



## Grace Adventures Academy

1206 Greenwood Lane  
Alamogordo, NM 88310  
(575)437-7640

**Our Purpose:** Grace Adventures Academy is a 2 day per week Grace Cares ministry at Grace United Methodist Church. Our goal is to provide your child with a safe and fun environment in which he/she can grow cognitively, socially and spiritually as they explore their world through sensory activities, hand on centers, structured circle time, and other education centered activities. Our teachers are dedicated to providing an atmosphere that will meet the spiritual, social, mental, and physical needs of your child.

Hours: 9:00 AM – 1:00 PM

Day: Tuesday and Thursday

Ages: 12 months through 4 years

**Classes:** As the program continues to grow, class breakdowns will be changing. For now, the children will be broken into three classes. Ages 1's and younger 2's will be in a class, older 2's with younger 3's will be in one class, and older 3's with 4 year olds will be in another.

**Registration Fee (Enrollment/Supplies):** The registration fee of \$100/child (discounts of \$50 provided to siblings) exists to supplement the supplies for the program and reserve each child's spot. This fee must be paid before a child may begin attending Grace Adventures Academy. The registration fee will reserve a child's spot at GAA. Registration fees are non-refundable. A signed "Emergency Medical Consent Form" will be required for every child upon his/her first arrival to Grace Adventures Academy.

**Tuition:** Tuition at Grace Church is \$100 per month per child. Tuition will be due the 1st class day of each month. Parents can pay by check or cash in person or on our website. In the event that a student's tuition has not been paid by the 15<sup>th</sup> of the month, a late fee of \$5 will be charged to the student's account and an email notification will be issued stating that the child's account is past due. If the account is not settled within 2 weeks of the email notice, the child's spot in the program will be given to the next waitlisted child. If a child is enrolled after the 5<sup>th</sup> of the month, the first month will be prorated and payment will be expected upon the first day of attendance. The registration fee will reserve your child's spot, and is not considered tuition. Tuition is due each

month whether your child is present or absent to hold a child's spot in the program. Salaries and overhead expenses cannot be reduced because of absentee losses in income; therefore, we must charge the registration fee to support the enrollment space guaranteed for your child regardless of attendance. We appreciate your cooperation.

**Classroom Availability and Wait List:** Grace Cares Parent's Day Out allows for the following numbers in each class:

Birth to walkers (roughly birth – 18 months) - 7 children

Walkers to young 3s - 8 children

Ages older 3's and younger 4's - 10 children

Once class sizes have reached these limits, we will begin a waitlist. The waitlist registration form will be on our website and all available spots will be filled in the order that the waitlist registrations were submitted.

**Withdrawal:** Because of the urgency to fill up spots, we ask that any child who will be withdrawing from the program gives 2 weeks' notice so that spots can be filled by another child in a timely manner.

**Arrival/Departure:** Upon arrival, parents must sign their children in at the check-in station. Only the adult designated on the check-in form will be allowed to pick up the child; however, if something changes and someone else is going pick up a child, parents may call the Director to let her know and arrangements will be made. We ask that you arrive no earlier than 8:55 AM for drop off and no later than 1:05 PM for pick up. Students picked up after 1:10 will incur a \$15 charge for each additional 30 minutes.

**Personal Belongings:** All of your child's personal belonging must be labeled (diaper bags, lunch box, jackets, rest mats, etc.). We ask that you do not allow your child to bring any personal toys into the class unless it is under special circumstances requested by a teacher.

**Lunch/Snacks:** Children will be required to bring their own lunch and drink each day. Please do not include anything that will need to be heated in the microwave. We ask that you limit sugary drinks and do not bring anything carbonated. Snacks will be provided to each student. We will notify parents of any allergy conditions.

**Birthdays:** We love birthdays! If your child would like to bring a treat for the class on his/her birthday, please let us know in advance.

**Holidays/Closings:** We love to celebrate Holidays! We plan on celebrating all major holidays. Details will be given to parents a few weeks in advance of each holiday. We will be closed on major Holidays (Christmas, New Years, Easter, Thanksgiving, etc.) and will follow the Alamogordo Public School calendar for closures.

**Cancellations:** If APS cancels or delays classes due to inclement weather, Grace Adventures Acaemy will have an identical delay or closing. In the event that Grace Adventures Academy is canceled due to inclement weather or other emergency, no make-up days or tuition credits will be applied.

**Clothing:** Children should wear easy to manage play clothes. Children will go outside every day (weather permitting), so please bring a jackets, hat, and mittens as needed. No flip flops should be worn unless they have a strap across the back of the ankle. Please bring one appropriate outfit in a large, labeled zip lock bag for your child to keep here should an accident occur. Children who are not potty trained must come with a daily supply of diapers/pull-ups as these are not provided by Grace Adventures Academy.

**Illness Policy:** Please notify the Director if your child will not be attending due to illness. You will be called to pick up your child if they appear to have symptoms of illness during the day. Please keep your child home if he/she shows any of the following symptoms:

- Has a fever or has had a fever within 24 hours
- Has a cold that is less than 4 days old
- Heavy runny nose or constant cough
- Has vomited or had diarrhea in the last 24 hours
- Has symptoms of a possible communicable disease

Teachers cannot administer medication of any kind. Parents may come to school and give their child medicine if necessary.

