

# Statement of Services

**Grow with Grace Learning Center**  
**1415 N Trezell Avenue, Suite 105, Casa Grande, 85122**  
**520-251-5095**

**Facility Director: Kim McCreery**

**Director designees are assigned in the absence of the Director**

## **About**

Grow with Grace Learning Center is a state licensed, privately owned Christian preschool. Our Center is founded on the core value of "grace", which means to show loving kindness and consideration. Our mission is to help prepare each child academically, socially and emotionally for school and life's adjustments. The children will be challenged with new learning experiences, taught to care for personal needs, share and to be considerate of others.

**Hours of Operation: Monday – Friday 7:00am – 5:30pm**

**We provide care for children 1 year to 5 years old**

## **Enrollment**

Enrollment is open to children ages 1 through 5 years old provided the Center can safely meet their physical and emotional needs. Children will be enrolled upon completion of all required paperwork, payment of registration fee and payment of the first week's tuition. To withdraw a child from services, a parent must notify the Center Director or Assistant Director and provide a one week written notice. Grow with Grace Learning Center reserves the right to remove a child from care to ensure the safety and security of all children present. If the Center removes a child from care all effort will be made to give the parents advance notice when possible.

## **Registration Fee**

The registration fee is \$35.00 per child, \$60.00 per family, and is required to be paid before the child will be enrolled for services. **The registration fee is non-refundable and due annually no later than September 15<sup>th</sup> each year the child is enrolled.** Children newly enrolled in the month of August will not have to pay the annual registration fee until the following September. Parents will be given notice the 1<sup>st</sup> of September as a reminder that the annual registration fee is due no later than September 15.

## Tuition Policy

- Tuition is due in advance for the agreed upon days of service. Payment is due the first day the child enters the preschool, and every Friday by 5:30pm thereafter for the next week's services. **Tuition payments are considered late when not paid Monday by 5:30pm. Children are not permitted to attend the preschool if tuition is considered late.**
- **Late Tuition Fee.** A late tuition fee of \$20 will be added to tuition payments that are considered late. Outstanding tuition balance and late tuition fee is required to be paid prior to children attending the preschool.
- **Child Absences.** Tuition is due for every week a child is enrolled, regardless of whether the child attends or not. Tuition is not credited or refunded when children are absent. Our rates are calculated on an annual basis and divided by 52 weeks in a year as a convenience to our families. We have chosen to allow families to pay on a weekly basis, but reserve the right to request a monthly payment.
- **Late Pick Up Fee.** If a child is not picked up by 5:35pm, a \$5.00 per minute per child charge starting at 5:36pm will be applied.

## Rates (subject to change with 5 days notice)

Full Day:	1 year	2 year – 3 year (not potty trained)	3 year (potty trained) – 5 year
5 Full Days	\$175	\$175	\$145
4 Full Days	N/A	N/A	\$130
3 Full Days	N/A	N/A	\$105
2 Full Days	N/A	N/A	\$85
1 Full Day	N/A	N/A	\$55

### ½ Day Preschool Program, 8:00-11:30am (4-5 years old, potty trained)

3 days	\$80
2 days	\$70

<b>Other fees:</b>	Late tuition - \$20.00 per week
	Late pick up - \$5.00 per minute
	Replacement nap sheet - \$5.00
	Bounced check fee - \$25.00

## Refund Policy

Payment for services is due in advance for the agreed upon days of service. All service fees are NON-REFUNDABLE. No credit or refund is given for payment made if a child is unable to attend the agreed upon days of service.

## **Meals**

**Parent Provided Meals.** The Center does not have a licensed kitchen and therefore requires parents to provide breakfast (if not served at home), lunch and two snacks for each of their children. The Center is required by state licensing regulations to ensure children are provided lunches that meet federal nutritional guidelines. Please talk to your child's teacher or the Director for ideas on how to pack your child a nutritional meal that aligns with federal and state standards.

Minimal backup food supplies will be kept on hand. All backup food supplies will meet the nutritional guidelines determined by state licensing regulations and federal nutritional standards. Backup food supplies served to children will come from an approved and inspected source (grocery store, bakery, restaurant) and be pre-packaged.

Fresh water is available to children throughout the day in each classroom or activity area and outdoors. Parents are asked to provide a water bottle (or sippy cup in the case of toddlers) labeled with their child's name for use while at the Center.

## **Toothbrushing**

The Center takes part in a toothbrushing program that is sponsored by a grant to the University of Arizona Cooperative Extension. The U of A provides toothbrushing supplies at no cost to the Center or our families. Children 3 years of age (potty trained) and older brush their teeth after the lunch meal, before nap.

