



The School of Grace
A parent participatory preschool

PARENT HANDBOOK

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GENERAL INFORMATION

MISSION STATEMENT

The purpose of The School of Grace is to empower children and families to reach their greatest potential and to enjoy the richness of the preschool years.

The school offers a safe, nurturing, Christian environment for young children. The curriculum is enhanced by a multi-cultural focus, guided by the knowledge of how children learn. The child-centered philosophy aims to facilitate positive self-esteem and a joy of learning. The intentional blending of children of diverse neighborhoods, cultures, religions, races and abilities will promote understanding and acceptance of differences. Each child's faith will be nourished through the exploration and celebration of the world which God created.

Children learn through developmentally appropriate experiences based on physical, emotional, social and cognitive development, with an integrated approach. Emphasis is placed on learning as an interactive process including hands-on exploration and experiences with adults and children of varying abilities. Children enjoy a wide range of concrete, real and relevant materials and activities.

Parents assume an empowered leadership role in the school. Opportunities are available for all parents to serve on a parent majority governing board, or a variety of committees, learning the skills necessary to advocate for their child's education.

Parents are responsible for serving as helping parents in the classroom on a regular, consistent basis, learning parenting skills from one another.

The School of Grace follows curriculum guidelines established by the National Association for the Education of Young Children, a benchmark for excellence in preschools.

The School of Grace was founded as a mission by Grace Lutheran Church in direct correlation with the church's purpose statement.

PHILOSOPHY

We at The School of Grace believe that children are individuals who are active, avid learners and are deserving of respect and love. We believe that children are citizens of their environment and that learning stems from all that surrounds them. This environment within the school setting includes play, social and peer interactions, speech and language development, cognitive skills, social – emotional development, worship, reverence, appreciation and respect for nature.

We believe children should have guided, hands-on learning, which we feel will help the child become more independent and self-sufficient. Children will also be encouraged to make choices within limits.

We are adamant believers in the use of positive discipline where each child can learn to take responsibility for his or her actions. We believe children should be given enough opportunities for appropriate behavior to discourage inappropriate behavior. We strongly advise modeling the appropriate behavior and mannerisms that we expect each age group of children to follow. Expectations are varied depending on age level.

The School of Grace believes in being in tune with its families, encouraging friendships, parental

involvement and active participation. We believe children to be the sole purpose of our center and for them we dedicate our time, energy and love!

ADMISSIONS / CLASSES

The School of Grace is comfortable in the knowledge that with our small class size, and our low student to teacher ratio, we will be able to offer all of our students an enriched, nurturing, extended family atmosphere. We believe strongly in the benefits of family and multi-aged grouping.

The School of Grace strives for integration of children with varying physical abilities and ethnic backgrounds. The School of Grace does not discriminate with regard to race, creed, color, national, religious, or ethnic origin

Once registration opens for the upcoming year, students are enrolled in the following order.

1. Currently enrolled
2. Siblings of children enrolled
3. Grace Lutheran Church Members
4. Public-at-Large

We reserve the right to keep a balanced boy/girl ratio.

Children with identified special needs will be assessed on an individual basis, in consultation with parents and other professionals. Individual assessment of the child includes an interview with the Director.

Continued evaluation of students in all our classes ensures that children are appropriately placed in the program according to need, and are being served in a developmentally appropriate way.

Separation

We recognize our limitation as individuals and as a preschool. As much as we would like to meet all children's needs, we realize there are some children whose needs, whether behavioral, emotional, or physical are beyond our abilities and resources. In consultation with parents, we will work with the family to ensure the best possible separation and transition of the child from our school to another situation.

FEES

As a non-profit organization, the preschool operates within a budget determined by the tuition and fees it collects. Without the timely payment of tuition and fees by our families, we cannot operate effectively and efficiently. We depend on parents making prompt payments, so that the time and energy of our staff and director can be concentrated on the children. There is a non-refundable yearly registration fee equal to one month's tuition.

Late fees are described in the Tuition Agreement section

REGISTRATION INFORMATION

The School of Grace is a half-day, Christian, Parent Participatory Preschool serving children ages 6 months through 5 years. The preschool operates from September through May.

*The School of Grace reserves one place in each class for a Special Needs Child. In order to qualify as such, an active IFSP (for children 6 mos. to 2 yrs.) or an IEP (3-5 yrs.) must be in place. We support and encourage parents to seek out the services provided by Wake County through Health and Human Resources or Project Enlightenment.

