

Graceview Early Learning Center

- A non-profit ministry of Graceview Baptist Church -

2019– 2020 Parent Handbook

**“We are wild about
learning!”**

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Dear Parents,

We welcome your child and your family to Graceview Baptist Church's Early Learning Center, a non-profit ministry of Graceview Baptist Church, where "we are wild about learning"! We are excited about the opportunity to teach and work with your child.

The goal of our program is to encourage your child to grow spiritually, intellectually, physically, and socially to the fullest possible extent and to develop a genuine and lasting relationship with your family. We have prepared many exciting lessons, activities, experiences, and special events to help achieve these goals.

This handbook is designed as a resource to help you become better acquainted with our program. Please read this document. It will explain the policies and procedures of the ELC. Feel free to ask if anything within the document is unclear. At the end of this handbook, you will find the Parent Handbook Acknowledgement/Agreement Form. *Your signature is required at the bottom of this agreement.* Please print this page, sign and return the signed agreement to the Front Desk Supervisor on the first day of school. A copy will be made and sent home in your child's daily folder.

If you do not have a church home, we invite you to worship with us. We welcome your visit and we are always available to you and your family. Enclosed in your information packet you will find a schedule of services and activities which are offered at Graceview Baptist Church on a weekly basis.

We consider it a high honor to have the opportunity to teach your child and to serve your family this school year.

In Christ's love and service,
Graceview ELC Staff

Graceview ELC Administration 2018-2019

ELC Director -	Ms. Lauren Wood
ELC Assistant Director -	Ms. Kristi Norton
ELC Finance Assistant -	Mrs. Beth Hummitsch

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Mission Statement

Our mission at Graceview Baptist Church's Early Learning Center (ELC) is to provide a safe, Christ-centered environment for academic learning. We will partner with parents in building a spiritual foundation for each preschooler's future salvation experience.

Goals

As a non-profit ministry of Graceview Baptist Church, it is the goal of Graceview Early Learning Center to provide a developmentally and educationally sound, joyful, and loving Christian environment where each child can learn and grow spiritually, mentally, physically, socially, and emotionally. While we serve each child by teaching and caring for them, the family of each child will also be ministered to by our sharing the saving knowledge of Jesus Christ and the abundant blessings a growing Christian lifestyle affords.

Developmental and educational experiences will be interpreted in ways consistent with a Christian atmosphere. Children of all races, ethnicities, faiths, and abilities are welcomed.

Philosophy

The philosophy of Graceview Early Learning Center is based on the belief that God loves each one of us and that He has provided the elements upon which we can build our lives. We believe that each child is special - a unique creation of a loving God, who has a plan and purpose for the child's life. It is our desire to be a positive factor in the child's life, to help him grow in wisdom and stature and in favor with God and man (Luke 2:52).

Foundational Spiritual Truths

- God is real and true, and He loves each of us. (1 John 3:1)
- Jesus is God's Son, and He lived on earth to show us God's love. (John 20:31)
- The Bible is God's Word. It is true, and we can believe it. (2 Timothy 3:16)
- The family is ordained by God and very important to Him. (Psalm 78:5-7)
- The child's self is unique, created by God, special to Him, to our church, and to our school. (Psalm 139:13-14)
- The church is a good and happy place to come. (1 Timothy 3:15)
- Other people are important and should be treated with kindness and love. (Romans 15:7 and Matthew 7:2)
- The natural world is God's creation for us to enjoy. (Genesis 1:31)

Who We Are

Graceview Early Learning Center is considered a pre-school for children aged 6 weeks through pre-kindergarten with available extended hours. We commit ourselves to providing each and every child with weekly and daily planned and prepared learning experiences. Our teachers are required to stay current with developmentally appropriate practices and training through various staff events and conferences throughout the school year.

What We Teach: Curriculum

We use ABCJesusLovesMe curriculum. At its core are five comprehensive, research-based curricula for ages 1-5 that focus on academics, development, and Bible learning through play.

How We Learn

We believe children learn through play. Therefore, we use many hands-on, center-based activities to stimulate and encourage a love for learning. ELC students enjoy crafts, physical activities, circle time, singing, chapel, snack time, and rest times throughout the week. Lessons and activities encouraging social interaction, fine & gross motor development, language acquisition, and other school-readiness and early academic skills are carefully planned by each teacher and approved by the Director. The children are never forced to participate, but instead, are nurtured through a variety of appealing experiences which allow them to make choices and to develop at their own rates.

“And Jesus kept increasing in wisdom and stature and in favor with God and man.”

Luke 2:52

How We Operate: Administrative Structure

Graceview Baptist Church considers the Early Learning Center a ministry to the community. Graceview ELC is governed by Graceview’s Senior Pastor and the ELC Board of Directors, which includes the Children’s Pastor. The Director and Assistant Director are responsible for directly meeting the needs of the children, parents, teachers, and facility. The ELC Finance assistant is responsible for the monies collected at the ELC and reporting to the church the financial standing of the ELC.

Inquiries by parents may be directed to the ELC Director. Other individuals in leadership positions are the Assistant Director, Morning Extended Care Supervisor, the Front Desk Supervisor, and the Afternoon Extended Care Supervisor. If further assistance in a matter is desired, the Pastoral Staff of Graceview Baptist Church is glad to be of assistance. All financial matters should be directed to the ELC Finance Assistant.

