



Children learn best through play

## **GROWING IN GRACE PRESCHOOL**

### **Operational Policies**

5401 E Highway 287

Midlothian, TX 76065

817-437-8751

Owner-Director: Lori Webb

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Assistant Director: Ashley Stock

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Texas Department of Family and Protective services- Child Care Licensing  
<http://www.hhs.texas.gov/childcare>

## **Mission**

Growing in Grace Preschool strives to educate the whole child. We provide a fun, loving and structured environment for your child. We take the responsibility of educating your child academically, physically, spiritually and emotionally very serious. An environment that fosters all aspects of development allows each child to become who God created him or her to be.

## **Enrollment**

All children enrolled in Growing in Grace must provide, as required by Texas Childcare licensing, a doctor's statement, along with your child's vaccination records. As well as all other required forms. All paperwork must be turned in, by desired enrollment date for your child to attend Growing in Grace.

## **Hours of operation**

Growing in Grace is open from 7:00am until 5:45pm, Monday through Friday year round. Excluding holidays listed on our school calendar. Breakfast is served daily from 7:00 until 8:00am. At 5:50pm a late fee of \$15.00 per child will be charged to your account and \$2.00 per minute, per child will be charged starting at 6:00pm.

## **Fees**

A nonrefundable enrollment fee of \$200.00 per child, is due at the time of enrollment. Your child's place will not be guaranteed until enrollment fee is paid. A supply fee of \$50 per child will be billed to your account in January and August of each year.

- We require a two week written notice for disenrollment. If re-enrollment is desired, \$200 fee per child, will apply. Adjustments for benevolent needs, prolonged sickness, or severe injury may be considered and should be cleared in writing. If you have two or more children enrolled full time, you will receive a \$10 discount for the second & subsequent children.
- Tuition is due every Monday morning and is considered late, Tuesday morning. A \$25.00 late fee will be applied Tuesday. If you do not pay your balance the week its due or in advance, your child will be disenrolled, until payment in full is made. There will be a \$35.00 fee for all returned payments. Tuition must be paid whether your child is in attendance or not.
- Growing in Grace is closed on major holidays and a few additional

days throughout the year. Due to fixed costs averaged over a calendar year, there is no reduction in tuition for these holidays. We want our staff to receive the benefit of paid holidays. *These days are subject to change; please refer to the calendar for more information:*

- Once a child has been in attendance for twelve consecutive months, you may take one week vacation per year at half tuition fees. Your child may not be in attendance the week you choose for vacation. Vacation time cannot be rolled over from one year to the next. Please give a two week written notice when taking vacation. Tuition fees must be paid prior to taking vacation.

### **Attendance**

Children must be checked in and out daily. This is an important safety guideline that is also state mandated. Regular and prompt attendance is important. Consistently late arrivals are disruptive to the class and make it difficult for your child to establish a routine. In addition, children often miss learning activities if they arrive after 9:00am. For this reason, we strongly encourage a drop off time of, no later than 9:00am. The occasional late arrival will occur due to doctor's appointments etc. Please let the office know if your child will be arriving late. If your child will be arriving after their regularly scheduled lunch time due to an appointment, please make sure they have already had lunch. NO drop offs will be accepted during your child's scheduled nap time. To avoid disruption of napping children.

### **Inclement Weather**

In the case of inclement weather, Growing in Grace will follow MISD regarding school closings. If MISD announces a two hour delay, we will follow and open at 9:00am. We will contact you, in the case of early closings and expect someone to pick up your child within an hour. Please watch your local weather channel during times of inclement weather. Or go online to check for Midlothian ISD closings. If MISD is closed due to a holiday and there is inclement weather, Growing in Grace will make a decision about delays or closures by 6:00am. Please check our FB page for info. We will also send a mass text about weather information. \* **Please ask to see our center, Emergency Preparedness Plan for handling relocation and intruder evacuations.**

