

Train up a child in the way he should go, and when
he is old, he will not depart from it.

Proverbs 22:6



School Age **Parent Handbook**

Updated: March 2018

9650 Huebner Road, San Antonio, TX 78240

Phone: (210) 447.0032

www.gracepoint.org/daycare

Email: schoolage@gracepoint.org

Table of Contents

Contents

1	ORGANIZATIONAL INFORMATION	5
1.1	Non-Discrimination Policy	5
1.2	Purpose and Objectives	5
2	GENERAL INFORMATION	5
2.1	Hours and Days of Operation	5
2.2	Standards	6
2.3	Registration & Enrollment	6
2.4	Open-Door Policy	7
2.5	Parent Communication & Notifications	7
2.6	Drop-Off and Pick-Up	7
3	FINANCIAL AGREEMENT	7
3.1	Tuition Payments and Late Fees	8
3.2	Payment Options	8
3.3	Late Pick-up Fees	8
3.4	Refunds	8
4	CURRICULUM	8
4.1	Summer & Spring Break	8
4.2	After School Care and School Year Holidays	8
5	DISCIPLINE & GUIDANCE POLICIES	8
5.1	Behavior Expectations	9
5.2	State Minimum Standards	9
6	HEALTH & SAFETY	10
6.1	Illness	10
6.2	Medication	11
6.3	Head Lice	11
6.4	Injury	11
6.5	Abuse & Neglect	12

Grace Point School Age Program Parent Handbook

6.6	Emergency Drills	12
6.7	Emergency Preparedness Plan	12
6.8	Employee Vaccinations	12
7	NUTRITIONAL INFORMATION	13
8	FIELD TRIPS	13
9	OTHER INFORMATION	13
9.1	Personal Items	13
9.2	Appropriate Dress	13
9.3	Electronics	13
9.4	Rest Time	13
9.5	Water activities & Swimming	13
9.6	Videos	14
9.7	Holiday Celebration Policies	14
9.8	Breastfeeding Area	14
9.9	Parent Handbook Question and Concerns	14

Grace Point School Age Program, at its option, may change, delete, suspend or discontinue parts of this policy in its entirety, at any time without prior notice or signature consent. In the event of a policy change, parents will be notified (*in writing or through email*). Any such action shall apply to existing daycare children, as well as to future children.

Grace Point School Age Program Parent Handbook

Grace Point School Age Program Parent Handbook

1 ORGANIZATIONAL INFORMATION

Grace Point School Age Program is organized and operated by Grace Point Church, and is a part of the church's total ministry. The operation of the program is subject to church policies. Grace Point Daycare and Preschool Ministry will be operated in accordance with applicable state and local health, safety, and fire codes, as well as other codes and licensing standards.

1.1 Non-Discrimination Policy

Grace Point School Age Program does not discriminate due to race, religion, color or creed. Our ministry does reserve the right to determine if our program meets the needs of each child at their particular stage of development.

1.2 Purpose and Objectives

The purpose of Grace Point School Age Program is to provide care and development for each child spiritually, mentally, physically, emotionally, and socially. This is to be accomplished by providing learning and developmental experiences consistent with the Bible.

The objectives of our ministry are to help each child:

- learn that God created the world and everything in it
- know that the Bible is true & tells us about God and Jesus
- show love, respect, and acceptance for others
- be a safe place displaying love and security
- make progress in solving problems, sharing, and expressing his/her feelings
- develop good feelings of self-worth
- associate God, Jesus, and the Bible with positive feelings
- prepare the kids to be successful in life and as they go through school

These Christian objectives and concepts are taught through the use of the following: the Bible, art, math, science, books, manipulatives, life skills, group and circle time, music and dance, worship, nature, outdoor play, fieldtrips, various gross and fine motor activities, and other educational activities.

2 GENERAL INFORMATION

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal activity is subject to harsher penalties.

2.1 Hours and Days of Operation

- We are a year round facility (open January through December).
- Hours of operation are Monday through Friday 6:30 a.m. - 6:00 p.m.
- Our facility is closed for a limited number of holidays per year. Those dates are noted on our yearly calendar which you will receive at the time of enrollment.