Financial Responsibility

Registration

Registration is on a first-come basis. However, we do give children who are currently enrolled in our program a chance to pre-register for summer and upcoming Fall/Spring programs prior to it being opened to the public. The NON-REFUNDABLE registration fee for new students is \$75.00 per child, regardless of the session being registered for. Returning students are offered a “Loyalty” discount re-enrollment fee of \$50 per child, per session (Fall/Spring and Summer).

We must have a completed registration form AND paid registration or re-enrollment fee in order to “hold a spot” in a classroom for your child. **YOUR CHILD WILL NOT BE ADMITTED ON THE FIRST DAY OF SCHOOL IF THIS FEE HAS NOT BEEN PAID. If, at any time, the child is officially withdrawn from the program, for any reason, and the parent desires to re-enroll them at a later date, another registration fee will be required.**

Supply Fee

A non-refundable supply fee of \$125.00 is required two times a year – for the Fall and Spring sessions. These charges are posted to each account in August and February. This fee is used to purchase needed supplies (construction paper, baby wipes, glue, latex gloves, crayons, etc.) throughout the school year. Your child’s teacher will inform you if there is ever a need for more assistance with supplies.

Tuition

Tuition payments and Extended Care, Registration, and Supply Fees are the ONLY regular source of income for Graceview ELC.

- Tuition is the same each month, regardless of how many school days there are in the month.
- Holidays and illness do not change the amount of tuition because it is calculated on an average for the entire school year. We offer at least 185 days of instruction from August through May.

Payment

All tuition charges are posted to accounts due by the first of each month. Payments should be made in a timely manner to keep your account up-to-date. There is a payment box at the front desk where all payments should be placed. You may make payments by cash, check, or credit card at the front desk. You may also make payments online at www.graceview.org (via the “Give” button).

Late Payment

A \$25.00 fee will be added if tuition is not paid in full by the 15th. Balances MUST be paid in full before Christmas break and before registering for our Fall and Summer sessions.

Change in Program

In the event that you wish to change your child's program or bring him/her on days other than those they are enrolled you must complete a "Change of Program" form and return it to the Front Desk Supervisor with the \$10 "Change of Program" fee.

Late Pick-up Fee

Your child must be picked up from school by 2:30 pm (if enrolled in Pre-school only), or 6:00 pm (if enrolled in Extended Care). After the first 5 minutes you are late, a \$5.00 charge will be added to your account. For every minute after 2:35 or 6:05 (Extended Care) that you are late, a fee of \$5.00 per minute/per child will be applied.

For example:

2:35 / 6:05	\$ 5
2:36 / 6:06	\$10
2:37 / 6:07	\$15
2:38 / 6:08	\$20
2:39 / 6:09	\$25

*This Fee applies to EACH CHILD.

Refunds

Refunds will not be given for days absent or days missed because of holidays or inclement weather. Inclement weather make-up days are scheduled on the calendar. A refund will be given in the event that your child is officially withdrawn (with prior notice) on or before the 10th of the month.

Daily Schedule

Full Day

Full Day with Extended Care, 6:30 am to 6:00 pm, is available for students needing child care before and after the normal academic day (9:30 am to 2:30 pm). Morning care is from 6:30 am until 9:30 am. After school care begins at 2:30 pm and is filled with crafts, games, snack and outdoor play (weather permitting). Our Pre School only program begins at 9:30 am and ends at 2:30. Students not enrolled in our Morning extended care may not be dropped off before 9:30. Students must be picked up by 6:00 pm.

Drop-In

Drop-In care is available for students currently enrolled in a 2 or 3 day program when parents need an occasional extra day of childcare. To utilize the Drop-In program you must sign your child up at least 24 hours in advance. Without 24 hours approved notice we may not have adequate childcare coverage due to the increased number of children in a classroom. We have the right to refuse to accept a drop-in due to the classroom ratio established by the State Minimum Standards Guidelines. Call or speak with the Front Desk Supervisor or the Director for Drop-in approval.

- Drop-In rate for 9:30 am-2:30 pm is \$50.

- Extended care drop-in rate for 6:30 am-9:30am and 2:30 pm-6:00 pm is \$5.00 per hour.
- Drop-In charges will be posted to your account.

Absences and Parent-Initiated Withdrawal

Absences

We request that you inform us when your child is absent by calling and reporting the absence to the Front Desk Supervisor or Director, 281-357-1121, on the day of the absence. If your child has missed 3 or more weeks of school without any notice, they will be officially withdrawn from the program. Any current or past due charges will continue to be due.

Parent-Initiated Withdrawal

We request a completed Withdrawal Form two weeks prior to your child's official withdrawal date. You may obtain the form at the front desk. Current and past due amounts on your account will be due on the date of withdrawal.

Health and Safety

Illness

In order to keep our facility a safe environment for all children to enjoy, we ask all parents to please adhere to the following health guidelines.

