



Parent Handbook

Grace Chapel Preschool

9208 Edwin Ladner Rd.
Pass Christian, MS 39571
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gracechapelpreschool@gmail.com



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HOURS OF OPERATION

Tuesday – Thursday
7:45 a.m. – 12:00

Phone (228) 255-3255

AFTER HOURS CONTACTS

Amie Ladner, Director
(228) 493-1781

Lana Necaize, Assistant Director
(228) 234-0168

Stan Proctor MEd.
Pastor and Board Director
(228) 493-0709

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Vision

Children are our most precious gift from God. We know that the early years of a child's life are the most influential and impressionable. Through close supervision, teaching, and positive motivation children naturally strive to learn. It is our purpose to jump start their adventure in structured learning.

We want to provide a great place for children to learn, while interacting with other children. This promotes good relational skills and enhances their ability to work and play well with others.

We want to help children, as early as possible, to begin their journey on a life-long path of learning, developing positive inter-personal skills, and finding their purpose that God has especially for them.

Mission

Our mission is to broaden the minds of our children through learning and hands on experience using a proven and biblically based curriculum. Your children will be taught by teachers who are well trained, compassionate, and have a heart for kids. We want to lay a foundation that will help them adapt to the things they cannot change, change things that can be improved, and to realize that God has made them unique and for a special purpose in this life.

Goal

Our goal is to lead the children in our program to become life-long learners in academics, to develop their relational skills with other people, and to give them the spiritual foundation in the truth of God's Word, the Bible. All this will give them an advantage entering kindergarten and benefit them throughout their life-long journey.

We at Grace Chapel Preschool are pleased and honored that you have allowed us to be the ones to guide the first steps of your child's formal education. We are doing everything in our power to ensure that it will be a time of both fun and education.

Some of our goals are to help each child:

- Feel secure away from home.
- Learn of God's love by experiencing it through contact with Christian adults.
- Experience and internalize the foundational truths of the Christian faith.
- Develop self-control and responsibility.
- Learn social skills involved within a classroom environment.
- Discover the joy of learning.
- Develop creativity and thinking skills.
- Develop a beginning appreciation of the arts by having a variety of art-based experiences.

- Acquire an understanding of people and places around us by means of visiting speakers and/or short excursions to near-by places.

If you have any questions, please feel free to call your child's teacher or the preschool director at 228-255-3255 or personal contact numbers listed on page 2.

GENERAL POLICIES

OPEN DOOR

We invite you to visit Grace Chapel Preschool at any time as long as the visit does not become an interruption to the class. All visitors must check with preschool director.

NON-DISCRIMINATION

Grace Chapel Preschool is an equal opportunity educational institution, and as such, considers all applicants without regard to race, religion, sex, national origin, disability, or other bases prohibited by law.

PAYMENTS

All tuition is to be paid by the first day of each month.

If a child's tuition is not paid by the 15th of the month, there will be a \$20.00 late fee assessed. If the tuition is still not paid by the 20th of the month, the child may not return to school, until all tuition and fees are paid in full. We understand that situations arise and if that is the case, please speak with the director to make arrangements before payment is due. If we receive a returned check, you will be charged \$30 for NSF. If you have more than one returned check in a year, payment will be on a cash only basis. Monthly tuition will not change due to the number of days present.

FIELD TRIPS

In the event of a field trip, parents will be responsible for payment and transportation of their child to and from the destination. All planning and decisions for field trips and other events will be made by the preschool director.

TRANSPORTATION

Grace Chapel Preschool will not transport children, unless there is an emergency evacuation. In this case the following will apply:

- All drivers will be appropriately licensed.
- All vehicles will have current registration.
- Insurance will adequately cover the transportation of children.
- Seat restraints will be used and no child will be allowed to ride in the front seat.
- The vehicle will meet the current Federal Motor Vehicle Safety Standards for buses of its size. We will have documentation stating we are in compliance.
- The staff-to-child ratio will be met at all times.
- There will always be someone that is CPR/First Aid certified.

EMERGENCY EVACUATION PROCEDURE

In case of a mandatory evacuation, children will be bused to East Hancock Elementary located at 4221 Kiln Delisle Road, MS 39556 or Diamondhead Country Club located at 7600 Golf Club Drive, Diamondhead, MS 39525 to be picked up by their parents. The phone number to East Hancock is (228) 255-6637 and Diamondhead Country Club's number is (228) 255-5262. The preschool will notify parents, which location was used depending on where the emergency is located and the type of emergency. Children will only be allowed to be picked up by an adult listed on their enrollment application.

GENERAL INFORMATION

ATTENDANCE

We will observe the same days of attendance as the Hancock County Schools. However, our actual dates may differ somewhat. If Hancock County Schools are closed because of weather conditions, teacher conference days, or for any other reason, Grace Chapel Preschool will also be closed. If you have any questions concerning a specific day, feel free to call our school office.

ABSENCES

If your child is not coming to school for any reason, please call the school or text and let the director know. If your child is out more than three consecutive days due to illness, a doctor's note may be required before the student can return.

