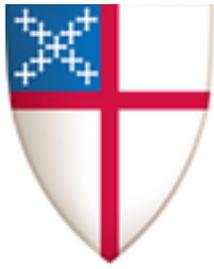


Grace Episcopal Preschool Parent Handbook 2021 – 2022



**P.O. Box 28
11621 Ferdinand Street
St. Francisville, LA 70775**



GRACE CHURCH

OF WEST FELICIANA PARISH

A Prayer for our School

Almighty God, heavenly Father, you have blessed us with the joy and care of children: Give us calm strength and patient wisdom as we bring them up, that we may teach them to love whatever is just and true and good, following the example of our Savior Jesus Christ, who with you and the Holy Spirit lives and reigns, one God for ever and ever. *Amen.*

Parish School Staff

Church Administrator: Mrs. Meg Kendrick
Head Teacher: Mrs. Kristen Triche, *Director and Head Teacher*
Teachers: Mrs. Megan D'Aquila
Mrs. Emily Barrow
Mrs. Tessa Morrison

Contact Information

Office: 225-635-4030
Fax: 225-635-4410
Email: preschool@gracechurchwfp.org
Website: www.gracechurchwfp.org

Preschool Mission

The mission of the church is to restore all people to unity with God and each other in Christ. The church carries out its mission through the ministry of all its members. Our responsibility as a preschool is to provide an environment in which we nurture growth and development in each of these areas of a child's life: spiritual, emotional, social, intellectual, and physical. Grace Church Preschool accomplishes this through responsible and supervised opportunities for learning and association with peers in a Christian setting.

Our Philosophy

Grace Preschool is a ministry of Grace Church of West Feliciana Parish, a church in the Episcopal Diocese of Louisiana and a designated non-for-profit, &501(c) organization, according to the *Internal Revenue Tax Code*. Grace Preschool's program is designed to provide a Christian, developmentally appropriate curriculum and to affirm each child through group and one-on-one interaction. Through our religious education program, we seek to demonstrate to our students that God is always with us, He loves us, and we should worship and give thanks to Him at all times and in all places.

Grace Preschool offers young children an introduction to the experience of being in school in the context of the life of a parish church. The children enrolled in Grace Preschool will find a world of toys, educational materials, and other children of the same age exploring an environment beyond their own homes under the guidance of a highly trained staff. We offer a variety of enjoyable, creative learning activities such as art, music and rhythm, Bible stories, daily prayers, reading, games, and science and nature observation balanced with opportunities for play and social interaction.

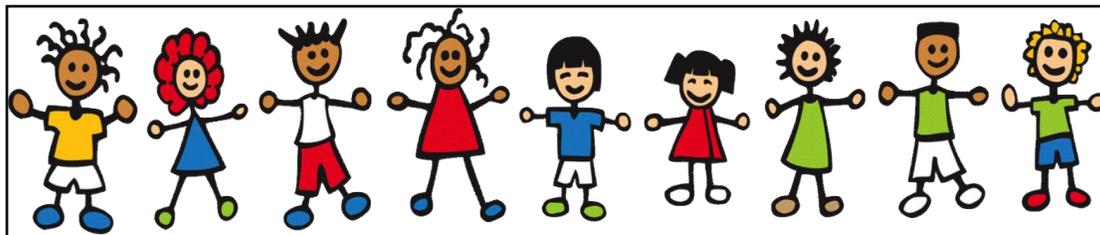
Every week, students gather either in the Preschool room or the Church for a chapel service. Though these services reflect the fact that our church and its school are Episcopalian, we respect the differing backgrounds and perspectives of our students and their families. We welcome and encourage parents to come and join us for our weekly chapel service. The following are vision and core values of Grace Church

Our Core Purpose (Vision)

To be a loving community seeking to restore all to unity with God and each other in Christ.

Our Core Values:

- We believe we are saved by grace alone through faith, as it is clearly expressed in the Holy Scriptures. These Holy Scriptures are inspired by God and contain all things necessary for salvation.
- We believe we are called to be a loving church where members care for each other.
- We believe that only in Christ can we find unity with God and each other
- We believe God calls us to have Christian homes and families. A Christian home is centered on Christ and guided by the Biblical principles of faith, hope and love.
- We believe our mission is God's mission and God calls all believers to engage in ministry to the least and the lost for him.
- We believe that our people are our biggest asset and all our ministries and programs must have the dual purpose of giving God glory and leading our people to a deeper relationship with God and each other in Christ.
- We believe in the importance of history and tradition and the passing on of the faith once delivered to the church by Christ.
- We believe in the value of Christ-centered preaching and teaching.
- We believe liturgy and music lead us to a closer relationship with God.
- We believe we are called to be good stewards of our church and our community.