## **Curriculum**

This is your child's first step on their educational journey and we want to make sure it's successful and fun! We focus on helping children with their social skills, communication skills and building friendships. Each day your child will also be exposed to a Bible story, math, reading, writing and science activities designed for their level of learning. We also include special interests like art and music. Our curriculum consists of:

- Bible stories
- character building
- language development
- handwriting development
- gross and fine motor skill development
- creative art
- music and rhythm
- dramatic play
- cognitive skill development
- science activities
- math and reading skill development
- problem solving
- following directions

Each of our classrooms is arranged with learning centers for reading, writing, science, home living/dramatic play, creative arts, blocks and more. Learning centers encourage independence and provide opportunities for children to develop their self-confidence and to practice decision-making skills as they navigate from center to center. It is the desire of the Center staff to provide a balanced, year-round program that will stimulate learning and offer a variety of new experiences that will prepare the children academically for kindergarten.

### **Vacation/Illness/Absence**

Tuition is calculated as an annual fee and then divided by 52 weeks of the year. Therefore, tuition is not credited or refunded when children are absent. Tuition is required to be paid even when children are absent, for any reason, including when the Center is closed.

A child who has been enrolled in the Center for 90 days, on a **full time basis** (5 full days per week), is eligible for two weeks of sick/vacation time per year, based on enrollment date to enrollment date. A reduced rate of \$50 will be charged, per child, during the sick/vacation week. The sick/vacation week is renewable after the annual registration fee is paid and cannot be carried over into a new enrollment year if not used.

### **Holidays**

The Center will be closed on the following holidays (or the Friday before or the Monday after if the holiday falls on a weekend day): New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day. **Our rates are figured on an annual basis; therefore, parents are required to pay the regular, full tuition rate for a holiday week.**

### **Arrivals and Departures**

- Enrolled children are to be brought in through the front door of the Center.
- Arrivals. The child's arrival time must be noted on the sign-in sheet at the front desk, and the parent/guardian must sign the sheet with their full signature. The parent/guardian must escort the child to his/her room, checking in with the room teacher.
- Departures. Children can **only** be signed out at the front desk. They will **only** be released to a legal parent or legal guardian and those persons that have been listed on the Emergency Contact Record as being allowed by the parent/legal guardian to pick up their child. Alternates listed on the Emergency Contact Record must always be ready and able to show a picture ID prior to the release of the child. The legal parent or legal guardian can establish a telephone code in advance, written on the Emergency Contact Record, that can be used to prove their identity in case they need to call and have someone other than the Alternates listed on their Emergency Contact Record pick up the child. Center personnel will require a picture ID from any unknown individual before releasing a child.

## **Dress**

We ask that children wear comfortable play clothes, easily able to be managed by the child when using the restroom. Closed toe shoes must be worn at all times and are the only shoes permissible on the playground. Flip-flops, sandals or open-toe shoes are not suitable for wearing on the playground.

Please provide your child with at least one set of spare clothes to be kept at the Center in case of accidental soiling. We ask that you label your child's clothing with their name and place them in a large zip-lock bag. For younger children still wearing diapers, we ask you bring an extra set of clothing each day in your child's diaper bag, along with their diapering supplies such as diapers and wipes.

## **Supplies**

In addition to the parent-provided breakfast, lunch, and snacks parents are asked to bring supplies that will be needed for the care of your child as follows:

### **Toddler (1 year old up to 3 years and/or not potty trained)**

Parents are asked to bring the following items for their child:

1. Backpack/diaper bag, labeled with child's name, for daily supplies such as lunch, water bottle or sippy cup, snacks, sunscreen, and blanket.
2. Two (2) extra sets of clothes, labeled with the child's name, placed in a large zip-lock bag.
3. Small blanket for nap time, labeled with child's name. Parents are asked to take the blanket home on Fridays for washing and return it with the child the following Monday.

**Note:** Parents are asked to bring 2 sippy cups for their toddler – one for milk or juice and one for water. The Center does not have a commercial dishwasher and therefore is not allowed to wash out the milk cup for re-use.

**Wipes and disposable diapers (one per each hour the child is at the Center)** must be provided by the parents of children who are still using diapers and are not yet potty trained. A Medication Consent Form must be filled out by the parent before a teacher can apply any powders or ointments. Teachers will only apply those powders or ointments that are brought by the parent and labeled with the child's name.

The children's diapers and clothing will be changed whenever wet or soiled. The teacher will place any dirty clothing in a plastic bag, labeled with the child's name and send it home with the child.

