

# Parent Handbook

**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. The names of current director designees are posted on the family bulletin board in the front office.

## **About**

Grow with Grace Learning Center is a state licensed, privately owned Christian preschool. Our Facility 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  
(1 year olds must be walking without assistance prior to enrollment)**

## **Enrollment**

Enrollment is open to children ages 1 (and walking without assistance) through 5 years old provided the Facility 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 Facility Director, Program Manager, 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.

## **Registration Fee**

The registration fee is \$50.00 per child, \$70.00 max 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 September 1st 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 a reminder that the annual registration fee is due September 1.

## 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. Disenrollment will occur if tuition is not paid in 5 business days.**
- **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 5:30pm will be applied.
- **DES payments.** If payment will be made to the Facility by DES for your child's care, parents are responsible to pay any fees listed in the Tuition Policy that DES does not pay.

## Rates (subject to change with 15 days notice)

Full Day:	1 year	2 year – 3 year (not toilet trained)	3 year – 5 year (toilet trained)
5 Full Days	\$230	\$230	\$195
4 Full Days	N/A	N/A	\$170
3 Full Days	N/A	N/A	\$145
2 Full Days	N/A	N/A	\$110

### ½ Day Preschool Program, 8am-12pm (3-5 years old, toilet trained)

2 days	\$95
3 days	\$110
4 days	\$120
5 days	\$130
Other fees:	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.

## **Meal Requirements/“Sugar Free” Policy**

**Parent Provided Meals.** The Facility does not have a licensed kitchen and therefore requires parents to provide breakfast (if not served at home), lunch and two snacks for each child. The Facility is required by state licensing regulations to ensure children are provided lunches and snacks that meet federal nutritional guidelines.

**Sugar Free Policy** – We have adopted a “sugar free” policy and ask parents not to include items with a high sugar content such as cookies, chocolate, candy bars, pop tarts, cake, pudding, candy, pie, donuts, soda, sugary drinks or any other item of high sugar content. We are not asking all items with sugar to be eliminated – just high sugar dessert-type items. Pudding will only be allowed if it is labeled by the manufacturer as “sugar free”.

**1-2 Year Olds** – Please make sure the snacks and lunch items you send for your child are cut into toddler-sized bites. We do not have a kitchen and do not have the means to cut food the correct way to prevent choking. Here are some tips that will greatly help us:

- No popcorn or nuts will be served to 1-2 year olds as these are a choking hazard.
- If you include grapes, cherry tomatoes, or any other round food item, please cut them in half length-wise, and if your child is under two, cut them into quarters.
- Baby carrots should be cut in half or quarters
- Apples should be sliced very thinly. Please avoid cutting apples into chunks or segments as they are the most common choking hazard for toddlers. Dried apples are not advised for children under 3 years as they are too difficult to chew.

**Milk or fruit juice** – Parents sign a statement that they will provide milk or fruit juice if they want their child to have it while at the Facility. Please bring juice and milk in a separate container from the water bottle. We are not allowed to wash a cup containing juice or milk and reuse it as a water bottle.

**Special occasions** – cupcakes, cookies, ice cream or popsicles will be allowed on special occasions such as birthdays or special events with the permission of the Director. Please speak with the Director before bringing treats for a special occasion.

**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 first and last name for use while at the Facility.

## **Toothbrushing**

The Facility 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 Facility or our families. Children 3 years of age (toilet trained) and older brush their teeth after the lunch meal, before nap. We do not use toothpaste during brushing.

## Curriculum

This is your child's first step on their educational journey and we want to make sure it's successful and fun! We do not have televisions or computers in any of our classrooms. Our curriculum uses music and hands-on learning to encourage creative thinking and active play. We focus on helping children with their social and communication skills, self-control 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 Facility 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.

We will have special "movie and popcorn" events several times a year, such as during holidays and summer break, in which our 3-5-year-olds can enjoy short movies for approximately 30 minutes. A list of the movies shown is available for parents upon request.

## 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 Facility is closed.

A child who has been enrolled in the Facility for 90 days, on a **full-time basis** (4 or 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 Facility 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 Facility.
- 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/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/guardian is requested to 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 their child. Facility personnel will require a picture ID from any unknown individual before releasing a child.

## Dress

**First and foremost, please apply sunscreen to your child each day before arriving at the Facility.** 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.

Please provide your child with at least one set of spare clothes (including shoes or flip flops) to be kept at the Facility in case of toileting accidents. We ask that you label your child's clothing with their first and last name and place them in a large zip-lock bag. For younger children still wearing diapers, we ask you bring 2 extra sets 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 toilet trained)**

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

1. Backpack/diaper bag, labeled with child's first and last 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 first and last name, placed in a large zip-lock bag.
3. An extra pair of shoes, which can be flip flops.
4. Light-weight blanket for nap time, labeled with child's first and last 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 Facility 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 diaper per each hour the child is at the Facility)** must be provided by the parents of children who are still using diapers and are not yet toilet trained. A Medication Consent Form must be filled out by the parent before a teacher can apply any powders or ointments. Teachers can only apply diaper cream with a signed permission form on file.