Curriculum

Grace Preschool is committed to honoring Christ by teaching, encouraging, training, and grounding students in God's truth within a dynamic, academic environment that cares for the whole child: Heart, Soul, Mind, and Strength.

Heart

From our desire to share our hearts and to teach the children to share with and care for others, we participate in mission projects throughout the year, tell stories, and do activities that help children become more altruistic, grow in empathy for others, become grateful for the blessings they receive every day, and develop an appreciation for the love they receive from parents and caregivers.

Soul

Bible stories, verses, and virtues are woven into everyday activities through teaching and conversation with an emphasis on the practical application of God's truth in the daily events of a preschooler's life.

Mind

Developmentally appropriate, themed activities are presented in various ways to allow for individual growth based on each child's temperament, interest, culture, and preferred learning styles. Through the exercise of large and small muscles and the development of gross and fine motor skills, we seek to enhance a child's ongoing development.

Strength

Preschoolers are given opportunities to gain confidence in their emerging capabilities with guidance and direction from a loving and nurturing Christian staff. We encourage participation in group activities and cooperation with others which will promote feelings of security and belonging.

Grace Preschool's Christian curriculum is socially and academically based. We work on tasks such as listening skills, sitting still for short periods of time, standing in line, sharing, and appropriate interaction with new friends, peers, and adults. We offer an introduction to and work on all beginning academic skills including colors, letters, shapes, opposites, rhyming words, name and letter recognition, and writing. Each child is recognized for his or her individual abilities and needs.

Registration and Admission Criteria

Grace Preschool looks forward to registering new students each year in March. Parents are welcome to begin registering on March 1st. Registration forms and fee must be turned in by the last Friday in March. Registration forms can be picked up at the church office and returned in person or by mail to P.O. Box 28, St. Francisville, LA, 70775. A \$125 non-refundable deposit is due with completed registration forms.

Grace Church members are granted the first openings in the registration process. All enrolling students must be three years of age on September 30th. Because our primary purpose is Early Childhood Education, not daycare, all children enrolled at Grace Episcopal Preschool are required to function independently with bathroom needs. We do not change diapers or training pants, we do not bathe the children, and we do not potty train. For this reason, it is very important for the child to be fully trained by the time school begins.

Non-Discrimination Policy

Grace church does not discriminate based on race, color, creed, sex, national origin, handicap, ancestry, or whether a child is being breastfed. In these extremely rare cases of breastfeeding at the age of 3 or 4, the parents are required to make arrangements with the Preschool Director or the Rector of Grace Church to identify a private location where the child can be breastfed.

Complaint and Disclosure of Information Policy

Grace Church is a licensed Early Learning Center (Type I License) under the Department of Licensing of the Louisiana Department of Education. Information about licensing requirements and standards can be found at <https://www.louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing>. As a licensed center, Grace Preschool is subject to licensing surveys and inspections that might require the disclosure of information to the State. We will enclose a disclosure of information consent form in your admission packet which must be signed prior to the start of school. Should the parents or legal caregivers have any complaints against the Preschool, which they do not believe have been addressed adequately by the school, they have the right to contact the Department at 1-877-453-2721 or <https://www.louisianabelieves.com/resources/ask-ldoe>. You may also write to the Licensing Division at the following address:

Louisiana Department of Education
Licensing Division
1201 North Third Street
Baton Rouge, LA 70802-5243

Tuition

Grace Preschool offers two distinct programs. The first program is full-time preschool services, Monday through Friday from 7:30 a.m. to 3:00 p.m. Tuition will be \$5,000.00 per year, or \$500.00 per month for a 10-month program that starts in August and ends in May. Our day begins at 9:00, children may arrive *anytime* between 7:30 and 9:00.

Our second program is an After-Care Program. The After-Care program is offered from 3:00-5:00 p.m. Monday through Friday at an additional cost of \$75.00 per month.

Tuition can be paid in full at the beginning of the school year or monthly by the fifth of the month. Please be aware that we charge a \$10 late payment for tuition received after the fifth of the month.

