

Parent & Student Handbook



Parents,

You want the very best care and education for your child. You want him or her to be in a safe and stimulating environment and to receive loving guidance and encouragement to learn and grow.

As the child development ministry of Decatur First United Methodist Church, First Grace is totally committed to providing the excellent care and education that you want and expect your child to receive. As partners with parents and families, our purpose is to make these first and most formative years a happy and memorable time while building a strong foundation in each child for future growth and learning.

As the pastor of First United Methodist Church, I see First Grace providing the quality care and teaching every day that I want my grandchildren to have. Our two-year-old grandson was a “drop-in” student at First Grace one week during the summer. After the first day, he woke up every morning saying, “Pop Pop, we go to First Grace.”

I will do everything I possibly can to support the children, parents, and staff of First Grace so all children of First Grace are inspired to discover more every day about themselves, their world, and their God who loves them infinitely. My direct role in First Grace is to lead a brief Bible lesson in chapel each week for ages 2 and up. If I can be of service to you in any other way as you carry out the most important job in the world, the work of parenting, please do not hesitate to call on me.

Sincerely,

Pastor Hughey Reynolds



Dear Parents,

Welcome to a new school year! We are so excited to have your children at First Grace this year! They will grow and learn in a happy, nurturing and stimulating environment that emphasizes a LOVE for learning! We are looking forward to getting to know your family.

Our preschool program offers a wide variety of academic experiences and works to instill a love of Jesus into the hearts of our young students. Your child will be engaged in active learning throughout the day in every classroom. Teachers will work on fine motor skills, gross motor, language, art skills, music, math, writing, science, STEM activities, reading, and so much more. We plan daily lessons to encourage and challenge your preschooler. Our 1K - PreK students have Chapel every Wednesday with Pastor Hughey. We have fun opportunities in the classrooms from daily jobs to student of the month. Each classroom teacher works hard to ensure your child has the best child development center experience! We understand we fill a vital role in your child’s development and want to partner with you in every aspect of serving your child’s unique needs. You will be amazed at all the new and exciting things your child will learn at First Grace this year!

Sincerely,

Kristin Green

First Grace Director

First Grace Child Development Center

Mission Statement

Our goal is to provide a Christian environment through a variety of learning and play experiences that contribute to spiritual, physical, social, emotional, and intellectual development of each child.

To Achieve Our Goal:

We strive to provide a safe and loving atmosphere where parents can feel secure about leaving their children in our care.

We believe that each child is a unique individual. We are sensitive to a child's social, emotional, intellectual, and physical needs. We provide developmentally appropriate programs that focus on the process of learning and which provide success for all. We encourage not just learning, but the love of learning.

We believe that the strength of our program is in the dedication of our teaching staff. We support our teachers with staff development, resources, and the freedom to create the best learning experiences for the children. The teachers encourage creativity, curiosity, and self-esteem, while making learning fun.

We believe in positive methods of discipline. We establish consistent, age-appropriate limits to help children function in their world. We hope to encourage a sense of independence and responsibility resulting in an increased awareness of others and respect for each other.

We believe in providing a physical environment that is safe, clean, healthy and oriented to children. The classrooms are arranged to provide an environment in which children construct knowledge, use communication with adults and peers as part of the learning process, and use their creativity in varied ways. Developmental levels of children are considered as the classrooms are designed.



Daily Operations

First Grace is open Monday-Friday from 7:00 a.m. to 6:00 p.m.

Arrival

Parents are responsible for delivering their child to the appropriate classroom and signing them in for the day. Sign-in sheets are conveniently located under the parent board at the First Grace entrance/exit foyer and are kept on file for documentation purposes. It is very important that we have a record of arrival and departure of each child every day.

Attendance

Preschool instruction, specifically the 2k, 3k, and 4k classes, will begin with Bible Curriculum by 9:00 and Learning Curriculum by 9:30. To assist with classroom planning, please notify the Director and/or your child's teacher of any variation in your child's normal schedule, including upcoming scheduled appoints or vacations, as well as unscheduled absences as soon as possible. If your child will not arrive before 9:30 am, but will arrive prior to lunch, please notify the Director.

Departure

Please notify the office at 256-355-5555, the center cell at 256-214-3584, or via e-mail at firstgrace@decaturfumc.org if you will not be able to pick your child up on time. Your child will only be permitted to leave First Grace with those who are included on the pick-up list, which is included in the registration packet.

In the event someone new is picking up your child, prior documentation in writing will be required. Photo identification will also be required for pickup.

Late Pickup: Children remaining at the center after 6:00 p.m., will be charged a late fee of \$15.00 for the first 5 minutes and \$1.00 each minute thereafter. These fees will be assessed to your monthly statement when applicable.

Withdrawal

A two week written notice (e-mail is acceptable) is required to withdraw your child from First Grace. Weekly fees are still applicable during this time and your child's account will need to be made current before leaving.

First Grace reserves the right to withdraw your child if the Director determines that the program is not meeting your child's needs or if your child demonstrates an inability to properly acclimate to the classroom environment.

Registration and Enrollment

The First Grace calendar runs January - December. Children can enroll at any time during the year based on availability. In the absence of an available spot, children may be placed on the waiting list. For children to be actively enrolled or placed on the waiting list the following checklist must be completed and turned into the First Grace Director.

- DHR Pre-Admission Form
- Tuition Agreement
- Notarized Affidavit
- Parent Handbook Agreement
- Immunization Records
- A Non-Refundable Registration Fee of \$125 (made out to First Grace)



Holiday Schedule

First Grace will be closed in observance of the following holidays:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Day After
- Christmas Eve
- Christmas Day

When a Holiday falls on a Saturday, it will be on the previous Friday. When a holiday falls Sunday, it will be observed the following



happy
holidays!

observed
on a
Monday.

Personal Celebrations

We want to celebrate special days, such as birthdays and other important events with your child. Please coordinate these types of celebrations with your child's teacher.