A child should be kept at home when the following symptoms are observed:

- Fever
 - Oral/Ear/Forehead temperature of 101.0 degrees or greater.
 - Rectal temperature of 102.0 degrees or greater.
 - Armpit temperature of 100.0 degrees or greater.
 - MUST be FREE of fever for at least 24 hours (**without the assistance of a fever-relieving medication**) before returning to school.
- Vomiting or diarrhea – (MUST be FREE of vomiting or diarrhea for 24 hours)
- Any symptom of contagious disease - scarlet fever, German measles, mumps, chicken pox
- Earache, headache
- Strep throat, sore throat
- Croup
- Any **undiagnosed** rash
- Any skin infection – boils, ringworm, impetigo, lice, scabies, rash
- Pinkeye and other eye infections, inflamed eyes
- Cough or runny nose that is not clear
- Any communicable disease

Please call us at 281-357-1121 or 346-273-9486 if your child has a contagious illness. If your child becomes ill while at school, you will be contacted to pick him up. It is very important that you keep your information sheets current, as we depend on the names and numbers provided

to reach you or your representative, in case of an illness or emergency. We are required by State Licensing to inform families of possible exposure to contagious illnesses. Notes will be sent home with children in these cases.

Medical and Emergency Procedures

The state required medical form "Admission Information" has a section titled "Admissions Requirement" that requires a Physician's signature. This form will remain valid for the entire length of time your child is a student at the ELC. If, however, you change your child's physician then this form must be redone and contain your current physician's signature.

A current medical record form must be on file for each child showing all immunizations. Every enrolled child must also have a Graceview Baptist Church medical release form on file. In the event that your child needs immediate medical treatment (beyond that of first aid), Graceview ELC will contact EMS, and your child will be transported via ambulance. Graceview Baptist Church and Graceview ELC staff members MAY NOT transport enrolled children who are injured in their private vehicles.

Medication Authorization

All medication is kept at the Front Desk. If it is necessary for your child to be given medication during school and/or extended hours, you must first complete a Medication Authorization Form located at the front desk. ADMIN WILL NOT ADMINISTER MEDICATION TO YOUR CHILD WITHOUT THIS FORM BEING ON FILE. Medication must be in its original container. For prescriptions: please send with packaging showing for whom the RX is prescribed (must be for the child who is to receive it). For "over the counter" meds: please be sure the medicine is for the age and weight of the child who is to receive it. If not, a note from their doctor will be required. In the case of "ongoing" medications, it is the parent's responsibility to maintain the supply of medication. Graceview Baptist Church, the ELC, and all of its employees are not responsible for any adverse effects of authorized medication.

Medicated Chap Stick, non-aerosol bug repellent, and cough drops are also considered medications and should be kept at the front desk and a medication form completed for these to be used.

Sun screen must be applied at home before arrival if parent desires this to be used.

Immunization Requirements

We must have an up-to-date immunization record on file for each child enrolled. The Immunization Schedule for the state of Texas can be found online, or at the back of this Parent Handbook. Your child's records (or photocopy) must be on file for your child to attend ELC. If religious or other reasons prohibit your child from being immunized, you must provide us with the required legal documentation stating these reasons, which will be kept with your child's file.

Vaccine Preventable Diseases: Staff Immunizations

We do NOT require Staff/Care-givers to have immunizations. TB testing is also not a requirement for our Staff/Care-givers.

Hearing and Vision Screening

All new students aged 4 years and older must have a current hearing and vision screening on file. The screening must be completed and on file no later than 30 days after enrollment.

Incident Report Form

Minor accidents sometimes occur. Parents will be notified of illness, scrapes, bumps, and bites on an Incident Form, which will be sent home with the child.

Behavior Report Form

If a child's behavior is outside the range of normal, age-appropriate behavior, or another child has been injured by their behavior, a Behavior Report Form will be filled out. The teacher will outline the situation and behavior observed, as well as the steps taken by the teacher to help correct the behavior. You will be asked to sign this form, and a copy will be sent home with your child. We hope this will serve as a positive communication piece as we strive to partner together for the growth of your child.

Authorization to Release a Child

Authorization is required to release a child to someone other than the parent. Parents will provide a written statement notifying who is allowed to pick up their child, on a blue security form found in the Registration Packet. This is required in your child's file. This form alerts the staff to anyone who is absolutely prohibited from taking your child from the school. Anyone on the approved list other than the child's parents must show photo identification for the child to be released to them.

Fire, Weather Emergency, and Lock-down Drills

We are a licensed learning facility and are required to conduct fire drills on a monthly basis. We will attempt to keep your child from becoming frightened during these necessary drills. Talk to your child (if developmentally appropriate) about fire safety and reassure him of his own personal safety at school during these events.

We are also required to conduct tornado or other disaster drills and evacuation drills. These are conducted once every 3 months.

The final emergency drill we will practice during the school year is one that only the staff will be aware of. This drill is a "lock-down" and will be practiced in order to remain prepared if ever the school's or a child's security is threatened.

Please be assured that your child's safety and security is of the highest importance to us. We will do whatever it takes to protect your child.

Inclement Weather

Graceview ELC will be canceled if inclement weather forces area school closings. There will be no refunds made on tuition for these days. In case of inclement weather, stay tuned to the local news and listen for the list of school closings. If Tomball ISD is closed for inclement weather, Graceview ELC will also be closed. You may contact Tomball ISD at 281-357-3100 or online at tomballisd.org. The ELC will post to our social media sites as soon as we know of closings. Make-up dates for inclement weather closings are scheduled on the school calendar.