Upon provisional acceptance, you will receive an enrollment packet in the mail that includes medical and additional informational forms. All forms must be completed and returned no later than May 1st. After all paperwork is submitted and reviewed, you will receive a formal acceptance letter by May 15, 2021. The last month's tuition of \$500 and supply fee of \$250 is due at upon acceptance. Tuition may be paid by check, money order, or through automatic withdrawal from your bank. If paying by check or money order, please make payable to Grace Preschool. You may drop the check off in the front office or mail to:

Grace Church Preschool
P.O. Box 28,
St. Francisville, LA 70775.

Please note that we **DO NOT ACCEPT** cash. *All payments hand delivered to the Parish Administrator in the front office should be sealed in an envelope with your child's name.*

Child Safety

Children are always supervised. Children will only be released to adults, 18 and older, listed in their school file. Please do not send a child in to pick up a child. Be sure to update family and carpool information when necessary. If another adult not listed in the student's file needs to pick up the child, written communication must be received in advance. A picture ID must be provided by the adult.

Teaching Staff

Grace Preschool has professional teachers educating students in a safe environment. All teachers are required to pass an extensive background screening from the Louisiana Department of Law Enforcement (CCCBC). No offer of employment will be granted until the complete CCCBC results are received and the person has been authorized by the State for employment. Additionally, the staff is trained in CPR, defibrillator, first aid and risk management. The Episcopal Diocese of Louisiana also requires that all personnel working

with children and youth undergo extensive training entitled, “Safeguarding God’s Children.” This training covers issues of abuse and neglect reporting, safe-supervision, appropriate ways of interacting and disciplining young children, etc. The preschool teachers are required to pursue continuing education opportunities each school year.

Discipline and Behavior Management

The philosophy of the Grace Preschool program stresses a positive approach to discipline and behavior management which sets clear and consistent limits intended to enhance the child’s self-esteem while protecting that child from harm and maintaining the safety of other children. Redirection is always encouraged, and, if necessary, an occasional age-appropriate time out is used. Physical or corporal punishment and behaviors such as yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures that produce physical pain, putting anything in the mouth of a child, requiring a child to exercise as a form of punishment, or placing a child in an uncomfortable position are not allowed under any circumstance at Grace Preschool. We do not allow children disciplining children, any form of bullying, any deprivation of food, beverages, or snacks as a form of punishment, or any restraining of children for disciplinary purposes. We do not deprive children of active play unless a brief time out is required to deal with a behavior that occurs during free play.

When a child engages in a behavior that disrupts a certain activity, places the child or another child at risk, or is a violation of preschool rules, the staff will address the behavior using age-appropriate language, giving the child eye contact, and clearly telling the child what he or she did wrong and how he or she can fix the behavior. This type of intervention solves the great majority of Preschool issues. When the child fails to follow the staff’s direction, a brief, age-appropriate time out can be administered. The staff will remain within the child’s proximity until the time out is over. If the child continues to be disruptive, either crying loudly, kicking, screaming, biting, etc., the staff is required to call the office for assistance and the child will be removed from the Preschool and taken to the office until the child calms down. At least two staff, which may include Grace office staff or the rector, all of whom are licensed and qualified, will remain with the child until the child can safely return to the school. If the child fails to regain composure after a reasonable time, the child’s parents are to be called and requested to return to the preschool to assist in the matter or to take the child home. The incident will be documented in a behavior log and placed in the child’s folder. A pattern of such behaviors for at least a month may result in the child’s permanent removal from the Preschool.

Child Abuse and Neglect

Grace Preschool is a loving environment where children grow in body, mind, and spirit. We have never had an allegation of child abuse or neglect in the 67-year history of the school. Should abuse and neglect be identified, however, the staff are mandated by law to report the suspected abuse to the Louisiana Child Protective Statewide Hotline at (855)

452-5437. All staff should remember the following: (a) All licensed staff and volunteers are mandated reporters. What this means is that if in the course of the day the staff finds reason to believe the child has been physically abused or neglected either at home or at school, the staff will report these suspicions to the State immediately. (b) All staff will write a brief incident report after each report of abuse or neglect to the State and this report will be placed in the child's file for future monitoring. (c) After all reports are filed, the Rector will be informed, so that appropriate pastoral care may be provided to the child or family as may be appropriate.