Health & Sickness Policy

Maintaining a well-child facility is a team effort, please keep the following guidelines in mind:

- An immunization record (blue card) and emergency medical treatment form must remain on file. Blue cards must be updated each time your child receives an immunization. First Grace reserves the right to exclude children from the program whose lack of immunizations may pose a health risk to any of the other children in our care.
- All allergy information must be kept on file in the office and classroom. First Grace is a nut free/allergy aware school

When a child is sick:

- If your child becomes sick at school, every effort will be made to contact you. The student should be picked up from the center within one hour of notification. Children sent home for vomiting, fever, or diarrhea cannot return to school the next day.
- In the event of a sickness related release from school, refer to the following table for returning to school. If your child has had a communicable disease, a doctor's release will be required prior to your child's return to the classroom.
- Parents are to let both the teachers know via Brightwheel and the director know via email the same day as diagnosis if their child is sick. The director will make other parents of the class aware of the viral sickness. The director will arrange for the classroom to be completely disinfected as soon as possible.
- First Grace has a responsibility and right to terminate services if we feel parents are not following this policy.

Children will not be allowed to attend or remain at school if any of the following conditions exist:

- Fever of 100.4 or greater or vomiting within the last 24 hours. The child cannot return to school until they have been fever free for 24 hours without medication and have not had a vomiting episode in the last 24 hours.
- Rash of undetermined origin.
- Contagious or communicable disease such as pink eye or RSV.
- Two diarrhea episodes within a one-hour period.



How long should your child wait before returning to school?

Children must be symptom free for 24 hours in addition to the below guidelines

Chicken Pox	5-7 days after outbreak or when sores have healed
Strep Throat and Flu	48 hours after medication has begun and fever free for a minimum of 24 hours
RSV	3-5 days and fever free for a minimum of 24 hours
Hand, Foot & Mouth	5-7 days or when all sores are healed and fever free for a minimum of 24 hours
Lice	Remain home until the completion of treatment and the elimination of all nits

Before your child can come back to school you must provide a doctor's note stating your child can return to school.

If your child requires medication while at First Grace a Medication Authorization Form must be filled out and signed before any medication will be administered. Authorization must be given for every day medication is to be administered. All medications must be in the original containers with labels intact and legible. The child's full name and dosage information for the medicine should also be on the container.



Safety

Safety is the primary concern when planning all of our activities.

Injury

First Grace Staff are CPR certified and are prepared to take care of minor scrapes and bumps with cleaning, Band-Aids, and love. In the case of a more severe injury, parents will be notified for instructions. If the parent is unavailable other names on the emergency pick-up list will be contacted. In the event no one listed can be reached, 911 will be called, while attempts to contact the parents will continue. In the case of an emergency, First Grace will immediately call 911 and then the parent.

Incident reports are completed anytime a child is hurt while at school. The same form is completed if a child injures another child.

Fire

In the event of a fire, children will be evacuated from the building in a calm and orderly manner. Fire drills are conducted on a regular basis to ensure everyone's safety. Teachers will remain with their students at all times and will follow the designated fire safety plan.

Tornado

In the event of severe weather children will be taken to the designated "safe place" located in the stair well. Each classroom has a tornado safety plan to follow in the event of severe weather. Tornado drills are conducted on a regular basis to ensure everyone's safety.

Lock Down

In the event of an active shooter or other event requiring a full security lockdown, the students will be barricaded in the classrooms.

Inclement Weather

In the event of severe or inclement weather, First Grace will open/close/delay at the discretion of the Director and Board of Directors. Parents will be contacted via email and Brightwheel. As the community becomes aware of bad weather, please develop a contingency plan for your family in the event of a closure. First Grace will make every attempt to remain open when safe and possible. In the event local schools are closed and First Grace has deemed it safe to remain open, the center will run on a lean staff to serve those required to still work. At your discretion, please stay home if you are able to in order for the school to function effectively with a skeleton staff.

First Grace Child Development Center Parent and Teacher Communication Policy

Parents are encouraged to;

- Develop close links with First Grace
- Collaborate with First Grace in developing the full potential of their children
- Share the responsibility of seeing First Grace remains true to its ethos, values, and character
- Become actively involved

Teachers are encouraged to;

- Share with parents their child's developmental and learning domains
- To update parents on the child's both positive and negative behavior
- Stay true to First Grace's ethos, values, and character
- Provide a healthy and safe environment all while promoting an exceptional Faith based educational experience to all children.

Appropriate Parent/Teacher Meetings

In the case that parents need to speak with a teacher about their child's behavior or developmental/ learning domains, a meeting must be scheduled with the teacher and the director. Please note that twice a year a development and learning assessment will be conducted and given to the parents.

Parent/Teacher Text Messaging

Parents and teachers should refrain from texting one another. This takes the teachers away from the large group of children that they are to be actively engaged with. Parent and teacher communication should be through Brightwheel only. In the case of an emergency please call the center cell phone at 256-214-3584.

Brightwheel

Brightwheel is available for parents to leave notes as well as teachers to update the parents throughout the child's day at First Grace. Teachers know they must post to Brightwheel during low energy times of the day and preferably during children's nap time.

All Parents and Staff are encouraged to follow the First Grace Child Development Center Chain of Command.

- **TEACHER** -Child's behavior, developmental/learning domains, and other child's needs that teachers need to be aware of.
- **FIRST GRACE DIRECTOR** - Regarding policies, payments/tuition, or any other information regarding the operation of the establishment.
- **FIRST GRACE BOARD** - If the parent feels they have not received the feedback or support they need through the director, then they may write a letter or schedule a meeting with the First Grace Board.

Communication between Family and Center

Good communication between families and the center is essential to maintain the level of service that it is our intention to offer. There are many avenues for maintaining this connection:

- One to one conversations with teachers at daily arrivals and departures.
- Telephone conversations with teachers/Director at mutually convenient times.
- Conference appointments at mutually convenient times with teachers/Director to ensure plenty of time to talk over matters of interest or concern.
- E-mail conversations when time constraints limit direct conversations.
- Written notes/letters.