### **Injury & Illness**

In the case of a true medical emergency, we will first call 911, then notify parents immediately following. Parents will be called and expected to pick up their child who becomes ill within a reasonable amount of time. Under no circumstances should a child who exhibits signs of illness or is running fever

be brought. Children absent due to a contagious illness will not be permitted to return without a signed and dated statement from a licensed physician indicating they are no longer contagious. This is for the safety and wellbeing of all the children who attend Growing in Grace Preschool. **A child sent home with a fever of 100 or higher under the arm, vomiting or diarrhea may NOT return the next day and must be symptom free, without medication to return.**

Department of child protective Services; minimum standards handbook requires us not to admit an ill child for care if one or more of the following exists:

The illness prevents the child from participating comfortably in child-care center activities including outdoor play;

The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children in care;

The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the childcare centers activities:

- Oral temperature of 101 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Rectal temperature of 102 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Armpit temperature of 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea (3 or more episodes), two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill or;

A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

When a child is involved in some form of an incident that requires further medical attention, a report will be completed describing how the incident happened and what treatment was administered. When a child is involved in a minor incident that leaves a small scratch or bruise, an Ouch report will be filled out and provided for you to sign. When a true medical emergency occurs, 911 will be called and parents will be responsible for charges incurred by the ambulance and/or hospital.

## **Medication & Health Requirements**

All medication must be in the original container and labeled with your child's name. Prescription medication must have the child's name and physician clearly stated on the container. All medication must be turned into the office, not to your child's teacher and signed in with parent signature.

If a child is on a prescribed breathing treatment, we will administer the treatments as directed by the parents with prescribed orders. Early morning and late afternoon treatments should be given at home when possible.

State guidelines for over-the-counter medications will be strictly followed. If I do not have a signed physician statement approving the use of medication that is not age appropriate, we cannot administer the medication and it should not be brought to the childcare center. Please update the dosage amount according to your child's weight each time you visit your Dr. We will not administer expired medication, no exceptions!

April of every year, children who are 4 years of age by September 1<sup>st</sup> of that year are required to have a vision/hearing screening. When screening is done at your child's well check-up. Please provide a copy to Growing in Grace for your child's file, per DFPS requirements.

In compliance with state law, current medical and immunization records are required prior to enrollment and are to be updated regularly. Please bring current record when your child receives immunizations.

If you choose not to immunize your child; please fill out a notarized affidavit from the state of Texas. We are required by law to keep one on file.

Recommended Immunization schedule for persons 0 through 18 years is available at:<http://cdc.gov/vaccines/schedules/downloads/child/0-18yrs-schedule.pdf>

## **Discipline and Guidance**

Growing in Grace Preschool will not use corporal punishment. Guidance is based on understanding the individual needs and development of each child. We strive to provide a consistent, positive approach that includes redirection and self-regulation. Discipline means to teach, we want to partner with you in teaching your child appropriate behavior and boundaries. Parents will be notified if there is a consistent behavior problem with their child.

Communication between school and home is essential for the child's sense of

consistency and stability. Please notify the office of any major life changes, that could affect the child's behavior.

If a child is injured or bit an ouch report will be filled out documenting the incident for the hurt child; as well as the child who hurt them. Both parents will receive and sign the form at pickup.

If aggressive behavior becomes excessive, the following guidelines may be used:

If a child bites more than one time in a day, they may be sent home.

Moving a child to another (older) classroom might be explored.

If behavior continues, a conference with Director & child's teacher will be scheduled.

If all options have been exhausted & behavior continues, a plan for disenrollment will be put in place.

## **Curriculum**

At Growing in Grace, we believe children learn best through play. You will see a wide variety of materials for your child to explore. Centers for art, music, dramatic play, science math, literacy, sensory, STEM and fine motor play.

Growing in Grace will use WeeLearn Curriculum, it is bible based. It will also promote cognitive, language, social, emotional and motor development.

Our primary goal at Growing in Grace is to present the good news of Jesus. We want to be a safe, loving and secure environment. Where each child can develop and thrive at their own pace.

We will provide Stretch N Grow to foster a love for physical fitness in each child. We will also offer Cyber 4 kids and On the Move Dance for an additional fee. We will continually be looking for other programs to add, that will enhance your child's whole educational experience. If you would like to see a program brought to Growing in Grace, please see Director.