### **3 year old (potty trained) – 5 year old**

Parents are asked to bring the following items for their child:

1. Backpack, labeled with child's name, for daily supplies such as lunch, water bottle, snacks, sunscreen, and blanket.
2. Extra set of clothes, labeled with the child's name, placed in a large zip-lock bag.
3. Small blanket for nap time, labeled with child's name. Parents are asked to take the blanket home on Fridays for washing and return it with the child the following Monday.

The Center staff will do their best to be diligent and respectful of property and items parents bring to the Center; however, due to the nature of the care being provided and the heavy use of items, the Center cannot be responsible for lost, damaged or broken items.

**Note:** Once a child has disenrolled, a child's personal items will be kept for up to 5 days. If the items have not been picked up in 5 days, the Center will dispose of the items, and has no responsibility of reimbursement for their value.

### **Potty Training**

The staff of the Center will make every effort to partner with parents in the potty training process. It is recognized that there is no set age in which children will exhibit signs of potty training readiness; therefore the approach is gentle. The Center will wait to transition toddlers who turn 3 years old until the child is potty trained unless there is a medically diagnosed condition that would prevent the child from being potty trained.

### **Rest Time**

Individual mats and sheets are provided by the Center. Each child is asked to bring a small light-weight blanket from home. A small stuffed animal is also allowed. Parents are asked to take their child's blanket and sheet home on Fridays to launder them and bring them back the following week. If a child needs to be issued a replacement sheet, parents will be charged \$5.00 for the replacement sheet. Children are asked to lie quietly on their mat during rest time. A child who cannot sleep or awakens early will be allowed to look at books or be given a quiet activity until the other children wake up.

### **Sickness**

Children who arrive with the following signs and symptoms, or who develop them while at our Center, cannot remain at the Center:

- Temperature of 100 degrees if other signs and symptoms of illness are present (e.g. lethargy, refusal to eat, diarrhea, rash, earache, sore throat, headache)
- Temperature of 101 degrees or greater, even if no other signs and symptoms are present.
- Sores that are open, infected, or not easily covered
- Vomiting more than twice in 24 hours
- Diarrhea
- Earache
- Red eyes with discharge
- Lice, nits or scabies
- Red, draining eyes
- Undiagnosed rash
- A contagious rash

- Sore throat
- Strep throat
- Cold
- Sinus infection
- Swollen glands
- A childhood disease
- Not feeling well enough to participate in the day's activities
- Unusual mood or behavior that will make it difficult for staff to care for other children in the program

A child **may not** remain at the Center if he/she is sick or has any condition that is considered contagious. The Center staff will do a daily health check of the children and any child who is sick or becomes ill during the day must be picked up by a parent. Once the parent is called, the child will be placed in an isolated area. The parent is expected to pick up the child as soon as possible. If the parent is unable to pick up the child within 45 minutes we ask that the parent make arrangements to have someone else pick up the child as a back-up. The Center policy on releasing children applies to anyone other than a parent who picks up a child.

**Sick children are not to return to the Center for at least 24 hours, or as recommended by a physician. The fever must be normal (without medication) and any antibiotic prescribed must be taken for a 24 hour period, or as recommended by a physician.**

**We reserve the right in all situations to request the family present a note from a physician that the child is not contagious prior to allowing the child to return to the Center.**

**Lice:** The Center has a nit free policy regarding lice but we understand it can be very difficult to remove all of the nits. Our approach to containing an outbreak is as follows:

1. Children suspected of having lice will need to be picked up from the Center and given lice treatment, including the removal of nits.
2. After a child is treated for lice and returns to the Center, if staff continue to see nits, we will call for the child to be picked up and ask the family remove the nits.
3. If staff continue to see nits present, we will ask the family to present the Center with a statement from a licensed medical professional (a minimum of an RN level) who will determine if any remaining nits present are contagious or not. If the medical professional determines remaining nits are not potentially viable eggs that will become contagious the child may return to the Center.

In the event of an illness or accident that requires emergency treatment, 911 will be called and a parent will be notified. Due to the staffing requirements of our Center, we would be unable to accompany a child transported by ambulance.

Parents are asked to notify the Center immediately if a child acquires a communicable disease such as pink eye, strep, childhood illness or head lice. Outbreaks, as defined by the Department of Health based on the specific condition, will be posted on the parent bulletin board in the front office.

### **Discipline Guidelines**

Positive reinforcement of acceptable behavior is used to encourage proper classroom conduct. The children are rewarded with verbal praise, stickers and other desirable consequences. There are occasions when unacceptable behavior such as teacher disregard, childhood disagreements or dangerous aggressive play needs disciplinary attention. Verbal reminders and one minute per age "time outs" are the only corrective measures used at Grow with Grace Learning Center.