Allocated Spaces

| Turtles (6 months – 2 years) | Tadpoles (2 – 3 years) | Frogs (3 – 4 years) | Monkeys (4 – 5 years) |
|---|---|---|---|
| Children with refugee status to be referred by Lutheran Family Services 1 | Children with refugee status to be referred by Lutheran Family Services 1 | Children with refugee status to be referred by Lutheran Family Services 1 | Children with refugee status to be referred by Lutheran Family Services 1 |
| Children with special needs* 1 | Children with special needs* 1 | Children with special needs* 1 | Children with special needs* 1 |
| Children of Grace Lutheran Church families and the general public 4 | Children of Grace Lutheran Church families and the general public 7 | Children of Grace Lutheran Church families and the general public 10 | Children of Grace Lutheran Church families and the general public 11 |
| Total 6 | Total 9 | Total 12 | Total 13 |

Please Note: Registration fees are not applicable to tuition and are non-refundable. September tuition is due at Parent Orientation in August.

TUITION AGREEMENT

At the beginning of each year, parents sign a form in agreement with the following policy.

Tuition rates are decided during the previous year by the membership. Arrangements must be made with the Director for alternate financial arrangements.

Agreement Conditions

I agree to make monthly tuition payments on or before the first of each month. If the first of the month falls on a holiday or weekend, I will make the payment on the first day that my child returns to school. Payment is past due after 12:15 on the fifth of each month. I agree that if my payment is not received by closing time (12:15 p.m.) on the fifth of each month, I will pay a \$15.00 late fee. I understand that my child's enrollment will be forfeited if I do not make payments or financial arrangements with the Director by the fifth of the next month. A re-enrollment fee of \$25.00 will be charged to re-enroll him/her in the preschool.

I agree to give a two-week notice before withdrawing my child from The School of Grace.

I understand that a \$20.00 fee will be charged for checks returned for insufficient funds, or any other reason.

I understand and agree to pay a \$10.00 late fee for every 15 minute time period that I am late picking my child up from the school.

I understand that even if my child is absent, fees and tuition must be paid in order to reserve his or her space in the preschool. No credits, allowances, or decreased fees will be given in the event of an absence.

INCLEMENT WEATHER POLICY

In case of inclement weather, please tune in to a local news source.

When the Wake County Public School System (WCPSS) closes due to inclement weather, either prior to school opening or during the school day, The School of Grace (SoG) will also close. If there is an exception to this, notification will be sent through email and posted on Twitter/Facebook, whenever possible.

If WCPSS has a one hour delayed opening, SoG will open one hour later.

If WCPSS has a two hour delayed opening, SoG will open two hours later.

If WCPSS has a three hour delayed opening, SoG will open two hours later.

*Whenever possible, SoG delays and closings will be emailed to current families and posted on Twitter/Facebook.

*During the year, SoG will attempt to make up at least two days missed due to inclement weather.

If SoG closes early, a Staff member will remain at school until the last child is picked up.

If bad weather develops while your child is at school, you are encouraged to pick up your child. You do not need to call The School of Grace for permission.

WCPSS school closings are announced on local television and radio stations.

APPROPRIATE DRESS

We believe that children should not be restricted in their ability to explore the world because of their clothes.

Slick soled shoes are difficult to run, climb and balance in.

Dresses without shorts underneath may flip over your child's head at the most inopportune time.

Cowboy boots are fun, but not conducive to safety and total enjoyment of the playground.

We recommend rubber-soled shoes and clothes that can stand a spill or two. Please watch the weather forecast carefully and send sweaters, coats and hats when appropriate. We will go outside every day, sometimes even when it is raining.

It will be necessary for you to provide a change of clothes that is appropriate for the season, to be kept at the school. Remember to include socks with this change of clothes and water shoes during warm weather.

Accidents and spills can happen easily. It is very helpful when children's clothes allow them to dress and undress themselves. In our effort to teach self-sufficiency, easy buttoning and zipping make toileting a simpler task.

Bags and Backpacks

Children will need a bag with handles. Open cloth or canvas bags or backpacks are appropriate. Please label the bag with your child's name in an obvious place. These will come home filled with art projects,

letters to parents and sometimes items the teacher did not send home! (Please return these items as soon as you discover them.) Check their bags as soon as they get home.

SNACKS

The Helping Parent and Child provide Snack. Please provide enough food for the children, teachers and helping parent. During snack time the adults model appropriate table manners and child-centered conversation. The School of Grace snack program offers a variety of nutritious food and beverages in creative and educational ways. Often children will try something at school that they would not have eaten at home. We encourage child participation as much as possible. When you provide snack, involve your own child in selecting and preparing the class snack. If you enjoy cooking, you may plan to do a cooking experience during class time after consulting with the teacher.