Grievance Procedure

Although the center makes every attempt to offer the highest quality care to all children and families, there may be occasions when parents have concerns about particular events, situations, or staff. If this occurs, parents are encouraged to talk to their child's direct caregiver as a first point of contact. If they have tried this without satisfactory results, or if the concern is serious enough to warrant immediate administrative review, parents are encouraged to contact the center Director. The Director will then schedule meetings as necessary with appropriate parties to gather relevant information before deciding on a course of action. Parents will be informed, as appropriate within confidentiality requirements, as to the result of the Director's inquiry and action taken.

Again, our goal is quality child care and we encourage parents to bring their concerns to us so that we can work together to ensure that quality. As such, contact information for First Grace Board members is also included in this handbook.

First Grace CDC

Winter Weather

Playground Policy

- **60 degrees and above:** This is appropriate weather for children to play outside.
- **59 degrees-55 degrees:** Children may go outside **IF** they have appropriate winter weather clothing. At this point children may only stay outside for 20 minutes.
- **55 degrees -50 degrees:** Children may go outside **IF** they have appropriate winter weather clothing. At this point children may only stay outside for 15 minutes.
- **49 degrees and below:** These temps are considered not appropriate for children to be outside.

NOTE: Wind chill will ALWAYS be taken into consideration

Summer Weather Playground Policy

80 degrees+ teacher will be sure to take water cups outside with the children.

80 degrees - 89 degrees 20 minutes with water breaks. (in the shade if possible.)

90 degrees -99 degrees 15 minutes with water breaks. (in the shade if possible.)

100 degrees and up should not go outside.

*Teachers also have the option of going to the indoor play areas instead of outside if it's too hot. If using the indoor play areas teacher must follow the fellowship hall *

Guidance & Discipline

Our positive guidance policies and procedures are designed to help children learn appropriate behavior. Children are presented with positive models of acceptable behavior and then given redirection as needed. Through discipline we wish to help your child grow, mature, and develop self-control.

Every classroom will have the same basic rules:

- Always walk in the building
- Always use your inside voice
- Always have sweet hands
- Always have your listening ears on

Redirecting Bad Behavior:

Children acting out at this age is expected. There are a number of reasons as to why a child may be misbehaving. Children misbehave because they are hungry, sleepy, getting sick, and of course because they didn't get their way. It is very important that we help these children to cope and deal with their emotions.

There is a problem solving area in each classroom. Problem solving areas are used as a quiet space for both child and teacher to go when handling misbehavior. Problem solving does require a child to be removed from the large group. The length of time is to be limited to one minute for every year of their age. During this time the teacher and the child will engage in discussion on why the behavior was wrong and the right way to handle it the next time.

The director will step in after a child has been sent to the problem solving area for the 3rd time in a day. The director will use the same approach, and if the problem is still not solved the director will call the parents to notify them of their child's behavior.

Biting Policy:

Biting is common in a child care environment. Reasons for biting vary but include teething, sensory exploration, peer interaction, imitation, frustration, anxiety, and curiosity. It occurs most frequently when a child is frustrated, tired, over-stimulated, or not feeling well.

Although biting is not unexpected behavior for toddlers, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a childcare facility, we understand that biting, unfortunately, is a part of our setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, an incident report will be distributed to the parent of the child biting and to the parent of the child who was bitten. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly discourages biting. The staff's responsibility is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the Child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a band aide.
2. Parents are notified via incident report and Brightwheel.
3. An incident form is filled out properly documenting the incident. A picture is posted on Brightwheel and the report will go in their personal file.

For the child that bit:

1. Teachers will use the redirection and problem solving technique described above.
2. Parents are notified if necessary.
3. An incident report is filled out properly documenting the incident. A picture is posted on Brightwheel and the report will go in their personal file.

When biting continues:

- The child will be observed and shadowed to help prevent additional biting incidents, and the child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one-week period (5 weekdays, M-F) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays, M-F) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 1 business day.
3. If a child once again inflicts 3 bites in a one-week period (5 weekdays, M-F) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 3 business days.
4. If a child once again inflicts 3 bites in a one-week period (5 weekdays, M-F) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make alternate arrangements for their child and the child's enrollment at the center will be terminated.

If a child, who has progressed through steps 1 and/or 2, goes 2 weeks (10 business days) without biting, we will go back to step one if the child bites again.

Toileting Policy:

While at First Grace, all students will be taken to the toilet any time they request to use it. While there will be times that a teacher estimates the student does not actually require the toilet where they may try and distract or redirect the student, a student will be given the opportunity to use the bathroom whenever the need is apparent or they are unable to be redirected or delayed.

Incident Reports:

Any incident involving bodily fluids (ex. urine, vomit, blood) or abnormal interactions (ex. biting, choking, scratching) will be reported to supervisors and parents via an incident report. This includes potty accidents during and after potty-training. If the staff is unsure if an incident report is required, they will fill one out and allow their supervisor to make the determination on if it should be shared.

Incident reports will be shared via Brightwheel and kept in a child's file.

Medical Emergency:

In the event of an accident or illness requiring emergency medical attention, the paramedics will be called, followed by the child's parents. If the child needs immediate transportation to a hospital, the child will be taken by ambulance to the emergency room at Parkway Hospital, accompanied by the child's teacher and/or an administrator.

All accidents or injuries will be documented on an Incident Report form. A copy will be given to the parents, and an additional copy will be placed in the child's file.

Parents are responsible for updating their emergency contact list and phone numbers, including the child's physician. Children with known medical and developmental concerns must create a written plan with First Grace administration describing special instructions in case of an emergency.

Child Disciplinary Process:

For children with persistent, serious, and challenging behaviors that interfere with learning and safety, the director will work with the family to develop and implement an individualized plan to aid the child. In the event that the child is still not acclimating to the program, it is at the director's discretion to determine if that child can remain enrolled considering First Grace's limitations in supporting their individual needs.