## **Screen Time**

Growing in Grace does not allow any child two years of age or younger, to watch TV. Or have any screen time, per DFPS regulations. Our three and four-year-old classrooms may watch a G or PG movie on special occasions; or an educational program that coincides with curriculum.

## **Outdoor Play**

Young children need regular opportunities for outdoor play. At Growing in Grace all children over 18 months will have two scheduled outdoor play times. Children under 18 months, one scheduled time outdoors. Children will be outside if the temperature is above 40 degrees, or below on dry, sunny, calm days. Please be sure appropriate clothing is provided. In the summer months, teachers will limit outdoor play to 20 mins or less when the temperature reaches 100 degrees. Water will be provided. During summer months, Growing in Grace may have sprinkler and water table play. You may be asked to provide a swimsuit and labeled for your child.

## **Supplies**

**Please bring at least one seasonally appropriate change of clothes in a large zip lock bag, labeled with your child's name.** Please make sure to bring your child a jacket during cold weather. All items must be labeled. If potty training, bring multiple pairs of underwear and shorts/pants. If your child wears a diaper or sleeps in a pull up, please keep a supply in your child's classroom. Also, bring at least two packages of wipes per month.

Growing in Grace does NOT allow toys brought from home, except for security items for use during naptime. It creates conflict among children and sometimes items can get lost or broken. Some classes may have a show and tell or allow all children to bring items, on occasion.

Once your child is old enough, we will ask you to bring a plastic, tri-fold mat & blanket for them to sleep on. Blankets must be taken home weekly, to wash. We will have a scheduled, two-hour rest time, per age group. After one hour, any child who does not sleep will be given a quiet, alternate activity.

## **Parent Teacher Communication**

We have an open-door policy at Growing in Grace. Parents may come by the center unannounced at any time during the hours of operation to observe their child. Please make sure you sign in and out with admin. On certain

holidays or special events, we will ask for parent help and participation. We will notify you in writing about these events, sign up sheets will be posted as well.

Written reports, will be sent home daily, for Infants. Weekly, Friday reports will be sent home for all other age groups. Along with your child's classwork. Please check their folders every Friday. To use as a guide for teachers, we will administer academic assessments, in both the spring and fall for our Pre-K 4 students. A copy will be given to parents, a conference may be scheduled with any concerns.

Our communication tools will be as follows; Growing in Grace FB page, our website. Notes on your child's weekly report and an occasional posted sign-up sheet.

If you need to communicate or have a question or concern that will take more time for the teacher to answer or which you feel needs the Director's attention, please request a parent-teacher conference. We ask that you keep your conversations with teachers at the door, short because they need to be engaged in hands on, supervision of the other children in their classroom.

## **Meals and Food Allergies**

Growing in Grace provides breakfast, lunch and two snacks each day. Our menu will be posted online and in your child's classroom. You are always welcome to provide a lunch from home, if your child is a picky eater. If your child has a food allergy or dietary restrictions, we ask that you provide their meals and snacks. Due to possible error or cross contamination. As your child is transitioning from baby food, to table food, we ask that you try all new foods at home first, to monitor any possible reactions. In particular, foods that cause common allergens such as milk, eggs, fish, tree nuts, peanuts, wheat and soy. We are **NOT** a nut free facility. We will however take every precaution, with any child known to have any allergy.

We will provide the appropriate portion, per DFPS of milk, juice or fruit, grains and protein each day. We are required to serve milk to each child. If your child has an allergy to dairy, we must have a note from their doctor to serve something else.

It is a violation of minimum standards to ever reward or punish a child with food.

Growing in Grace will celebrate Thanksgiving, Christmas, Valentine's Day,



Easter and a few other days selected by the teacher. Please ask about food allergies in your child's class before bringing food. Store-bought items are often best.

Birthdays are very special. Please feel free to send a treat or come and celebrate with your child. Most birthday treats are given after nap, at afternoon snack. Make sure the treat is age appropriate. Check with your child's teacher for any allergies in the classroom. \*We will NOT pass out or provide addresses or phone numbers for birthday invitations. It's a violation of privacy and creates issues with lost invitations and hurt feelings. That will be the parent's responsibility, outside of school.