Food Components

All snacks must contain at least two of the following components:

- A 1/2 cup serving of fluid milk.
- Meat or meat alternative (cheese, egg, peanut butter, beans).
- Vegetables and/or fruit, or 100 % fruit or vegetable juice. Juice may not be served when milk is the only other component.
- Whole grain or enriched bread, cornbread, biscuits, rolls, muffins, etc.; or cooked whole grain or enriched pasta or noodle products; or cereal grains, such as rice, bulgar, or corn grits.
- Other foods may also be served, but they must be in addition to the required components. For example, cupcakes may be served for a birthday along with milk and fruit. Any food that a child may choke on should be avoided, such as nuts, hard candy or popcorn.

Menu Information for Parents

Each person providing snack should record what was served that day on the snack calendar posted on the parent bulletin board.

Food Storage and Preparation

Food must be stored and refrigerated appropriately. Only original sealed (unopened) juice and milk containers should be used. Children bringing individual snacks may use thermoses. Milk must be dated and may not be served past the “freshness date”. Fruits and vegetables must be washed thoroughly. All leftover food must be labeled with the date and class, then stored in The School of Grace refrigerator, located in the storage room adjacent to the cloud room.

Helping parents, staff, volunteers and children must wash hands before preparing, serving or eating food. Plastic utensils must be disposed of after use and not reused.

Kitchen Policy

All items in the kitchen belong to the church. Clean and return to them to their original place. Appliances used should be wiped clean. Dishes and utensils should be cleaned in the following manner: 1.) Wash in HOT soapy water, 2.) Rinse, 3.) Disinfect by dipping in a bleach/water solution. Bleach, measuring scoop and bucket are stored on top of the School of Grace refrigerator, 4.) Air dry in dish drainer, 5.) If dry before the close of school, please return items to their original location. Clean all spills in the kitchen, storage room and refrigerator.

SNACK SUGGESTIONS

When planning snack the top priorities are: Keep it simple and healthy! Please remember that sweets are reserved for special occasions and must be pre-approved by the teacher. Sweets must be accompanied by

healthy snack choices.

Vegetables (served alone or with a dip)

Carrot sticks, broccoli, pickle spears, cauliflower, green beans, cucumber, Cherry tomatoes (halved), avocado

Dairy Products

Grilled cheese sandwiches, cottage cheese-with or without fruit, deviled eggs-add a face using raisins, yogurt or frozen yogurt, hardboiled eggs, egg salad sandwiches, cheese (American, cheddar, etc.)

Fruits

Apples, applesauce, pears, Peaches, mandarin oranges, grapes, blueberries, honeydew melon, fruit juice, 100% fruit popsicles, oranges, fruit cocktail, watermelon, strawberries, cherries, cantaloupe, kiwi, banana, pineapple

Meats

Small meatballs or other bite sized pieces of meat, chicken or turkey nuggets, tuna fish (sandwiches or on crackers), tacos

Breads and Cereals

Toast, saltines, cooked pasta, banana bread, corn muffins , bagels, pretzel rods, graham crackers, biscuits , muffins-bran or blueberry, cheese bread or toast, zwieback

Snacks Involving Advance or Classtime Preparation

Apples cored and stuffed with peanut butter, raisins, granola, etc., celery stuffed with cheese, cream cheese, peanut butter, mini pizzas, fruit and cheese kabobs, French toast or waffles topped with cinnamon and honey, peanut butter or jelly

Cooking Experiences (Please have these approved by the teacher prior to your Helping Parent day)

applesauce, quick breads, mini pizzas, grilled sandwiches, fruit or milk shakes, biscuits or muffins

Beverages

Milk, water, 100% fruit juice, NO soft drinks, sugared drinks or drinks containing caffeine.

CURRICULUM & EDUCATIONAL FOCUS

PROFESSIONAL ETHICS

Some Core Values for Early Childhood Education

We value:

- Recognition of each individual as a unique human being.
- Realization of the full potential of children and adults.
- Environments that foster well-being and a positive self-esteem in children, staff and families.
- Autonomy and self-reliance in children, staff and families.
- Appreciation of the special vulnerability of children and their need for safe and healthy environments.
- Recognition that each child is an individual with unique needs and abilities.
- Respect for confidentiality and the right of each child and family to privacy.
- Development of children: socially, emotionally, intellectually and physically.
- Use of developmentally appropriate instructional techniques for children.
- Appreciation of childhood as a unique and valuable stage in the life cycle.
- Professional practice based on the best current knowledge of child growth and development.
- Recognition and support of the interconnectedness of the child and family.
- Support of families in the task of nurturing children.
- Effective protection and advocacy for the rights of all children.
- Support for the right of all children, regardless of income or other circumstances, to have access to quality early childhood programs.
- Unity among people who work in childcare settings and cooperation with other professional groups concerned with the welfare of young children.
- Continuing growth as professionals in early childhood education.