If a child becomes violent towards themselves, staff, or other children, parents may be called to pick up their child for the day. If a child has multiple violent episodes towards themselves, staff, or other students- the First Grace director will schedule a parent conference to determine if the child can remain enrolled.

Staff Disciplinary Process:

If an investigation into a teacher's conduct has been triggered either by a parent or supervisor the following process will be followed. All staff with firsthand accounts of the incident will give a written statement as soon as possible. The staff member in question will then be placed on administrative leave without pay, effective immediately. The staff member is not allowed back on FUMC premises until the administrative leave is lifted. The Chairman of the First Grace Board and the FUMC Senior Pastor will meet with the director as soon as possible to review video footage, statements, and any other pertinent information and make a determination on the staff member's employment standing. The employee will be notified of First Grace's determination and next steps prior to returning to work. To protect the privacy of all those involved, no specific information regarding the incident will be disseminated to anyone other than the family and supervisors.



Curriculum

First Grace uses a Faith Based Curriculum along with incorporating Math and Science activities in the classroom and in the curriculum lab, which students visit once a week. The curriculum is theme based and is also supplemented by additional resources to enhance the learning experience for each child. As there are many different learning styles, we strive to use many different methods and teaching styles to reach each student. It is our desire for each child to become a lifelong learner who is independent, self-confident, and inquisitive.

Chapel is held on Wednesday mornings with Pastor Hughey in the Sanctuary at 8:30 a.m.

Curriculum Lab: 3k and 4k students will attend Curriculum Lab once a week during the school year.

Food Service

- We are a **NUT FREE** facility. Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, no peanuts and/or foods containing peanuts are allowed on our campus.
- We provide nutritious food for your child to help him/her do their very best at school.
- We will also provide a healthy snack mid-morning and mid-afternoon. Your child is served a hot lunch that is prepared on site in our kitchen.
- Meals are designed to offer children a variety of healthy meals.

Infants and Crawlers

Classroom Info Sheet

What we will need:

Daily- Pre-made bottles. Bottles must be pre-made at home. Parents can pack the bottles in a thermal tote and the teachers will send the empty bottles home that same day. If a child doesn't finish a bottle, we will save it for the parent to take home (at the parents request.) Baby food also must already be pre-made.

Weekly- Diapers and Wipes.

*Everything must be labeled. *

To keep in the classroom:

2 changes of clothes in a gallon zip-lock bag.

Jacket to keep at the center during the winter months.

*Everything must be labeled. *

Medication Policy:

Diaper cream, gas drops, sunscreen, and bug spray are the only medications allowed to be kept in the classrooms. Parents must fill out a form for the medication and must hand the medication to the teacher, so it can be placed in a locked box.

Tylenol, Motrin, Benadryl, Prescription Meds must be brought to the office and a form must be filled out. These medications are only administered by the directors.

Wish List:

The following items are not mandatory for parents to bring, but we find them helpful throughout the year.

Hands and Face Wipes, Lysol Spray, and Paper Towels.

Morning Drop Off:

Parents should log their child's last bottle and diaper change on the dry erase board. This way teachers can keep your child on his/her schedule throughout the day.

Child Assessments:

First Grace will start doing assessments with children when they are 10 months of age.

Infants:

In the infant class, the teachers will move accordingly to your child's needs. The babies will eat and nap upon demand. Children are changed as needed of course, but also every 2 hours. Babies do not exceed 4 hours without a bottle or a feeding. Babies will get tummy time and time spent in exersaucers and jumpies (if developmentally appropriate). Once your baby is crawling, every effort is made to transition the child from the infant room to crawler room as soon as possible.

Crawlers:

In the crawler room, children must be at least sitting up on their own. The teachers will slowly transition your child to be on more of a set schedule. 2 naps in a crib are typically given unless the baby demands otherwise. In this class, babies are taught to self-feed with bottles and/or age appropriate foods. Upon parents request and when babies are ready, First Grace will offer lunch and snacks. This room has an open floor plan, so children can move and explore as developmentally appropriate. All furniture (besides cribs and bucket table) are mounted to the wall, in the case children pull up they won't get hurt. Push toys are encouraged with children in this class, as they begin to use gross motor skills and learn to walk. When children start taking steps every effort is made to move them out of the crawler class into the 1k class.

*Infants and Crawlers follow the polices below:

-Children are to where bibs, but **not** when they are napping.

- Children are not allowed to have blankets or loveys in the cribs with them as they sleep.

* Both classes may participate in either buggy or wagon rides. Buggy Ride route is at the amphitheater across the street.

1k and Turning 2's

Classroom Info Sheet

To keep in the classroom:

- Napmat (no blankets)
- 2 changes of clothes in a gallon zip-lock bag.
- Jacket to keep at the center during the winter months.
- *Everything must be labeled. *

Weekly:

- Diapers/pull-ups and Wipes
- Nap mats go home on Friday's to be washed
- *Everything must be labeled. *

Medication Policy:

Diaper cream, sunscreen, and bug spray are the only medications allowed to be kept in the classrooms. Parents must fill out a form for the medication and must hand the medication to the teacher, so it can be placed in a locked box.

Tylenol, Motrin, Benadryl, Prescription Meds must be brought to the office and a form must be filled out. These medications are only administered by the directors.

All medication forms are only valid for one week, and then must be completed again.

Wish List:

The following are items are not mandatory for parents to bring, but we find them helpful throughout the year.

Hands and Face Wipes, Lysol Spray, Kleenex, and Paper Towels.

Morning Drop-Off and Afternoon Pick-Up:

Parents are to sign their children in and out using the binder in the First Grace Foyer every day.

Please see the back for more information on your child's classroom.

Child Assessments:

First Grace Terms are as follows

January - May: First Assessment will take place the end of January and a copy will be sent home with parents. The second assessment will take place the end of April and parent conferences will take place then also.

June - December: First assessment will be done the beginning of August and a copy will be sent home with parents. The second assessment will take place the end of November and parent conferences will take place then as well.

