Romans 3:23

About Salvation

Salvation is God's free gift to man and man need only believe in Jesus Christ for the remission of sins. The gospel that Christ died for our sins, He was buried and He was raised from the dead must be received as a gift and be seen as the only means of salvation. We can never make up for our sin by self-improvement or good works. Only by believing in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. Romans 6:23; Ephesians 2:8-9; John 1:12; 14:6; Titus 3:5; Galatians 3:26; Romans 5:1; 1 Corinthians 15:1-5

About Church

We believe the church is the world-wide body of Christ. It is comprised of all believers who have been united through the sacrifice of Jesus. God has also called these believers to be part of a local church family. Matthew 16:18; Hebrews 12:22-24

About Eternity

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with Him is eternal life. Heaven and hell are real places of eternal existence. John 3:16; 12:25; 14:2-3; 17:3; Romans 6:23; Revelation 20:15

Family Life Values Statement

Grace Kids is a ministry of Grace Church and exists to demonstrate God's love for children and parents of this community. Because we are a Christian ministry and because we believe in the truth and relevance of the Bible . . .

- Our standard is that each of our staff members has a personal relationship with Jesus Christ.
- Our curriculum for children is taught from a Christian perspective and is based on the principles of the Bible.
- We honor the parenting roles and child development principles taught in Scripture. Here are the key examples:

Genesis 1:27 So God created people in his own image; God patterned them after himself; male and female he created them.

Family life values are determined by God and His relationship to His people. Scripture paints a picture of God and His attributes as those of a parent . . . "God the Father sent His Son."

Specifically, we teach that men and women (boys and girls) are created with equal value in the image of God and that He loves them intensely.

Ephesians 5:21, 6:4 And further, you will submit to one another out of reverence for Christ . . . don't make your children angry by the way you treat them. Rather, bring them up with the discipline and instruction approved by the Lord.

We believe that the family as God intended is, whenever possible, a partnership between a husband and wife who share responsibility and submit to one another out of love for each other and respect for their Creator. The parents in turn, out of that same kind of love and respect, honor their children as created in the image of God and raise them to love God and love people.

Deuteronomy 6:6-7 And you must commit yourselves whole heartedly to these commands I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are away on a journey, when you are lying down and when you are getting up again.

Whenever possible, we believe that the primary teachers of children are their parents. Our in-tent is to assist parents by teaching their children the truths of God, a love for people, along with the skills and knowledge necessary to equip them for life.

Core Values

1. Introduce God's plan and the love of Jesus for the children, encouraging His values and character into their lives (Jeremiah 29:11 and John 13:34).
2. Provide opportunities and resources to increase the parent's child development knowledge and parenting skills. (Genesis 18:19).
3. Provide children with a safe, loving, and nurturing environment where children can experience success and failure (Isaiah 54:13).
4. Provide opportunities for each child to build self-worth and confidence (Joshua 1:9).
5. Provide children with age-appropriate curriculum and emergent activities which encompass all areas of the child's development (Psalm 78:1-4).

World View

Grace Kids Preschool has a commitment to:

1. Teach age-appropriate biblical truths that can be integrated into all knowledge and conduct.
2. Clearly articulate those Godly truths relating to family values.
3. Measure all knowledge based on those biblical truths.

Outcomes

1. A weekly chapel session will be held teaching songs and Bible stories. Also, a daily Bible time will be conducted incorporating prayer and Scripture memory.
2. In an effort to provide opportunities for parents to increase their knowledge and understanding of biblical parenting values, individual counseling with the director or other Grace Church staff members is available.
3. Adjustments are made to the physical environment in the classroom and the playground to meet the needs of all children. A variety of materials are supplied to meet the needs and promote the optimal growth potential of each child.
4. Respect for each other is modeled through the school staff, and children are encouraged to love one another. Children are supported in their independence in caring for themselves and the school environment. The physical and emotional needs of the children are met with comfort and care.
5. Children will be prepared to enter the traditional school environment with mastery of basic skills that will ensure their success.

GENERAL INFORMATION

Student Evaluations: Each Spring your child will receive a written evaluation of progress and school readiness.

Change of Information: If your name, address, or telephone number is changed or your place of work changes, please notify the school.

Sunscreen: Please apply sunscreen in the morning before leaving home. If you would like it applied again in the afternoon, please sign the sunscreen waiver and leave a bottle with your child's name on it in their cubby.

Change of Clothing: Please bring a complete change of clothing to leave in your child's cubby in case of emergency. This is in addition to the earthquake kit clothing. Change clothing with each season.

Shoes: must be worn to school. Thong-type sandals are not safe in the play yard and may not be worn to school. Sandals must have a strap around the heel. Closed toe shoes are the safest.

Lost and found: items are in the bin under the shelf in our Parent Center. Lost and found items will be taken to the Goodwill at the end of each week. Items with names will be re-turned to the owner.

