

Dear Parents;

Welcome to Grays Chapel United Methodist Church Preschool! We feel honored that you have chosen to enroll and entrust your child to us. We look forward to meeting our new children and families and renewing old friendships.

The day your child enters preschool is an important milestone for both you and your child. Therefore, our preschool staff has been planning carefully to receive your child. We want your child's change from home or daycare to preschool to be a happy one in which they feel safe, secure and a little more grown up.

It is our hope that this handbook will help answer some of your questions. If at any time you have questions or concerns, please feel free to speak to our director or teachers.

Our preschool is a Christian-oriented school. We stress elements of faith which are common to all Christians. We will provide on a developmental level, opportunities for a variety of experiences through which children will be able to:

- **Know themselves as Children of God.**
- **Know themselves as part of a group**
- **Know themselves as persons of value.**

Our program is planned to give your child newer and broader opportunities for learning that may be enriched and enlarged upon as he or she one day enters Kindergarten.

At our preschool you will see child oriented play activities as well as learning centers, because it is through play, children learn. We are going to have fun and enjoy learning things appropriate for young children.

We wish to welcome you and your child and look forward to a wonderful preschool year!

Janet Henley
Grays Chapel Preschool
Director

Grays Chapel Preschool Mission Statement

Grays Chapel United Methodist Preschool is committed to providing a loving and caring environment within a Christian-context. Preschoolers will gain self-esteem and self-confidence through encouragement, praise and a positive reinforcement as they learn about themselves, their family, their friends and the world around them.

Objectives

We will provide developmentally appropriate learning experiences, which will enable children:

- To grow and develop to their greatest potential physically, mentally, socially, emotionally and spiritually.
- To grow in the awareness that God made and loves them.
- To grow in understanding and love for themselves, their families and others in the world.
- To grow in the ability to think and solve problems.
- To develop good communication skills, including listening, as well the ability to express ones thoughts and feelings appropriately.
- To develop self-control and self-discipline.
- To enjoy creative expression through music and play.

Governance

Grays Chapel Preschool is a ministry of Grays Chapel United Methodist Church and its desire to minister to children and families. Grays Chapel U.M.C. provides the facilities, resources and equipment. The church deeply cares for, invests in and is accountable for the preschool as one of its ministries to children and their parents or guardians.

Grays Chapel Preschool is accountable to Grays Chapel United Methodist Church for its ministry through the Child Development Program Committee. The Committee and the church will work together to ensure a high quality of accountability in its ministry through finances, educational programs, quality of childcare, relationships with children and parents, the community and its witness and outreach. Regular evaluation will help us stay focused upon our mission.

Required Forms

In order to attend Grays Chapel Preschool your child must have the following forms completed and signed by parent or guardian and on file with the director.

- Registration Form & Registration fee
- Carpool Form
- Family information Form
- Emergency Medical Form
- Photo release form
- Handbook Form
- Permission Form

Enrollment Policy

Students are registered on a first-come first-served basis. We cannot allow un-enrolled children to stay in the classrooms due to insurance coverage.

Tuition

Your tuition amount is based on a yearly fee, divided out over the months of our school year. Therefore some months may have less schooldays in them but the tuition for that month will remain the same.

Tuition is due on or before the **first** day of each month. You may bring in payments or mail them to us. Please make check or money orders to “Grays Chapel Preschool”. We will have a tuition box in the preschool hall. Late payments will be subject to a **\$1.00 per day** late fee. We also charge a **\$25.00** fee for checks returned.

Please notify us if payment will be late and every effort to accommodate will be made.

Policies

2 year old Program:

Parents need to provide pull-ups or diapers for children not potty trained, a full change of clothes including socks. They also need a sippy cup to keep in the classroom. We will label and store the cups. Remember to label their book bags and other items brought from home.

3 and 4 year olds:

Parents need to send a full change of clothing for your child. Please put clothing in a large zip lock bag and label it. ****Pacifiers and sippy cups, etc. Brought in will be put in book bag upon arrival.**

Potty training; We realize some 3 year olds are not completely potty trained, and accidents do happen, but parents must continue to work with their child on potty training. Our curriculum in the older

classrooms does not allow us time to change diapers or pull-ups. If potty training continues to be a problem, we reserve the right to terminate the child's enrollment.

Classroom Placement

We try to honor parent request for placement of the children. We do consider the request date as well as personalities, and the age of the child. We may not be able to honor all requests. We do pray over the placement of the children. Our goal is for every child to have a wonderful experience at our Preschool.

We reserve the right at anytime in the school year to move your child to a different room in the event that personalities or issues come up that prevent learning in the room. We will contact you to discuss this if the need should arise.

Classrooms

Our classrooms are theme based with each teacher choosing what themes they will teach. We cover the same academic tasks but in different ways. We each try to do different crafts and activities and field trips.

Discipline

*At Gray Chapel Preschool we **do not allow physical discipline of any kind on our premises** (by parent or anyone else). The discipline methods used are those of reason, positive reinforcement and timeouts.*

Extremely unacceptable behavior will be brought to the parent's attention. We will not tolerate dangerous behavior by our students. **We reserve the right to send the child home immediately after a behavioral issue has occurred (hitting, biting, spitting, etc). If behavioral issues continue, we reserve the right to terminate enrollment from our program.** *see termination

Behavior

We will encourage children to be good friends to their classmates. Children will not be allowed to hurt classmates verbally or physically. **Children will be expected to follow classroom rules. Children must respect the teachers, classmates and themselves.** We will praise, reward and encourage good behavior in children.

Illness

If your child is not feeling well, please do not send him or her to school. If they had a fever **within 24 hours** and or have been vomiting or had diarrhea, **keep them at home!** Do not give them Tylenol and send them to class.

Should your child have a contagious illness, please contact the school so we may alert the other preschooler's parents.

Health

If your child has any health issues we need to know, please note it on the health form and also bring it up when speaking with your child's teacher.