

GRACE CHILD CARE PARENT HANDBOOK



7230 Quivira Road Shawnee, KS 66216 (913) 268-6301

Dear Parents,

Thank you for your interest in Grace Child Care. We are excited and blessed to have this opportunity to create a loving and creative environment for your child. It is our goal to set a good foundation from the beginning of what will be a lifetime of learning. We are dedicated to providing each child with our very best.

In a fun, creative, Christian atmosphere your child will be supported in achieving their highest work potential while exploring the world around them and developing healthy esteem for themselves and others.

The mission of Grace Child Care is to provide a safe nurturing environment where children are encouraged to become excited with the learning process and form a bedrock relationship with Jesus Christ.

This is a new beginning and adventure for you and your child. We look forward to being part of it. Thank you for the opportunity to partner with you in loving and teaching them.

Hopefully, this handbook will answer many questions about our program. Please feel free to call with any questions or concerns. I believe that as we work together great things will happen!

Thank you,

A handwritten signature in cursive script that reads "Diana Pemberton".

Diana Pemberton, Director

THE PROGRAM

We believe that children develop awareness and understanding through active involvement with people, materials, events, and ideas. Along with sound Christian guidance your child will be surrounded with a variety of developmentally appropriate active learning experiences designed to stimulate intellectual, social, emotional and physical success. We believe that consistent support and respect for personal decision making strengthens the child's self-confidence, self-control and sense of personal effectiveness which will lead to a love and excitement for the learning process. Our program is based on the High/Scope Educational Approach.

Active learning is central to the program. This involves a variety of interesting **MATERIALS** readily accessible to the children, which are free for **MANIPULATION** (handle, explore and work with). We offer **CHOICE**, in giving children opportunities to set their own goals and select materials and activities. Children communicate, verbally and nonverbally what they have done- a process that helps develop **LANGUAGE**. Our **STAFF ENCOURAGES** the children's efforts and helps them extend or build upon their work by talking with them about what they are doing, by joining in their play, and by helping them learn to solve problems that arise.

2 1/2 - 3 1/2 YEAR OLD curriculum emphasizes language development, social skills, creative movement and large muscle activity.

3 1/2 - 4 1/2 YEAR OLD curriculum offers a greater variety of experiences including more detailed small muscle activities. Basic math concepts and problem solving skills are addressed. At this age self-expression and wider socialization is encouraged.

Pre-K children will begin to combine ideas and understand more complex concepts, such as math. They will have a greater memory capacity and their small muscle skills will be more developed. As they are becoming more interested in the world outside of their own they also begin to show interest in different aspects of written language.

DISCIPLINE

Our aim in discipline is to teach appropriate behavior and how to get along with others. We hold to the idea that many conduct problems will be off set when children are engaged in age appropriate activities and when expectations of them are clear and consistent.

Our staff recognizes the importance of being a good role model and will demonstrate kindness and respect toward each child. In a situation where a child becomes overwhelmed, and cannot be redirected, he/she will be immediately taken aside and helped to regain control. Children will be encouraged to put voice to their feelings, and helped to understand alternative ways to handle the situation. No method of discipline which is humiliating, frightening or physically harmful to the child will be allowed in our program.

It is our desire to have good and open communication between the staff and parents. You will be kept informed about all aspects of your child's progress. In the event that any unacceptable behavior continues to occur or when another child's right to learn in a safe and nurturing environment is jeopardized, parents will be asked to work with us to find effective ways to resolve the situation.

NUTRITION

We are so thankful to have a kitchen in our church where nutritious lunches and snacks are prepared. Each month our staff will prepare a menu that is posted and available for you. Menus are prepared under state guidelines regarding nutritional requirements.

If your child has a food allergy, we must either have a note from your child's doctor or have it indicated on the health form and signed by your doctor. Snacks are served in the morning and after naps. Parents are welcome to bring a breakfast for their child(ren). All eating needs to be finished by 8:00 a.m.

The children brush their teeth after lunch. Toothbrushes and toothpaste are provided by the center.

HEALTH

Your child's well being is of the utmost concern to us, therefore, teaching and maintaining good health habits will be incorporated throughout our day. The State of Kansas Health Department mandates that your child must not come, and may not remain at the center if they are exhibiting any of the following symptoms:

1. **ELEVATED TEMPERATURE** (To be readmitted if free of fever for 24 hours without medication) If the temperature is accompanied by any of the following: yellow-green nasal discharge, cough, sore throat, sneezing, swollen glands or skin rash, a note from a physician or nurse practitioner stating that the child is no longer communicable is required.
2. **RED, WATERY OR DRAINING EYES** (To be readmitted when all discharge has ceased)
3. **DRAINAGE FROM THE EARS** (To be readmitted when all drainage from the ear has ceased. Physician or nurse practitioner note is required stating that the child is not communicable.)
4. **LICE** (To be readmitted after treatment and child is free of ALL lice and nits.)
5. **SKIN LESIONS**, i.e., impetigo, ringworm, and scabies. (To be readmitted when all skin sores are healed, OR there is a note from physician or nurse practitioner stating that the child is not communicable.)
6. **VOMITING** (To be readmitted when free of upset stomach and vomiting for 24 hours.)
7. **DIARRHEA** (2 or more loose, watery stools per day). (To be readmitted when diarrhea free for 24 hours.)
8. **FAINING OR SEIZURES OR GENERAL SIGNS OF LISTLESSNESS, WEAKNESS, DROWSINESS, FLUSHED FACE, HEADACHE, OR STIFF NECK.** (To be readmitted when free of symptoms. A note is required from a physician or nurse practitioner stating that the child is not communicable.)

