



Grace Place Preschool

Accredited with Quality by Georgia Accrediting Commission
Member of Georgia Association of Christian Schools

Parent Handbook

Nursery & Preschool

2021-2022

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VISION STATEMENT

To help prepare each young person to accept God's purpose for their life, and provoke them to pursue that plan with passion; To educate, equip, and engage them in the life-long mission of bringing glory to God.

Trust in the Lord with all thine heart and lean not unto thine own understanding;

In all thy ways acknowledge Him, and He shall direct thy paths. Proverbs 3:5-6

MISSION STATEMENT

Guide each young person to build a
Relationship with God and
Acept His purpose for the student's life through a
Christ-centered
Education to successfully compete in a global society

GCA CREED

I am Somebody.

I am a child of God.

I am a Scholar at Grace Christian Academy.

I am full of understanding, wisdom and knowledge.

I am here to fulfill God's purpose for my life, to be a problem-solver and not a problem-causer.

I can do all things through Christ who strengthens me.

I will strive for excellence inside and outside the classroom.

I will take responsibility for my actions.

Lord, please help me to discover truth. Give me the will to choose it and the strength to uphold it.

I will make a difference in my home, my school, my community and my country.

STATEMENT OF FAITH

We believe the following statements to be true:

There is one God, eternally existent in the Persons of Father, Son, and Holy Spirit. He is infinite in wisdom and power and is completely sovereign over all creation.

The Bible is the inspired, inerrant, infallible and only Word of God. It is the final authority of all matters. It is the truth of God, and it cannot be interpreted apart from the illumination of the Holy Spirit.

The Lord Jesus Christ was born of a virgin birth and He is deity. Through His shed blood, atoning death, bodily resurrection and ascension to the right hand of the Father, we vicariously have eternal life with God. Jesus will reign in power and glory during the pre-millennial period.

Salvation is possible only through the Person of Jesus Christ. The Holy Spirit draws and convicts sinful man to repent and place his total faith in Christ. Upon salvation through Christ, man is redeemed. His account is settled and his name is written in the Lamb's Book of Life where it is preserved by Christ for eternity.

There will be a resurrection of the saved during the pre-tribulation coming of Christ, and there will be a resurrection of the lost unto damnation.

The church is the local body of baptized believers who work together under the direction of the Holy Spirit to carry out the three primary functions of the church. They are to exalt the Savior, equip the saints and evangelize the sinner. This is to be done both locally and worldwide through all appropriate opportunities. The Church has been provided with gifts from the Holy Spirit through its membership which enable it to carry out the full work to which it is called.

The Holy Spirit is presented as the third Person of the Trinity. He is God who dwells in the hearts of redeemed man and works to bring the saints into the fullness of the will of God. The Holy Spirit draws man into salvation and convicts him of sin.

We believe that Bible gives clear definition concerning the kinds of life-styles that are abominable to God, and we embrace and agree with God. Homosexuality, Lesbianism, Fornication and Adultery are truly reflective of a person who does not agree with God about sin, and we stand firmly against such un-godly practices. We also believe that God has commanded us not to engage in intimate sexual activity outside of marriage between a man and a woman.

STATEMENT OF PURPOSE

Grace Place Preschool (GPP), a ministry of Grace Baptist Church, was established in 2000 to respond to the needs of its members and the community. It is a Christian nursery and preschool that provides a superior academic education in a nurturing Christian environment.

The school is committed to providing a curriculum that is two-fold in nature. I strives to provide students with a working knowledge of God's Word, an understanding of God's unconditional love for every child, and the gift of eternal salvation through a personal relationship with Jesus Christ.

GPP is committed to providing an academic curriculum that is aligned with and faithful to the Bible. The curriculum is congruent with the Statement of Faith of Grace Baptist Church.

GPP encourages all parents and to apply for admission regardless of race, color, nationality, gender, or ethnic origin.

PHILOSOPHY

We believe that God is the creator of all things. (Genesis 1:1)

We believe that our sins are forgiven by the grace of God through the death and resurrection of His Son, Jesus Christ.

We believe that human beings are the most important creatures designed by God, and every individual is a child of God who is blessed with unique gifts and talents.

We believe that children are people; therefore, they are entitled to be treated with human dignity and respect at all times. Thus, we provide a secure, nurturing, Christian environment that facilitates the success of each individual.

We believe that **when any human is lost or diminished, everyone loses because someone is gone who cannot be replaced.** Furthermore, as long as he or she loves, **every adult and child can change for the better through Christ and the Holy Spirit.**

We believe in building a cooperative support system between students, parents, teachers, and church and community resources to maximize learning and growth.