-Childhood Enrichment Associates

EDUCATIONAL FOCUS

The curriculum at The School of Grace is not just the goals of the program and the planned activities but also the daily schedule, the availability and use of materials, transitions between activities and the way in which routine tasks of living are implemented. Criteria for curriculum implementation reflect the knowledge which young children learn through active manipulation of the environment and concrete experiences that contribute to concept development. Realizing the importance of a child's positive self-esteem early in life, the preschool will provide activities in which each child will feel some degree of success. The preschool will strive to enhance each child's social skills and emotional health by providing appropriate activities.

Our classroom consists of organized centers such as:

Note that the center's guides and goals of our curriculum spectrum are based upon the age of the children and the varied developmental levels.

Block Building

- Large wooden blocks, in various shapes and sizes, with accessories for creative play
- Development of physical coordination and spatial relationships.
- Constructions to recreate home and community life.
- Co-operative activity to develop social skills.

- Experiences to stimulate imagination and creativity.
- Discovery of relationships of size and shape.

Dramatic Play – Housekeeping

- Child sized stoves, tables, refrigerator, sinks, chairs and dolls. Child sized pots, pans and dinnerware are included. The center also includes dramatic play materials such as dress up clothes and accessories
- Encourages understanding of self and relationships with others.
- Creates an atmosphere for democratic social living.
- Avenue of exploring a child's problems and concerns.
- Stimulation of verbal expression and imagination.

Art

- Paints, paper of various shapes and sizes, paint brushes, markers, crayons, glue, scissors, tape, collage materials and playdough.
- Non-verbal means of expressing ideas, feelings and interests.
- Developing sensitivity and reliance on personal taste and judgement.
- An opportunity to refine fine motor skills and kinesthetic satisfaction, along with exploration of various media.

Listening

- Audio materials in which the child can come and listen individually or by small group.
- Promotes individual and small group listening.
- Enhances listening skills.

Manipulative Materials

- Materials for the development of small muscles and eye-hand coordination like puzzles and pegboards.
- Perception and judgement.
- Creativity and invention through experimentation and free play.
- Progression to self-directed materials.

Library

- Children's books will be at the child's level and at his /her own discretion as to which ones to view. This center also includes flannel boards and puppets with which to act out and create stories.
- Appreciation of literature.
- Stimulates language development.
- Broadens language experiences.
- Quiet space.

Sand and Water Table

- The sand and water table is used for exploration and discovery. Sand and water toys are available for the child's use. (shovels, funnels, cups, etc)
- Spatial relations, eye hand coordination, strengthening fine motor skills
- Exploration and discovery

Science and Mathematics

- The science and math center will be set up by the teacher for small experiments and discoveries. Depending on the curriculum for that day – this center will vary accordingly. (For example: If the class is studying bugs and insects, this center may contain bugs, ants, worms, dirt, a magnifying glass, etc.)
- Language of numbers through sight and touch.
- Concept development through participation.
- Understanding through comparisons, sorting and grouping.
- Learning through experimentation and discovery.

Our curriculum includes opportunities for fine and gross motor skills development, social and emotional growth, speech and language development, cognitive skills appreciation and respect for nature, worship and reverence. Our 'special goals' are independence and self-esteem which we strive for, facilitate and encourage throughout our entire curriculum.

Outdoor play is another area on our curriculum spectrum. We believe outdoor play is a vital and necessary part of each child's day. Children learn about their world through play. They remember best what they have experienced with all of their senses. While playing, they solve problems, gain confidence in themselves, discover cause and effect, develop language and relate to others. They experience creativity, disappointment, sadness, pride and joy. They move, think, sense and grow. Play is the natural occupation of young children.

Music is also on our spectrum. We feel music can serve as worship, reverence and respect for God. Music can provide language and listening skills, while also providing great fun and excitement through the wonderful variety of music exposed to our children.

SAMPLE SCHEDULES

Teachers adapt the Sample Schedules throughout the year to help children succeed to their greatest potential, enabling them to experience success.

Schedule Notes:

Arrival/Greeting-Children, in all classes, are greeted by their teachers and move freely throughout the Centers, selecting areas to play based on interest. This helps children learn to make and vary choices.

Bathroom and Diaper Changes-Teachers accompany children to the bathroom/change diapers. Helping Parents may only assist their own children.

Circle-The Turtle Class does not have Circle Time. Instead, they incorporate what would happen in Circle into Centers and Snack (reading books as they eat). Circle Time in the other classes is developmentally based and designed for each specific class's abilities and interests.