**First Aid:** Teachers will administer First Aid to any child in need of such care. Minor cuts or scrapes will be cleaned and dressed by Grace Adventures Academy staff. All staff will wear gloves when dealing with any situation in which skin was broken. Ice will be used to treat any bumps or swelling due to injury. Please see the "Accidents" section for more information.

**Accidents:** In case of an accidental injury, we will attempt to contact the parent of the child involved immediately. Teachers will fill out an accident report that must be signed by the parent at the time of pick up. The report will then be filed for liability purposes. If needed and parents are not available, we will take your child to the nearest urgent care/hospital. Parents will be expected to assume responsibility for any medical expenses.

**Discipline/Biting:** We believe that the best way to help a child is by rewarding positive behavior. When a child misbehaves, the teacher will redirect the child. Teachers will remind the child of what is expected. If the child continues to behave inappropriately they will have the choice between correcting the offending behavior or a "Time-Out". If the child chooses "time-out", they will be able to re-enter the group when they choose to correct their behavior. Every effort is made to reassure the child that they are loved even though their behavior was inappropriate. If either of these measures does not work, parents will be called to come pick-up their child. We understand that biting is a normal behavior/reaction for young children. The safety of the children in this program is our number one priority. If a child bites another child, he/she will be redirected and told that biting is unacceptable and encouraged to use his/her words when upset. The bitten child will be comforted and attended to. If the bite breaks the skin, staff will clean the wound with soap and water and dress it. Parents of both the biter and the bitten will be notified via separate "Accident Reports" about the incident and will sign off on the document that will be kept in GAA's records for liability purposes. All names of children involved will be kept confidential when talking to parents. If a child bites any other child a second time on the same day, parents will be called and asked to pick up the child for the safety of the other children. If biting becomes a regular occurrence for a child, a discussion will be had between the parent and the GAA Director to discuss future options.

**Staff Screening:** All Parent's Day Out employees are screened via background check before they are hired.

**Security and Safety:** Your child's safety is our highest priority. During the hours of 9:15-12:45, all doors to the building will be locked with the exception of the front door by the church offices. If you need to enter the building during those times, please use that door. Children will only be allowed to leave with adults who have express, written permission.

**CHILD ABUSE AND NEGLECT REPORTING PROCEDURE** Any person who suspects child abuse or neglect is under legal obligation to report to the Child Abuse and Neglect Department of the Children, Youth, and

Families Department of New Mexico at the 24-hour hotline (505) 841-6100 or toll free at 1-800-797-3260. One must report all known demographic information on the child and the family, any allegations of suspected child abuse and neglect, the location of the family, any safety factors involving the child, an assessment of the family's needs and strengths, and any potential risks to the investigator. Confidentiality laws will protect those who report child abuse and neglect from civil or criminal liability.

### **Sample Daily Schedule**

8:55 – 9:05 Arrival  
9:00 – 9:15 Circle Time (Read, Sing, Games)  
9:20 – 9:40 Centers  
9:45 – 10:00 Potty/Snack  
10:00 – 10:30 Lesson/Craft  
10:30 – 11:00 Outside Play (Weather Permitting) or Music  
11:00 – 11:30 Lunch  
11:30 – 11:40 Potty  
11:40 – 12:30 Outside Play (Weather Permitting)  
12:30 – 1:00 Free Play until Pick Up

Grace Adventures Academy will work hand in hand with the staff at Grace United Methodist Church through weekly chapel times and special programs. We will notify parents of any special program at least one month in advance. Monthly Newsletters will help to keep parents informed of weekly lessons and special activities.



## Grace Adventures Academy Registration Form 2017-2018

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_

Gender: Male \_\_\_ Female \_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Are you an active member of a local Church? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, Church name \_\_\_\_\_

Father's Name \_\_\_\_\_ Phone \_\_\_\_\_

Place of Employment Occupation \_\_\_\_\_

Business Phone \_\_\_\_\_ Email \_\_\_\_\_

Mother's Name \_\_\_\_\_ Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_

Business Phone \_\_\_\_\_ Email \_\_\_\_\_

Parents Marital Status: Single \_\_\_ Married \_\_\_ Separated \_\_\_ Divorced \_\_\_

Person with whom child resides \_\_\_\_\_

Custody/Visiting Arrangements \_\_\_\_\_

### Other Children in the Family:

Name \_\_\_\_\_ Age \_\_\_\_\_

**AUTHORIZATION FOR PICK UP**

List all other adults who are authorized to pick up your child from Grace Adventures Academy.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**I confirm that I have received, read and understood the policies of Grace Adventures Academy at Grace Church.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EMERGENCY CONTACT/MEDICAL INFORMATION**

Emergency Contact \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Cell or Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Physician \_\_\_\_\_ Phone \_\_\_\_\_

Allergies \_\_\_\_\_

Special medical conditions or needs \_\_\_\_\_

Any dietary restrictions \_\_\_\_\_

Any other pertinent medical history \_\_\_\_\_

\_\_\_\_\_

\* Each child will need to have a current copy of their Immunization Record on file.

**EMERGENCY RELEASE**

In the unlikely circumstance that my child may need medical attention or emergency medical treatment and I cannot be reached, Grace Adventures Academy staff has my consent to seek any treatment deemed necessary by a licensed physician.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Hospital Preference \_\_\_\_\_ Date \_\_\_\_\_