We believe that teachers should continually seek inspiration and renewal from the perfect examples of the ultimate teacher, Jesus Christ. Effective teaching and learning require a harmony of thoughts, words, and actions.

We believe that the Bible is the inspired Word of God. Relating Biblical principles to daily life situations promotes the ability to make sound judgments in a rapidly changing world. **Freedom is a privilege of humanity** – freedom in Christ, not freedom to do as one pleases. This kind of freedom takes other people into account and involves **self-discipline and the assuming of responsibility** for one's own actions.

ADMISSION POLICY AND PROCEDURES

A student may be admitted to Grace Place Preschool only after established requirements and conditions have been fulfilled.

A family commitment form will be signed annually by the parent and/or legal guardian stating that he/she has read, understood, and agrees with the policies, goals, discipline, and statement of faith for Grace Place Preschool.

A student or family who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in the school.

An annual non-refundable tuition contract must be signed for each student entering Grace Place Preschool.

A completed application, all required paperwork, as well as the *non-refundable* registration fee, must be received before the application and be reviewed and processed.

Grace Place Preschool requires all K2-K4 students to wear school uniforms. See Dress Code section for details.

A notarized court order must be on file if there is a custody order. Other official court documents may be required depending on family status.

Grace Christian Academy and Preschool requires a Waiver of Liability, Emergency Medical Form, and Photography Release to be signed and submitted as part of the application.

A non-refundable registration fee must be paid at the time that the application is filled out for each prospective student. This includes their Abeka workbooks, curriculum required supplies, ACSI Membership, student accident insurance, student yearbook, classroom supplies, and a book bag.

Methods of Payment- Money orders, cashier's checks, personal checks, cash, or credit cards are acceptable methods of payment for fees, extracurricular activities, and fundraisers. These may be **made payable to GCA** and **placed in the money box** at the front desk. The financial office deposits all checks electronically. Please itemize on the check or payment slip the respective area(s) to which payment should be applied.

Delinquent Financial Accounts- All fees must be current in order for a student to remain enrolled in our Nursery and Preschool program and to receive a re-enrollment contract. In addition, all returned check issues must be resolved, including a \$40.00 fee. Student records will be released as soon as all financial obligations are met.

Tuition Information Continued

- Tuition paid in full during registration will receive a 5% discount on the total yearly rate.
- We offer a multiple child discount that may be applied to tuition only and only one discount may be applied.
- A student that enrolls in school after the school year has begun, tuition and fees are pro-rated according to the number of months remaining in the school year.
- An Electronic Check Conversion form is part of the application, and must be signed to be kept on file.

Tuition deductions will not be made for absences during the school year, regardless of the cause of such absence. If after enrollment your son/daughter is voluntarily withdrawn, suspended, or dismissed, no part of the fees or tuition paid to the school shall be refunded.

GCA reserves the right to collect tuition and fee balances associated with the remainder of the school year. When final payment is made by check, transcripts will be released after the funds have been cleared by the financial institution. There is a \$500.00 withdrawal fee by GCA for anything other than relocation.

Withdrawal Procedures

Any parent desiring to withdraw their student from school should report to the school office to receive a withdrawal form. Student information cannot be forwarded to another school/or released to the parent until all financial obligations have been met. This, of course, includes remaining tuition, late payment charges, etc.

If after enrollment your son/daughter is voluntarily withdrawn, suspended, or dismissed, no part of the fees or tuition paid to the school shall be refunded.

After a student(s) final acceptance for enrollment to Grace Place Preschool, you will be responsible for the **Early Withdrawal Fee of \$500.00**. When final payment is made by check, records will be released after the funds have been cleared by the financial institution.

Donations

Donations to Grace Place Preschool are tax deductible and may be given to purchase needed school supplies and equipment. Monetary and other donations of educational items are also welcomed as they may enhance the quality of education for all students in the school.

NURSERY AND PRESCHOOL PLACEMENT

Nursery: 6 weeks-24 months

Preschool: K2, K3, K4

Age Requirement: GPP require that all students be the appropriate age (on or before September 1st) for the class for which they are applying.

