

Grace Education Ministries Parent Handbook



Grace Day Care
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Lafayette, Indiana 47904
765-447-2204
www.GraceDayCare.net
gdc@lafgraceumc.org



“Do no harm, do all the good we can, do the things that keep us close to God”

*Please read, sign and return the signature page at the end of the handbook.

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Table of Contents:

Introduction.....	4
Mission.....	4
Admission.....	4
Fees.....	5-6
Field Trips.....	6
School Pictures.....	6
Purdue Speech & Hearing Screening.....	6
Items from Home.....	6
Sign In & Out.....	6
Release of Children.....	7
Building Security.....	7
Hours of Operation.....	7
Holiday Closures.....	7
Building Closures.....	7-8
Staff.....	8
Health & Safety.....	8-9
Illness & Communicable Diseases.....	9
Illness Requirements.....	9
Illness Outbreak.....	9-10
Medication.....	10
First Aid.....	10
Abuse & Neglect.....	10
Emergency Evacuation Drill.....	10
Rest Time.....	10-11
Toilet Training.....	11-12
Change of Classroom Transition.....	11-12
Food Program.....	12
Special Days & Parties.....	12-13
Birthday.....	12
Halloween.....	12
Christmas.....	12-13
Valentine's Day.....	13
Week of the Young Child.....	13
Spring Fling.....	13
Donations.....	13
Guest Speakers.....	13
Lockers & Extra Clothes.....	14
Outdoor Play.....	14
Confidentiality.....	14
Guidance & Discipline.....	14-15
Student Evaluations.....	15
Communication.....	15-16

Social Media.....16
Curriculum.....16-17
Schedule.....17
Grouping.....17-18
Helpful Hints.....18
Suggestions & Criticisms.....18
Parent Signature Page.....19

Introduction

Welcome to Grace Education Ministries. We are happy to have your family as part of ours. Grace Day Care is a non-profit community service located within Grace United Methodist Church. It is part of the church's ministry with children.

The Day Care is licensed by the Indiana Family and Social Services Administration, and meets State and County requirements and regulations for health, safety, nutrition and program. Grace Day Care has an open-door policy for all families. Parents are free to stop in at any time during normal business hours. We are NAEYC accredited, Level 4 Paths to Quality provider. The Division of Family and Children:1-317-232-4468, and Child Care Information Line: 1-877-511-1144.

Mission

We believe a child's love for learning begins with positive early learning experiences. Our objective is to provide safe, loving care that will enable young children to feel secure and comfortable while away from parents and home. It is also to provide developmentally appropriate activities within a Christian environment.

The program at Grace includes quiet as well as active times to ensure positive mental, physical and emotional, social and spiritual growth and development. Our program is planned to prepare children for school by providing activities for listening and following directions, activities for getting along in a group, and by providing many language and learning experiences. Our program incorporates the zoo-phonics program as well as weekly themes.

We include prayer before meals and a weekly "Chapel Time" during the school year. Through these activities, we expose the children to a loving God, and to Jesus, who sets an example of how we should treat others.

Admission

Grace Day Care serves children between the ages of infant and five who may benefit from our program. We are licensed up to age six. We accept school-agers when openings are available, during breaks, holidays and summer as enrollment allows. Enrollment is on a first-come, first-served basis, but children are admitted any time during the year, provided the total enrollment has not been met. The Day Care will not admit or maintain any child whose needs obviously cannot be met, or whose behavior would be dangerous for the children or staff in the center.

Fees

Annual Registration/Supply Fee: \$35.00

Annual Day Care& Readiness Registration/Supply Fee: \$60.00

Any Child enrolling January or later: \$25.00

(The fee is non-refundable, covers special events, visitors, supplies, and a key fob and insures a place in our enrollment.)

Additional Key Fobs: \$8.00

Lost/Replacement Fobs: \$20.00

(All key fobs are rented and must be returned when they complete our program).

