GracePoint Preschool Mission Statement:

To help students and families encounter grace, grow in grace, and become grace givers by providing a high quality and accessible Christ centered education.

Contact Information:

Phone: 605.692.7217

Email: preschool@gpw.church

Website: gracepointpreschool.com

FaceBook: GracePoint Preschool

gracepoint preschool

HANDBOOK

GracePoint Wesleyan Church
1420 Orchard Drive
Brookings, SD 57006

Purpose

The purpose of the GracePoint Preschool is to minister to the community by providing a preschool facility with an emphasis on Christian principles. We seek to promote the concept that God is the center of the universe & therefore, a God-centered approach to life & learning is necessary. We believe that the Bible is the infallible Word of God. We believe that the quality of childhood education is improved by the instruction & influence of Christian teachers. We will operate as an outreach ministry of GracePoint Wesleyan Church & will operate as a non-profit organization & in compliance with state & local agencies.

Goals

* To provide, in a Christian atmosphere, developmental experience in the areas of self-reliance, physical, educational, creative, language & concept development.

* Realizing that the personal tutoring by loving parents in the context of a Godly home excels as an educational training method, the preschool shall seek to serve families who, for various reasons, wish to delegate tutorial duties by offering a center in which early childhood development & training may be most helped & least hindered.

* As an outreach ministry of GracePoint Wesleyan Church, the school shall strive to function within the spirit of the church's statement of purpose.

* The preschool shall seek to strengthen families & the local church by promoting personal character & Christ-likeness by raising a Biblical standard as the central feature of the curriculum & methodology.

* GracePoint Preschool does not discriminate based on race, color, age, national or ethnic origin, gender or disability.

Philosophy of Learning

Our preschool emphasizes the development of the whole child through active learning. We strive for a balanced, nurturing, caring, developmental approach to education for children who are 3, 4 & 5 years old. We believe comprehensive preschool education should be age appropriate & address the child's development in the following areas: social, emotional, physical, cognitive & spiritual.

In our setting, your child will have the opportunity to:

- Learn to work & play with others
- Develop large & small muscle dexterity
- Receive stimulation for creative mental development
- Learn to deal acceptably with emotions
- Develop an understanding of God, Christ, loving, sharing & other Christian values

We believe play should be the primary medium for a preschooler's learning. The teacher/child ratio should be set low & there should be a balance between child-selected & teacher-guided activities. We believe each child develops at his or her own pace & should be treated as an individual.

Student Requirements

Children attending the Tuesday-Thursday class must be 3 years old on or before September 1. Children attending the MWF class should be 4 years old on or before September 1. Children attending the Kindergarten Prep class should be 4 by September 1 and attending Kindergarten the following year. Children must be toilet-trained prior to attending preschool. All vaccinations should be up to date.

School Calendar

The preschool calendar will generally coincide with the Brookings school calendar, with a few exceptions. Each day is divided into a morning and an afternoon class. School will start after Labor Day and will not exceed any days after Memorial Day.

Morning: 8:15am – 11:00 a.m. Afternoon: 12:00 - 3:00 p.m.

Inclement Weather

In case of inclement weather, our school cancellation policy is as follows:

- If Brookings School District closes schools, there will be no AM or PM preschool on that day.
- If Brookings School District has a late start, AM preschool will start at 9:30 on that day.
- If Brookings School District dismisses early, preschool will be dismissed at the same time as the district.

ClassDojo message will be sent & with any school cancellation information. GracePoint Preschool does not make up any cancellations/early dismissals unless they exceed five days.

Clothing

Students should be dressed in comfortable, WASHABLE, play clothes. Your child will be working with art materials including play dough, finger paints, school glue, chalk, markers & crayons as well as playing with sand, water & various other media. Their creativity may extend to their clothing.

All outer clothing should be plainly marked with your child's name. This includes coats, hats, scarves, mittens, gloves & boots. When boots are worn, shoes should be brought to wear in the classroom. PLEASE bring outer clothing for outside play, including snow pants, as we go out for even short times during cold weather.

Supplies

Your child will need a backpack and a reusable water bottle. At the beginning of each school year, we will ask each family to pay a one-time supply fee. This allows us to buy items as needed & in bulk (like paint). The fee is $30 for TTH students, $35 for MWF students & $65 for Kindergarten Prep.

Fundraising

GracePoint Preschool participates in various fundraising events each year. Fundraising plays a huge part in our program & has an impact on the activities & equipment we offer the children in our program. Fundraising information will be distributed accordingly. We also save Hy-Vee gas and grocery receipts (from Brookings only). Receipts are a HUGE fundraiser for us each year! We receive $1000 cash for every $150,000 in receipts submitted. These items can be saved & given to the teacher or director for further use. We appreciate your effort in helping us succeed with our fundraisers.

Field Trips

We do various field trips each year that correlate with our curriculum. Parent volunteers are occasionally needed. For most field trips, we utilize the BATA bus for transportation. Each family will be required to pay for bussing fees and field trip entrance fees if applicable.

Student Arrival & Dismissal

GracePoint Church will open their main foyer doors at 8:15 a.m. & 12:00 p.m. Your child's teacher will meet your child and escort them to the preschool classroom. For preschool pick-up students will be dismissed at the same location and will only be released to the parent/grandparent/caretaker that has been listed on your child's student information form. Preschool dismissal time is at 11:15 a.m. & 3:00 p.m. Please be prompt or a fee of $5 will be charged for repeated tardiness.