IF YOUR CHILD IS DIAGNOSED WITH ANY COMMUNICABLE DISEASE, PLEASE CONTACT THE DIRECTOR AS SOON A POSSIBLE.

If a parent reports that their child has come down with a contagious illness we will post a notice of the date and the classroom in which it has occurred.

If your child becomes ill, or is seriously hurt, while at the Center, you will be notified immediately. If we cannot reach you, we will telephone the emergency contact on your enrollment form.

In case of minor accidents, the child will be comforted, first-aid will be administered by staff, and a written accident report will be filled out.

MEDICATION

Grace Child Care follows the Kansas Department of Health and Environment's guidelines for dispensing medications. Our staff may administer prescription medication from a pharmacy container clearly labeled with the child's name, name of medication, dosage and dosage intervals, name of physician and date prescription was filled. Nonprescription medication may be administered from the original container with the child's name on it. All medications must be signed in using the Authorization to Dispense Medication Form. Medications must be taken home at the end of each day.

Please note that any medication signed in with expired dates, a name on the container other than the child's name to be given the medication, and a dosage not appropriate for the child's age will not be dispensed to the child. Any variation from the dosage on the label needs a doctor's permit.

REST TIME

Rest time will follow lunch and a quiet time story each day. Children will be encouraged to take naps. They will learn to make their own "beds" (cots) with their blankets and pillows from home. At this time they can bring out any SOFT stuffed animal or security item that will help them to feel comfortable.

Each child will need to be quiet even if they don't fall asleep. Should it become obvious that a child cannot go to sleep, he/she will be given books or other quiet activities that can be done on the cot, while not disturbing the others.

ENROLLMENT REQUIREMENTS

Each child must have all enrollment and medical forms completed and on file by the child's first day of attendance. Parents are responsible for assuring the information is kept current. Phone numbers and shot updates are especially important. The following forms are required for your child to be enrolled in the program:

- * Registration form and fee
- * Emergency Medical Form (A full, well physical given by a licensed physician or nurse practitioner is required annually for all children.)
- * Health and Immunization record (signed on the back by a physician)
- * All children must be toilet trained.

SIGNING IN AND OUT

Children are to be walked all the way to the building and delivered to a staff member. There will be a daily updated attendance list. On the enrollment form there is a space for you to authorize friends or family members to pick up your child. Please explain the check-in procedures to that person. No child will be released to any person not authorized by the parent to take the child. Please keep us informed of any changes.

NON-DISCRIMINATION POLICY

Grace ChildCare does not racially discriminate in the acceptance of students or in the employment of it's faculty and staff. All children, regardless of race, color, religion, national origin, ancestry, sex or physical abilities are welcome at Grace child care

OUTSIDE PLAY

We feel play time outside is a fun and important part of the children's day, and unless the weather is too extreme, (lightening, rain or hail, dangerously high winds or heat index above 95 degrees) it will be at least a short part of each day. A combination of temperature and wind chill will determine whether it is too cold to go outside. If the wind chill/temperature is below 20 degrees, we will have play time indoors. All children are expected to go outside during designated periods. Generally, a child who is well enough to come to the center should benefit from outside time. A note from the doctor is needed if a child needs to stay inside due to health reasons.

COMMUNICATION

The staff at Grace Child Care wants very much to work with all parents to make the children's time here happy and productive. Healthy, open and current communication is one way we can help that happen. Changes in routine or unusual events or circumstances can affect children's behavior. Please let us know if any of these things are taking place in order for us to offer your child appropriate support, empathy and understanding, this can be done verbally or in a note if you prefer.

For our part, we will do our best to keep you abreast of how your child is doing daily. At the end of each day the child's teacher will have filled out Daily Contact Forms, letting you know how they did at nap time, work time, at play, and socially.

TORNADO DRILLS

Grace Child Care observes monthly fire and seasonal tornado drills. A record of all drills is posted for your reference. In case of fire, we will direct the children out the nearest exit. In case of tornado or severe weather, the children will be directed to the safe area on basement level.

YOU ARE ALWAYS WELCOME!!

If you have the time and desire, we would love to have parent volunteers in the classrooms to read to the children and help with art and other projects. If you are interested, please talk to the director or your child's teacher for more information.

BIRTHDAYS

Birthdays are exciting events in the lives of children. Each classroom teacher generally coordinates birthdays and holidays. (Adults love to celebrate too.) Please let us know ahead of time if you want to bring special treats or help in the celebration in any way.

SUPPLY LIST- PLEASE LABEL EACH ITEM

- 1 bottle of water based glue
- 1 package of water based magic markers
- 1 box of tissues (Or as many as you can fit in the cart. We go through these.)
- Each child may bring a "special friend" for nap time. However, please explain to them that it must stay in their cubby until resting time.
- 1 change of clothes, including socks and underwear
- 1 school bag to carry items to and from home