School Calendar

Enrollment is open to all children who will be 3 on September 30, 2021, regardless of race, creed, nationality, or ethnic origin. Please be aware that Grace Preschool is a 10-month academic year and follows the holiday schedule of West Feliciana Parish public schools. A school calendar and daily schedule are prominently displayed on the bulletin board at the entrance of the preschool. During inclement weather we will follow West Feliciana Schools closings.

Snacks and Lunches

All children at Grace Preschool are fed at least every 3 hours. They are provided a parent provided snack at 10:00 a.m., eat lunch at 12:00 p.m., and receive a snack provided by the preschool at 3:00 p.m. Snack calendars are sent home monthly so parents will know when they are responsible for snack for the class. Parents are encouraged to bring *healthy, fun, nutritious* snacks. Water is provided by the preschool during snack and lunch; therefore, no juice boxes can be brought into the classroom. We do not allow children to bring sippy cups. Children bring their own lunch to school. Teachers will heat meals that take one minute or less to warm. We reserve the right to ban or restrict certain foods due to allergies. The Preschool has a supply of foods that can be used in an emergency if a child forgets to bring his or her lunch on a given day, but the parent is always called and informed that we will be feeding his or her child that day and to remind them of the requirement to always send a lunch for their child.

Parental Access and Involvement

Parents are most welcome at Grace Preschool. Any parent who wishes to share something with the children, such as a special talent, art activity, reading a book, etc. are encouraged to speak to the Director and schedule a time to do so. The Law requires that such "volunteers" undergo Criminal Background Screening. Grace will cover all the expenses of such screening as we encourage the sharing of parental talents with the class. After background screening is received, the parent is notified of clearance and we will schedule the activity for a time that is mutually beneficial for the parent and the school. Parents are always allowed to visit the Preschool anytime during its regular hours of operation and

when children are present. We do ask that you allow students to get adjusted to their new environment the first couple of weeks of school before planning a visit or activity.

Every year Grace schedules an open house and at least one parent-teacher conference for every child. We encourage all parents or legal caregivers to attend these events and to get to know your teachers. Experience has taught us that a successful school year is always the result of constant collaboration between parents and teachers. The adage that it takes a village to raise a child is very true and wise. Please become involved and keep us informed of any behavior, health, or social changes in the child's life (death of relatives or pets, divorce, move to a different home, illness, etc.) so we may provide the appropriate care and support your child needs. The Rector's office is always open to answer any questions, provide counseling as necessary, or engage in a moment of prayer with you and your loved ones. Please use us a resource. We want to be a partner with you and your family during these important years in your child's life.

Enrichment

Students are introduced to beginning art fundamentals and are encouraged to let their artistic strengths shine through art activities that correspond with the lesson of the week. Hands on Montessori activities are introduced weekly. Once a month, the children participate in an Introduction to the Library and Story Time with the West Feliciana Parish Library. Weekly, Children's Chapel is held to introduce the teachings, meanings, and age-appropriate ways for them to grow their faith as Christians. Parents are encouraged to read the weekly newsletter for other enrichment opportunities such as field trips, special guests, and events.

Electronic Devices Used by Grace Preschool

Grace Preschool devices such as DVD/VCR, television, iPads, etc. for purely educational purposes and if used, are used for less than one hour a day per state regulations.

Immunizations

State Law requires that at the time of registration each child under our care must have all required immunizations appropriate for his/her age, as specified in the Louisiana Department of Health and Hospitals, Office of Public Health schedule. Parents must bring an updated immunization copy each time your child receives new immunizations for our records.

Illness

Preschool children spread germs easily. If a child develops an illness, or symptoms of an illness, during preschool activities, a parent will be notified. The child will be taken to the office where he or she will be supervised and cared for until the parent/guardian picks up their child. We ask that sick children be picked up within one hour of the notification to the parent. **Children with any diarrhea, vomiting, or fever of 100.0° or higher must be picked up within the one hour notice period.**

Please know that we care for the welfare of all our children. If your child has a bad cold, fever, pink eye, vomiting, any contagious disease, etc., please do not send him/her to school. **Please keep children home for 24 hours after symptoms have subsided.**

Children with Molluscum must always have affected area covered with clothing or a bandage. In cases of measles, mumps, chicken pox, head lice, or pin worms, a doctor's release is required for the child to return to school.