Weekly Tuition for Infants: \$180.00

Weekly Tuition for 2 years old: \$160.00

Weekly Tuition for 3-5-year-old: \$140.00

Weekly Tuition for Additional Child in family: 10% discount on oldest child

½ day for infants is not available. Families will be charged a full day

½ day with lunch for 2 years old: \$ 32.00

½ day with lunch for 3-5-year-old: \$ 24.00

Daily Rate for Infants: \$50.00

Daily Rate for 2-year-old: \$40.00

Daily Rate for 3-5-year-old: \$34.00

Tuition fees are due on Monday. **(If you pay on Friday, you must pay in advance for the next week, not behind for the past week.)** If payment is not made for the current week, a \$20.00 late fee will be added to the weekly fee on Friday. If payments fall 2 weeks behind your child will not be admitted on the Tuesday of the second week until the account is paid in full. Your account is considered 2 weeks behind on Tuesday of the second week.

Your tuition is what reserves your child's spot. Therefore, full fee is due regardless of holiday, illness, days off and building closures. Regular fees are due even if a holiday falls during the week and the Day Care is closed for the holiday or because of low enrollment due to the holiday. Please remember that our school expenses continue when one or more children are absent.

Part time children that need care on an unscheduled day may pay for an additional day if there is space available and on a first come first serve basis. We do not allow children to switch days. If you need care on a day your child does not attend, we require the request in writing and will let you know if space is available.

After your child, has been enrolled at Grace Day Care for 1 full year, you will be granted 1 week tuition free for family vacations. This credit can be used at any time of the year and is available on the anniversary of your child's enrollment.

A \$25.00 charge will be assessed for each returned check. If a check is returned **all** future payments to the Day Care are to be in the form of cash or money order.

Children are to be picked up by 5:30 or a late fee will be charged as follows: \$1.00 for each minute late payable directly to the closing staff in **cash** at the **time of pick up**. Please note the staff are not paid for staying late therefore the late fee is charged and payable directly to them. If your schedule changes and you do not inform us, you will be charged normal tuition for when your child is scheduled to attend whether they attend or not.

A (2) two-week written notice must be given when withdrawing your child from Day Care. If proper notice is not received, regular tuition will be charged for those two weeks.

Field Trips

Occasionally, an additional charge for transportation or entrance fees will be requested for special field trips. These trips enrich our learning experience. Children attending must be 4-5 years old. We do an annual City Bus field trip for children ages 3-5 in September as we learn about community helpers and transportation. All children must have written consent to attend trips.

School Pictures

Individual school pictures and class composites are completed in the Fall. Parents are under no obligation to purchase the pictures.

Purdue Speech & Hearing Screening

A Purdue Speech and Hearing screening is offered in late Fall. The audiology department will administer the screening with parent consent and payment. Information is sent 1 week prior to the screening.

Items from Home

Please do not let your child bring toys, money, jewelry or candy to school. Items from home become a distraction for the child who brings it and the child who would like to borrow it.

Signing In & Out

All children need to be signed in and out daily. The sheets are on a clipboard located outside your child's classroom. The sheets are separated by classroom and children are listed alphabetically. You need to write the time arrived and time departed with your initials. This is a requirement by law and a document we use for emergencies, court cases and voucher verification.

Release of Children

All staff members are authorized to release the children in their care to any individual on your emergency contact list. It does not matter who brings your child to school. They must be on your list to pick up. Therefore, DO NOT presume that because your child came to school with someone we will release your child to them if they are not on your list. We will request picture ID for anyone we do not recognize. You may add or remove any of your contacts at any time. Although, to remove a parent we will need a court order to decline release to a parent.

Building Security

Grace Day Care is a secure facility. We have a security system which requires a key fob for entry into the facility. All Day Care children and families enter Grace at door #5. At the door, you will use your fob to gain access. Everyone that is an authorized pickup/drop off person should have a fob. One (1) fob is given with your paid registration fee. Additional fobs may be purchased for \$8.00. All fobs are to be returned on your child's last day of attendance. All fees for fobs are nonrefundable. If you lose your key fobs, please inform the office and you will need to replace/purchase a new one for \$12.00.