Outdoor Exploration and Play-When weather permits, all classes will spend at least 30 minutes outside each day. Classes often spend more than 30 minutes outdoors. This time may include outdoor exploration (nature walks, learning stations) and free play on the playground. When weather (extreme cold, storms) does not allow for outdoor play, classes enjoy special activities indoors (gross motor games or experiences (obstacle course...)).

Special Activities- The Tadpole, Frog and Monkey Classes have a special Music Class and Chapel once

per week. The Turtle Class incorporates Music into their classroom activities.

Supervision-All children are supervised at all times by a teacher.

INFANT/TODDLER CLASS SCHEDULE (TURTLE CLASS)

9:00-9:40-Arrival/Art/Centers-Children explore all areas of the room.

9:40-9:50-Wash Hands

9:50-10:30-Snack

10:30-10:45-Art/Centers

10:45-11:30-Outdoor Exploration and Play

11:30-12:00-Change Diapers / Sensory Table

12:00-12:30-Lunch

12:30-1:00-Gross Motor Play/Music

2/3 YEAR OLD CLASS SCHEDULE (TADPOLE CLASS)

9-9:45-Arrival/Centers

9:45-9:55-Clean/Wash Hands

9:55-10:15-Snack and Story

10:15-10:30-Rotate to Bathroom and Fine Motor Activity

10:30-11:00-Chapel/Music/Special Activity

11:00-12:00-Outdoor Exploration and Play

12:00-12:30-Wash Hands/Lunch

12:30-1:00-Special Activity (Sensory Exploration...)

3/4 YEAR OLD CLASS SCHEDULE (FROG CLASS)

9-9:45 Arrival/Centers

9:45-10:00-Clean Up

10:00-10:20-Group/Circle Activities (Greeting Songs, Class Family Connections, Check the weather and mail...)

10:20-10:30-Bathroom

10:30-11:00-Snack

11:00-11:30 Outdoor Exploration and Play

11:30-12:00-Wonder Box/Music/Chapel

12:00-12:10-Bathroom

12:10-12:40-Lunch

12:40-1:00-Outdoor Centers

4/5 YEAR OLD CLASS (MONKEY CLASS)

9:00-9:35-Greeting/Centers

9:40-10:00-Circle Time

Bathroom/Wash Hands

10:00-10:30-Snack/Books

10:30-11:15-Art/Specials (Music or Chapel)/Floor Puzzles/Math Games

Clean Up

11:15-11:45-Outdoor Exploration and Play

11:45-12:20-Second Circle/Quiet Time

Bathroom/Wash Hands
12:20-12:45-Lunch
12:45-1:00-Outdoor Play

PARENT CONFERENCES

Parent/Teacher conferences are scheduled in the fall and the spring. The fall conference is an information gathering time for the teacher. In addition, teachers are available by calling the school and arranging a time to meet. Please let us know if the school hours are impossible to meet and we will do the best we can to serve you. Refer to the school calendar for the dates of these conferences. You will need to make child care arrangements, as these are parent only meetings.

We feel our parent conferences are a time to reflect on your child and offer praise and encouragement to your needs. We will outline your child's progress in the four developmental areas: Social, Cognitive, Physical and Emotional.

Prior to the conference, teachers will distribute a form for you to complete. The conference form will allow you to consider both the strengths and needs of your child. You may also choose to ask your child if there is anything he/she would like you to tell or ask the teacher.

BIRTHDAY POLICY

The School of Grace recognizes that a child's birthday is a joyful occasion worthy of acknowledgement and celebration. In order to provide consistency for all children at school and to respect each family's unique traditions, The School of Grace offers the following guidelines:

The parents and teacher may choose a day to celebrate each child's birthday during the school year. This should occur as close to the actual birthday as possible. For children who have summer birthdays, a half birthday celebration may be discussed with the classroom teacher.

On this day, the teacher will recognize the child with special responsibilities, such as:

- Lead the line as the class goes outside, to chapel, etc.
- Pick a group game for the class to play.
- Choose a favorite song for the class to sing.

Teachers may also plan a special activity for the child, such as:

- A special hat decorated by the birthday child.
- A pretend candle used when singing a birthday song.
- Receiving a card decorated by the classmates.

Note: To provide continuity, teachers will offer similar activities for each child, throughout the year. Parents may bring a special snack, as approved by the teacher, such as:

- Cake or cupcakes
- Other favorite food, like pizza, macaroni and cheese or bananas Note: If snack includes a sweet treat, a healthy alternative must be provided for our growing children.

With respect to all of our diverse families, any additional activities or treats should be on a small scale:

Goodie bags should be placed in cubbies, with inexpensive items inside.

Food items other than the primary treat of cake/cupcakes should reflect healthy eating habits.

Please do not bring in presents for the birthday child.

