



PARENT HANDBOOK

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

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

1 ORGANIZATIONAL INFORMATION

Grace Point Day School is organized and operated by Grace Point Church and is a part of the church's total ministry. The operation of the program is subject to church policies. Grace Point Church will be operated in accordance with applicable state and local health, safety, and fire codes, as well as other codes and licensing standards. We provide care for children 2 years old – 5th grade.

1.1 Non-Discrimination Policy

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

1.2 Purpose and Objectives

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

The objectives of our program are to help each child:

- learn that God created the world and everything in it
- know that the Bible is true & tells us about God and Jesus
- show love, respect, and acceptance for others
- feel loved and safe when in our care
- make progress in solving problems, sharing, and expressing his/her feelings
- develop good feelings of self-worth
- associate God, Jesus, and the Bible with positive feelings
- Preschool ages: to prepare children for Kindergarten by teaching all topics including math skills, language, science, music, vocabulary, social skills, and other related topics
- School Age: to prepare children to be successful by teaching life skills and partnering with them as they go through school.

Preschool: These objectives and concepts are taught through the use of the Bible, Abeka Curriculum, art, blocks, books, manipulatives, home and family living centers, group and circle time, music and dance, nature, puzzles, puppet shows, outdoor play, various gross and fine motor activities, and other educational activities.

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

Our Classroom Daily Schedules are consistent with the developmental needs of each age group. We have carefully planned indoor and outdoor activities along with structured and unstructured activities to complement each age group. It has been proven in Child Development that the variety of activities is most beneficial for children to learn.

When our playground is not available, we have alternate activities planned to ensure all children will have the opportunity for physical activity. All children will have a minimum of 60-90 minutes daily of vigorous to moderate activity according to age group requirements.

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2 GENERAL INFORMATION

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

2.1 Hours and Days of Operation

- We are a year-round facility (open January through December).
- Hours of operation are Monday through Friday 8:30 a.m. - 3:30 p.m.
- Our facility is closed the following days each year:
 - Labor Day
 - Indigenous Peoples Day
 - Thanksgiving Break – 5 days
 - Christmas Break – 6 days
 - Martin Luther King Jr. Day
 - Presidents Day
 - Spring Break – 5 days (same as NISD)
 - Good Friday
 - Easter Monday
 - Battle of Flowers
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Summer Break – 5 days (typically last week in July)

We are also closed on the following days for staff development:

- Last Friday of the school year
- Last Friday of summer

You will receive a yearly calendar upon enrollment with these dates listed. Tuition is factored as a yearly rate and is due as normal for all holidays & closures.

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

2.2 Standards

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

Licensing website: www.dfps.texas.gov
Licensing phone #: (210) 333-2004
Licensing Address: PO Box 23990
3635 Southeast Military
San Antonio TX 78223

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

2.3 Registration & Enrollment

Our school is open to children ages 2 years old through pre-kinder year round. Our School Age program is for children who are Kinder – 5th grade.

- Children must be 2 years old by September 1st of the current school year to enroll with us.
- Our enrollment process includes a non-refundable registration fee, supply fee and enrollment documents. Documents are kept on file at the Early Learning Center. *(State guidelines are followed concerning these forms.)*
- Registration and supply fees are collected yearly.

FORMS TO BE SUBMITTED PRIOR TO ENROLLMENT:

- Enrollment Packet in its entirety
- Birth Certificate or Hospital Birth Certificate
- Doctor Physical Form signed by the child's physician (not required for School Age children)
- Current Immunizations
- Children in our 4-year-old classes are required to have a vision and hearing exam on file with us by September 30th of the current school year.
- Children's records are open to the Director, Supervisors, daycare administration and teachers, authorized employees of the licensing agency and the child's parent or legal guardian.
- For families that have an existing court order, we desire to work with parents and guardians as much as possible. If all parties are agreeable, we do not require a copy of the court order. By state law, we cannot withhold a child from their biological parent unless we have a court order. If you choose to give us a copy of the court order, we are required by law to follow it to the letter. Exceptions may only be made if we are given written permission by the legal guardian, sole-managing conservator, or joint-managing conservator with primary possession. Please speak with the Director regarding these matters when enrolling your child.