Dress Requirements

- **For safety reasons, children must wear close-toed style footwear only. Flip-flops, sandals and boots are not acceptable footwear for any of our children.**
- **Shorts are to be worn under dresses and skirts.**
- **Underwear must be worn under clothing at all times.**

There are no other clothing requirements for enrolled children, however, we ask that you dress your child daily in clothing that is durable and comfortable. Please make sure that your child's clothing can be easily handled by the child (if developmentally appropriate) for bathroom purposes.

Your child will be active in school and will have opportunities to participate in messy activities such as those with paint, glue, and markers. We take precautions in keeping clothing protected, but messes do happen. Use discretion when dressing children in an expensive outfit or one that requires special laundering. Weather permitting, children will have outdoor play time and should dress accordingly.

Please send an extra set of clothing, including underwear, socks and shoes, with your child, and remember to always mark all clothing with your child's name.

Gang-Free Zone

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009, all Child-care centers, including Graceview's ELC, are designated as a Gang-Free Zone. The gang-free zone is within 1000 feet of our child-care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the ELC is a violation of this law and is therefore subject to increased penalty under state law. Gang activity and clothing specifying a particular gang is not allowed. Failure to follow this law will result in your child being dismissed from the ELC.

Daily Procedures

Sign-in and Sign-out

Upon arriving at school every morning, you must sign in on the computer located at the front desk. In the afternoon when picking your child up, also sign them out at the front computer. The exception is children being picked up in the carpool line. The Front Desk Supervisor will sign out all carpools. See the section on Authorization to Release a Child.

Late Arrival

Educational instruction begins at 9:30 am, so your child's prompt arrival is highly important. Missed activities are difficult to make up when the class has moved on to the next scheduled activity. Not only is it very difficult for a young child to enter a classroom that is already engaged in an activity, it also causes a distraction for the other students when a child joins the class during structured learning time. We are required by State Licensing to follow the posted schedule. Please notify us when you know of appointments or circumstances which will lead to the occasional late arrival.

Visiting in the Classroom

While, as a parent, you are always welcome to visit your child's classroom, it is important to remember that anything out of the ordinary, such as another person in the classroom, is going to cause a distraction for the children. Please keep in mind the best interest of your child and the class when you are visiting and try to maintain a "low profile" for the duration of your visit.

Visitors and Volunteers

As a safety measure, all visitors and volunteers are required to sign in and out at the front desk.

Dismissal & Carpool

Dismissal begins daily at 2:20 pm (for children in the Pre-school only program). Unless you have informed us otherwise, all children will be dismissed to you from a carpool line, inside the front doors of Graceview. Please keep in mind the following dismissal/carpool procedures:

- ELC staff members or approved volunteers will not be assisting you in securing your child in his/her car seat (or in the older child's case, a lap and shoulder belt). You, or the representative you have permitted to transport your child, are responsible for inspecting and approving of your child's safety in the vehicle. Faulty positioning or accidentally unsecured straps, buckles, or belts will be the parent's (or his/her representative's) ultimate responsibility. Graceview Baptist Church, ELC or any of its employees or approved representatives may not be held liable for any accidents involving the placement or security of your child in the vehicle.

Breakfast

For children in the Ladybugs and Turtles classes: If your child needs to eat breakfast at the ELC during morning Extended Care, please be sure to check them in to our care before 8:30 am. If they are checked-in after 8:30 am, your child's breakfast will still be served to them, but not

until the Snack Time, listed on their class daily schedule. The timing of this guideline and the cut-off time for immediate breakfast service by our teachers is for the safety and appropriate supervision of all of our students.

For students checked in after 8:30 am who still need breakfast, we suggest 2 options:

- Parents are welcome to stay and feed them breakfast in the classroom or in the break room.
- Parents can let the teachers know that their child still needs breakfast, and the teachers will ensure that your child is fed that breakfast at your child's posted classroom "Snack Time."

For all other children in the hallway classrooms (aged 2 and up): they may be fed breakfast brought by the parent until 9:15 am. After that time, because we are a preschool and our teachers must follow their learning activity schedule, breakfast will not be served by the teachers, but the breakfast items will be served to your child at their posted classroom "Snack Time."

Staff Devo and Prayer Time

The ELC staff meets together every morning from 9:00 – 9:15 to pray for each other and for all of the children enrolled and their families, and to spiritually prepare for the day. We would be honored to pray for any specific requests you have, and you may submit any needs to the Front Desk Supervisor.

Centers & Instructional Time

The majority of the children will be involved in guided "center" time and direct instructional time for most of the morning. This is when the teachers will work with the children on their main objectives for the day. All children will receive developmentally appropriate instruction in a variety of subjects such as the following:

- Bible lessons and activities
- Language (receptive and expressive), letters of the alphabet, phonics, handwriting, activities based on "read-aloud" books, etc.
- Math concepts, readiness, and simple computations
- Science concepts, readiness, and simple experiments and projects
- Social studies and character building concepts and readiness
- Gross and fine motor activities
- Music appreciation
- Arts and Crafts

Birthdays and Special Days

We want your child to recognize their birthday with their classroom friends. If you would like to send a snack for this special day, please schedule it with the teacher. **DO NOT SEND ANYTHING CONTAINING NUTS OR PRODUCTS MADE WITH NUTS.** Treats must be in their original packaging

so ingredient lists may be checked to protect our children with allergies. Napkins, cups and water are provided as necessary. Parents are to provide disposable utensils if required for the food items.