Hours of Operation

Grace Day Care opens at 6:30 am, and closes at 5:30 pm. Monday through Friday, except on legal holidays. Please remember our staffing is based on the arrival/departure times you list on your Registration form. If these times change or you need to drop off earlier, you must let us know to ensure we have proper coverage.

Holiday Closures:

*New Year's Day * Martin Luther King Day * President's Day
*Memorial Day *Labor Day *4th of July *Thanksgiving Day
*Friday after Thanksgiving *Christmas Eve *Christmas Day

If a holiday falls on Saturday, we will be closed on Friday; if a holiday falls on Sunday, we will be closed on Monday. During the holidays, we will take a survey of possible attendance. We will require the minimum of 8 children to open the Day Care. If the Day Care closes due to low enrollment regular tuition is still due.

Building Closures

The Day Care will NOT ordinarily be closed for bad weather, however, in severe weather situations you may wish to call before coming to be sure that staff have arrived. A minimum of two staff members must be present

to be open. If necessary, we will alert our face book page, remind app and the following television & radio stations for delays and closings.

*WFLI-TV 18 *WASK-K 105 FM * WKHY 93.5 *WXXB-B102.9 FM

If the Day Care is closed part or all day for bad weather, our policy states that we pay scheduled staff, therefore regular tuition is due.

Please notify the Day Care by 9:30-10:00 am if your children will be absent, late or if there will be a change in routine (such as someone other than the designated persons picking up your children). This allows us to prepare the proper lunch servings and staff the building appropriately.

Staff

An effective program cannot be carried out without qualified staff. The Director and lead teachers have degrees and experience working with young children. Assistant teachers, aides and other staff have a minimum of a high school diploma plus training and/or experience in preschool and child care education. Occasionally we work with high school students through the Vocational Industrial Cooperative Training programs.

Each year the staff continues their education with twenty hours of training through early childhood conferences, in-service training, etc. All staff that work directly with children are trained in first aid and CPR training. All staff has yearly TB tests and Universal Precautions training.

Applicants are screened carefully during the hiring process. References, education, and previous work experiences are verified. A national criminal history check is done through the FBI, and drug testing is required of all staff as a condition of hiring.

Health & Safety

Your children's health and safety are important to all of us. Please accompany children to their classrooms or onto the playground, and be sure a teacher knows they have arrived. Likewise, when picking up children, come to the classroom or playground to get them, making sure a teacher knows they are leaving. Children must be signed in and out upon arrival and departure.

Staff will require anyone picking up a child, and not known by the caregiver, to provide picture identification.

If a Court Order exists preventing an individual from having contact with a child, the Day Care will comply with the Order. The Day Care will keep a

copy of the Court Order on file. Please make sure the office has all current court orders and guardianships on file.

If an intoxicated or impaired person insists on removing children from Grace Day Care, the Day Care will immediately report the incident to the local Police agency.

Within thirty (30) days after enrollment or no earlier than twelve (12) months prior to enrollment, each child must have written verification of a physical examination by a physician or a nurse practitioner. This must include a current and complete record of immunization history showing month, day and year of each immunization.

Illness & Communicable Diseases

If children become ill during the day, are vomiting, or have a temperature of 100 degrees or higher, parents will be notified to come for them. Keep children home if they:

- have a fever or have had a fever during the previous 24 hours
- have a heavy nasal discharge
- have a constant cough
- seem overtired, fussy, cranky, not their usual selves
- have symptoms of a possible communicable disease, such as sniffles, reddened eyes, sore throat, headache, or abdominal pain, especially if accompanied by fever and/or spots

Please notify Grace if children have a communicable disease. Likewise, we will keep you informed of communicable diseases to which children have been exposed.