Grace Point School Age Program Parent Handbook

- In case of inclement weather, our facility follows the policies of Northside Independent School District (NISD) regarding closures and delayed start times.

2.2 Standards

Grace Point School Age Program is licensed by the Texas Department of Protective and Regulatory Services and complies with all of the standards put forth by that Department. To contact State Licensing or view the State Minimum Standards and our facility's most recent licensing inspection report, see information below:

Licensing website: www.dfps.state.tx.us

Licensing phone #: (210) 337-3399

Licensing Address:

PO Box 23990

3635 Southeast Military

San Antonio TX 78223

Child Abuse Hotline:

(800) 252-5400

www.txabusehotline.org

2.3 Registration & Enrollment

Our School Age program is open to children Kindergarten – 5th grade.

- Enrollment process includes a registration fee and enrollment documents. Documents are kept on file at the Daycare. (*State guidelines are followed concerning these forms.*)

FORMS TO BE SUBMITTED PRIOR TO ENROLLMENT:

- Enrollment Form
 - Child information
 - Birth Certificate
 - Current Immunizations (Tuberculin is not required in TX)
 - Authorization Pick-up List (on enrollment form)
 - Parent Handbook Acknowledgement
- A minimum of 2 weeks' written notice is required for withdrawing your child or changing the days your child attends.
 - Children's records are open to the Director, Supervisors, child's teacher, an authorized employee of the licensing agency, or the child's parent or legal guardian.
 - For families who have a court order regarding guardianship and visitation of their child, we desire to work with parents and guardians as much as possible. If all parties are agreeable, we do not require a copy of the court order. Please know by state law, we cannot withhold a child from their biological parent unless we have a court order. If you choose to give us a copy of the court order, we are required by law to follow it to the letter. Exceptions may only be made if we are given written permission by the legal guardian, sole-managing conservator or joint-managing conservator with primary possession. In order for us to best care for your child, it is important that we understand their family arrangements. Please speak with the Director or Supervisor regarding these matters when enrolling your child.

Grace Point School Age Program Parent Handbook

2.4 Open-Door Policy

Parents are welcome to visit anytime during the day. Our curriculum time is very important to us. We ask that you view the class through the window during teaching and group times. We will provide you with a daily schedule so you may better choose the hours you would like to visit.

2.5 Parent Communication & Notifications

We will communicate and notify parents in the following ways:

- Phone Call/Text Message
- Memos/letters in child's file
- Email
- Signs/notices

2.6 Drop-Off and Pick-Up

- Upon enrollment, each *authorized pick-up* person will receive an entry code. This code is unique to each individual and is not be shared with anyone including children.
- Each child must be signed in and out each day. Sign-in sheets are located by the classroom door or with the teacher when they are out of the classroom.
- Children should be brought to class no earlier than 6:30 a.m. Parents or individuals dropping off a child must stay with the child until it is time for class to start and the teacher is ready to receive him or her. Please do not leave your children alone. Your child is to be dropped off with a staff member.
- Only authorized pick-up person specified by parents to pick up the child will be permitted to sign children out, unless legal guardian gives written permission. All visitors and guests unknown to teachers and staff are required to present a picture identification card.
- We reserve the right to decline the release of a child to a person who appears physically, emotionally or mentally unable to provide adequate care for the child. Example if an adult appears intoxicated or otherwise impaired. In the event that this situation should arise, staff will release child to another authorized individual on the pick-up list who is able to provide appropriate care for the child. The Supervisor will make the decision.
- As a precaution, please turn our vehicle off and lock it when picking up or dropping off your children. We are not responsible for any lost or stolen items on church grounds or in church parking lots.

3 FINANCIAL AGREEMENT

Registration and tuition fees are listed on the Daycare brochure and are subject to change annually.