Teachers must be notified if a child is taking any medication that might affect his or her behavior in school. If a child needs to have medications administered, the parents/guardians will need to have a medication form completed by the child's doctor and must provide this signed form with the medication in its original container to the teacher. The medication will be kept in a locked cabinet and sent home with the child each day. Teachers will document when the medication is given to the child. This includes life-saving medications such as EpiPen's, rescue inhalers, etc. Grace Preschool abides to the "General Health Standards" outlined by the State of Louisiana Department of Health and Department of Education. Please see Appendix A at the back of this handbook

Physical Activity and Nap Time

Unless otherwise excused by a doctor in writing, all children are provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher-led and free play. Children who use our after-school program are offered at least two hours of physical activity each day. All children have a daily rest time of at least 75 minutes each day.

Accidents/Injuries

In the unlikely event a child is injured seriously, parents will be notified immediately. If a child sustains a minor injury (i.e., bump, bruise, scrapes), parents will be notified when the child is picked up at the end of the day. An accident report will be completed and sent home with the child and a copy is placed in our records.

In true life-threatening situations, 911 will be called at the same time as the parents are notified. These emergencies include loss of consciousness, stopping breathing, seizure, severe respiratory distress, etc.

Arrival time

Grace Preschool opens at 7:30 a.m. Please do not arrive earlier than 7:30 a.m., as the teachers will be in and out of the classroom preparing for the day. Parents should escort children to the classroom and make parting from the students quick, quiet, and positive. Under no circumstance should your child be allowed down the halls or into the classroom without adult supervision. Bring your child to school on time. He/She will feel more secure and eager to enter the classroom when preschool becomes their established routine. We also ask that students not arrive after 9:30 a.m. because this causes disruptions for class routine and interrupts other students and teacher instruction.

Dismissal Time

Children enrolled in the preschool program should be picked up by no later than 3:15 p.m. After-Care students must be picked by 5:00 p.m. If you do not pick up by 5:00 p.m. there will be a \$10 late pick-up fee. Parents should go into the classroom to pick up the child and their belongings; please do not send a minor to pick up your child. It is State Policy that all people dropping off and picking up children from our Preschool must be listed and approved by the parents and the list must be placed in the child's folder. In case of emergency, when someone other than a person listed in the approved list needs to pick-up the child, the parent must call the school in advance and speak to the Director to alert them (225) 635-4030. The parent must then submit via e-mail, or text a written request that spells out the name of the person picking up the child, using the name that appears on the person's Driver's License or valid Identification Card. The Director or staff member will document the call from the parent in the child's folder, marking the date and the name of the person picking up the child. This process must be repeated every time that person, or anyone else not in the list, picks up the child, until the parent adds him or her to the approved list and signs the amended form. For security reasons we DO NOT make exceptions to this policy.

Please make sure you sign your full first and last name when signing children in and out for the day. Please do not use initials.

Contact Information

If changes occur in address, phone numbers, or emergency numbers during the year, please inform the teachers immediately. It is important that parents can be easily contacted.

Potty Training

Grace Preschool does not facilitate diapers or pull-ups, therefore children are required to be independently potty trained. In compliance with the privacy policies and risk management training, also requires the child to be able to wipe themselves.

Personal Belongings

All belongings brought to school need to be marked with the child's name. Parents are responsible for their child's belongings. Lunch boxes, folders, and materials in cubbies should be brought home daily. We do not allow pacifiers at school. We have show and tell every Friday. Children can bring a toy from home on Fridays ONLY! No other toys can be brought to school by children or in backpacks.

Clothing Guidelines

Please dress your child in comfortable and practical clothing for the preschool day. The day includes outside play, art activities, naptime, snack, and lunch.

Tennis shoes (with Velcro fasteners or slip-ons) and socks are preferred to be worn every day. These protect their feet from rocks and dirt on the playground and aids in preventing tripping. Please no shoes with shoestrings.

Extreme Weather

Grace Preschool will follow the West Feliciana Parish school system regarding school closing due to inclement weather (ex. Flooding, Hurricane, Tornado, Snow). In such an event, parents will be notified of any school closure by phone call, text, or email.