Chapel

ELC will have chapel every Thursday morning. All children at ELC (Turtles class and up) will participate in chapel. Chapel will consist of the following:

- Music - the children will be lead in singing familiar songs taught to them at school.
- Bible lesson application - The Director or a special guest will present a life application lesson/presentation based on the Bible lesson studied during class that week.
- An offering (completely optional with absolutely no pressure to give placed on the children or the parents). The offering will be given to a designated Christian charity or organization outside of Graceview Baptist Church. We feel that a free will offering is a positive way to model an attitude of generosity and giving.

Music Monday

In addition to music in their classrooms, each class will enjoy a twenty-minute music time, geared just for their age on Mondays. This an added activity the ELC offers to our families and is not an extra cost to you.

Snack Time

Beginning with the Ladybugs class and up, the ELC will provide snacks during their scheduled snack time each day. For the Lambs and Bees classes, parents are expected to provide snacks for children, which will be given according to the provided feeding schedule and classroom schedule.

Lunch Time

Lunch time varies from class to class throughout the school. You will receive a schedule of your child's class soon after school begins.

The following guidelines will assist you in preparing your child's lunch on a daily basis.

- Send healthy and nutritious food as this has a proven and serious effect on your child's day to day performance and behavior.
- Pre-cut all finger foods.
- Do not send food to be eaten with spoon or fork unless your child is capable of using these utensils without the aid of the teacher. Include the spoon or fork necessary and it will be returned to you in the lunch box.
- Send beverages in leak proof containers.
- Do not send glass bottles of any kind.
- Do not send lunch items which require heating (this does not apply to infants).
- DO NOT send gum for your children.

Nap/Rest Time

Infant classes will have napping schedules that will vary from child to child. Toddler and older classes will have a scheduled nap/rest time that will vary from class to class. While most children younger than 4 years old will go to sleep during naptime, be assured that no one is forced to go to sleep. All children, however, must participate in one hour of quiet rest time during the regular school hours. This is a State Licensing requirement.

Playtime

Children have daily structured and unstructured playtime. The outdoor playground is used when weather permits. The indoor playground is available for use for all ELC children.

Discipline Guidelines

(The written guidelines below are an EXACT excerpt from the Graceview ELC Staff Handbook)

It is our goal to help each child control himself within the classroom. Disciplined behavior will enhance the educational experience for everyone. Teachers are ready and waiting to give immediate attention and guidance to each child upon arrival. By using the following guidelines, we will strive to help each child learn self-control and become self-directed. Children will become responsible for their actions in this way. The goal of discipline is not to punish, but to teach the child the importance of self-control and to conduct themselves in a Christ-like manner.

PLEASE REVIEW THE FOLLOWING GUIDELINES:

- Corporal punishment of any kind is prohibited and any staff member using this type of punishment for any reason will be immediately terminated.
- Because we work with VERY young children, our discipline procedures have to be VERY mild, yet consistent and effective. The following steps are to be taken when disciplining ELC students:
 - Act as role model.
 - Communicate with parents in an appropriate and approved manner.
 - Understand and properly use the discipline policy.
 - Look for cause of behavior and remove barriers to the success of the child.
 - Redirect.
 - Restate rules.
 - Return to joy.
 - Recognize and emphasize positive behavior.
 - Be consistent and follow through.
 - Use positive language.
 - Exhibit self-control.
 - Have knowledge of rules and polices and follow them in all circumstances.
 - Actively and intentionally implement newest Developmentally Appropriate Practices and all Professional Development trainings.

- “Whole Group Punishment”, when only one child or just a few children have broken the rules, is not permitted.
- Biting, which leaves a mark, or any other type of violent behavior is to be reported immediately to the director. An incident report will be completed and parents will be called. If needed, the teacher may bring the child to the director’s office.
- Habitual misbehavior by the child will be communicated to the parents.
- Sarcasm or a demeaning tone of voice are NEVER appropriate forms of communication with children.
- NEVER FORCE a child to participate in any activity.
- Screaming or yelling at the children will not be tolerated.
- Totally out of control children who are a danger to themselves or other children, should be removed from the classroom, brought to the office and gently, but firmly, held. If they do not regain control within a short while, the director will notify the parents.

When to Discuss a Child’s Expulsion from Graceview ELC

Although every effort will be made to avoid expulsion, we reserve the right to dismiss any child who is frequently or habitually:

- disruptive to the learning process
- destructive of the church’s, the school’s, another child’s or staff’s property
- causing deliberate bodily injury to him/herself or another person
- using abusive language
- disrespectful to teacher or any staff member
- referred to the director repeatedly without obvious positive results

Each teacher will be strongly encouraged to communicate with you about any misbehavior. A good communication system between teachers, parents and children can, many times, be the solution to most problems.

Biting

Biting is “an unfortunate age appropriate behavior.” We do not condone biting and work diligently to watch for a child becoming frustrated and in need of redirection. We have the right to protect other children and our teachers. A student may be suspended for the next school day that immediately follows the third biting incident within a single Monday through Friday time frame. All bites will be photographed identifying the child’s name and date.