### **Emergency Evacuation Plan**

1. Director/Director Designee collects phone/cell phone, calling 911 if appropriate.
2. Teacher in individual classrooms collects classroom Roster Book and room keys and does name to face head count. Children leave by nearest exit, assembling on the tricycle track in the playground.
3. Director/Director Designee checks all rooms and restrooms prior to exiting building.
4. All teachers do a name to face head count again when assembled on the tricycle track in the playground.
5. Director/Director Designee confirms head count with teachers according to Roster Book.

### **Medications**

Due to the seriousness and liability involved in the administration of medications the Center is not able to administer prescription or over the counter medications (this does not include diaper rash cream). We ask that parents speak to their physician and request a dosing schedule for their child that can be done before and/or after their child's attendance at the Center. The only exception to this rule is if a child is in a life-threatening situation. Life saving medications will be administered.

Over-the-counter topical ointments or creams used during diaper changing need to be labeled with the child's name and will be kept with the child's diaper changing supplies, out of reach of the children. Diaper changing ointments or creams will be applied as appropriate or prescribed at each diaper change.

Over-the-counter topical ointments or creams, such as sunscreen, need to be provided by parents and be labeled with the child's name. These items will be kept by the child's teacher in an area that is inaccessible to the children.



## **Insurance**

Grow with Grace Learning Center maintains professional liability insurance as required by the Department of Health Services, Office of Child Care Licensing. Evidence of coverage is maintained on premises for review if requested.

## **Pesticides**

Parents will be given 48 hours notice before the facility is sprayed. A copy of pesticide ingredients is in the office.

## **Inspections**

Inspection reports for the Center are available upon request. Please contact the Director or administrative staff.

## **Parent/Center Relationship**

Parents are welcome to visit the Center at any time during operating hours of 7a-5:30pm, Monday through Friday. We welcome parent input and involvement. A Parent/Teacher meeting can be arranged by request.

## **Parents Not Allowed to Hire Center Staff**

The Center needs to inform parents that it is against Center policy for parents to hire Center staff for private babysitting. The Center considers this to be a violation of the staff's professional caregiver boundaries. Employees of the Center are notified if they are hired by parents whose children are enrolled in the Center there will be disciplinary consequences up to and including termination of employment.

## **Field Trips/Transportation**

Field trips can be scheduled at the discretion of the Center Director. If a field trip is scheduled, parents will be notified at least one week prior and requested to sign a parent permission form. No child can participate in a field trip without a parent permission form signed in advance of the field trip. Transportation is not provided.

Grow with Grace Learning Center is regulated by the Arizona Department of Health Services, Office of Childcare Licensure. They can be contacted at:

**Division of Licensing Services  
400 West Congress, Suite 100  
Tucson, AZ 85701  
520-628-6541**

**Please Note: We are a smoke-free campus. No smoking is allowed on the premises, which includes the sidewalks and parking lot. Thank you for helping us keep our children healthy!**



## **Statement of Faith**

### **Our Mission:**

Our mission is to help prepare each child academically, socially and emotionally for school and life's adjustments.

### **We Believe:**

- The Bible is the inerrant Word of God, and was written by men who were inspired by the Holy Spirit. (II Tim. 3:16)
- In the true and living God who created the heavens and the earth and who has revealed Himself to us in three persons; the Father, the Son and the Holy Spirit. (Gen 1:1, Ex 3:14, Jn 1:1, 13)
- Jesus was born of a virgin. (Isa 7:14, Matt 1:22-23)
- Salvation, the forgiveness of sins, is received as a gift from God on the basis of faith in His Son, Jesus Christ. (Eph 2:8-9)
- Jesus Christ died on the cross to atone for our sin, that God raised Him from the dead on the third day and that He is alive and present with us in the person of the Holy Spirit. (I Pet 3:24, I Cor 15:3-5, Acts 1:9-11, Acts 2:1-4)
- Jesus Christ is coming again to judge the world in righteousness and to establish God's kingdom on earth. (Acts 17:30-31)
- The worship of God should be in Spirit and in Truth; therefore, we sing songs of praise and thanksgiving along with the teaching of God's Word. (Jn 4:23-24, Ps 57:7-11, Matt 28:18-20, Eph 4:11-13)
- The chief characteristic of God is love and that our highest priority in life on this earth is to love God and to love one another. (Rom 12:9-13, Lev 19:18, Deut 6:5)