HOURS

Grace Chapel Preschool will be in session Tuesday-Thursday from 8:00 a.m. to 12:00 p.m. Early care begins at 7:45 a.m. – 8:00 a.m. for a \$20.00 charge per month or \$2 per day. Please do not bring your child before 7:45 a.m. Children should be picked up promptly between 12:00 p.m. and 12:15 p.m. A late fee of \$5.00 will be assessed at 12:16 p.m. and \$1 for each additional minute thereafter. If a child is not picked up by 12:30 p.m. (closing hours) and the parent cannot be contacted, the police will be notified. The child will be placed in their care, until a parent can pick them up.

ARRIVAL AND DEPARTURE PROCEDURES

The parent must come in to sign the child in and out. If you are unable to pick up your child at dismissal time, you **MUST** let the office know. We will not release your child to anyone, unless they are on record by you to pick up your child. Anyone who is picking up your child must show proper ID. The person dropping the child off or pick the child up must sign the sign in sheet at the time of arrival and departure using their full signature. Children will not be allowed to leave the building without being signed out by an adult listed on the child's enrollment application. The parent is responsible for escorting the child in and out of the building. **Please keep drop off short and sweet.** If you need to talk with the teacher schedule a time after school or make arrangements with the director before bringing child to class.

HEALTH

Young children have a greater susceptibility to illness. This seems to be especially true the first time the child enters a group setting. (Even first time teachers seem more susceptible to many illnesses due to the amount of exposure.)

Included in the handbook is a copy of the “Exclusion Guidelines for Child Care Facilities”. If your child develops any of these symptoms during his or her time in the class, you will be called to come and pick up your child. If your child exhibits any of these symptoms at home, please do not bring him or her to school. This policy is for the protection of your child and the other children in the school.

If for any reason your child is not coming to school, please call the school, so we will be aware of it. Also, if your child contracts a contagious disease, please advise the school in order that we may inform other parents. We reserve the right to require a doctor’s consent before allowing a child to return to school, although this will not be necessary in the case of non-contagious illnesses.

EXCLUSION GUIDELINES FOR CHILD CARE FACILITIES

Some important symptoms of illness to look for:

- Fever of 101 degrees (under arm) on second reading at least one hour from the first reading.
- Diarrhea (more than one abnormally loose stool). If a child has only one loose stool, observe the child for additional loose stools or the symptoms. Be sure that the child and care providers wash their hands at all times.
- Severe coughing (The child gets red or blue in the face or makes high-pitched, “croupy” or “whooping” sounds after coughing).
- Labored or rapid breathing (especially significant in infants less than six months old).
- Yellowish tint to the skin or eyes (jaundice).
- Tearing, irritation, and redness of the eyelid lining followed by swelling and discharge of pus (conjunctivitis, also called “pink eye”).
- Unusual spots or rashes.
- Sore throat or difficulty in swallowing.
- Infected areas of skin with crusty, bright yellow, dry, or gummy areas.
- Unusually dark, tea-colored urine.
- Gray or white stools.
- Headache and stiff neck.
- Vomiting.
- Unusual behavior (crankiness, listlessness, crying more than usual, obvious general discomfort).
- Loss of appetite.
- Severe itching of body or scalp or constant scratching of the scalp (head lice).

- If someone in your household has the flu, please do not bring your child to school as the flu can live in the air for six days.
- If someone in your household has a contagious illness, please do not bring your child to school.

MEDICATION

Since our program is only four hours long, medications should be given before or after the school day.

If there is a circumstance in which a child does need to receive medication, a consent form must be completed.

Medication must be put into the hands of a staff member in its original container. For liquid medications, a labeled measuring spoon must be provided. Please place all medications in a Ziploc bag labeled with your child's name.

Children should not bring cough drops to school. Parents should place these into the hands of a staff member. A medication form should be completed as well. If you need a medication form, please ask the director.

***UNDER NO CIRCUMSTANCES IS MEDICATION TO BE SENT WITH THE CHILD.
ONLY ADULTS MAY HANDLE MEDICATION.***

LIABILITY INSURANCE

Grace Chapel Preschool carries and maintains current general liability insurance.

DISCIPLINE

The purpose of discipline is to help children develop a positive self-image. In order to accomplish this, behavior guidelines will be taught in each classroom. There will be frequent rewards, both verbal and tangible (stars, stickers, treasure box etc..) for those who abide by the rules.

Children who have difficulty following the guidelines will be encouraged by the teacher to discuss the problem in order to guide the child to a desired outcome.

A disruptive child will have a cool down period with the director in her office. After the child is no longer disruptive, he or she will be returned to the classroom.

If such behavior is frequent, a parent conference will be requested in order to plan ways to help your child.

Under **NO** circumstances will any form of abusive punishment take place or will a child be allowed to punish another child.

CONFERENCES

A parent-teacher conference can be scheduled at the parents request during the school year in order to discuss your child's progress, or any issue of concern.

DRESS CODE

Students are expected to dress appropriately and neatly at all times. Clothing that is in poor taste will not be allowed at school. Patches, emblems, and clothing with written slogans that are in poor taste, obscene, or offensive will not be allowed (this includes but is not limited to advertisement for alcoholic beverages, or establishments, tobacco, sexual reference, or drugs.) If your girl wears a dress she must wear shorts underneath. An extra complete changing of clothes needs to be kept in book bags at all times. Please make sure they are appropriate for the season.