All of the above school related birthday celebrations should take place during school hours and will not involve field trips.

Invitations to family birthday parties should be mailed. Please do not deliver them in class or via the cubbies.

With respect to children who may not be invited, please encourage your child to discuss party plans away from school.

Remember that all birthday celebrations should be pre-approved by your child's teacher and reflect the school's mission statement 'to empower children and families to reach their greatest potential and to enjoy the richness of the preschool years.'

HOME VISITATION POLICY ADOPTED BY THE BOARD OF DIRECTORS AUGUST 1999

Home Visits allow the teacher to:

- Meet both the child and his/her parent(s) before the school year begins.
- Interact with the family in an environment that feels secure to the child.
- Attain a better understanding of the child's home life, which affects the whole child.
- Provide a connection between home and school before classes begin.
- Open the door for effective home/school communication.
- Establish reference points to use with the children throughout the year.

Therefore, the Board of Directors has developed the following Home Visitation Policy:

Each lead teacher will visit any child who is new to the school or new to that teacher, meeting the following criteria:

- The visits will preferably take place prior to the first day of classes in September, but may happen during the first month of school.
- The visits will preferably take place in the child's home, but may take place at school if extenuating circumstances exist.
- The teacher may choose to visit children who are returning to her classroom from the previous year.
- Home Visits may be scheduled by phone, or by sending a letter asking parents to call the teacher to schedule a visit. The teacher should then follow-up with any families who have not called.
- Class parties may be scheduled in addition to, but not instead of Home Visits.
- Any student who enrolls during the school year will receive a Home Visit within the first month of attendance.

ILLNESS AND SCHOOL ATTENDANCE

Consider the following guidelines when deciding whether your child is well enough to attend school. Colds, flu, and childhood diseases are inevitable; however, your help will minimize the problem. We need your cooperation in keeping children home when they are really not healthy enough to be at school. Children who are not feeling well are usually uncomfortable and unhappy at school and are likely to spread germs to their teachers and classmates.

- Children with a **fever** should remain at home until their temperature has remained “normal” for a full 24 hours. Remember that a temperature will often be low in the morning, but will rise again in the afternoon. Your child needs to be fever free without fever reducing medication (like Tylenol or Motrin/Advil)
- Keep your child at home if he or she has an earache, open “cold sore”, draining ear or sore throat. Children with **ear infections** or **strep throat** are no longer contagious after 24 hours of antibiotic treatment.
- Although children have frequent “**runny noses**” which do not always require medical attention, please keep your child out of school if his or her nose is running frequently or if the discharge is not clear.
- Consult a physician whenever a child shows any of the following symptoms: rash; head lice; persistent sore throat or cough; redness, itching, discharge or discomfort in the eyes.
- **Diarrhea, nausea and vomiting** are reasons for remaining at home. Children need to be symptom free for 24 hours before returning to school.
- Let your teacher know whenever your child has an **infectious illness** (e.g., conjunctivitis, chicken pox, rubella, hepatitis, meningitis, and head lice). Children must remain out of school until any of these conditions have been treated and are no longer contagious.
- People with **chicken pox** are contagious from two days before the rash appears until the last blister has developed crusts. It takes about 10 to 21 days from the time of exposure until a person develops the symptoms of chicken pox. Children with chicken pox should remain at home for one week after the rash first appears (and until all blisters are crusted over and dry).
- The classroom teacher and any member of the board of directors are authorized to send a child home who is not well enough to attend school.

ABSENCE POLICY

If your child will not be at school on a regularly scheduled school day, please let your child’s teacher know. While the school can only be responsible for children who have been signed into the classroom upon arrival, we are concerned about your child’s health and well being. We appreciate you taking the time to keep us informed.

MEDICATIONS

Medications will be placed in a locked box located in the storage room across the hall from the kitchen or, if refrigeration is necessary, in The School of Grace refrigerator (located in the same room). All medication must be signed in and out by the parent.

INJURY AND ‘BOO-BOO’ REPORTS

In case of a major injury, an injury report will be filled out and sent home. A copy of this report will be kept on file. A parent must sign and return a copy to the school.

In case of a minor injury, (scrapes and cuts) a ‘Boo-Boo’ report will be filled out and sent home. A copy will be kept on file.

PROCEDURE FOR FIRE DRILL OR ACTUAL FIRE EMERGENCY

Signal to Leave Building

The director/ teacher will devise a loud and obvious signal, such as a whistle or alarm bell, which will be sounded for a period of two to four minutes.

Leaving the Building

Classes will immediately follow the teacher to the door and out of the building to a point 200 feet from the building (against fence behind the swings), as shown on the map displayed in the classroom. An alternate route is also listed.