2.4 Open-Door Policy & Parent Participation

We have an open-door policy. This means parents can enter the facility at any time throughout the day. Due to necessary precautions that are in place to help protect our facilities health and safety, we ask parents to limit time within our building. Persons who are permitted to enter the facility are staff, currently enrolled children and authorized personnel, and legal guardians. At any given time, in the event of a health pandemic parents will be asked to follow these guidelines:

- Temperature check
- Health screening questions
- Mask on and worn correctly for the entirety of the visit
- Sanitize the bottom of shoes

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- Sanitize keys/cell phone if brought in – no bags or purses will be permitted
- Wash hands

We encourage parents to participate in our special events and activities throughout the year.

2.5 Parent Communication & Notifications

We will communicate and notify parents in the following ways:

- Phone Call
- Parent Engage App
- Text message through our data base
- Email
- Newsletters

2.6 Drop-Off and Pick-Up Procedures

- Drop-off times are between 8:30 a.m. – 9:30 a.m. Children may not be dropped off after 10:00 a.m. without prior approval from the Director or Admin.
- Pick-up times are between 2:30 p.m. – 3:30 p.m.
- Only people authorized by parents and legal guardians in their child's paperwork will be permitted to pick up children. All people unknown to staff must present a picture identification to be verified with a child's file prior to the child being released.
- We reserve the right to decline the release of a child to any person who appears physically, emotionally, or mentally unable to provide adequate care for the child. For example, if an adult appears intoxicated or otherwise impaired. In the event that this situation should arise, staff will release the child to another authorized individual on the pick-up list who is able to provide appropriate care for the child. The Supervisor on duty will make this decision if needed.
- As a precaution, please turn your vehicle off and lock it when you are not inside it. Grace Point Day School is not responsible for any lost or stolen items on church grounds or in the church parking lots.

3 FINANCIAL AGREEMENT

Registration, supply, and tuition fees are subject to change annually. Regardless of age, children who are in diapers or not fully potty trained, will be charge the 2 year old tuition rate.

3.1 Tuition Payments

- Tuition is to be paid monthly by automatic withdrawal and will be withdrawn on the 1st of each month. If the 1st falls on a weekend tuition will be charged on the Monday following the 1st of the month.
- Payments will be automatically withdrawn directly from a bank account or through a credit/debit card.

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- Payments auto withdrawn through a credit/debit card will have an automatic processing fee added of 2.7%. Automatic withdrawals from a bank account will not have a processing fee.
- A \$25 NSF fee will be charged automatically on your account for any non-sufficient funds from the bank account. A \$10 fee will be assessed for any credit/debit card declines.
- Tuition is due in full regardless of absences, sicknesses, vacations, program closures or calendar holidays.
- After your child has been enrolled with us for 1 consecutive year, you will be eligible for 1 consecutive week of vacation. The daycare must be notified in writing 30 days in advance in order for your account to not be charged.
- A weekly holding fee, equal to 50% of tuition, will be charged for any children who wish to withdraw in the summer and return in the fall. If for some reason this fee is not paid, your child's space will be forfeited.

3.2 Notice for Withdrawal

A 30-day written notice is required for all withdrawals by email or Parent Engage App. Tuition will be charged 30 days from written notification, regardless of attendance.

3.3 Late Pick-up Fees

Children are to be picked up no later than 3:30 p.m. A \$10.00 late fee will be charged for any child still in care at 3:31 p.m. An additional \$1 added per minute after that.