From the Sr. Warden

Dear families,

Thank you for choosing Grace Preschool. This truly is a remarkable little school which has formed many of the leaders and distinguished citizens of West Feliciana Parish since 1961. Above all, we are a Christian ministry of Grace Episcopal Church and, as such, we uphold the Episcopal values of inclusivity, diversity, fairness, honesty, and love. We want to be a resource to you and your family. Please know that we are available for counseling and consultation regarding your child's education. I encourage you to remain engaged, ask questions, volunteer to chaperone outings, and keep a line of communication open with your child's teachers. We are here to serve you. Blessings,

Appendix A: General Health Standards

1. Staff and children shall wash their hands at the least at the following times: upon entering the center, before preparing or serving meals, after toileting or changing diapers, before and after eating meals or snacks, and anytime hands become soiled with body fluids (urine, stool, saliva, blood, or nasal discharge).
2. Hands shall be washed and scrubbed for at least 10 seconds with soap and running water. Hands shall be dried with single use of disposable towels.
3. Weekly monitoring by the center director shall ensure that hand washing, and cleaning procedures are followed as specified in the center's plan.
4. Noses shall be blown or wiped with disposable, one-use tissues that are discarded in a plastic-lined and covered garbage container.
5. Draining or oozing cuts or sores shall be covered.
6. Childcare personnel shall adopt routine procedures for handling blood and blood-containing fluids and wound exudates of all children in the center.
 - a. For spills of vomitus, urine, and feces, floors, walls, bathrooms, tabletops, toys, kitchen counter tops, and diaper-changing tables shall be cleaned and disinfected.
 - b. For spills of blood or blood-containing body fluids and injury and tissue discharges, the area shall be cleaned and disinfected. Gloves shall be used in these situations unless the amount of blood or body fluid is so small that it can easily be contained by the material used for cleaning.
 - c. Avoid exposure of open skin sores or mucous membranes to blood or blood-containing body fluids and injury or tissue discharges by using gloves to protect hands when cleaning contaminated surfaces
 - d. Mops shall be cleaned, rinsed, in sanitizing solution and then wrung as dry as possible and hung to dry.
 - e. Blood-contaminated material and diapers shall be disposed of in a plastic bag with a secure tie.
7. The day care center director shall exclude from care any child with the following illnesses or symptoms based on potential contagiousness of the disease. Periods may be extended beyond this depending upon individual conditions.

<i>Illness/Symptom</i>	<i>Exclude Until</i>
Meningococcal disease (Neisseria meningitis)	Well & proof of non-carriage ¹
Hib disease (Hemophilus influenzae)	Well & proof of non-carriage ¹
Diarrhea (two or more loose stool, or over and what is normal for that child)	Diarrhea is resolved or is controlled (contained in diaper or toilet)
Fever of unknown origin (100°F or 101°F rectal or higher)	Fever resolved for 24 hours or cleared by child's physician or health department.
Chicken Pox	Skin lesions (blisters) all scabbed over
Hepatitis A	One week after illness started and fever resolved

AIDS (or HIV infection)	Until child's health, neurologic development, and immune status is deemed appropriate (one a case by case basis) by qualified persons, including the child's physician chosen by the child's parent, guardian, and the center director. ²
Undiagnosed generalized rash	Well or clear by child's physician as not contagious
Any child with a sudden onset of vomiting, irritability of excessive sleepiness	Evaluated and cleared by child's physician

- a. ¹ Proof of non-carriage: Either by completion of appropriate drug regimen of Rifmapin (two-day course for Meningococcal disease or four-day course for Hib disease) or by a negative throat culture obtained after completion of treatment for meningitis.
 - b. ²These person should include the child's physician and other qualified individuals such as the center director, a representative from the Office of Public Health, and a child development specialist, and should be able to evaluate whether the child will receive optimal care in the specific program considered and whether an HIV-infected child poses a potential threat to others.
 - c. With most other illnesses, children have either already exposed others before becoming obviously ill (e.g., colds) or are not contagious one day after beginning treatment (e.g. strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies). The waiting periods required after the onset of treatment vary with the disease. Check with your local health department for information on specific disease. Children who are chronic carriers of viral illnesses such as cytomegalovirus (CMV) and Herpes simplex should be admitted to day care centers.
 - d. The parent or designated person shall be notified as soon as possible if a child develops symptoms of illness or suffers an accident while in care.
8. Guidelines shall be developed regarding biting behavior, treatment of bites, notification to parents of the children (if injury requires first aid or medical attention).
 9. Each childcare employee shall receive annual training of infectious diseases, health and safety, and/or food service preparation. Whenever possible, this training should be provided during regular working hours.