Assistant or helping parent closes classroom doors and follows the rest of the group. Teacher immediately takes a head count to assure that all children are accounted for.

Returning to the Classroom

Upon receiving a signal from the director, the adults and children will return to the classroom.

PROCEDURES FOR TORNADO DRILL OR ACTUAL TORNADO WARNING

Signal for Tornado Warning

In the event that weather conditions appear favorable for tornadoes, the weather radio will remain in the alert mode.

When a tornado warning is issued, the teacher/director will signal the children by lowering the lights, issuing a loud signal such as a whistle, and directing them to gather together.

Taking Cover

The teacher/director will lead children to an interior room, away from all windows.

The assistant or parent helper will obtain the weather radio to monitor weather conditions.

Returning to the Classroom

When the weather conditions have improved and the tornado warning is lifted, the teacher/director will lead the children back into the classroom space to resume activities.

TRANSPORTATION AND CAR POOLS

The School of Grace does not provide transportation.

Carpooling: If your child is carpooling with another child in class, please send a note to the child's teacher. The teacher needs a note from both children to honor the carpool arrangements.

ARRIVALS AND DISMISSALS

Arrivals – Children must be brought in to the school, signed in and a teacher or assistant must be made aware of the child's presence before the parent (or other adult) leaves. Students may arrive in the classroom no sooner than 9:00.

If, on occasion, you arrive early, your child may play on the playground with your supervision until 9:00 at which time you may bring your child into the classroom. At no time should your child be left unattended on the playground or anywhere within the church or on the church grounds.

When bringing your child to school, you may park in the designated spaces in any of the parking lots to bring your child into the classroom.

Please be considerate of others and not block the flow of the circular drive by parking in it.

Dismissal is at 1:00 for all students.

SECURITY

For the security of your child, all doors will be locked from 9:30 until noon. If you need to enter the building during this time, please use the front entrance. You can push the intercom button and the church secretary will unlock the door.

FIELD TRIP PERMISSION FORM

Parents will receive a copy of the following form prior to each field trip

Date of Trip

Location of Trip

Cost per Child

Transportation

Adults Attending

Approximate arrival/departure time

Special Notes

Please refer to my child's emergency information sheet, however, my child's allergies are as follows:

While on field trips with the school, your child will be using a seat belt. If your child uses a care seat, please indicate here and bring his/her care seat to school on the day of the field trip.

My child uses a car seat (initial) _____

I release my child _____, into the care of The School of Grace
Preschool and its faculty on the state field trip experience.

Signature of Parent _____ Date _____

FIELD TRIP EXAMPLES

Examples of recent field trips that have Supplemented Our Curriculum and Increased the Children's Awareness of their community.

- To the Grocery Store

- Strawberry picking
- To the Farmers Market
- To a Farm to pick out pumpkins to carve and go on a hay ride
- To the North Carolina Museum of Life and Science
- To the Fire Station
- To Fly Kites at a Park
- To a Veterinarians Office
- To Marbles Kids Museum

HELPING PARENT HINTS

Circle Time – This is a time for the class to come together as a single group with one focus. Feel free to sit beside your child and encourage others to participate.

Clean up – We want to work with the children.

- Blocks – Stack and shelve.
- Housekeeping – Tidy the area.
- Manipulatives – Put toys in proper containers and on shelves, as marked; assemble and stack puzzles.
- Art area – Wipe art table well, return supplies to shelves, wash out brushes, put up play dough, etc.
- Easels – Wipe up spills, wash out brushes and cover paints.
- Sensory Table – Sweep up around the table and replace the lid.

Outside Play – Help children with coats. The teachers and helping parent will divide the supervision so that all children are watched and receive needed assistance. All children must remain inside the fenced area at all times. Safety is our first concern, inside and out.

Before you leave – Sweep and vacuum the floors. Mop, if needed. Cleaning supplies are stored in the preschool closet. Empty the trash.

Miscellaneous

No climbing on the brick walls or on fences or trees.

Do not play with sticks.

No dramatic play that involves hitting, punching, kicking, etc.

PLAYGROUND SAFETY

In an effort to be consistent and to keep all accidents and injuries to a minimum, please help us with the following playground rules, all of which the children know because these are school rules. If you see ANY child breaking one of the rules, remind them of the rule and ask them to show you the correct method.

Swings – Children are to sit on their bottoms and swing back and forth, not side to side. They may not twist the swings and spin around. They are not allowed to push and/or throw around an empty swing, lest it hits someone in the head. No “airplaning” (lying on the stomach), no jumping out of swings.

Slides – Slides are for sliding down. No climbing up the slide the ‘wrong’ way. We slide on our bottoms, not headfirst. Only one at a time. The base of the slide is to be clear before the next child slides.