1k

The 1k classroom is designed for children that begin walking until they are 20 months. Children in the 1k class are on a set schedule. They will nap each day on cots from 12:30-2:30. While these children are napping, teachers will play soothing music. They will have a morning snack, lunch, and afternoon snack. Water is given with snacks and milk is given with lunch. This classroom has an open floor plan, so they have a safe place for mobility. This classroom has plenty of push/pull toys that encourage healthy gross motor.

*Teachers for the above classrooms create a weekly lesson plan based on the learning theme (ask director for copy of learning themes). Children will participate in all aspects of age appropriate learning activities as well as music and movement. Both classes have the option to attend chapel with Pastor Hughey on Wednesday's at 8:30.

2k-1 , 2k-2, and Training 3's

Classroom Info Sheet

To keep in the classroom:

- Napmat (no blankets)
 - 2 changes of clothes in a gallon zip-lock bag.
 - Jacket to keep at the center during the winter months.
- *Everything must be labeled. *

Weekly:

- Diapers/pull-ups and Wipes
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June - December: First assessment will be done the beginning of August and a copy will be sent home with parents. The second assessment will take place the end of November and parent conferences will take place then as well.

2k-1

The 2k-1 classroom is designed for children 2 years - 2 ½ years old. Children in the 2k-1 class are on a set schedule. They will have one nap each day 12:30-2:30. They will have a morning snack, lunch, and afternoon snack. Water is given with snacks and milk is given with lunch. While 2k-1 children are napping, teachers will play soothing music. Children move out of 2k-1 in June when class move ups take place. Transitions in and out of the classroom may take place in the middle of the year based on developmental needs and birthday. Introducing the potty is encouraged in the 2k-1 class.

2k-2

The 2k-2 classroom is designed for children 2 ½ - 3 years old. Children in the 2k-2 class are on a set schedule. They will have one nap each day 12:30-2:30. They will have a morning snack, lunch, and afternoon snack. Water is given with snacks and milk is given with lunch. 2k-2 children nap on cots. While 2k-2 children are napping, teachers will play soothing music. Children move out of 2k-2 in June when class move ups take place. Transitions in and out of the classroom may take place in the middle of the year based on developmental needs and birthday. Potty training is encouraged in this classroom.

Training 3's

The Training 3's classroom is designed for children 2 ½ - 3 years old. Children in this class are on a set schedule. They will have one nap each day 12:30-2:30. They will have a morning snack, lunch, and afternoon snack. Water is given with snacks and milk is given with lunch. These children nap on cots. While children are napping, teachers will play soothing music. Children move out of this class when class move ups take place and they are ready for cohort based transitions on the second floor. Transitions in and out of the classroom may take place in the middle of the year based on developmental needs and birthday. Potty training is a primary focus in this classroom.

*Teachers for the above classrooms create a weekly lesson plan based on the learning theme (ask director for copy of learning themes). Children will participate in all aspects of age appropriate learning activities as well as music and movement. 2k classes attend chapel on Wednesday's with Pastor Hughey.

3k-1, 3k-2, and 3k-3

Classroom Info Sheet

To keep in the classroom:

- Napmat (no blankets)
- 2 changes of clothes in a gallon zip-lock bag.
- Jacket to keep at the center during the winter months.
- *Everything must be labeled. *

Weekly:

- Diapers/pull-ups and Wipes (if applicable 3k-1 only)
- Napmats and/or blankets go home on Friday's to be washed
- *Everything must be labeled. *

Medication Policy:

Sunscreen and bug spray are the only medications allowed to be kept in the classrooms. Parents must fill out a form for the medication and must hand the medication to the teacher, so it can be placed in a locked box.

Tylenol, Motrin, Benadryl, Prescription Meds must be brought to the office and a form must be filled out. These medications are only administered by the directors.

Medication forms are only valid for one week. At that point these forms must be filled out again.

Wish List:

The following items are not mandatory for parents to bring, but we find them helpful throughout the year.
Hands and Face Wipes, Lysol Spray, and Paper Towels.

Morning Drop-Off and Afternoon Pick-Up:

Parents are to sign their children in and out using the binder in the First Grace Foyer every day.

Please see the back for more information on your child's classroom.

Child Assessments:

First Grace Terms are as follows

January - May: First Assessment will take place the end of January and a copy will be sent home with parents. The second assessment will take place the end of April and parent conferences will take place then also.

June - December: First assessment will be done the beginning of August and a copy will be sent home with parents. The second assessment will take place the end of November and parent conferences will take place then as well.

3k-1:

The 3k-1 classroom is designed for children 3 years - 3 ½ years old. Children in the 3k-1 class are on a set schedule. They will have one nap each day 12:30-2:30. They will have a morning snack, lunch, and afternoon snack. Water is given with snacks and milk is given with lunch. It is encouraged that children be potty trained when they move upstairs, but we understand these children may still have accidents occasionally. The 3k-1 teachers have the resources they need to help in this end stage of potty training. While 3k-1 children are napping, teachers will play soothing music. Children move out of 3k-1 in June when class move ups take place. Transitions in and out of the classroom may take place in the middle of the year based on developmental needs and birthday.

3k-2

This classroom is the next step from 3k-1 based on birthday. The classroom is designed for children 3 years - 3 ½ years old. Children in the 3k-2 class are on a set schedule. They will have one nap each day 12:30-2:30. They will have a morning snack, lunch, and afternoon snack. Water is given with snacks and milk is given with lunch. It is encouraged that children be potty trained when they move upstairs, but we understand these children may still have accidents occasionally. The 3k-2 teachers have the resources they need to help in this end stage of potty training. While 3k-2 children are napping, teachers will play soothing music. Children move out of 3k-2 in June when class move ups take place. Transitions in and out of the classroom may take place in the middle of the year based on developmental needs and birthday.