Grace Point School Age Program Parent Handbook

3.1 Tuition Payments and Late Fees

- Tuition is paid on a weekly basis. All tuition is due on the first day of the week.
- A **\$15.00 Late Fee** will be assessed for all late tuition payments. If weekly tuition payment arrangements have not been made by **Friday** at 6 pm, your child **will not** be able to return to the Daycare the following Monday.
- Tuition is due for the entire week regardless of absences, vacations or calendar holidays. If a calendar holiday is prorated, you will receive notification. *After* your child has been enrolled with us for *1 year*, you will be eligible for *1 consecutive week of vacation* without paying tuition, provided the Daycare is notified in writing two weeks in advance.
- For summer, the enrollment packet will allow you to take 1 week of vacation provided you have committed for the summer.

3.2 Payment Options

- Payment options are as follows: Automatic withdrawal using debit/credit card or bank account, online payments, Point of Sale transactions. VISA, MASTERCARD, and DISCOVER debit/credit cards are accepted.

3.3 Late Pick-up Fees

Children are to be picked up no later than 6:00 p.m. A \$5.00 late fee that will be charged if a child is not picked up by 6:05 pm and \$1.00 each minute after.

3.4 Refunds

- Registration fees are non refundable except in cases of relocation from the San Antonio area due to military transfers. A copy of the transfer order is required.
- Registration fees are not refunded after the child's first day at the Daycare.

4 CURRICULUM

4.1 Summer & Spring Break

- We use Vacation Bible School curriculum as our primary curriculum source for summer and spring break. We teach Bible stories, Scriptures and biblical principles through the use of art, music, dance, physical activities, nature and various other activities.

4.2 After School Care and School Year Holidays

- The teachers have topics and scriptures that they focus on throughout the school year.

5 DISCIPLINE & GUIDANCE POLICIES

Grace Point School Age Program Parent Handbook

Guidance and redirection is used instead of discipline in our classrooms. However, there are times when action must be taken to ensure the safety and well-being of the children. At these times, redirection and/or time away from the class may be necessary. The “Thinking Spot” is used instead of “Time Out”. Children who repeatedly have disciplinary concerns will be referred to the Daycare Director and/or Supervisor. A parent/teacher conference may be required. Parents may be asked to remove the child from the program if disciplinary issues are not resolved. We cannot enforce disciplinary actions or consequences from home.

Grace Point reserves the right to remove the child from the program if disciplinary issues continue or if we feel your child is unsafe to themselves or others. We also reserve the right to contact a parent to pick up their child if unacceptable behavior persists.

Children may be withheld from fieldtrips if the child has displayed that they are unsafe to be in a public place. Qualifying unsafe: disobeying teachers, runs off, doesn't stay with group, aggressive to others, vandalism, not meeting the Behavior Expectations. Refer to Section 5.1.

5.1 Behavior Expectations

These are basic expectations of our children (but are not limited to):

- Being kind, respectful & safe to others
- Treat others' belongings/property in an appropriate manner
- Treat Grace Point & other public property respectfully - do not damage
- Listen and obey teachers
- Do not be disruptive in the classroom
- Children should not bring cell phones or electronics to class
- Toys are not to be brought from home unless approved by the teacher

5.2 State Minimum Standards

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Grace Point School Age Program Parent Handbook

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed;
and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

6 HEALTH & SAFETY

6.1 Illness

- An ill child will not be admitted for care if one or more of the following conditions exists:
 - Temperature of 100 degrees Fahrenheit or greater accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the program's activities. A child must be ***fever free for 24 hours (without medication)***.
 - Signs and symptoms of possible severe illness such as lethargy, difficulty breathing, uncontrolled diarrhea and/or vomiting (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior changes, or other unusual signs until medical evaluation indicates that the child can be included in the program's activities.
 - The child has been diagnosed with a communicable disease until medical evaluation determines that the child is no longer communicable and is able to participate in the program's activities.
 - The illness prevents the child from participating comfortably in the program's activities.
 - The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- If a child becomes ill while at Daycare, parents will be notified and asked to pick the child up within 30 minutes. If parents cannot be reached, alternate names from the Authorization Pickup List will be called.
- In case of a serious illness, we will call 911. *We will not transport your child to a medical facility. You will be responsible for any/all related transportation and medical fees.*

Grace Point School Age Program Parent Handbook

- If your child is diagnosed with a communicable disease, please notify the Daycare as soon as possible. Upon notification that a child has been diagnosed with a communicable disease, we will notify parents of all the children in the sick child's classroom in writing within 24 hours.
- If questions arise concerning illness, the State Minimum Standards will be followed.