Vision Screening: is offered annually from the California Hawaii Elks Club. (Free of charge)

Earthquake Kits: Food and water for 72 hours has been purchased by the school for your child. The cost for the earthquake kit is included in your registration fee.

Toys to School: Children are not allowed to bring toys from home. These items create conflict. Many teachers plan a weekly share day. Check with your child's teacher for your child's assigned day.

Solicitation of Goods and Services: Grace Kids policy does not allow for any child or parent to receive solicitation by any other parent or organization to purchase products or services.

After-Hours Telephone Messages: The office closes @ 5PM. If you need to speak with someone on staff, please leave a message. The machine is checked regularly and your call will be returned.

MEDICATIONS

Grace Kids will only administer prescription medication in the original container labeled with the child's name. We will not give over-the-counter drugs.

Medicine must be taken to the office.

Complete a "Medical Authorization Form" in the office.

Asthma treatment/inhalers/Epi pens require special forms which are available in the office. Parents should instruct preschool staff in administering asthma treatment to their child.

HEALTH

Please report absences to the office by 9:00am.

If a child has a fever, 100 degrees and above, vomiting or diarrhea, or displays other symptoms of illness while at school, the parent will be notified. Child must be picked up within 30 minutes.

Your child must be free of a fever, vomiting or diarrhea for 24 hours before returning.

Your child needs to stay home if he/she vomits during the night.

If your child is limited by allergies, please notify the school.

We will notify other parents if their child is exposed to a contagious disease.

If your child becomes ill during the school day, a parent will be notified:

- Child must be picked up within 30 minutes.
- Child needs to stay home the following day.

HOME PACKED LUNCHES

Please include fresh fruits and vegetables, sandwiches and snacks.

Freeze juice boxes the night before and they will be ice cold for lunch.

Note: Pudding and jello are not allowed. There is no nutritional value and the high sugar content is not good, especially just before nap! Thank You!!

NAPS

All children are required to observe a rest period. Grace Kids provides a cot for resting. Parents are requested to purchase a Rollie Pollie (nap blanket/pillow) from the school office. These provide a quick and efficient way to store cots and insure your child's comfort. Please take them home on Fridays and return on Monday.

Non-Nap Room Many pre-kindergarten (room 5) children no longer need a nap. Early in the school year, a non-nap room is established to meet the needs of those children.

LICE POLICY

When live lice (actual bugs) are discovered on your child, you will be called for immediate pick up and treatment at home. Please be proactive and aware of the following information:

Returning to School

The child may return to school when:

- There are no live bugs
- All nits have been removed
- The student has been checked at the office for any nits

Seven Day Check

A seven-day check will be administered by a preschool staff member to make sure that no nits new have hatched.

At Home Treatment

At home treatment should include over-the-counter treatment as recommended by your pharmacist.

- Wash the child's bedding and pillows
- Soak combs and brushes in hot water for 5 to 10 minutes

Important Information about Lice

Live bugs are transferred from direct head -to-head contact or shared combs, hats and scarves.

Lice do not live longer than 12-18 hours without a host (i.e., someone's head or a blood source)

Live bugs can crawl from one child to another.

Nits are harmless. Once they have been treated, it is unlikely that they will hatch.

Nits are not transferable.

Nits do not hatch for 7 days.

SIGN IN AND OUT

Sign-in sheets are located in each classroom or on a table if the child is on the playground.

1. Your signature on the sign-in sheet acknowledges that your child is now our responsibility.
2. In case of fire or disaster, it is the only record that your child is on the premises. We use the sign-in sheets to account for every child that is signed in. Without your signature, we have no quick reference of the children in attendance.
3. State licensing requires that every child be signed in with a first and last name. When they inspect our facility, we can be cited for children not signed in. It is our responsibility to see that every parent understands the importance of the sign-in signature.
4. California state law stipulates that schools have a duty to protect those enrolled at their sites. In agreement with this law, students attending Grace Kids Preschool will not be released to anyone whose behavior in any way might jeopardize the safety and wellbeing of a child including, but not limited to, those we suspect might be under the influence of drugs and/or alcohol.

Please use the Madison Avenue entrance when dropping off or picking up your child. The play-ground gate is locked for in-coming people and is only designed for an exit in case of an emergency.

COURT ORDERS

The preschool must have on file all current court orders that make reference to school-related enforcement. For the welfare of the students, all personnel and policies of the preschool must maintain total neutrality in conjunction with all custody suits, whether settled or in progress. At no time will GKPS or its staff provide supporting information requested by either parent or their attorneys to be used in custody to enhance or detract from either party's claim, unless subpoenaed

by the courts. GKPS will also not act as liaison between parents and their children for the purpose of sidestepping court orders. Our school's responsibility is to maintain a safe, loving, learning environment for all children in all circumstances. We will not take sides and jeopardize our purpose.