Teachers will notify parents of each biting episode by Incident Report Form (if your child is bitten) and by Behavior Report Form (if your child is the one biting). Teacher and parent cooperation, attention and guidance are key to stopping this unfortunate behavior.

Tantrums

Parents will be expected to pick up a child having a tantrum lasting over one hour.

On the third occasion of this type of behavior ELC has the right to protect other children and their teachers and will suspend the child from the ELC for three days. If this kind of tantrum behavior shows no improvement ELC has the right to expel said child from attending ELC.

Confidentiality

All information concerning behavior, tantrums and biting is confidential. It is inappropriate for parents to ask an employee about the discipline another child earned due to poor choices or behavior. Our employees will abide by the confidentiality agreement in the Employee Handbook. The state guidelines and good business practices require us to protect family information, and we will not confide the name of a child which may have hurt your child. This confidentiality also relates to family situations.

Parent-Provided Supplies

Feeding and Diaper Bag Requirements

Elephants, Piglets, and Lady Bug Classes:

- **The State requires children 12 months and under to have a Feeding Schedule provided by parents. *This form must be updated each month. ***

The following items should be sent each day, in a diaper bag or backpack, and all items labeled with the child's name:

Infants/Toddlers/Two's:

- Several extra changes of clothing including socks, underwear and shoes.
- Lunch with juice, milk, formula, breast milk or water.
- Provide a clean unbreakable bottle for each feeding, labeled with the child's name.
- 2 labeled unbreakable cups w/lid (spill-proof).
- Diapers-at least 6 (for those not potty trained).
- For Ladybugs and older: 1" thick vinyl rest mat (Optional: Use a king size pillow case to cover the mat), or other fabric rest mat (for toddlers and two's).
- For 12 months and older: Small comfort items (pillow, toy) for rest time, if needed.

Three's/Four's/Pre-K

- 2 Extra changes of clothes including socks, underwear and shoes
- 1" thick vinyl rest mat (Optional: Use a king size pillow case to cover the mat), or other fabric rest mat
- Lunch with juice, milk or water (no sodas)

Do not bring toys from home. Classroom scheduled "Show and Tell" is the correct time to share these items. Remember that the teacher will have to remove any item that causes distraction in the classroom. Any type of weapon is not allowed in the school for any reason.

Parent – School Communication

Parent to Teacher

Your relationship with your child's teacher is very important. The teachers want to develop a strong relationship with you and your family and communicate with you on a regular basis. Let the teacher know when you have a question about anything or if your child is experiencing changes at home, etc. This is the only way the teacher has of knowing about and then adapting to best meet the needs of your child. Please work to develop that sense of mutual respect and trust with your child's teacher. This relationship is ALWAYS beneficial for the child involved. For extended conversations please set a teacher conference date.

Teacher to Parent

Teachers will send home summaries/re-caps inside your child's folder to provide you with insight into your child's school day. Please look inside your child's backpack, especially inside your child's folder, for items brought home from school that day. Please use these daily summaries/recaps to ask your child questions about his/her day.

Office Staff to Parents

The ELC office staff is here to serve you and your children. We welcome your phone calls, written messages, scheduled conferences and day-to-day candid conversations.

We want to develop a strong relationship with you and your family. We are never too busy for a friendly "hello" or candid conversation. If you need to speak to one of us in more depth or at length we will be glad to schedule a time for you to come in and discuss your concerns.

If you need to reach us by phone, please call during school hours – 281-357-1121. Our school cell phone number is 346-273-9486. In the case of an EMERGENCY, you may call the church office at 281-351-4979 and one of the secretaries will reach us with your EMERGENCY message.

Parent/Teacher Conferences

At any time in the year, a parent can request a conference with a child's teacher. Annual Parent/Teacher Conferences for Pre-K classes will be held between 9 a.m. and 6 p.m. on scheduled days in early Spring, to discuss Kindergarten readiness. Sign-up sheets will be posted.

Social Media

Please be aware that this is the written Policy as found in the ELC Employee Handbook, "It is the expectation of Graceview Baptist Church and the ELC that you acknowledge and remember that you are a representative of Christ first, but also the Church and ELC on your social media accounts. The ELC staff is not to begin new "friendships" on social media accounts where they did not previously exist before the child became a student at the ELC." Please respect this Policy by following the above prescribed methods of acceptable communication.

Department of Family and Protective Services

Minimum Standards for Child-Care Centers

In order to receive and maintain our State License for operation, the ELC must follow the “Minimum Standards” as outlined by the state. Our center is regularly inspected by the DFPS. A copy of our most recent inspection is published and posted on the Parent Information board located in the lobby of our center. You can also review this information at www.dfps.state.tx.us

Child Abuse and Neglect

The state defines “abuse” as an intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of, a child served by the facility or program. The state defines “neglect” as a negligent act of omission by an employee, volunteer, or other individual working under the auspices of a facility or program, including failure to comply with an individual treatment plan, that causes or may cause substantial emotional harm or physical injury to, or the death of, a child served by the facility or program.

Parents who suspect or believe that their child has been abused or neglected in child-care should report the possible abuse. Use the toll-free Child Abuse Hotline number (1-800-252-5400), available 24 hours a day. State law requires you to report suspected child abuse.