NO FLIP FLOPS UNLESS THEY HAVE A STRAP ON THE BACK.

POTTY/POLICY

When a child begins enrollment he /she must be completely potty trained. Children are expected to use the toilets and clean up properly without help. Assistance with hand washing and clothing will be given if necessary. In the event a child has an accident a parent will be called to pick the child up. Soiled clothes will be placed in a bag with and sent home. Grace Chapel Preschool is not equipped to meet Mississippi licensing standards to diaper or assist in toilet training.

OUTDOOR PLAY

Each class will spend some time outdoors each day, except during bad weather. Be sure that your child has appropriate clothing. If there is any reason that your child should not be outside, please inform the teacher in writing. However, if your child is not well enough to go outside, he/she is not well enough to be in school.

OTHER INFORMATION

FOOD

Parents will provide the snack for their child's assigned snack day that is based on rotation. All snacks provided must conform to simple state guidelines. A snack schedule will be provided each month. Grace Chapel Preschool does not provide breakfast, so please make sure your child eats before school. Do not send your child to school with breakfast to eat here. No chewing of gum is allowed in school. If your child is absent on their snack day, please send their snack on the next day of attendance. ALL SNACKS FOR SNACK DAY AND FOR ANY PARTIES MUST BE SEALED IN ORIGINAL MANUFACTURE PACKAGING. No homemade snacks or foods are allowed.

DRILLS AND EMERGENCY EVACUATIONS

Fire and disaster drills are practiced on a regular basis according to the state guidelines. If notice to evacuate is received, the only assistance needed will be school personnel and the fire and/or police departments. We will relocate as outlined under Emergency Evacuation Procedures locate on page 6. Once evacuation is complete, parents will pick up their children at the evacuation location.

ANIMALS AND TOYS

Pets or toys may be brought only on Thursdays for the purpose of show and tell. If it is a pet, you must have prior approval of the director.

BIRTHDAYS

Birthdays are special days and we enjoy sharing the celebration. Parents will be assigned their snack day on the child's birthday or on a class day as near as possible to the special day. Birthday snacks may be special ones consisting of ice cream, cake, cookies, or other favorites. The birthday child may prefer to share some kind of other special treat (small toys, books, etc...) with the members of his or her class.

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

The ***Regulations Governing Licensure of Child Care Facilities*** require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
- Buildings and Grounds
- Rights of Entry and Violations
- Health, Hygiene, and Safety
- Facility Policies and Procedures
- Nutrition and Meals
- Personnel Requirements
- Discipline and Guidelines
- Records
- Transportation
- Reports
- Diapering and Toileting
- Staff Requirements
- Rest Periods
- Equipment, Toys, and Materials
- Swimming and Water Activities
- Program Activities
- Feeding of Infants and Toddlers
- Children with Special Needs
- Night Care
- Summer Day Camp School Age Care and School Age
- Hourly Child Care
- Hearings, Emergency Suspensions, Legal Actions, and Penalties
- Release Information

APPENDICES

A	Child Abuse and Neglect Reporting Statues	F	Hand Washing Procedures
B	Reportable Diseases	G	Diaper Changing Procedures
C	Nutritional Standards	H	Cleaning and Disinfection Procedures
D	Playground Safety Standards	I	Communicable Disease/Conditions and Return to Child Care Guidelines
E	Dishwashing Procedures		

CHILD CARE GUIDELINES

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the regulations at www.msdh.state.ms.us (from the menu, select Licensing, and then Child Care). You may direct your questions to the local licensing official, Amanda Smith at

(228) 575-4093, or you may contact the Child Care Licensure office in Jackson at (601) 576-7613.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free at 1-866-489-8734.

GRACE CHAPEL PRESCHOOL FEE SCHEDULE

Registration	Once per year	\$50.00 due at registration (non-refundable)
Tuition	Monthly	\$140.00 first child \$125.00 additional children in the same family Tuition due the first day of each month.

All checks must be made payable to *Grace Chapel Preschool*. The year's tuition may be paid in full by the first day of school or in equal installments due the first day of each month. Prepaid annual tuition will be refunded on a prorated basis in the event of withdrawal. No refunds will be given on tuition paid by installments. Monthly tuition paid is considered fully earned and is not refundable.

OTHER FEES

Late Tuition	Tuition not paid by the 15 th of each month is late. After the 20 th , all fees must be paid before the child is allowed to return to school and only then if the student's spot is still available.	\$20.00
Late Pick-Up	After 12:15 p.m., there will be a \$5.00 charge and then it will be \$1.00 per minute afterwards.	\$5.00 at 12:16 p.m., and then a \$1.00 for every minute after.
Returned Checks	After a second check is returned for NSF, All expenses must be paid by cash.	\$30.00 NSF charge
Early Care (*)	7:45 a.m. – 8:00a.m.	\$2.00* per day or \$20.00* per month.

(*) To be paid at the same time as tuition.