Daily Schedule

Table Time
Circle Time (Calendar)
Chapel, Bible Time
Bathroom and Snack
Story Time
Large/Small Group Activity
Centers & Free Play
Outside/Gym

Snacks

A daily nutritious snack is provided at the preschool. Each child will be assigned snack once a month, depending on the class they are enrolled in. Parents are encouraged to provide nutritious snacks. We ask that your child brings a water bottle from home each day.

**ALL classrooms are PEANUT FREE
**If your child has special diet requirements, we ask that you provide a snack for your child.

Below is a list of nutritious snacks we recommend (This list is not exclusive, but created to give ideas for snacks):

* Fresh fruit
* Bagels with cream cheese
* Yogurt
* Muffins
* Raisins
* Unsweetened applesauce
* White popcorn
* Fresh vegetables
* Cheese sticks
* Granola/Cereal bars
* Dry cereal
* Pretzels
* Tortilla chips with salsa
* Crackers

*Banana bread, Zucchini bread, etc.

Children are welcome to bring 'sugary' snacks during birthday celebrations. Teachers will notify you when it is your child's birthday celebration day. Please only bring the following snacks on birthday celebration days: Mini cupcakes, cookies, donuts, ice Cream/popsicles, fruit snacks/roll-Ups or homemade treat ☺

We highly value nutrition at GracePoint Preschool & thank you for assisting us in providing snacks that are high in nutrition. Please provide anything needed to serve your snack (Napkins, utensils, etc.)

Teachers will notify their class members if there is an allergy to a specific food/food group.

Tuition & Fees

There will be a non-refundable registration fee of $25 per year, per student. Tuition is **due by the 1st of each month**. Parents may choose one of three options (monthly, semester, full year):

MWF Tuition:	TTH Tuition:	M-F Tuition
$140/month $560/fall semester $700/spring semester $1260/full year Early Morning-- $20/month	$120/month $480/fall semester $600/spring semester $1080/full year Early Morning-- $15/month	$265 $1040/fall semester $1300/spring semester $2340/full year Early Morning-- $35/month

Pay tuition by Cash, Check, Online, or Automatic Withdrawal

Cash and checks can be placed in an envelope and sent with your child in their communication folder to preschool. Please do not give tuition checks/cash to any teacher/director as this results in misplacing the payment.

A late fee of $5 will be assessed for payments received after the 7th of the month. Please communicate with the director if you need to set a different day of the month to make a payment. If a child is absent from school, tuition must be paid in full in order to keep the child's spot. If the child is absent due to an extended illness, tuition may be prorated at the discretion of the GracePoint Preschool Board.

Late Enrollment - A pro-rated fee will be charged for those starting late into the semester. This will be granted on a case-by-case basis and is not guaranteed.

Refunds - Refunds will not be made for missed days or vacations taken. Refunds will not be made for student withdrawals after a semester has begun. Refunds will not be made for school cancellations due to weather.

Discipline Policies

Discipline techniques are defined to provide for the safety and well-being of all individuals. The goal of discipline is to aid children in becoming self-evaluating & self-governing individuals.

Accepted discipline techniques include:

1. *Clear and Simple Expectations* - Use short, clear language to explain rules (e.g., "We use gentle hands" or "We walk inside").

2. *Positive Reinforcement* - Acknowledge and celebrate appropriate behavior with praise, stickers, or special privileges.

3. *Visual Schedules and Cues* - Use visual schedule, visual timer, countdown clock, verbal cues with what will happen next, to help children anticipate routines and transitions. "When, then" or "When you_____ , then _____"

4. *Redirection* - Gently guide a child's attention or behavior from inappropriate to appropriate activity.

5. *Choices Within Limits* - Offer limited options to give children a sense of control "Would you like to clean up blocks or books first?

6. *Natural and Logical Consequences* - Let the result of a child's action teach a lesson (e.g., if they throw a toy, they lose the privilege of playing with it for a time).

7. *Physical Restraint* - A staff member may physically restrain a child ONLY if he/she will cause physical harm to himself/herself, another child, staff member, or property. The purpose of restraint is to provide technique used in helping a child gain control.

8. *Professional Support Referral* - When behaviors persist beyond developmentally typical boundaries, collaborate with specialists.

If the above techniques and strategies do not improve the behavior, we will develop a plan moving forward. If the behavior persists, child may be removed from GracePoint Preschool.

Guidelines For Keeping Your Child At Home

We are concerned with the health & welfare of every child at GracePoint Preschool. Please follow these guidelines for keeping your child at home. Your child may be sent home if he/she looks too ill to be at school and we will contact you immediately. We expect that children will fully be able to participate in our school day.

1. Sore throat or runny nose
2. Persistent cough
3. Discharge from ear or eye, or inflamed, bloodshot eye
4. Nausea, vomiting, or diarrhea
5. Severe headache
6. Skin rash
7. Fever of 99 degrees - a child should not return to school until he/she has not had a fever for 24 hours. During this period, your child should not have been given any medicine, such as Tylenol, aspirin, or Motrin, that is used to reduce fevers.

These guidelines are used to prevent relapse which often occurs when a child returns to school after being ill, and it will reduce the spread of germs, to prevent other children from becoming ill.

Toilet-Training Policy

Children are to be toilet-trained and wear underwear, not pullups or diapers. We understand there may be a setback in a new environment and accidents, infrequent and unusual, may occur. Preschool Staff is aware of this and will make sure to communicate with families. Please have a change of clothes if this situation arises. If it becomes a consistent issue, we will develop a plan of action moving forward.

Mandated Reporter

GracePoint Preschool is by law to report, with reasonable cause, any abuse or neglect to a child under the age of 18.