## **Infant Care**

Diapers, wipes and diaper cream for all children, not potty trained should be provided by parents. Parents must also provide plastic bottles filled with water, formula (in already portioned) containers. **\*We provide a separate, quiet place for Mom's to breast feed at Growing in Grace.** A few changes of clothes, burp cloths must be provided as well. All items must be clearly labeled with your child's name.

Please refrain from allowing older siblings to enter the infant room. Pick up your infant first or allow sibling to wait outside the door. This will help us prevent illness and keep a quiet environment for sleeping infants. No blankets are allowed in cribs or swings for infants under 12 months. Please leave them in the car or your child's car seat.

We will provide a form to each parent to fill out for feeding instructions etc. It must be updated and signed monthly, until your child reaches 12 months of age. A daily sheet will be filled out by your child's teacher, about their sleeping, eating & napping schedule each day. It will also be their communication tool between school and home.

## **Safe Sleep Policy**

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs (unless an Infant Sleep Exception Form 2710 signed by the infant's health care professional.
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC

federal requirements for full-size cribs and for non-full size cribs.

- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, parents should provide sleep clothing as an alternative to blankets. No swaddles. Only sleep sacks that are sleeveless or allow complete arm movement.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair, swing or arrives to care asleep in a car seat), move the infant to a crib immediately.
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers).
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest.

### **Sign In/Out and Custody Procedures**

ALL families are to park and enter from the side of the building, near the covered porte-cochere. Please park in the lot and not under the covered area, unless it's raining. It's a safety concern for children walking out of the building and sometimes cars get trapped in the line of cars. Upon arrival at Growing in Grace, parents must sign their child in at the check in computer. All children must be escorted to the café or their classroom. Please make sure a teacher see's your child and you check them in on their classroom roll sheet as well.

Children will be released only to persons listed on their enrollment form, who have a valid ID. If you want to add someone to your card, please let Admin know. If you send someone who is not on your enrollment form to pick up your child. Please call us ahead of time. Make sure they have valid ID. We will make a copy for your child's folder, per state regulation. We will call you, if we do not hear from you. We will not just release a child to someone not on their pick-list. Please do not send young siblings in to pick up your child, or to the classroom without you. You must sign your child out each day. Once you check them out, you are responsible for ensuring their safety.

If a legal custody agreement is in place, please provide court documents to Growing in Grace. We are only allowed to follow court decisions. We have no legal right without documentation to withhold a child from a parent. Or withhold information of any kind. This information will be kept confidential. Please see Admin for any questions or concerns.

### **Parent Right**

Parents are entitled to see the following information. You may ask the Center Director to show you the most recent copy of the

minimum standards for this licensed facility;  
Department of Family Protective Services inspection report;  
fire marshal's inspection report; and  
health department's sanitation inspection report.

Children's records are kept confidential and only made available to the Director and assistant. Parents may request access to their child's school records during school hours. Other important information is posted on the door of the office for you to see at any time

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### **Abuse and Neglect Abuse & Neglect**

All employees, including office staff, are required to receive training on the topic of abuse and neglect annually. Once a year in August, information concerning abuse and neglect will be distributed to all parents and employees. If you would like information on abuse and neglect at any other time, please contact the office. Texas state law requires the staff of the Center to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. If parents or employees suspect any abuse or neglect, it can be reported by phone (1-800-252-5400) or online at

<http://www.txabusehotline.org>. If you or your child is being abused, you may also call the Family Abuse Center in Midlothian at their 24 hour hotline (1-800-283-8401) for help.

### **Gun and Gang Free Zone**

Under the Texas Penal Code, the area within 1000 feet of any Child Care Center is considered a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Open and Concealed Handgun Carry at the Center Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the Center. For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the Center

***Please sign the space provided on the Texas Admission Form to acknowledge that you have read & understand Growing in Grace's Operating Policies and Procedures. \*Please retain this copy of the policies for future reference.***

*I have read all pages of this Operational Policy and agree to abide by the Policies of Growing in Grace Preschool:*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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