Illness Requirements

If your child is hospitalized for an illness, no tuition will be charged until your child returns with a doctor's note stating the reason for stay and if the child is free to return to Day Care.

If your child is not at school for more than 2 consecutive days due to an illness, Grace Day Care will require a doctor's note for your child to return.

Illness Outbreak

In the event of a serious illness outbreak (including but not limited to H1N1 flu), Grace Day Care will make every effort to remain open.

We encourage frequent hand-washing and sanitizing, as well as coughing and sneezing into elbows.

Part-time staff will be asked to work more hours and substitutes will be called in if regularly scheduled staff become ill and cannot work.

Children and adults must be free of a fever for 24 hours without the use of medication before returning to Day Care.

If we cannot maintain safe child-ratios, the Day Care will close for a temporary time. Families of children attending the Day Care, State Licensing Agency, and County Health Department will be notified if we close. We will follow guidelines and recommendations of the County Health Department for reopening.

Medications

Medicine can be given at Grace only if authorized in writing by a parent or guardian. If the medicine does not contain a pharmacy label, it must also be authorized in writing by the child's physician. Inhalers, puffers, or other asthma treatments may be given up to two times daily, if properly authorized. Creams, ointments, and other topical products may be applied on children if authorized by parent and/or physician. Medicine is administered by the Director or designated staff person.

First Aid

In case of minor injury, Day Care staff will administer appropriate first aid. Parents will be contacted immediately if an injury is more serious. If necessary, we will also call an ambulance or paramedics. Until a parent, physician, or paramedic arrives, the Director or a lead teacher will be in charge and make all decisions about care of the child. It is to your child's benefit to keep us updated with all current emergency contacts, phone numbers, and medical information. All staff is trained in first aid, and there will always be a minimum of one staff person trained in CPR on the premises.

Abuse & Neglect Reporting Policy

Suspected child abuse or neglect will be reported to the proper authority whether the suspected abuse took place while a child was in the care of the child care, or whether the suspected abuse took place elsewhere. Confidentiality of all information will be maintained. Day Care staff is trained yearly in recognizing and reporting child abuse and neglect.

Emergency Evacuation Drills

Grace Day Care conducts monthly fire drills, and timely tornado and earthquake drills. Grace Day Care will follow instructions from the Lafayette Police Department in the case of a lockdown. If you see our Red Octagon Symbol in the window, please know that your key fob will not work and no one will be admitted or dismissed until we get an all clear from the Lafayette Police Department.

Rest Time

All children are expected to take part in a daily nap time after lunch. Each child is provided with a blanket and cot which the Day Care has

laundered and sanitized on a regular basis. Children sleep on the same cot each day. They may bring ONE soft toy for resting. No large pillows, please. Soft, calming music is played during the rest time. Children are encouraged to sleep, or at least rest quietly, but they may be allowed to look at books or engage in a quiet activity if they cannot fall asleep after an appropriate time. School-aged children have a quiet time after lunch; sometimes they may take a short nap.

Toilet Training

We assist families with potty training to ensure all children have success. We ask that when your child shows an interest to please communicate your desire to begin potty training with your child's teacher. Some indicators that your child might be ready are:

- Your child can pull his or her pants on and off with little or no assistance.
- Your child tells you when he or she is wet or has had a bowel movement. When children recognize that their diaper needs to be changed, this is a wonderful indicator of readiness.
- Your child can sit without support for five to ten minutes. It is possible to work with a child, who for developmental reasons does, not have the strength to sit unaided for up to ten minutes, but it can be challenging, and often requires additional assistance.
- Your child can follow simple directions. This may include the adult saying things like "Sit on the potty." Or "Wipe your bottom."

Each child in the process of training will have a potty chart and be rewarded with stickers and stamps. We do not reward with candy treats. If you feel a more intensive reward system is necessary, please discuss with your child's teacher or center director. Remember that learning to use the toilet is a process that requires many skills and can take time and patience. If you are struggling with potty training challenges and would like free help to call The Child Care Resource Network to speak with an Infant Toddler Specialist 1-800-932-3302 or email her at tle@tccrn.org.