6.2 Medication

Our daycare will administer medications when necessary. All medications are required to be signed in at the front desk and will be administered as follows:

- Prescription medications must be in the original container labeled with the child's name, date, directions, and the physician's name. All medication will be administered according to the directions on the label. No medication will be administered after the expiration date.
- Over-the-counter medication must be in the original container, labeled with the child's name, and the date. Over-the-counter medication will be administered according to label directions when approved in writing by the parent or healthcare professional.
- For children with diagnosis Asthma – we must have an "Asthma Action Plan" to follow instructions that are different from the prescription on the medication.
- For children with diagnosed allergies – we must have an "Allergy Emergency Action Plan" from a medical health care professional.
- Medication will not be given in bottles, cups or food.
- Our staff documents each dose of medication given. These records are kept on file during your child's enrollment.
- All medications must be kept out of children's reach. Medication is not to remain in backpacks or in the classroom. Parents must turn in medication to the front desk and take it home at the end of the prescribed time period. Our daycare will not be responsible for keeping medications for extended periods of time.
- Medications requiring refrigeration will be kept separate from food.

6.3 Head Lice

- Head lice sometimes occurs in programs with children because it is contagious and easily passed from child to child. You can go to this website for more information and examples of what lice looks like <https://www.cdc.gov/parasites/lice/>.
- Please check your child's head on a regular basis to avoid any outbreaks.
- Inform the front desk immediately if your child has head lice. We are required to follow certain procedures within the classroom.
- We also reserve the right to implement head checks.
- If head lice is found on your child, you will be required to pick them up within 30 minutes. They can return to Grace Point when they have had the treatment and with the removal of all lice.

6.4 Injury

- We do everything we can to prevent accidents. The daycare staff will administer minor first aid when necessary.

Grace Point School Age Program Parent Handbook

- Parents will be notified of any accident or injury that occurs at daycare. Accident reports will be completed on all incidents requiring first aid treatment. Forms will be kept on file in the office. Any accident that requires a physician's treatment must be reported to State Child Care Licensing.
- Parents are required to sign an authorization for emergency cases, which identifies the physician and hospital preferred in the event that parents cannot be reached. Parents should keep this information current by notifying the front desk of any changes. In case of a serious accident, we will call 911. *We will not transport your child to a medical facility.* You will be responsible for any/all related transport and medical fees.
- Our staff will briefly check your child daily upon entering the classroom for any bruises that they have as well as make a note if they are not feeling well.

6.5 Abuse & Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement.

Child Abuse Hotline: (800) 252-5400 or www.txabusehotline.org

- All employees are required to receive annual training on abuse & neglect in order to increase employee awareness of warning signs that a child may be a victim and prevention techniques.
- Parents will receive an abuse & neglect informational flyer upon enrollment.
- The Director and Supervisor's are available to help parents find intervention & assistance if their child is a victim of abuse & neglect.

6.6 Emergency Drills

We conduct monthly fire drills. Severe weather & lock-down drills are conducted four times in the calendar year. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency. In the case of a fire evacuation, our facility will relocate to:

Grace Point Church – West campus Daycare & Preschool Ministry
8531 W Loop 1604 N
San Antonio, TX 78254
210-396-7884

6.7 Emergency Preparedness Plan

We have an emergency preparedness plan in each classroom as well as at the front desk. This plan goes into detail about how we will respond in different emergency situations as well as where we will relocate if necessary. The emergency preparedness plan is available for review upon request at the front desk.

6.8 Employee Vaccinations

The staff is not required to obtain vaccinations.

Grace Point School Age Program Parent Handbook

7 NUTRITIONAL INFORMATION

Children are required to provide a nutritious lunch. Grace Point will provide Morning and afternoon snack. If your child arrive's prior to 8:00am they may bring their breakfast and eat it in the classroom.