3k-3

The 3k-3 classroom is designed for children 3 ½ - 4 years old. Children in the 3k-3 class are on a set schedule. They will have one nap each day 12:30-2:30. They will have a morning snack, lunch, and afternoon snack. Water is given with snacks and milk is given with lunch. Children in 3k-3 must be completely potty trained. 3k-3 children nap on cots. While 3k-3 children are napping, teachers will play soothing music. Children move out of 3k-3 in June when class move ups take place. Transitions in and out of the classroom may take place in the middle of the year based on developmental needs and birthday.

*Teachers for the above classrooms create a weekly lesson plan based on the learning theme (ask director for copy of learning themes). Children will participate in all aspects of age appropriate learning activities as well as music and movement. 3k classes attend chapel on Wednesday's with Pastor Hughey. 3k classes participate in gross motor either on the playground or in the fellowship hall twice daily. 3k classes also participate in Curriculum Lab once per week. Curriculum Lab involves Math and Science lessons and experiments according to the learning theme.

Pre-K
Classroom Info Sheet

To keep in the classroom:

- Napmat or blanket
- 2 changes of clothes in a gallon zip-lock bag.
- Jacket to keep at the center during the winter months.
- *Everything must be labeled. *

Weekly:

- Napmats and/or blankets go home on Friday's to be washed
- *Everything must be labeled. *

Medication Policy:

Sunscreen and bug spray are the only medications allowed to be kept in the classrooms. Parents must fill out a form for the medication and must hand the medication to the teacher, so it can be placed in a locked box.

Tylenol, Motrin, Benadryl, Prescription Meds must be brought to the office and a form must be filled out. These medications are only administered by the directors.

Wish List:

The following items are not mandatory for parents to bring, but we find them helpful throughout the year. Hands and Face Wipes, Lysol Spray, and Paper Towels.

Morning Drop-Off and Afternoon Pick-Up:

Parents are to sign their children in and out using the binder in the First Grace Foyer every day.

Please see the back for more information on your child's classroom.

Child Assessments:

Teachers will complete the assessment with your child 3 times out of the school year. (September, January, and May.) A conference will be set up for parents to attend both in September and in May. For January assessments parent conferences are not necessary.

*Teachers for the above classrooms create a weekly lesson plan based on the learning theme (ask director for copy of learning themes). Children will participate in all aspects of age appropriate learning activities as well as music and movement. Pre-K and 4k classes participate in gross motor either on the playground or in the fellowship hall twice daily. 3k classes also participate in Curriculum Lab once per week. Curriculum Lab involves Math and Science lessons and experiments according to the learning theme.

Communication

- All classroom daily reports will be uploaded onto Brightwheel concerning sleeping, eating, pottyng, and classroom curriculum.
- Weekly updates will be sent via Brightwheel from the Director regarding upcoming events.
- Monthly Newsletter will be sent via Brightwheel from the Director.
- The director can assist in individual questions or concerns via email at firstgrace@decaturfumc.org
- Additional information and upcoming event information will also be placed in your child's cubby.
- Keeping the lines of communication open between staff and parents is essential in providing the best quality care possible. First Grace is committed to keeping you informed. If you have any questions or concerns, please make contact in this order:

Teacher, Director, and then the First Grace Board.

Contact Information

Center Phone: 256-355-5555 & Center Cell: 256-214-3584

Email: firstgrace@decaturfumc.org

Website: www.DecaturFUMC.org

Mailing Address: 805 Canal Street NE, Decatur, Alabama 35601

First Grace Interim Director: Kristin Green

FUMC Senior Pastor: Rev. Dr. Hughey Reynolds

First Grace Board Members:

Sheila Davis- Chairman

Kristin Green- Interim Director

Hughey Reynolds - Pastor of DFUMC

Brooks Coley

Jodi Witt

Stefanie Underwood

Penny Townson

Molly Ferrell

John Burns

Katie Caldwell

Parent Code of Conduct

- Please understand, young children are present in our building. Some adult language is not appropriate for young children. First Grace prohibits swearing or cursing in our facility.
- Threatening or bullying staff, children, or other parents will not be tolerated. First Grace has the right to terminate care in the event of disruptive behavior from a parent or guardian.
- Many First Grace teachers are available to babysit during their personal time, but are not permitted to babysit students on their current class roster. If you would like a list of available babysitters, please contact the director.
- Open Carry is not permitted on our property
- Communication with teachers is available through Brightwheel or in person, not via text message on their personal phones. First Grace does not reimburse our staff for cell phones thus it is not fair to them to expect communication via their personal phones while at work.
- In order to provide transparency in our processes, address any and all issues affecting our students, and ensure the highest quality of care, parents are to utilize appropriate channels in addressing any concerns. Please avoid discussing the matter - in person, by email, or on social media websites - with those not directly involved.

Parent Responsibilities

Children must be signed in and out by the parent(s). Parents who fail to sign in or out may be charged a \$5 penalty for each occurrence. Signing In and out is a state of Alabama requirement. Please understand that due to liability issues, staff of First Grace are not permitted to take children home from our center.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate in writing or by email any concerns regarding our program or your child immediately to the Director.
- Pick up and read the notices and information in your child's cubby and/or posted in the classroom, Brightwheel, or in e-mail.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please be aware of the scheduled meal times and make sure your child arrives in time to be included.
- Reinforce learning themes by reviewing classroom activities with your child.
- Please do not allow your child to bring gum or candy to the classroom.

- Periodically check out your child's supply of extra clothing, making sure it is clean, still fits, and is appropriate for the season.

Child's Name: _____

Parents Signature: _____ Date: _____

First Grace Child Development Center

Child Care Fees (Full Time)

\$125 Non Refundable Application & Supply Fee - For New Students

Infants - 1k Programs:

Full Time \$165 weekly

2k, 3k, and 4k Programs:

Full Time \$160 weekly

**** A 10% sibling discount is applied to the older sibling(s)**

Payment Options

There are three methods parents/guardians can pay for tuition and they are as follows:

1. Weekly (due on Friday's)
2. Monthly (due on the first of the month)
 - Monthly invoices will be sent the 1st of each month. The monthly fee will be an annualized rate that will be determined by your registered weekly rate over the course of a year/term. (Ex: weekly rate of \$160; monthly invoice will be \$693.34)
3. Pre-pay by the season (Jan 1st for Winter & Aug. 1st for Fall). Please let the Director know by December 15th for Winter term and July 15th for Fall term if you will be choosing this payment option.
 - Invoices will be sent the 1st of January and the 1st of August for 5 months.