Change of Classroom Transitions

Please note when your child moves to a new class to verify classroom protocol with your child's new teacher. Each teacher has set up an environment that is best suited for the age and development they teach. Feel free to communicate any needs or concerns prior to the class change. We work hard to be a team with our families.

Food Program

Kid- friendly, well-balanced meals are prepared at Grace by an experienced cook. Two snacks and lunch are served each day. Menus are posted on our website, the parent bulletin board, in each classroom, and in the dining room. According to State licensing we may not serve any food items not prepared in our kitchen (this excludes infant meals). We do not serve breakfast as our morning snacks begin at 8:30. Polite table manners and good eating habits are encouraged. Children are expected to try a bite of each food and beverage served. Seconds of foods and milk are available. Food from home is not permitted in the classrooms at drop off.

Special Days & Parties

Birthdays

If children wish to bring treats for birthdays or other special occasions, please let us know in advance. Nutritious treats are encouraged. All treats need to be in the original sealed container from the store. Homemade foods are not acceptable according to Licensing. Non-edible treats such as stickers, pencils, etc. are an alternative to bringing food.

Halloween

Our annual Halloween party is typically scheduled the last Friday before Halloween. Children may come to school dressed in costume on this day. We prefer the costume over his/her clothes as it makes changing more convenient. Please refrain from scary or age inappropriate costumes. No masks or weapons are permitted. We also ask that you keep all accessories at home. Please label all parts as many times we have more than one of a specific character. Party sign-up sheets are placed on the class clipboard the week prior to the party. All treats need to be in the original sealed container from the store. Homemade foods are not acceptable according to Licensing. Non-edible treats such as stickers, pencils, etc. are an alternative to bringing food.

Christmas

Santa will visit and present each child with a gift. Parents are asked to purchase a gift between \$8.00-\$10.00 for this day. Please see the list below regarding gifts for parties as each class does something different. Party sign-up sheets are placed on the class clipboard the week prior to the party. All treats need to be in the original sealed container from the store. Homemade foods are not acceptable according to Licensing. Non-edible treats such as stickers, pencils, etc. are an alternative to bringing food.

Infants & Toddlers: Parents bring a book for their own child for Santa to give.

Hurricanes & Sunshine Kids: Parents bring a wrapped gift for their own child for Santa to give.

Raindrops & Thunderbolts: Parents bring a wrapped gift for each child to exchange with a friend.

Valentine's Day

Children can bring valentines for their classmates. Cards should not be addressed with names.

Week of the Young Child

We celebrate the week of the young child annually. You will be informed when the week is scheduled. Classrooms will incorporate the NAEYC themes into lesson plans and may request specific items for that week. For example, Tasty Tuesday: Bring a piece of fruit to share.

Spring Fling

A special day is designed for parents to come and experience a little of what their child's day is like. This day is hosted in April. This day means a great deal to the children, we typically plan it from 4-5:30 so that all families can participate. If you cannot make it, a suitable parent substitute should attend. That way all children can experience the joy of bringing someone special to school.

Donations

We welcome parent involvement. We gladly accept donations. If you have something specific to donate please see the director to arrange it. If a classroom is doing a special project they will often hang a sign, or send a message via the remind app or face book page.

Donation suggestions: tissues, disinfectant wipes, glue sticks, magazines, old cellphones, dress up clothes, purses, jewelry, etc.

Guest Speakers

Parents are urged to share knowledge and talents with the children. Parents whose occupations coincide with aspects of community service that the children can relate to or add enrichment to the current lessons are particularly valuable. For example, artists, dentists, doctors, firefighters, musician, police officers, veterinarians, bakers, chefs, florists, nurses, mail carriers, engineers, etc. Please let us know if you would like to share your work or skill with the children. We would be happy to schedule a visit anytime.