CHILD ABUSE REPORTING

The state of California requires childcare providers to report any suspected incident of possible child abuse or neglect. We are legally obligated to comply with these guidelines.

EMERGENCY/DISASTER PLAN

In the event of a national disaster or emergency, plans are in place to provide food, water and protective care for 72 hours. Grace Kids provides this as part of the registration fee. Drills are conducted on a regular basis throughout the school year.

SCHOOL CLOSURE

There may be an occasion where Grace Kids must be closed due to circumstances beyond our control. For example, the fires of 2007 forced many school closures as did the power failure. In the event of an emergency school closing when your children are at home, please do the following:

- Call the preschool for a pre-recorded message to obtain information and/or direction.
- Or check our website for any updated information about Grace Kids.
- Understand that the preschool tuition will be the same regardless of a temporary closure. Expenses for the school continue in spite of the emergency.

In the event of an emergency while your children are in our care, provisions, supplies, and first aid equipment are in place to care for your child for up to 72 hours.

LATE PICK UP

In the event that you are late in picking up your child at the end of the day, you will be charged \$2.00 per minute, effective 6:01 pm. A child left in the center after 6:30pm by law is considered an abandoned child. After all efforts to contact you have failed, the authorities will be called. The office closes @ 5pm. If you know you will be late and need to speak with someone on staff, please call the school office.

POTTY TRAINED KIDS and the 7/11 RULE!

Three 2-year-old classrooms are reserved for those children who are not yet potty trained. It is fully equipped for diaper changing and staffed with extra personnel. Your child is considered potty trained when they are wearing underwear (not pull-ups) and have no more than 7 accidents in 11 days. This is referred to as our 7/11 rule! If your child becomes potty trained during the year, the tuition will be reduced when the child is promoted to the next classroom.

Note: All 3-year-old children must be potty trained before enrollment.

DISCIPLINE

The school is an extension of the home and we are here to serve you as you train and build character in your child. You are the first and primary teacher. We are here to help you.

"He who ignores discipline despises himself, but whoever heeds correction gains understanding." Proverbs 15:32

"Children, obey your parents in the Lord, for this is right. Honor your father and mother, which is the first commandment with promise: that it may be well with you and you may live long on the earth." Ephesians 6:1-3

As an extension of your home, we will provide and support opportunities for your child to practice obedience and a good attitude (honor) in the school environment. Your child will be treated with respect and fairness at all times.

If a child displays behavior that endangers himself or others or is in direct disobedience to classroom standards, the following steps shall be taken:

- Re-direction towards another activity.
- "Thinking time" or loss of privilege.

If the behavior continues, the director shall be notified and parents will be requested to meet with the director and teacher. A plan of action will be set in place to include the following:

- Documentation.
- Daily communication on the child's progress for 2 weeks.
- Resources to get professional assessment/intervention for behavioral concerns

If this fails, it may be time to consider whether or not Grace Kids is the best environment for the child. The director reserves the right to make this decision after much consultation with parents and the teacher. A one-week notice will be given to the parent for withdrawal.

Note: At no time shall corporal punishment be used with your child. Children will be treated with respect and redirection at all times.

BITING POLICY

(Applies to children 30 months of age and older.)

Biting is age appropriate up to 24 months. After a 6-month grace period, a 30-month old child can understand the concept that biting is not acceptable. The most effective action to stop biting can only be taken by the parent. Therefore, in consideration of the health and safety of the other children, the following steps shall be taken:

- First incident, the child will be sent to the office to think about what has happened. The parents will be notified.
- Second incident, the parent will need to pick up the child immediately and take them home for the day.
- Third incident - see second incident!
- Fourth incident - see second incident!
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TUITION REMINDERS

Please Note: Credit is not given for absences. We are not able to provide make-up days because our classrooms operate at maximum capacity each day.

Sibling Discount: A 15% discount is offered for a sibling attending Grace Kids.

Reminder: Tuition is due the 1st of each month, payable by the 5th of the month to avoid a late fee. (Late fee is \$25.00)

Extra Day of Attendance: Is available to purchase - A full day for \$50.00 & and morning only for \$30.00, based on availability. Please call ahead to schedule an extra day of attendance.

Refund/Termination Policy

Parent-Initiated Student Withdrawal: A written two-week notice is required for all students who plan on withdrawing. Full payment is required for those two weeks, regardless of attendance.

Note: If a payment has been made that exceeds the two weeks, a refund shall be submitted for the remaining time and mailed to you within 3-4 weeks.

Director-Initiated Student Withdrawal: When the director determines that the school environment does not meet the needs of the child, a one-week notice shall be given for withdrawal. A refund shall also apply if the account has been paid in full for the month.

Summer Plans: You can reduce the amount of days your child attends during the summer, however you may not pull out completely. We have a waiting list and those spots will be filled immediately if left open.