Other Placement Requirements: All students entering **K3 and K4 must be completely potty trained before the first day of school.**

Record Review Policy

1. The schools administration office and support staff is responsible for maintaining the students' cumulative records.
2. To ensure privacy for the students and their families only the Administration and designated school personnel, in the fulfillment of their respective functions, may have access to students' records.
3. Only parent/legal guardians may access students' records. Any parent/guardian desiring to inspect specific records shall address the request to the Administrator in writing.
4. The school will not release the information contained in the student's records to other parties without prior written consent of the person legally responsible for that student.
5. According to the law, the school is authorized to release, without permission, the information contained in the student's records to certain federal, state, and local authorities and to the court or law enforcement officials in the performance of their functions upon the issuance of a subpoena or a court order.

Schedule Information

6:30 AM- 7:45 AM.....Before Care
8:30 AM— 3:30 PM.....School Hours
3:30 PM—6:30 PM.....After Care

We encourage consistent daily attendance because it is important to proper learning. All before care and after care is included in tuition fees. Before care will be held in a designated classroom each day, the receptionist will notify parents of the location. Parents are welcome to bring the student's breakfast to eat during before care. We serve a breakfast snack from 8:45-9:00 A.M. Any child **arriving 9:00 A.M. will not receive a morning snack**. After school is in a designated classroom, snack is provided and served during after school hours of 3:30-4:00.

Students will only be released to the parent/guardian or person with authorization whose name is listed on the enrollment form. Your child will only be released to people that you put on the pickup list. Notification of any change in the normal form of transportation for your child must be sent to the school office, in writing, before 12:00PM. These rules are designed to ensure your child's safety. We take this responsibility seriously and expect our students and parents to do the same.

Absences

There is no reduction in tuition for absenteeism or severe weather closings. In the event of severe weather days you will be notified via Remind Parent App (text @ae32b9 to 81010 to join) and email.

Tardies

Any child arriving to class after 10:00 is marked tardy and cannot be dropped off without a doctor's excuse.

Late Pickup

If you must pick your child up after closing time at 6:30 PM, you will be charged a late fee of \$25.00, and \$1.00 for every additional minute after the first 15 minutes. Payment is due at time of pick up. The time will be governed by the school's clock in the respective facility.

DRESS CODE

Parents/Guardians

Parents/guardians are asked to dress appropriately and modestly when visiting our school

or attending school functions. We would also ask that our parents/guardians adhere to our general standards of conduct when visiting the school or school related functions (i.e. no drinking, smoking, offensive language, etc.) The Administration reminds both students and parents that your enrollment states your complete agreement with the application of all code enforcement to your child. To be less than supportive that then murmur and complain about how your child was dealt with erodes your child's understanding of respect for authority, and shows a lack of harmony with our clearly stated Biblical standards (Philippians 2:14 and 15, and Matthew 18).

Student

All K2-K4 students are required to wear the school uniform each day unless parents are notified differently. Students will be required to dress neatly and cleanly. All uniform shirts worn by our students must be purchased through our school clothing supplier—SCV— and MUST have the correct GCA logo. Please notify the school if you encounter difficulty while shopping at the uniform store (obtaining and/or fitting) any item of the uniform. Navy and khaki colored pants, shorts, skirts, and skorts may be purchased at a retailer of your choice. ***The administration of GCA and GPP reserve the right to determine that any article of clothing is inappropriate for school wear.*** This may include clothing items that have been purchased through SCV, but are too tight, too short (way above the knee), immodest, or worn inappropriately. **Please put names on all articles of clothing and other items sent to school with your student.**

Boys

Boys are required to wear socks that coordinate with their uniform. (white, navy, brown, or khaki) Shirts must be properly buttoned and tucked in. If shirt is not long enough to tuck in it must be replaced. Pants must not be too baggy or worn pulled down below the waist. Boys must have a traditional, gentlemanly haircut. Any style which causes undue attention will not be allowed. Faddish or eccentric haircuts or hair colors are not permitted. Hair should be cut above the shirt collar. Entire ear must be exposed. No braids or twist. Hair should be above the eyebrows. Students are to wear fully enclosed shoes. No sandals or flip flops allowed.

DRESS CODE CONT.

Girls

All items of clothing must be worn modestly and appropriately. The length of skirts, shorts and skorts must be no shorter than the top of the knee. Due to the age and activities of preschool students, girls should wear shorts or tights under all skirts and dresses. Girls are required to wear socks and/or tights that color-coordinate with their uniform: (white, navy, light blue, khaki, or brown). Shirts must be properly buttoned and tucked in. If shirt is not long enough to tuck in it must be replaced. Girls are allowed to wear one set of matching earrings. Girls must have neat, clean hair styles. Any hair style or hair color which causes undue attention will not be allowed. Students are to wear fully enclosed shoes. No sandals or flip flops allowed.