Lockers & Extra Clothes

Lockers are provided in the hallways/classrooms for coats and personal belongings. Your child needs to bring the following items to school:

- A full set of extra clothes appropriate to the current season clearly **labelled with your child's name.**
- A blanket and stuffed animal for nap time.
- A family photo for the classroom wall.
- All items need to be small enough to fit in the locker.

We recommend that you send children to Day Care in clothing which is comfortable and appropriate for play. In warm weather, please do not send children in flip-flops or slip-on sandals **without an ankle strap.** Children need sturdy shoes for negotiating stairs, running and climbing on the playground. We suggest keeping a swim suit and towel in the locker in summer for sprinkler play. **Please check** your child's locker daily for receipts, newsletters, notes, art work, etc...

Outdoor Play

Children love our large, park-like outdoor play area. This fenced, shady playground has play centers with slides, swings, climbers, and sandboxes. There is a cement sidewalk on the playground for riding trikes provided by the Day Care. It is also a fun place for wagons and sidewalk chalk. Sprinklers and water play activities are used on the back lawn on hot, summer days.

By State regulation we are required to go outside for fresh air each day, but we do not take children outside if the weather is excessively cold or windy.

In the winter and bad weather, the children play in our indoor romper room when they are unable to get outside.

Confidentiality

It is our policy to keep all family and children information and records confidential. We will not share information with anyone. Any information we attain is solely used for educating and caring for you and your child.

Guidance & Discipline

Discipline is handled by emphasizing and praising positive behavior and by using positive statements. It is not our policy to use corporal punishment. Instead, we talk things out, give reminders, sometimes verbal reprimands, and redirect children to more appropriate behavior. Our goal is to help children to use their own words and solutions to solve interpersonal conflicts and assist them to make good choices.

If those methods are not effective, we may use a "time-out" where children are removed from the situation for a few minutes. Usually this gives children a chance to calm down and regain control. Our children may lose a privilege, not be allowed to participate for a short time, or be separated from another child.

In cases of consistent or more severe misbehavior, parents will be contacted so that we may work things out together. Any child who does not respond to disciplinary procedures will have parents called to come and pick up the child. We will not permit children to interfere with the learning process or safety of our staff or other children. If the misbehavior continues, and things cannot be worked out, the Director may place the child on a two-week probationary period. If the situation does not improve during the probationary period, parents will have one week to find alternative care and the child will be withdrawn from the Day Care.

Student Evaluations

The children are evaluated daily. The teachers keep an observation log. This log is a quick reference for behaviors, goals and achievements they wish to note about a specific child. These small group observations assist the staff when getting to know a new student and how to best prepare lessons to engage and help the child grow emotionally, socially and developmentally. We present the families with a non-formal progress report in early fall and have a more detail evaluation completed 3 times a year. At the end of the final evaluation, parent/teacher conferences are held to discuss the child's growth academically. Parent conferences are scheduled in late April.

Communication

Daily communication with parents is important. This is usually done verbally and with occasional notes. Toddlers receive a daily report concerning his/her day. An evaluation of children's growth and progress are completed annually. We will schedule parent conferences to review the teacher's findings once our student evaluations are completed in April/May. If parents or staff feels it is necessary, a conference can be scheduled at anytime throughout the year and scheduled through the teacher and Director. Newsletters are sent home monthly to inform you of weekly themes and activities, to give general information, and to list upcoming events. Please like our face book page to stay informed of all our exciting activities. Sign up for the Remind App:

Text message @gracedayc to the number 81010.



We ask that you communicate to us any changes within home or family which may affect how children feel or act at Day Care.

If you have any questions, suggestions or concerns, please bring them to our attention as soon as possible.

Please use the Day Care phone number to reach us. However, if the Day Care line is busy, and there is an emergency, the Church number and email is listed below. You may also email the director at any time.