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 – 5 year olds (toilet trained)**

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

1. Backpack, labeled with child's first and last name, for daily supplies such as lunch, water bottle, snacks, sunscreen, and blanket.
2. Extra set of clothes, labeled with the child's first and last name, placed in a large zip-lock bag.
3. An extra pair of shoes, which can be flip flops.
4. Light-weight 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 Facility staff will do their best to be diligent and respectful of property and items parents bring to the Facility; however, the Facility and its staff is not responsible for lost, damaged, stolen or broken items, nor for the replacement or reimbursement of any items.

**Note:** Once a child has disenrolled, a child's personal items will be kept for 2 days. If the items have not been picked up in 2 days, the Facility will dispose of the items, and has no responsibility of reimbursement for their value.

### **Toilet Training**

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

Individualized Plan would be required and an evaluation as to whether sufficient staff resources are available to support the child.

## **Rest Time**

Individual mats and sheets are provided by the Facility. 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 home on Fridays to launder them and bring them back the following week. Children are not required to sleep but are asked to lie quietly on their mat during rest time. Resting and taking a break from stimulation is important for young children. 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**

Contagious illness protocols are kept updated on our website, [www.gwgrace.com](http://www.gwgrace.com). Parents are asked to check these protocols regularly as they can and do change based on local, state and federal requirements.

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

- 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.
- Excessive coughing
- Diarrhea – more than 2 incidences for children under 3 years old and 1 incident for children 3-5 years old
- Vomiting
- Concerns of skin infection
- Staph infection
- Sores that are open, infected, or not easily covered
- Earache
- Red eyes and/or draining with discharge
- Lice, nits or scabies
- Undiagnosed rash
- A contagious rash
- Sore throat
- Strep throat
- Cold
- Sinus infection
- Any contagious illness or infection
- 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 Facility if he/she is sick or has any condition that is considered contagious. The Facility 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 separated from the other children. 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 Facility policy on releasing children applies to anyone other than a parent who picks up a child.

**Children sent home sick are required to stay home a minimum of 24 hours, or as recommended by a physician. The child's temperature must be normal (without Tylenol) 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 Facility.**

**Lice:** The Facility 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 Facility and given lice treatment, including the removal of nits.
2. After a child is treated for lice and returns to the Facility, if staff continue to see nits, we will call for the child to be picked up and ask the family remove the nits prior to the child returning.
3. If staff continue to see nits present, we will ask the family to present the Facility 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 Facility.

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 Facility, we would be unable to accompany a child transported by ambulance.

Parents are asked to notify the Facility immediately if a child acquires a communicable illness such as pink eye, strep, childhood illness or head lice. Notice of reported illnesses will be posted on the parent bulletin board in the front office.

## **Discipline Guidelines and Expulsion Policy**

### **Discipline Policy**

We believe that proactive communication and working together as a team with the family is the best practice to positively guide the development and behavior of young children. Children are reminded and guided throughout their day that our Facility is a place where we are kind to each other both in actions and words. Childhood disagreements and conflict will happen and this becomes an opportunity for positive modeling and redirection. Positive reinforcement of acceptable behavior is used to encourage proper classroom conduct as well as natural consequences. There are occasions when unacceptable behavior such as teacher disregard, physical aggression, or dangerous aggressive play needs disciplinary attention. The following is a general framework our staff follow when disciplinary attention is needed:



- See the child as separate from the behavior
- Use distraction when possible
- Redirect the child's behavior
- Give acceptable choices
- Use positive language
- Refuse to argue on non-negotiable issues such as handwashing or safety rules
- Look for a deeper problem

Verbal redirection, reminders on appropriate behavior and one minute per age "breaks" or "time-out" are the only corrective measures used at our facility. Usually, for children of any age, a quiet minute by themselves removed from the situation allows the child to regain their self-control.

Corporal punishment is never used or threatened by staff at our facility.

### **Biting**

Unfortunately, it is not uncommon for young children to bite. We do take biting very seriously and it is strongly discouraged. Whenever a child is bitten, the teacher's first task is to comfort and reassure the bitten child. Next, the wound will be washed with soap. If the bite has broken the skin, first aid will be administered. Both sets of parents will be advised of the incident at dismissal, or sooner if the bite was severe.

When a child under the age of 3 years old bites it is generally due to lack of language skills, out of curiosity, teething, ownership, or even affection. In the instance of these youngest children, the teachers will try to determine which type of biting scenario has taken place. Teachers will closely monitor the situation, hoping to intercept the next bite to correct the situation.