Fireman’s Pole – Make sure the person at the base is out of the way before allowing another child to proceed.

Sand Box – Sand stays in the sandbox. Buckets of sand are not to be taken out and poured on the climbing structure or dumped down the slide. Sand is not to be thrown or slung, and must remain close to the ground so that it does not get into someone’s eyes.

Bikes – Helmets must be worn when bikes are ridden.

Water Play – Children must wear water shoes or shoes designated for water play. Water must remain inside the sandbox. Water volume should be regulated to allow creation of canals, ponds, etc., but not enough to fill the sandbox

Gates – Keep ALL GATES LOCKED AT ALL TIMES.

Accompanying Children – Do not send a child into the building unless an adult accompanies him or her, or you know there is an adult inside the door to receive the child.

Miscellaneous

No climbing on the brick walls or on fences or trees.

Do not play with sticks.

No Power Ranger play or dramatic play that involves hitting, punching, kicking, etc.

HOW CAN I HELP?

Some of the best learning experiences are ‘real’. Children learn so much more by seeing a baby or cooking and tasting pumpkin pie than by seeing a picture.

When we cook in preschool, the children use their senses to see, touch, and taste ingredients: develop language with new vocabulary words; learn the concept of measurement and many other pre-reading skills. Besides all of this, they enjoy it and are therefore more attentive. In the past, we have asked parents if they have any hobbies or occupations which they could share with our class. Some parents have felt their occupations or hobbies are not interesting enough. Please know that all children are inquisitive and want to learn everything.

You need not be an expert to share with the class. Let your child’s teacher know if you are interested. The two of you can plan a time and date to discuss guidelines for what to do and expect.

The following are examples of projects you can share:

- If you plant a garden or like to cultivate flowers, you could bring the different seeds and tools to our class and demonstrate planting a seed.
- If you are a crafty person and make T-shirts or dolls, you could bring these in and demonstrate how it is done.
- If you are a rock, seashell or toy collector you could bring in some examples and show the class.
- If you have a special pet, you could bring it in for a visit.
- If you have a new baby and wouldn’t mind sharing him or her, the children would love to have both of you visit.
- If you like to tell stories or if you and your child have a favorite book, you could come in and read it to the class.
- If you are an amateur or professional carpenter, you could bring in your tools and demonstrate building something simple.
- If you decorate cakes, the children would love to watch.
- If you sing, the children would love to listen.
- If you play a musical instrument, the children would love to listen and sing along.
- If you make your own Christmas wreaths, Easter baskets, etc., a short demonstration would be great.
- The sky’s the limit. Children are always proud to share their parents!

CAN I HELP?

Please complete and give this form to a teacher or the director whenever you are willing to help create a real and relevant learning experience, as explained under ‘How You Can Help’

Name: _____ Phone _____

Child's Name: _____ Class: _____

I would like to: _____

The best days of the week and time for me to visit the class are: _____

PLAYDOUGH RECIPES

Kool-Aid Playdough Recipe

Ingredients: 3 cups all purpose flour 1 1/2 cups salt 3 small packages Kool-Aid mix 8 tsp oil and 3 cups boiling water (This can be boiled in the microwave.)

Mix Together: 3 cups all purpose flour 1 1/2 cups salt 3 small packages Kool-Aid mix

Add: 12 tsp. Oil 3 cups boiling water

Knead on wax paper until smooth. If sticky, add flour.

Cool before storing in a ziploc bag.

Cream of Tartar Playdough

Ingredients: 2 cups flour 1 cup salt 2 cup water 2 T. vegetable oil 4 t. cream of tartar Food Coloring

Directions: Mix the ingredients together and cook slowly until the dough pulls away from the sides of the pan (It takes awhile) and looks like playdough. Do not under cook. When cool, knead until smooth, store in an airtight container. Keep in refrigerator. Will last for weeks. You may color the dough by adding drops of food coloring.

Alum Playdough

Ingredients: 5 cups flour 1 cup salt 4 T. alum (a preservative found in the spice or canning sections of your grocer) 2 T. salad oil 3 cups boiling water (add food coloring to the water if you want colored playdough)

Directions: Mix all of the dry ingredients in a large bowl. Add boiling water. Stir together. When cool enough, put it on the table and knead until thoroughly mixed. Divide the dough into portions and seal in plastic bags.

Suggestions

Add food coloring of your choice. A few suggestions for seasonal/holiday colors are:

October-Orange

December-Red

February-Red

April-Yellow or Pastels

Feel free to be creative! You can add extracts such as vanilla for a different smell or you can mix in glitter for visual appeal! Please avoid glitter for the Infant/Toddler Class.