

Welcome!

We are glad that you have chosen Grace Covenant Community School for your child's preschool experience. We hope this handbook will answer any questions that you may have.

**OUR PHILOSOPHY AND GOALS** It is our goal to provide a warm, caring, Christian environment for each child which will nourish him/her spiritually, socially, emotionally and physically. While recognizing that each child masters specific skills on an individual basis, our program is designed to help children acquire the skill necessary for learning.

**OUR TEACHING STAFF** Our teaching staff consists of Linda Willis and Doris Griner. Both are members of The National Association for the Education of Young Children as well as the Virginia Association and the Richmond affiliate. As members of these organizations they participate in continuing education and in-service training. Each year they attend the state conference sponsored by VAECE. Linda and Doris each have over 20 years experience in early childhood education, having taught two, three and four year old classes.

### **SCHOOL POLICIES AND GENERAL INFORMATION**

**ADMISSION:** Grace Covenant Community School accepts children regardless of religion, race or national origin.

**TUITION AND FEES:** Tuition for the school year 2008/2009 will be \$1215.00 (3 days per week) or \$1485.00 (5 days per week) plus a non-refundable registration fee of \$75.00. Tuition may be paid in monthly installments of \$135.00/\$165.00. The first payment is due by August 29 and all remaining payments due on the first of the month. There will be a service charge of \$30 for returned checks and a \$10 late fee for payment not received by the fifth of the month.

We are offering a 10% discount for tuition paid in full by August 29 or a 5% discount for tuition paid in two installments, the first due by August 29 and the second due by January 5.

All tuition payments are to be mailed to: Grace Covenant Community School,  
P. O. Box 9617, Richmond, Va. 23228

In order to assure that we can provide the service to which each child is entitled it is essential that the financial status of the school be stable. Salaries and overhead expenses cannot be reduced due to losses in income. Therefore, if it becomes necessary for you to withdraw your child from our program before the end of the school year you are responsible for the balance of the tuition for the year.

**CLASS HOURS:** All classes meet from 9:00 to 12 noon, Monday - Friday for 5 days and Tuesday, Wednesday, Thursday for 3 days.

**ARRIVAL AND DISMISSAL:** From 9:00 - 9:10 a teacher will be at the door to greet your child. . Our school day begins at 9:10. We understand that interruptions in the morning routine occur, however, if you are unable to have your child arrive by this time, it would be better to get a “fresh start” the following morning. Please remember, our classroom activities begin at 9:10 and interruptions are a distraction to the class.

We will dismiss at 12 noon. There will be a late charge of \$10 per 10 minute increment after 12:10.

If it is necessary that someone unfamiliar to the teacher pick up your child, please send a note. **WE WILL NOT RELEASE A CHILD TO A PERSON UNFAMILIAR TO THE TEACHER WITHOUT WRITTEN PERMISSION.**

If you will need to pick up your child earlier than 12:00 please send a note notifying your child's teacher.

**CLOTHING:** Since children learn by engaging in “hands on” experiences we will be participating in activities such as painting, play dough, pasting, etc. Please send your child to school dressed comfortable, in play clothes which will wash easily. **PLEASE LABEL ALL COATS, SWEATERS AND OTHER CLOTHING.**

**SCHOOL CLOSINGS:** Closings due to weather will correspond with Henrico County Schools. Please listen to the local radio and television stations for announcements. **WHEN HENRICO SCHOOLS OPEN LATE – WE WILL BE CLOSED.**

**OUTDOOR PLAY:** At Grace Covenant we believe that outdoor experiences should be provided for all children on a daily basis. Because their physical development is occurring so rapidly, young children should go outside daily to practice large muscle skills, learn about outdoor environments, and experience freedom not always possible

indoors. Outdoor time is an integral part of our curriculum. Weather permitting we will spend 30 minutes outdoors daily. On days when circumstances do preclude going outdoors, opportunity for large motor activity within the building will be provided.

**SNACKS:** Please have your child bring **one** healthy snack item (such as fruit, vegetable sticks, pretzels, peanut butter crackers, etc) in a bag marked with his/her name. Ice water will be served. Please do not send Hi-C's, "Capri Suns", etc. **NO LUNCH BOXES PLEASE.**

**ILLNESS:** Our program operates for well children and staff. Children should be fully able to participate in all activities, including outdoor play. Children with symptoms of communicable disease will be removed from the classroom and remain with a staff member until the parent or designated representative arrives for the child. We will make every effort to reach the parents when a child is ill, but after 30 minutes we will contact the emergency contacts indicated by the parents. The parent will be called if any of the following symptoms are present.

fever	stiff neck
diarrhea and/or vomiting	infected skin patches
evidence of head lice or other parasites	evidence of infection
severe coughing	excessive fatigue
rapid or difficult breathing	a moist or open cold sore
conjunctivitis	Sore throat or difficulty swallowing
pain of which the child complains and interferes with normal activity	

Children may be readmitted with a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or others OR if visibly free from communicable disease, fever free without benefit of fever reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours on a normal diet.

**SUSPECTED ABUSE OR NEGLECT:** By law we are required to report any and all suspected instances of child abuse to the Department of Social Services. Once the complaint has been reported it is in the domain of the Department of Social Services and not Grace Covenant Community School.

**PARENT/TEACHER CONFERENCES:** If you wish to speak with your child's teacher at any time during the year please let her know and a meeting will be scheduled.

**INSURANCE:** Your \$75 registration fee includes insurance coverage for your child; however, this is supplementary to your own health insurance.

**TO LEAVE AT SCHOOL:** Please send in a complete change of clothing, including underpants and socks, in a labeled zip lock bag. **MAKE SURE EACH ITEM AND THE BAG ITSELF IS MARKED WITH YOUR CHILD'S NAME.**

**FIELD TRIPS:** During the year we will be taking several field trips. You are always welcome to come along. Extra hands are always needed. Our insurance policy will cover children enrolled in the preschool and all adult chaperons.

**THE FOLLOWING IS THE SCHEDULE FOR A TYPICAL DAY AT PRESCHOOL**

9:00/9:10	Arrive at School
9:10/9:30	Welcome Circle; Calendar Time/Weather
9:30/10:30	Self selection in all centers
10:30/10:40	Cleanup
10:40/11:00	Hand washing and snack time
11:00/11:30	Outdoor Play
11:30/11:50	Group time
11:50/12:00	Prepare for home

The children will attend a weekly chapel service which will include Bible stories and music.

**PARENT HANDBOOK SIGNATURE SHEET**

I have received, read and do agree to follow Grace Covenant Community School policies and procedures pertaining to the following:

- Tuition and Fees
- Arrival and Dismissal
- Illness
- Suspected Abuse or Neglect

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

Please sign and return by September 12.