In the event that you want or need to contact the child care licensing representative for our area, the contact information is as follows:

Licensing office:	2221 West Loop South
Phone: 713-940-3009	P.O. Box 16017
www.dfps.state.tx.us	Department Mail Code: 1826
	Houston, Texas 77222

Miscellaneous

Fundraising Events

We may participate in several fundraising events throughout the year in order to advance and improve our program. It is our desire to make these events easy and enjoyable for your entire family. Please keep in mind that 100% of funds raised during these events goes towards purchasing items which will enrich and improve the experiences of the children here at Graceview ELC.

Field Trips

Pre-K children will participate in field trips each school year. These trips will be announced at least 2 weeks in advance. Travel on these trips is via Graceview Baptist Church buses. All children going on trips must have a current medical release form on file and a signed permission slip. Cost for field trips is always under \$12.

Permission forms for field trips will be sent home in your child's folder. A timely response indicating parent's permission, parent chaperone interest and admission fees is much appreciated.

ELC will follow all state licensing requirements.

- When you transport children you must comply with classroom child/caregiver ratio.
3 years=1 caregiver: 6 children
4 years=1 caregiver: 8 children
5 years=1 caregiver: 12 children
- Every child must be buckled in by a seat belt.
- Caregivers need to have communication devices available to them.
- Caregivers with training in CPR and first aid with rescue breathing and choking must be present on the field trip.
- Children not attending a field trip must have parent provided alternative care that day. ELC will not be responsible for providing care.
- Children will wear ELC t-shirt (or similarly colored shirt) on field trips. These may be purchased at the front desk.

Transportation

We do NOT provide daily transportation for ELC students or staff. The only transportation we provide is for our Pre-K students going on the school specific field trip.

Breastfeeding Provisions

Mothers are welcome to breastfeed their baby in our center. You are welcome to use the Nursing Room (in the Piglet's classroom), the Women's restroom or the Breakroom/Kitchen. If alternate accommodations need to be made, please see the ELC Director.

Hiring ELC Employees

Parents are not encouraged to hire ELC employees to babysit or care for their children in the mornings, evenings, weekends or when the ELC is closed. This may result in your child being dismissed from the ELC and the employee being terminated.

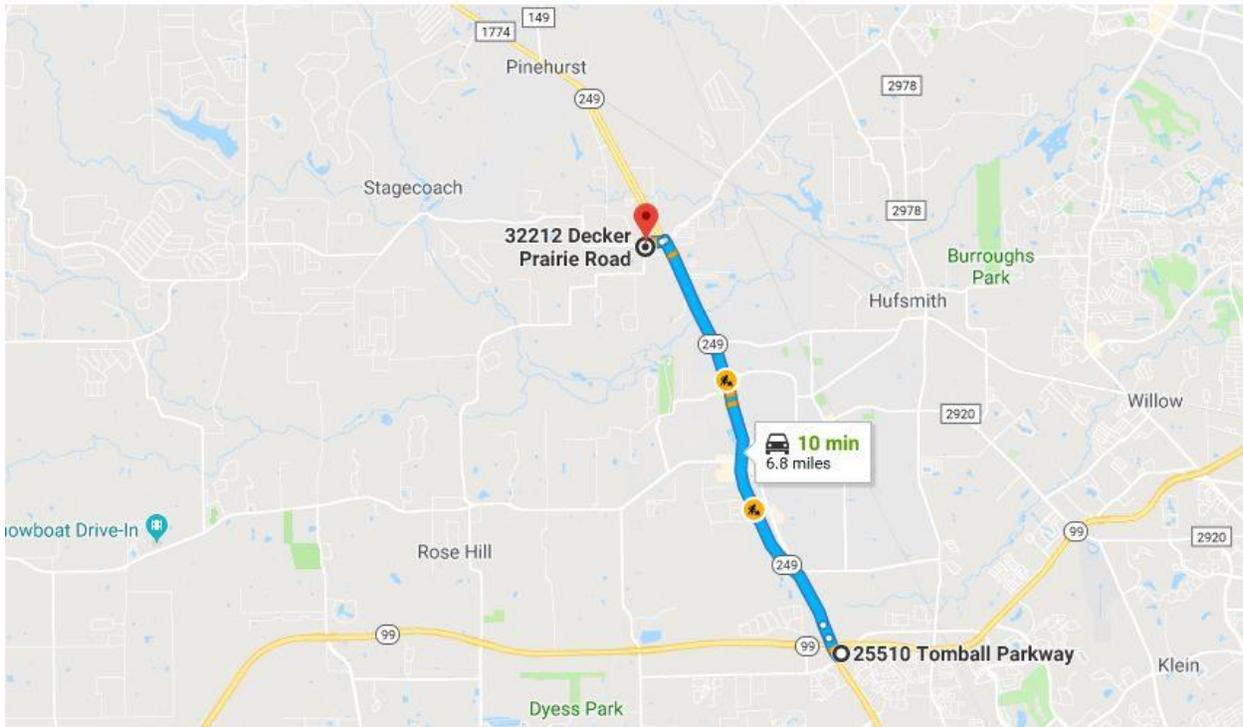
Emergency Preparedness Plan for Graceview Early Learning Center

1. Evacuation
 - a. Staff takes children out to the striped handicap area in the main parking lot or to Care Corners Day Care located at 32212 Decker Prairie, Magnolia 77355, 281-356-5825. (see Evacuation Map attached)
 - b. Children will walk quietly to designated area or be driven safely to designated day care.