GIRLS

SKIRT	Navy or Khaki (may be purchased at a retailer of your choice) – <i>(Khaki required for Chapel)</i>
SHIRTS	Dark Burgundy, Light blue or Bright Navy, Short or Long Sleeve Knit shirt with School Logo – <i>(Bright navy required for Chapel)</i>
SKORTS	Navy or Khaki Skort (may be purchased at a retailer of your choice) – (Khaki may be worn to Chapel) Must be no shorter than top of knee
SHORTS	Navy or Khaki Skort (may be purchased at a retailer of your choice) Must be no shorter than top of knee
SLACKS	Navy or Khaki Slacks (may be purchased at a retailer of your choice) <i>(Khaki required for Chapel)</i>
SHOES	Black, Brown, Navy, Tan or Tennis Shoes (Students must have toe and heel enclosed)
SOCKS/TIGHTS	Girls are required to wear socks and/or tights that color-coordinate with their uniform. (White, Navy, Light Blue, Khaki, or Brown)

BOYS

SLACKS	Navy or Khaki Slacks (may be purchased at a retailer of your choice) <i>(Khaki required for Chapel)</i>
KNIT SHIRTS	Dark Burgundy, Light blue or Bright Navy, Short or Long Sleeve Knit shirt with School Logo – <i>(Bright navy required for Chapel)</i>
SHORTS	Navy or Khaki Skort (may be purchased at a retailer of your choice) Must be no shorter than top of knee
SHOES	Black, Brown, Navy, Tan or Tennis Shoes (Students must have toe and heel enclosed)
SOCKS	Boys are required to wear socks that coordinate with their uniform: (white, navy, brown, or khaki)

Nursery Program

The parents/guardians are required to provide wipes, diapers, pull-ups, training pants, etc. for their child. It is the responsibility of every parent/guardian to keep supplies replenished. Notification will be sent home or emailed when supplies are needed.

Feeding Plan Nursery

Feeding of children less than one (1) year of age requires a signed, written feeding plan from the parents/guardians. These instructions shall be updated regularly by the parents/guardians as new foods are added or other dietary changes are made. These plans are posted in the child's assigned room and must include the child's feeding schedule, the amount of formula to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type or types of commercially premixed formula which may not be used in an emergency due to food allergies. Honey shall not be served to any child under the age of one (1) year of age. Baby bottles, formula or expressed milk, and all other baby food supplied by the parents/guardians must be clearly labeled with the individual child's name and marked with the current day's date. Only the current day's dated formula will be served

Change of Clothes

Due to the age of the children in our program, accidents are inevitable. Therefore, please provide ample clothing that is washable, sturdy and seasonally appropriate. Please label all garments with the child's first and last name, including coats, hats, and shoes. Every child must have at least one extra set of LABELED clothing, in a clear plastic ziploc bag that will remain in your child's classroom at all times. For nursery students, this is in addition to providing daily needed changes of clothes.

Student Illness/ COVID-19 Protocol

During the School Day

- If a student begins to run a fever or shows signs of illness, the student will be sent to the front office immediately to have their temperature checked with a non-contact thermometer and to be evaluated.
- If the student's temperature is above 100.4, the front office will ask the student to wear a mask and have him/her sit in the front office to rest. The parents will be called to come and pick up their child or make arrangements to have them picked up. The teacher will be notified that the student will not return to class.
- Parents will be asked to let us know the nature of the illness before returning to school.
- Students will be asked not to return to school until they are fever-free for 24 hours or longer, based on the illness.
- If the child has a positive Covid test they will stay home for a minimum of 10 days and not return until they are fever free for 24 hours.
- After the student leaves, the teacher will take the remaining students to another classroom and then clean and sanitize all surfaces in all the classrooms the child attended. (Following Classroom Cleaning/Health Safety Procedures)

Clinic Safety Protocol

- Office personnel assessing the illness will wear a mask and gloves.
- A non-contact thermometer will be used to check temperatures.
- The student will rest in the front office until a parent or emergency contact arrives.
- All surfaces in the office will be cleaned and sanitized after the student has been picked up.
- Clinic reports will be completed and filed.

Medication Guidelines - All medicines (prescription or over-the-counter) are required to be stored in the school office. Please note the exception for inhalers and EpiPens as described below.

Prescription Medication

- The parent must request, in-person, that the student be given the medication.
- The parent must sign a release form allowing school personnel to administer the medication.
- Medication must be in the original container with the pharmacy label attached.