3.4 Refunds

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

4 CURRICULUM

4.1 Preschool

- All ages use Procare Learning Beyond Paper as their primary curriculum source. Teachers focus on a specific theme/topic/scripture and element of Christian character (fruit of the spirit from Galatians 5:22-23). Please refer to section 1.2 for more information about our teaching objectives.
- Circle time begins at 8:45 a.m. with pledges, prayer & song. We encourage you to bring your child prior to 8:45 a.m. Our mornings are structured preschool and learning time.
- **2-year-olds & 3-year-olds** are introduced to concepts and skills that prepare them for our 4-year-old Pre-Kinder program. Concepts and skills include but are not limited to: colors, numbers, shapes, alphabet recognition and sounds, standing in

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line, potty training, following directions, eating properly, listening/following instructions, name recognition and tracing, and various other educational activities.

- **4-year olds** are taught using a Pre-Kinder curriculum which prepares them for Kindergarten. Children are taught phonics, reading, writing, numbers and pre-math skills.

4.2 School Age

- We will use Vacation Bible School curriculum as our primary curriculum source when enrollment opens for our school age children. We have topics and themes that are complimented by using Biblical principles and scriptures as the foundation.

5 DISCIPLINE & GUIDANCE POLICIES

Guidance and redirection are used instead of discipline in our classrooms. However, there are times when action must be taken to ensure the safety and well-being of the children. At these times, redirection and/or time away from the class may be necessary. We use the "Thinking Spot" instead of "Time Out." Children who repeatedly have disciplinary concerns will be referred to the Director. A parent/teacher conference may be required.

Grace Point Day School reserves the right to have parents remove their child from our program if disciplinary issues continue, cannot be resolved, or if we feel that your child is unsafe to themselves or others. Grace Point Day School cannot enforce disciplinary actions or consequences from home. The safety of our children in the classroom is our top priority.

We also reserve the right to contact a parent to pick up their child if unacceptable behavior persists.

5.1 Behavior Expectations

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

- Being kind, respectful, & safe to others.
- Treat others' belongings/property in an appropriate manner.
- Treat property respectfully - do not damage.
- Listen and obey teachers.
- Do not be disruptive in the classroom.

5.2 State Minimum Standards

Discipline must be:

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

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

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

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

- Corporal punishment or threats of corporal punishment.
- Punishment associated with food, naps, or toilet training.
- Pinching, shaking, or biting a child.
- Hitting a child with a hand or instrument.
- Putting anything in or on a child's mouth.
- Humiliating, ridiculing, rejecting, or yelling at a child.
- Subjecting a child to harsh, abusive or profane language.
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation.

6 HEALTH & SAFETY

6.1 Illness

An ill child will not be admitted for care if one or more of the following conditions exists:

- COVID-19 Symptoms
 - Cough, congestion, sore throat, temperature of 100 degrees Fahrenheit or greater, shortness of breath, fatigue, body aches, loss of taste or smell, runny nose, vomiting, nausea or diarrhea. **Children must be symptom free for 24 hours (without medication).**
- Texas State Minimum Standards for Illnesses in childcare
 - Temperature of 100 degrees Fahrenheit or greater accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the program's activities.
 - Signs and symptoms of possible severe illness such as lethargy, difficulty breathing, uncontrolled diarrhea and/or vomiting (two or more episodes

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- in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior changes, or other unusual signs until medical evaluation indicates that the child can be included in the program's activities.
- The child has been diagnosed with a communicable disease until medical evaluation determines that the child is no longer communicable and is able to participate in the program's activities.
 - The illness prevents the child from participating comfortably in the program's activities.
 - The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- If a child becomes ill while at school, parents will be notified and asked to pick the child up within 30 minutes. If parents cannot be reached, alternate names from the Authorization Pickup List will be called.
 - If a child is sent home for illness and has a sibling, the sibling will need to be taken home as well.
 - In case of a serious illness, we will call 911. We will not transport your child to a medical facility. You will be responsible for any/all related transportation and medical fees.
 - If your child is diagnosed with a communicable disease, please notify Grace Point Day School at 210-447-0032 as soon as possible. Upon notification that a child has been diagnosed with a communicable disease, we will notify parents ASAP according to our State guidelines.
 - If questions arise concerning illness, the State Minimum Standards will be followed.
 - For positive Covid-19 cases and exposures, we will follow the guidance of the Health Department.