Grace Day Care: 765-447-2204

Grace Church: 765-447-4152

gdc@lafgraceumc.org

office@lafgraceumc.org

Social Media

Grace Day Care does not permit personal connections between parents and staff that are currently enrolled on social media sites such as Facebook. That relationship can often be misinterpreted from professional to personal. Our policy is to treat all families and children in our care with respect and professionalism. If you wish to communicate with your child's teacher regarding the events in the classroom, please use the Grace Day Care Facebook page or the remind app that is monitored by the director. Parents are not to communicate with the staff of Grace regarding attendance, scheduling, classroom situations or other students via Facebook or text messages. This policy is for your personal protection and the protection of all Grace Employees.

Curriculum

Our curriculum is theme based with the incorporation of zoo phonics and hands on learning. Lesson plans are developed according to the Indiana Foundations to prepare each child for Kindergarten. Each class offers various activities that enrich the child's learning through large and small groups. They can explore individual learning styles through center

activities such as math, science, art, dramatic play and sensory. The role of the teachers is to:

- Provide an array of materials and activities from which a child can explore.
- Involve the children with planning, to assist them with choices and problem solving skills.
- Ask questions and make suggestions for experiences that will stimulate a child's thinking.
- Offer a balance between adult initiation and child initiation.

Schedule

The following daily schedule is subject to change:

6:30-8:30	Supervised Play, Center-based Activities, Art
8:30-9:00	Snack
9:00-9:15	Bathroom, Stories, Music or Outside (Weather Permitting)
9:30-9:45	Chapel Time (Wednesdays)
9:30-11:30	Class Time
11:30-12:00	Tornado, Hurricane & Sunshine Kid Lunch
12:00-12:30	Raindrop & Thunderbolt Lunch
12:00-1:00	Quiet Activities, Rest Room & Wash Hands
1:00-3:00	Nap Time
3:00-3:30	Free play, Rest Room & Wash Hands
2:45-3:30	Tornadoes Snack
3:30-5:30	Games, Centers, outside (Weather Permitting)

- The above schedule is an example. All classes have room specific schedules.

Grouping

Children at Grace Day Care are placed in groups per their ages and development. The following chart gives the names of the groups, ages,

maximum number of children that can be in each group, and the minimum number of teachers with each class. This grouping is subject to change per need and enrollment. Please note we have a policy in place if a classroom becomes over ratio.

<u>Group</u>	<u>Age</u>	<u>Number of Children</u>	<u>Number of Staff</u>
Infants	8 wks-1 ½	4	1
Tornadoes	1 ½ -2 ½	5	1
Hurricanes	2 ½-3	7-10	1
Sunshine Kids	3-4	10-12	1
Raindrops	4-5	12	1
Thunderbolts	4 ½-5	12	1

Helpful Hints

Visit the school with your child prior to them attending.

Make sure they have all the enrollment paperwork completed.

Bring everything they will need for the day, especially something of comfort for nap time.

If you are experiencing separation issues, please inform the teacher that you will need assistance. It is sometimes difficult for us to measure when you are ready to leave. Please remember it is easier for both you and your child to say good-bye and leave without hesitating or returning to the room. If the children cry the staff are trained in how to ease the fears and comfort them. It usually only takes a few minutes. You are always able to call and see how they are after you leave. Adjustment periods are normal but they can smooth if parents support the child with a positive, firm and consistent approach.

Suggestions & Criticisms

Your suggestions and constructive criticism are most welcome at any time. We are not and probably never will be infallible but we do care about our children and the education and care we provide them. You can help us by letting us know what you like and do not like as we are always striving to make our program better. Please fill out staff compliment cards and place in the tuition box to help honor our staff for going above and beyond. We also ask that you complete a NAEYC evaluation annually.

Parent/Guardian Signature Page

**Please sign and return to the office*

I, _____ have read and I agree to comply with **ALL** rules and regulations as documented in the Grace Day Care Parent Handbook. Please sign below and return to the Day Care office.

Parent/Guardian _____ Date

Parent/Guardian _____ Date