With children who are older than 3 years old, biting is uncommon. Language has developed and friends learn to use words and make better choices. It becomes easier to redirect the playmates involved. When an older child bites, the facility's policy is the child who bites will quickly be placed in a time-out while the teacher comforts the child who has been bitten, and attends to cleaning the bite. Then, the teacher will return to the child who bit and speak with the offending child about what has happened. The child is reminded that teeth are for eating, not for biting. Both families will be told of the incident. The Director will work with the family of the child who bit to develop a behavior plan to try and prevent future incidences.

The Director will initiate the Expulsion Policy for repeated biting as follows:

- Children under 3 years who bite more than three times in a six month period
- Children 3 years and older who bite two times

### **Expulsion Policy**

The following behaviors will be cause for the initiation of a behavior plan. A failure by the parents or child to follow the plan will be grounds for expulsion:

- Repeatedly hitting, scratching or hurting other children or staff
- repeated aggression, either in words or actions, toward other children or staff
- a refusal to follow the safety rules

- repeatedly defiant, disrespectful words and/or actions toward staff which cause a breakdown in managing the classroom
- any behavior that causes concern for the safety of the children and staff present
- any behavior that makes it difficult to properly care for the other children in the classroom

The Director will communicate with parents when a child's behavior in the classroom would be cause for expulsion and will develop a behavior plan with the family in an effort to guide the child toward positive changes in behavior. The Director will typically provide 5 days notice prior to expulsion; however, if the safety of the other children is a concern, an immediate expulsion can be required. Families who receive care through DES will be provided the supplemental DES Expulsion Policy information. The Director will complete the steps as required in the DES Expulsion Policy.

## **Disaster Preparedness Plan**

**Important: During an emergency event it is very important for families NOT to attempt to pick up their child until notified to do so.**

- **Emergency Procedures**

In case of an emergency such as a fire, child injury, lockdown, etc., staff are trained and prepared to handle the situation according to the policies set forth in our procedure manual. Emergency fire drills are carried out monthly so children are familiar with sounds, locations, and directions in case of an emergency. All exit routes are posted in classrooms. Staff is certified in CPR and First Aid. In the event the facility needs to close due to weather, loss of electricity or other emergency, no tuition will be reimbursed or reduced due to the closing.

In the event of a medical emergency involving a child the staff will make decisions using their best judgement. Immediate first aid will be administered and 911 will be called if appropriate. The facility does not provide insurance coverage for injuries and is not responsible for ambulance or other fees involved when responding to an emergency. Fees for all services are the responsibility of the parent/guardian. Please make sure your list of emergency contacts is current at all times.

- **Evacuation Procedures**

In the event the facility is evacuated during an emergency, we will either walk or transport all children to our safe zone using any means necessary and will notify parents after all children are settled. Notification to parents will be sent through our text alert system. If it is possible prior to evacuation a Relocation Notice will be posted on the front door with the address of the evacuation site.

- Our primary evacuation site is Trinity Baptist Church, 1100 E Trinity Place, Casa Grande.

- **Communication**

It is vital that the facility always has current cell phone and contact information on file for families as notifications will be sent through the text alert system. The Director will provide updates to families through the text alert system and phone system if it is available.

- **Reunification**

It will be our goal to reunite children with their parents as soon as possible. There could be situations in which reunification is delayed, such as instances of a lockdown, where the facility is directed by the police or fire department to not allow anyone in or out of the building until the “all clear” signal is received. Families are asked not to arrive to pick up their child until after they have been informed to do so. Our facility policy regarding release of children will apply. Only those individuals listed on the child’s Information Record will be able to sign out children. All individuals arriving to sign out a child will be required to bring ID.

## **Medications**

It is our policy to not administer prescription or over the counter medications (this does not include diaper rash cream) except for life saving medications. 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 facility.

Life-saving medications such as inhalers or epi-pens will be administered. Parents are required to provide the life-saving medication in the original package that has the prescription labeled attached. If an epi-pen prescription is written for two pens, then two pens must be provided in order to keep the epi-pen at the Facility.

Over-the-counter topical ointments or creams used during diaper changing need to be labeled with the child’s first and last 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 first and last 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 Facility 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 facility are available upon request. Please contact the Director or administrative staff.

**Parent/Facility Relationship**

Parents are welcome to visit the facility at any time during operating hours of 7am-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 Facility Staff**

We need to inform our families that it is against facility policy for parents to hire facility staff for private babysitting. The facility considers this to be a violation of the staff's professional caregiver boundaries. Employees of the facility are notified if they are hired by parents whose children are enrolled in the facility 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 Facility 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

### 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)