- Medication will be administered according to the prescription label.
- Students CAN NOT transport prescription medication.

Medication prescribed 2-3 times a day should be given at home unless the child is in Extended Care.

Non-Prescription Medication (Over-the-Counter)

- The parent must bring the medicine, in its original packaging, with dosage instructions clearly indicated by parent(s)/guardian(s). This includes but is not limited to Tylenol. The parent must request, in person, that the student be given the medication.
- The parent must sign a release form allowing school personnel to administer the medication.
- The parent will provide instructions including the dosage and the time medication is to be given to the student.
- Medication must be in the original container. (Directions from the parent should not exceed the medication instructions on the label.)
- Students ARE NOT be allowed to transport non-prescription medication.

Metered Dose Inhalers for Students with Asthma and EpiPens for children with allergies will be carried by the teachers that class. The Administrator shall be provided with a copy of the parent's/guardian's and physician's written statement of approval.

Metered-dose inhalers may also be kept in the school office and administered under the "prescription medication" guidelines. PLEASE NOTE: All medications not picked up by the parent at the end of the school year will be discarded.

Communicable Diseases:

Any child who is diagnosed, either by appropriate laboratory testing or through the diagnosis of any licensed healthcare provider, as having an infectious communicable disease will be evaluated to determine the child's suitability to remain in the classroom. This determination shall be based on whether or not the individual is a health danger to himself/herself or presents an increased risk to others with whom there may be contact. The administration will assess the need and availability of other educational alternatives if it is determined that the student should be removed from the classroom. The administration will respect the confidentiality of all individuals suspected of or diagnosed as having an infectious, communicable disease. The number of personnel who will be advised of an individual's condition will be kept to the minimum needed to assure proper care and/or to detect situations where the potential for transmission of an infectious disease may increase. Decisions regarding the type of educational and/or general care provided will be based

upon behavior, neurological development, physical condition, and the type of interaction with others expected in the particular relevant setting. The risk and benefits to both the infected individual and others will be weighed in this process.

Emergency Drills:

Fire, severe weather, and disaster drills are conducted regularly.

COMMUNICATION

Email - Email is the preferred method for “general” communication with parents. Phone calls are utilized by teachers and administration when dialog and an immediate exchange of response are necessary.

Parent Meetings – Parent meetings will be held from time to time during the school year. Parents are encouraged to attend these meetings to facilitate home/school communication. Parent/Teacher

Conferences – Conferences regarding the pupil’s academic progress, behavior, or attitude may be held at any time. The parent or teacher may initiate these. Parents desiring a conference with the teacher should contact the teacher by email in advance to make an appointment; conferences should be scheduled before or after school hours. Teachers are never free to spend time with individual parents during classes.

Lunch Program - We have our own in house chef who provides our lunch and snacks. Our Chef has created a custom-designed school lunch program tailored to our individual school. Our chef is also dedicated to providing a high-quality, nutritious and cost-effective school lunch program. Nutrition is a vital component of our schools lunch program and mirrors the National School Lunch standards for daily values of protein, vegetables, fruit, dairy and grain.

Parties- Class parties will be held on designated days and times during the school year. Parties will be limited to students in the specified class. Teachers will work with parents to recognize a student’s birthday but will need advanced notice. Birthday celebrations will be during the class’s lunch, and the menu should only be limited to desserts or treats in original packaging with the ingredients clearly labeled on the outside. Flowers, balloons, gifts, stuffed animals, etc. may only be delivered to the Front Office. Office personnel will then deliver these items to the students at lunchtime or at the end of the school day.

Pet Policy -For the safety of our children, pets are not allowed in the building, or on any school grounds; this includes the athletic fields. No pets are allowed out of your vehicle. Individual classroom policies regarding pets will be pre-approved by the administration.

Returned Check Policy- Parent(s)/guardians will be billed \$40.00 if a check they have submitted to GCA is returned from the bank. If a second check is returned, parent(s)/guardians will have to submit cash, a money order, or a cashier’s check to replace the returned check. GCA will no longer

accept checks from a family who has had three (3) returned checks in one school year. That family will have to pay all future fees with cash, a money order, or a cashier's check – this includes cafeteria charges, extended care fees, etc.

**** Parents, the following pages are a Parent/Student Handbook Signature Agreement Form. This form is to be printed, signed by a parent and returned to the school office or teacher by the end of the first week of school. If your child is enrolled after the first day of school, the agreement is due within one week of enrollment. ****