Child's Name: _____

Parents Signature: _____ Date: _____

Parent Mailing Address: _____

Parent E-mail: _____

Payment & Tuition Agreement (Full-Time)

- I hereby agree to pay the tuition fee due as indicated below; I understand that rates are subject to change as deemed necessary.
- My child is registered to attend First Grace Monday-Friday (Full-Time); Parent Initials_____
- First Grace allows the following payment options.
 - a. () \$_____ due weekly - each Friday by 12:00 p.m.
 - b. () \$_____ due monthly - the first of the month by 6:00 pm
 - c. Pre-Pay () \$_____ Jan 1st- May 31st Due on Jan 1st - OR () \$_____ Aug 1st - Dec 31st - Due on Aug. 1st.

Parents may place payments in the tuition box downstairs.

If the bill is still delinquent after the above payment due date selected a cessation of services may occur. After 30 days of delinquency, parents will receive a gentle reminder. If no response, we will send a registered letter requiring your signature and requesting the payment. A final registered letter will be sent if payment is not received letting debtor know the bill will be turned over to collections if not received in 10 business days.

- I understand that a \$25.00 late fee will be applied to each week that is late.
- I understand that a non-refundable \$25.00 registration fee and \$100 supply is due for all **new students**.
- Day of absence due to illness, bad weather, holidays or school closings are not to be deducted from tuition payment.
- A late fee of \$15.00 for the first 5 minutes and \$1.00 each minute after will be assessed for children picked up after 6:00 p.m. Late fees will be added to your monthly billing statement.
- A fee of \$35.00 will be automatically assessed to your child's account for any returned checks.
- Any outstanding balances will permit one for registering their child for any other programs offered and for the new registration year.

I have read First Grace Child Development Center's policy on Payment and Tuition and fully understand the guidelines regarding payment. I therefore am responsible for all payments and fees incurred during my child's enrollment in First Grace and will be held accountable for any outstanding debts.

Child's Name: _____

Parents Signature: _____

First Grace Child Development Center

Child Care Fees (Part Time)

\$125 Non Refundable Application & Supply Fee - For New Students

Infants - 1k Programs:

Part Time 2 days \$80 weekly

Part Time 3 days \$115 weekly

2k, 3k, and 4k Programs:

Part Time 2 Days \$75 weekly

Part Time 3 Days \$110 weekly

***A 10% sibling discount is applied to the older sibling(s)**

An Additional Drop-In Day is \$40 per day (if approved by the director at least 24 hours in advance). Any day of the week other than those selected on this registration form, will be considered Drop-In Days and subject to the \$40 fee. In order to maintain a balanced roster, changing part-time days due to sickness, vacation, schedules, etc. without Director's approval is not permitted.

Payment Options

There are three methods parents/guardians can pay for tuition and they are as follows:

- Weekly (due on Friday's)

- Monthly (due on the first of the month)
 - Monthly invoices will be sent the 1st of each month. The monthly fee will be an annualized rate that will be determined by your registered weekly rate over the course of a year/term. (Ex: weekly rate of \$160; monthly invoice will be \$693.34)

- Pre-pay by the season (Jan 1st for Winter & Aug. 1st for Fall). Please let the Director know by December 15th for Winter term and July 15th for Fall term if you will be choosing this payment option.
 - Invoices will be sent the 1st of January and the 1st of August for 5 months.

Child's Name: _____

Parents Signature: _____ Date: _____

Parent Mailing Address: _____

Parent E-mail: _____

Payment & Tuition Agreement (Part-Time)

- I hereby agree to pay the tuition fee due as indicated below; I understand that rates are subject to change as deemed necessary.
- My child is registered to attend First Grace Monday-Friday (Part-Time); Parent Initials_____
- My child is registering to attend on the following days (Please Circle):
Monday Tuesday Wednesday Thursday Friday
- First Grace allows the following payment options.
 - d. () \$_____ due weekly - each Friday by 12:00 p.m.
 - e. () \$_____ due monthly - the first of the month by 6:00 pm
 - f. Pre-Pay () \$_____Jan 1st- May 31st Due on Jan 1st - OR () \$_____ Aug 1st - Dec 31st - Due on Aug. 1st.

Parents may place payments in the tuition box downstairs.

If the bill is still delinquent after the above payment due date selected a cessation of services may occur. After 30 days of delinquency, parents will receive a gentle reminder. If no response, we will send a registered letter requiring your signature and requesting the payment. A final registered letter will be sent if payment is not received letting debtor know the bill will be turned over to collections if not received in 10 business days.

- I understand that if my child is part-time and attends on a non-registered day that has not been approved 1 business day in advance by Director, a fee of \$75.00 will be assessed for each non-registered day.
- I understand that a \$25.00 late fee will be applied to each week that is late.
- I understand that a non-refundable \$25.00 registration fee and \$100 supply is due for all **new students**.
- Day of absence due to illness, bad weather, holidays or school closings are not to be deducted from tuition payment.
- A late fee of \$15.00 for the first 5 minutes and \$1.00 each minute after will be assessed for children picked up after 6:00 p.m. Late fees will be added to your monthly billing statement.
- A fee of \$35.00 will be automatically assessed to your child's account for any returned checks.
- Any outstanding balances will permit one for registering their child for any other programs offered and for the new registration year.

I have read First Grace Child Development Center's policy on Payment and Tuition and fully understand the guidelines regarding payment. I therefore am responsible for all payments and fees incurred during my child's enrollment in First Grace and will be held accountable for any outstanding debts.

