

Graceway Academy Handbook

Welcome to Graceway Academy. This handbook explains the policies, purpose and practices of our program.

Graceway Academy is an educational program that offers hands on learning through structured and unstructured centers. We offer materials that encourage children to play together positively and to participate in daily enrichment activities. We encourage self-expression, positive self-image, independence, and acceptance, all in a fun and loving Christian atmosphere.

Enrollment

Graceway Academy accepts enrollment of all children regardless of race, nationality or creed, who can successfully function in the environment provided. Children are divided up by age and levels of development. Enrollment is on a first come first served basis.

Staff/Child Ratio

Staff to child ratio is as follows:

-2 Day a Week program

12 months-18 Months-1 to 5

18 months to 36 months-1 to 8

30 months to 36 months-1 to 12

-3 Day a Week program

Staff to child ratio is 1 to 12, with a few extra floating staff.

Curriculum

Our curriculum is appropriately designed to the age class and to the stage of development of each child. We utilize Adventures in Learning and Explorers Preschool, along with an independent curriculum that we have gathered from many different sources that is age appropriate for each child. This curriculum is designed to help children develop in all areas of his/her life. Our goal is for your child to grow physically, mentally, emotionally, socially and spiritually.

Children Eligible for Preschool

Our 3 day a week program is for children who are 3 years of age by August 1 - up to school age. Children must be fully potty trained when school starts. No pull-ups or diapers are allowed.

Early Childhood Screening

We work with Bryant School District and Dawson Education (for all districts outside of Bryant) so they can perform developmental screenings on all students. These screenings are free, and you will be informed after your child has been screened. If there are any questions or concerns, you will be notified.

Child Abuse or Neglect Reporting

We are required by law to report any incidents of suspected child abuse or neglect. The child maltreatment hotline number is 1-800-482-5964. Children may be subject to interviews by licensing Staff, child maltreatment investigators and law enforcement officials to determine licensing compliance or for investigative purposes. (Per DHS: Child interviews do not require parental notice or consent.)

Health-Illness

We only allow healthy children to come to school. We are depending on you to help us maintain this policy. Symptoms such as colds with fever, vomiting or diarrhea will necessitate in sending your child home. A sick child who is sent home may not return for at least 24 hours after he/she is symptom free. This is for the protection of your child as well as others. We will do our part by cleaning and spraying disinfectant daily. As a parent, do your part by keeping your child at home when they are sick.

If any medication is to be taken during school hours, parents must provide the director with a written notification with specific instructions on how to administer the medicine. Medication must be kept locked in the director's office at all times. It is the parent's responsibility to pick up the medication from the director in the afternoon. If at all possible, try to administer medication at home.

All children must provide an up-to-date immunization record before school starts.

Discipline

The goal of our discipline is to direct children towards an acceptable behavior that helps develop self-control and to maintain the order necessary to accomplish

academic and social growth. We will re-direct unacceptable behavior, and then use a verbal warning several times. Our next step is to use the time out system (1 minute for each year of age); if this does not redirect the behavior the director will be called to help. We will NOT at any time use corporal punishment or belittle the child. We will do this in a kind and loving way. If your child tells you that they got a verbal warning or had to sit in time out for any reason, you may encourage them to do the right thing, but your child's teacher has already dealt with the problem. If it continues your child's teacher may talk to you so that we can work together to solve the problem.

Clothing

Children should wear clothes that are wash and wear and can get dirty. During any given school day, they may play outside, paint, spill their snacks, use markers etc. Children need to wear tennis shoes to school. Flip-flops and sandals are hard to wear on our playground that has small rocks. Tennis shoes with Velcro are great at helping kids with their independence. No hard surface shoes and boots, unless on special occasions.

Separation from Parents

When a child begins school, it can be an exciting but difficult experience for the child. The child may appear eager in the beginning, but suddenly realize the parent will not be there and resist your desire to leave. This is very normal, and most children will adjust quickly. A few things that will help this process are to attend open house, be on time for school, be positive about the experience, and at drop off love on your child in the car and let us unload them. The director will call you if your child does not settle down. We ask that you be constant with this process and give it at least a month. Some children just have a more difficult time than others. We will do everything we can to help your child feel loved and secure as quickly as possible.

Star Student/Snack

Each week the teacher will have a "Star Student." The student will be the line leader, hold the flag, say the prayer at snack time, and help the teacher in many ways during that week. The teacher will send a bright yellow sheet of paper in your child's folder the week before your child is to be the "Star Student." She will let you know what letter we are studying that week and some ideas of things that start with that letter. There may be times that the teacher will ask for specific things that she needs for a special project that week. Please make every effort to help your child feel special on his "Star Student Week". This can be a learning lesson and a lot of fun for you and

your child. Please send the snack for all 3 days on the first day of the week. If it is something that you need to send daily, please put a note in your child's folder informing your child's teacher of your plan. Drinks are always provided unless you would like to send something special. There are 12 children in the class.

Your child may also bring a "show-n-tell" on the days they are the "Star Student". This can be something they would like to show their teacher and friends.

Lunches

Children's lunches must consist of healthy foods. It must consist of a protein, vegetable and fruit along with a drink. Lunches need to be things that do not have to be heated up, cut or peeled. No glass containers. Please make your child's lunch kid friendly.

Folders

Your child will receive a folder at Open House. The folder is to be brought back and forth to school each day. It is the best way to communicate between the teacher and the parents. On one side of the child's folder will be notes and class work. (Take this out every day so we will know that you saw the information that was sent home) Please help teach your child responsibility by being consistent with bringing their folder to school and checking it at home every day for notes and information. This could be a life lesson that will benefit you and your child down the road.

Backpacks

We are asking that each child bring a regular sized backpack- large enough to fit their folder and lunchbox. This backpack only needs to have their folder and lunchbox inside of it each morning. In the afternoons we will put the lunch box back inside the backpack so your child will only have one thing to carry when putting them back in the car.

Tuition

Tuition is due on the 1st Tuesday of the month. Late fees will apply if not paid by the 5th. There is a \$5.00 a day (not school day, per day) for each day after the 5th. You may always pay tuition early for the upcoming month, if that helps your family budget. If for any reason you must pull your child from our weekday program, we must have a 30-day written notice. You must pay for the full 30 days whether your child attends school or not.