6.2 Medication

Grace Point Day School does not administer medication to children unless it is required for life-saving needs (ex: Epi-Pen, Inhaler) or the management of chronic medical conditions, with documentation from a Physician. In the event life-saving or chronic medical condition medication is needed we will adhere to the following:

- Prescription medications must be in the original container labeled with the child's name, date, directions, and the physician's name. All medication will be administered according to the directions on the label. No medication will be administered after the expiration date.
- Over-the-counter medication must be in the original container, labeled with the child's name, and the date. Over-the-counter medication will be administered according to label directions.
- The child's guardian must email permission to administer medication to dayschool@gracepoint.org

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- For children with a diagnosis of Asthma, we must have an “Asthma Action Plan” on file in order to follow instructions that are different from the prescription on the medication.
- For children with diagnosed allergies – we must have an “Allergy Emergency Action Plan” on file from a medical health care professional.
- Our staff documents each dose of medication given. These records are kept on file during your child’s enrollment.
- All medications will be kept out of the classrooms and out of reach of children.
- Our daycare will not be responsible for keeping medications for extended periods of time.
- Medications requiring refrigeration will be kept separate from food.

6.3 Head Lice

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

6.4 Injury

- We do everything we can to prevent accidents. The daycare staff will administer minor first aid when necessary.
- Parents will be notified of any accident or injury that occurs at daycare. Accident reports will be completed on all incidents requiring first aid treatment. Forms will be kept on file in the office. Any accident that requires a physician’s treatment must be reported to State Child Care Licensing.
- Parents are required to sign an authorization for emergency cases, which identifies the physician and hospital preferred if parents cannot be reached. Parents should keep this information current by notifying the front desk of any changes. In case of a serious accident, we will call 911. We will not transport your child to a medical facility. You will be responsible for any/all related transport and medical fees.
- Our staff will briefly check your child daily upon entering the classroom for any ouches that they have. It is helpful if you can inform us of any injuries that have happened at home as well.

6.5 4-Year-Old Hearing and Vision Screening

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If your child is 4 as of September 1st of the current school year, the state requires that they have hearing and vision screening on file with us. Your child's pediatrician will be able to do this for you. We need documentation of the screening from the child's doctor on file by September 30th.

6.6 Abuse & Neglect

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

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

- All employees are required to receive annual training on abuse and neglect in order to increase employee awareness of warning signs that a child may be a victim and prevention techniques.
- The Director and Supervisors are available to help parents find intervention and assistance if their child or anyone whom they are concerned about is a victim of abuse and neglect.

6.7 Emergency Drills

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

Grace Point Church Northeast
2930 MacArthur View
San Antonio, TX 78217
210-824-7235

6.8 Emergency Preparedness Plan

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

6.9 Employee Vaccinations

We do not require staff to obtain vaccinations.

7 NUTRITIONAL INFORMATION

Our snacks are monitored by the State. It is a requirement and our responsibility to ensure that your child is receiving healthy and nutritious food that meets the state requirements for their age.

7.1 Food Provided

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- We adhere to a **“Peanut and Tree Nut Free”** policy in our program. Peanuts, tree nuts, nut products, foods with traces of nuts, and foods processed in a facility that processes nuts are not allowed in our facility.
- Breakfast should be eaten prior to arrival.
- Lunch provided by parents will be served between 11:00 a.m. and 11:30 a.m.
- We will provide an afternoon snack daily between 2:00 p.m. and 2:30 p.m. – menus will be provided monthly through the Parent Engage App, as well as posted for your view.

Please note that your child should bring a nutritious and balanced lunch daily to school, this should include fruits, vegetables, dairy, protein and carbs – candy and caffeinated beverages are prohibited. Grace Point Day School will not heat up or refrigerate any food brought from home, please send your child’s lunch in the appropriate containers to maintain heat or cool temperatures.