8 FIELD TRIPS

There are scheduled fieldtrips throughout the school year and summer time for elementary age children. We drive the children in the Grace Point bus and van. We follow the State Minimum Standards for all field trips. You will be notified of fieldtrips by signs that will be posted 48 hours in advance as well as schedules that are available to take home.

9 OTHER INFORMATION

9.1 Personal Items

- **Label everything** to help ensure that belongings are returned.
- Do not bring toys from home unless requested by the teacher (i.e. Show N' Tell). We are not responsible for lost, stolen, or broken toys. Please be respectful to the teacher's request if an item is not appropriate or is causing conflict within the classroom.
- Keep a change of clothes at the Daycare in case your child's clothes get wet or soiled.

9.2 Appropriate Dress

- Children are to be dressed appropriately for play.
- Girls are required to wear shorts under their dresses.
- Swimsuits – 1 peace & tankinis are acceptable. If your child is in a 2 piece, they may be asked to put a t-shirt on over.

9.3 Electronics

Children are not to bring electronics to Grace Point.

9.4 Rest Time

We do not have a set rest time for elementary school age children. We have a designated movie time in their daily schedule which allows them to have some rest time.

9.5 Water activities & Swimming

During the summer the children go to a neighborhood swimming pool that is fenced in. On swim days, have your child arrive to Grace Point in their swimsuit with clothes on over. Bring your own sunblock, towel, shoes that can get wet, any swim floatees that

Grace Point School Age Program Parent Handbook

help your child & change of clothes. There are balls, water noodles and other community items that the children can use.

Some days we will have water activities at Grace Point. We will post important information for you at that time.

9.6 Videos

- School Year - We have a movie theatre room that we use and have movies days on Fridays.
- Summer – A movie is watched mid-day each day to allow a rest period for the children.
- We try to show Rated G videos most of the time. We will post a list of the PG movies with at least 48 hours' notice for you to let the teachers know if you do not want your child to watch the PG movie. There will be an alternate movie or activity for your child.

9.7 Holiday Celebration Policies

We are a Christian facility with the goal of providing learning and developmental experiences consistent with the Bible, we have policies regarding certain holiday celebrations;

- **Easter:** Focus is on the resurrection of Jesus Christ. Easter eggs, and bunnies represent new life, which is part of the Easter story. We do not teach children about the Easter Bunny.
- **Halloween:** We do not celebrate Halloween. Please refrain from sending your child with Halloween related items (i.e. costumes, scary items, black cats, bats, witches, spiders, ghosts, or similar items). We will celebrate fall and harvest.
- **Christmas:** Focus is on the birth of Jesus Christ with Happy Birthday Jesus theme parties. We do not teach children about Santa. If your child believes in Santa, we will not discourage what you teach them. We will teach them that Santa is addition to Jesus' Birth and place the focus back on Jesus during the Christmas season.

9.8 Breastfeeding Area

If you are breastfeeding your child, you may use room 200 or 207 in the Daycare building. In addition you may provide breastmilk for your child while they are in our care.

9.9 Parent Handbook Question and Concerns

If you have any questions and or concerns about our policies and procedures outlined in this handbook you may contact the Director or Supervisor by calling (210)447-0032.

Grace Point School Age Program Parent Handbook

*Thank you for giving us the privilege & joy of serving
your family & ministering to your children.*

*“Train up a child in the way he should go and when he is old, he will not depart from it.”
Proverbs 22:6*

GracePoint Daycare & Preschool

I have viewed a copy of the “Grace Point Daycare & Preschool Ministry Parent Handbook”. I acknowledge that a copy is accessible at www.gracepoint.org/daycaremedical.

I agree to abide with all the terms, conditions and policies contained therein.

Child’s Name _____

Parent/Guardian #1

Printed Name _____ Date _____

Parent Signature _____ Date _____

Parent/Guardian #2

Printed Name _____ Date _____

Parent Signature _____ Date _____

Director/Assistant Director _____

Date _____