- c. For children 24 months and younger we will use evac beds and strollers and bye-bye buggy. Children with special needs we will use adaptive equipment.
 - d. We will take our attendance sheets with us and do our head counts before we leave and when we get to our safe place.
 - e. All care-givers will remain responsible for the care of the children in their designated class room, until each child is safely released to their parent/guardian.
2. Communication
- a. 911 and all other numbers will be in the Emergency folder.
 - b. We will call parents with our cell phones (if signal) or a land line if no cell service.
3. Each class has a binder with their student's information.
- a. We have a folder with all the parents' contact information.
 - b. We have in the folder a copy of the Medical Release Form and Authorization for Emergency Medical Care Form.
 - c. We will have our daily attendance sheets.
 - d. All care-givers will remain responsible for the care of the children in their designated class room, until each child is safely released to their parent/guardian.
4. Severe Weather
- a. The Foxes and Superheroes go into the women's restroom. The Monkeys and Explorers go into the men's restroom. The Elephants, Piglets, Ladybugs and Turtles go into the Piglets' sleeping room.
 - b. All students and staff will stay sheltered until the "All Clear" is given by the ELC Director, or the Supervisor in Charge.
 - c. All care-givers will remain responsible for the care of the children in their designated class room, until each child is safely released to their parent/guardian.

S 25510 Tomball Parkway, Tomball, TX to 32212 Decker Prairie Rd

ELC Evacuation Route: Emergency Policies and Procedures



25510 Tomball Pkwy

Tomball, TX 77375

1. Head northwest on TX-249 N toward Texas 99 Frontage Rd 0.3 mi
2. Use the left lane to take the TX-249 N/Tomball Tollway N ramp
▲ Toll road 0.2 mi
3. Merge onto TX-249 N/Tomball Tollway
● Continue to follow TX-249 N
▲ Partial toll road 3.8 mi
4. Continue straight onto TX-249 N/Tomball Pkwy 2.2 mi
5. Turn left onto Hardin Store Rd 279 ft
6. Continue onto Decker Prairie Rd
● Destination will be on the left 0.2 mi

32212 Decker Prairie Rd

Magnolia, TX 77355

School Calendar

2019-2020 School Calendar

The Graceview ELC calendar provides our dates for the Fall, Spring and Summer, as well as Inclement Weather Make-up Days (if needed). Our calendar reflects our close adherence to the Tomball ISD calendar. (see attached)

Graceview Baptist Church

Thanks for choosing the Early Learning Center at Graceview Baptist Church. Our hope is for you and your family to discover why Graceview is a great place to worship and grow. There are many occasions in which to meet others, share your life, learn and apply Biblical truths, contribute your talents and time to the surrounding community, and more. Graceview is committed to helping you discover how you can move toward fulfillment as a disciple of Christ. We invite you to join us in this adventure of discovering a life that can be made complete in Him!

Our Weekly Schedule:

Sunday

- 9:00 a.m. Adult Sunday Morning Bible Study
JOY (special needs) Sunday School
"The Gospel Project" (K thru 6th grade)
- 9:06 a.m. GSM 906 (Jr. High and High School)

- 10:30 a.m. Worship Celebration & JOY Bible Study/Worship
Kids' Worship (K thru 6th Grade)
Preschool Worship (Birth thru Pre-K)

Tuesday

- 9:30 a.m. Women's Ministry Bible Study – Fall/Spring Semesters

Wednesday

- 6:30 p.m. Adult Bible Study & Prayer Time
JOY Fellowship
Preschool Child Care
Kid-Midweek (K thru 6th Grade)
"FUEL" (Jr. High & High School)

Information on our JOY Ministry for kids and adults with special needs contact
Heather Paddy at hpaddy@graceview.org

Graceview Counseling Center – Joy Sumrall, L.P.C.

For info or appointment, contact Joy at 713-306-7061, or at joysumrall.lpc@gmail.com

For detailed information, please check out our website:

www.graceview.org

Graceview Early Learning Center

Important Contact Information

ELC Direct Phone Number:	281-357-1121
Graceview Cell Phone Number:	346-273-9486
Graceview Church Office Number:	281-351-4979
Fax Number:	281-351-7729
ELC Web Site:	www.graceviewelc.org
Mailing Address:	25510 Tomball Parkway Tomball, Texas 77375
Facebook:	Graceview Baptist Church's Early Learning Center
ELC Director:	Lauren Wood lwood@graceview.org
ELC Assistant Director:	Kristi Norton knorton@graceview.org
ELC Finance Assistant:	Beth Hummitsch elc-finance@graceview.org

Handbook Agreement Signature Form:

Sign and date below that you have read and understand and agree to abide by the policies and procedures listed here in our current ELC Parent Handbook (revised 7/24/19). Return this page to the Front Desk Supervisor.

Parent Name: (printed) _____

Parent Signature: _____

Date: _____

Child's Name: (printed) _____