Child's Name: _____

Parents Signature: _____

First Grace After School Program Registration

Child's Name: _____ Child's Age: _____

Child's School: _____ Child's Grade: _____

Parent Contact Number: _____

*A Non Refundable \$25 Registration Fee is due upon submission of form

____ Part-time (1-3 Days): ____M ____T ____W ____TH ____F

Rate: \$15 per day

____ Full-time (4-5 Days): ____M ____T ____W ____TH ____F

Rate: \$65 per week

*Please note these additional rates may apply during the school year:

Half Day Rate \$20

Full Day Rate \$40

Parents may place payments in the tuition box downstairs. If writing a check, please do a separate check and specify it is for after school.

My child will need to be picked up from: _____

Please check one:

I plan to bring a booster seat for my child _____

I wish to use a booster provided by First Grace _____

Start Date: _____

*Please see attached Holiday Registration Form for additional child care options throughout the year

Child's Name: _____

Parents Signature: _____ Date: _____

Parent Mailing Address: _____

Parent E-mail: _____

Payment Agreement (After-School Care)

- I hereby agree to pay the after school care fee due as indicated below; I understand that rates are subject to change as deemed necessary.
- First Grace allows the following payment options.
 - g. () \$_____ due weekly - each Friday by 12:00 p.m.
 - h. () \$_____ due monthly - the first of the month by 6:00 pm

If the bill is still delinquent after the above payment due date selected a cessation of services may occur. After 30 days of delinquency, parents will receive a gentle reminder. If no response, we will send a registered letter requiring your signature and requesting the payment. A final registered letter will be sent if payment is not received letting debtor know the bill will be turned over to collections if not received in 10 business days.

- I understand that I will be invoiced at the 1st of each month. The monthly fee will be an annualized rate that will be determined by my registered weekly rate over the course of a school year/term (Ex: weekly rate of \$65; monthly invoice will be \$247). I understand this monthly fee may change based on my child's attendance schedule due to their school's closings for holidays, half days, etc.
- I understand that a \$25.00 late fee will be applied to each week that is late.
- I understand that a non-refundable \$25.00 registration fee is due upon submission.
- Day of absence due to illness, bad weather, holidays or school closings are not to be deducted from your registered payment.
- A late fee of \$15.00 for the first 5 minutes and \$1.00 each minute after will be assessed for children picked up after 6:00 p.m. Late fees will be added to your monthly billing statement.
- A fee of \$35.00 will be automatically assessed to your child's account for any returned checks.

I have read First Grace Child Development Center's Payment Agreement and fully understand the guidelines regarding payment. I therefore am responsible for all payments and fees incurred during my child's enrollment in First Grace's After School Program and will be held accountable for any outstanding debts.

Child's Name: _____

Parents Signature: _____

First Grace
School Age 2019-2020 Fall/Winter Registration Form

Please complete the registration below and return.

Child's Name: _____ Child's School: _____

Please check by the dates your child will plan to attend (in addition to their registered after school care).

Single Holidays:

- Full Day October 14th (Fall Break)
- Full Day October 15th (Fall Break)
- Full Day November 11th (Veteran's Day)
- Full Day January 20th (MLK Day)
- Full Day February 17th (President's Day)
- Full Day April 10th (Good Friday)

Thanksgiving Break (Monday-Friday):

November 25th November 26th November 27th November 28th November 29th

Christmas Break:

- 1/2 day Pick Up December 20th
- Full Day December 23rd
- Full Day December 26th
- Full Day December 27th
- Full Day December 30th
- Full Day December 31st
- Full Day January 2nd
- Full Day January 3rd
- Full Day January 6th

Spring Break:

March 30th March 31st April 1st April 2nd April 3rd

Parents Signature: _____ Date: _____

Parent Mailing Address: _____

Parent E-mail: _____

CHILD'S PREADMISSION RECORD

This sections if to be completed by the child's parent or guardian. This form must be kept in the child's file in the Child Care Facility.

Child's Name:	Name child is known by:
Child's Birthdate:	Child's home address:
Name(s) of parent(s)/guardian(s):	Home telephone number: ()
Address of parent(s)/guardian(s):	
Mother's employer:	Father's employer:
Employer's address:	Employer's address:
Employer's telephone number: ()	Employer's telephone number: ()
List telephone numbers such as beeper, cellular phone, etc.	Instructions regarding how parent/guardian may be reached in an emergency:

Person(s) to be contacted in an emergency if parent(s)/guardian(s) cannot be reached:

Name	Relationship to child	Address	Telephone number

Name of child's doctor:	Address:	Telephone number:
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Emergency Authorization:

I give permission for the child care facility to obtain emergency medical treatment, including emergency transportation, for my child if I cannot be reached immediately. I agree to be responsible for any emergency medical expenses incurred. *(If parent/guardian refuses to sign, instructions must be attached stating what procedure the facility is to follow in an emergency.)*

_____ / _____

Signature

Date

Form not valid without signature of child's parent/guardian

Page one of two – form not valid without second page

This section to be completed by the facility's staff.

Child's first day of attendance: _____

Child's withdrawal date: _____

Additional information may be attached.

Form of Affidavit for Parent/Guardian

STATE OF ALABAMA

COUNTY OF _____

Before me, a notary public in and for said state and county, appeared _____ and is known to me, after being duly sworn or affirmed, says as follows:

That affiant is the parent or legal guardian of the minor child/children _____; that affiant has been notified by _____, a representative of First Grace Child Development Center and First United Methodist Church, that said church or school has filed notice and is exempt under law from regulation by the Department of Human Resources.

_____ Parent/Legal Guardian

Sworn, or affirmed to and subscribed before me this _____ day of _____, 20__

Checklist of Forms to be Returned

Student Name: _____

1. _____ Signed Registration Form
2. _____ Signed Payment Agreement
3. _____ Signed and Notarized Affidavit
4. _____ Signed Parent Code of Conduct
5. _____ Signed Pre-enrollment Form
6. _____ Immunization Records (Blue Card)