8 FIELD TRIPS

We do not take preschool children on field trips.

9 OTHER INFORMATION

9.1 What to bring

- 2 complete changes of clothes (including shoes) labeled in gallon zip lock bags
- Lunch daily
- Kinder Nap Mat, 1” quarter fold. (will remain at school). No roll-up mats.
- Blanket and small pillow, must fit in cubby and backpack (will go home to be washed on Friday’s)
- Refillable, spill-proof water bottle
- Children who are potty training - Send diapers/pull-ups, wipes, labeled in a plastic grocery bag. If your child is potty training with underwear please send extra changes of clothes, including socks and shoes. Please do not send boxes of diapers and wipes, as we do not have adequate storage. You may send 1 sleeve of diapers and 2 packages of wipes at a time.

Parents will be asked to either pick up their child or bring clothes within 30 minutes if their child has an accident and does not have a change of clothes.

9.2 Appropriate Dress

- Children are to be dressed appropriately for play, including shoes that fit appropriately that they can run in. We do not allow the use of flip flops or crocs.
- Girls are required to wear shorts under their dresses.
- Long hair is best put up or back for the day.

9.3 Rest Time

- Day School - Rest time is every day from 12:00 p.m. to approximately 2:30 p.m. If your child is still awake after one hour of resting, they will be allowed to engage in a quiet activity until rest time is over. Every child is required to rest according to State Minimum Standards. Parents will provide nap mats, blankets and pillows.
- School Age – They have a 1-hour rest and reading time mid-day.

9.4 Classroom Items

Your supply fee pays for individual items such as pencil boxes, scissors, crayons, pencils, etc. This is to minimize what is shared in the classroom and decrease the spread of germs.

9.5 Holiday Celebration Policies

We are a Christian facility with the goal of providing learning and developmental experiences consistent with the Bible. We have teaching policies regarding certain holiday celebrations:

- **Easter:** Our focus is on the resurrection of Jesus Christ. Easter eggs and bunnies represent new life, which is part of the Easter story.
- **Halloween:** We celebrate Fall during this time. Please refrain from sending your child wearing scary Halloween related items.
- **Christmas:** Our strong focus is on the birth of Jesus Christ with Happy Birthday Jesus themes. If your child believes in Santa, we will not discourage what you teach them. We will teach them that Santa is in addition to Jesus' Birth and place the focus back on Jesus during the Christmas season.

9.6 Screen time guidelines

Screen time is not part of our daily routine. Throughout the year, as part of a special celebration or in an emergency, we may show a special movie or show. If the playground is closed, we may use a workout video to promote vigorous physical activity.

- We are selective about the videos that your children watch. Our goal is to instill Godly values in the children and to teach them academics through visual media. Non-Christian videos that we show are based on good moral values and/or to supplement our curriculum teaching.
- There will always be supplemental activities for children who do not want to participate.
- Videos/screen time will not be during eating or rest times.
- Children will view no more than 60 minutes of screen time per day.

9.7 Breastfeeding Area

If you are breastfeeding your child, you may use one of our quiet rooms upstairs. In addition, you may provide breastmilk for your child while they are in our care.

9.8 Parent Handbook Question and Concerns

If you have any questions and or concerns about our policies and procedures outlined in this Handbook, you may contact the Director or Supervisor's by calling (210) 696-6093.

Grace Point Day School may need to update, change, eliminate, or suspend parts of the policy at any time as our State mandates us. We will notify you of these updates.

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

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Parent Handbook Acknowledgement Form

I have reviewed the "Grace Point Day School Handbook."
I acknowledge that I received a digital copy.

I acknowledge and agree that I understand what my responsibilities are and to abide with all the terms, conditions and policies contained therein.

Child's Name _____

Parent/Guardian #1

Printed Name _____

Parent Signature _____ Date _____

Parent/Guardian #2

Printed Name _____

Parent Signature _____ Date _____

Director Signature _____ **Date** _____