



Mother's Day Out  
2024-2025  
Parent Handbook

Dear Parents,

Welcome to GraceKids Mother's Day Out! At GraceKids, we truly believe that children are one of God's greatest gifts, and we are delighted to spend time with your child each week.

GraceKids strives to provide meaningful learning experiences that nurture a young child's social, emotional, physical, cognitive, and spiritual development. It is our mission to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

A trusting partnership with parents is vital to the success of our program. We encourage parents to take an active role in their child's early learning experiences!

We hope that your time at GraceKids is the highlight of you and your child's week!

*"Children are a gift from the Lord; they are a reward from him." -Psalm 127:3*

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## Admissions

Age: Children must be 6 months old on or before **September 1st** to be eligible to register for our pre-school program. Students are placed based on their age as of **September 1st** of the current school year.

Registration: Registration for GraceKids will begin in the Spring semester. Registration happens online through our 3rd party program management software, Brightwheel. Current enrollees and siblings will be given the opportunity to enroll before open enrollment. Open enrollment will be based on a first come, first serve basis. Registration requires the following:

- \$160.00 registration fee
- Registration Paperwork
- Parent Handbook Signature
- Copy of shot records

Waiting List: A waiting list for each class will be maintained for those interested in enrolling, should space become available. There is no fee. The waiting list only applies to the current school year.

*\*Enrollment is open to children who are able to participate in a developmentally age-appropriate curriculum and structure. All applications are subject to evaluation to the specific needs of the child and the ability of GraceKids MDO to accommodate those needs through its program, staff, and facilities. This is for the benefit and well being of everyone involved in the program.*

## Tuition and Fees

Tuition is due on the 1st of each month.

Tuition payments can be submitted by any of the following:

- Via the BrightWheel App (preferred)
- By check written out to GraceKids MDO,
- Cash delivered to the front office

GraceKids Mother's Day Out is a non-profit organization. It is our goal, however, to cover all expenses for the program. As with any childcare program, we do not offer discounts or credits for absence due to illness, inclement weather, school holidays, or travel.

Tuition and fees are billed based on the rate sheet on the following page.

## Withdrawal

Registration for each child is a commitment of enrollment for the entire school year. Should you need to withdraw from the program before the end of the school year, parents must give GraceKids a two week written notice. This allows us ample time to fill your child's place in class and provides for continued financial stability. Without this notice, parents will be responsible for tuition at a daily rate of \$30 for a two week period.

### Ratios:

Class		Class	
Turtles	2:5	Bunny	2:12
Owl	2:8	Tiger	2:12
Fox	2:8	Monkey	2:12



*\*GraceKids sets the above Student/Teacher ratios for its programs, however actual class size has been capped lower in most cases to reflect the size of the classroom and ensure the quality of care and instruction.*

# Tuition Rates for 2024-2025

(Effective August 2024)

Dates: August 26th 2025- May 14th, 2025, follows Conroe ISD Calendar

Hours: Mondays and Wednesdays 9AM-2PM

Class	Ages	Rate Per Month
Turtles	6 Months-1 Year	330.00
Owl	Older 1's	320.00
Fox	Younger 1's	320.00
Bunny	2 Years	320.00
Tiger	3 Years	310.00
Monkey	Pre-K 4's	310.00

Registration Fee: 160.00/Child (Due at time of Enrollment, non-refundable)

Sibling Discount: 10% for Additional Siblings (Applied to Lowest Rate)

Full Tuition Discount: 5% for Semester Paid in Full

Late Payment Fee: 25.00/week

## What to Bring

Your child should have a backpack or bag\* that contains the following items labeled with the child's name:

- diapers/wipes (if applicable)
- formula/milk (if applicable)
- water cup/water bottle with lid
- extra change of clothes
- snack and lunch packed separately
- a nap mat (Owl, Fox, and Bunny Class)

\*We recommend families send backpacks or bags large enough to hold a standard pocket folder in order to accommodate any projects the teachers may send home with children.

## Clothing/Shoes

Children should come to school dressed in washable play clothes. Although we provide smocks for potentially messy activities, when children work with paint, glue, etc., some may get on clothing. Rubber sole, closed toe shoes are recommended for running and climbing on the playground. If weather permits, we will have outside time each day. Please label your child's outer clothing with his/her name.

## What to Expect Each Day

A typical day at GraceKids includes:

- Recess time (indoor recess in bad weather)
- Specials Class or Chapel
- Play based learning opportunities (including centers)
- Circle time (direct instruction)
- Process based art projects (child created)

- Nap time (for younger classes)

## Drop off and Pick Up

In the mornings, we invite parents to walk their children into the building through our side entrance or to utilize the morning carline in the covered drive. Afternoon pickup is via carline only. We find this hastens the process for both students and staff.

## Carline

### Drop Off

- Carline begins at 8:55am.
- Enter parking lot via Crane Brook Dr.
- Follow attached route.
- If you have one child, remain in the car. A teacher will help the your child out of the car. If you have two or more children, please help the child on the driver side out of car. Walk behind the vehicle to the teacher on the passenger side. Make sure all children are secure before re-entering your vehicle.

### Pick Up

- Carline begins at 1:50pm. Please have your car line tag easily visible.
- Follow the same procedures as drop off.
- If you have one child, allow teacher to buckle them into their car seat. If you have two or more children, please retrieve your child from the teacher and help buckle your child on the driver's side.

*\*\*If you do not want a teacher loading or unloading your child, please let our teachers know. Teachers will wait on the passenger side of car to receive your child and walk them into the building.\*\**

Only parents and authorized persons may pick up a child. In accordance with state law, if someone other than a parent is picking up a child, that

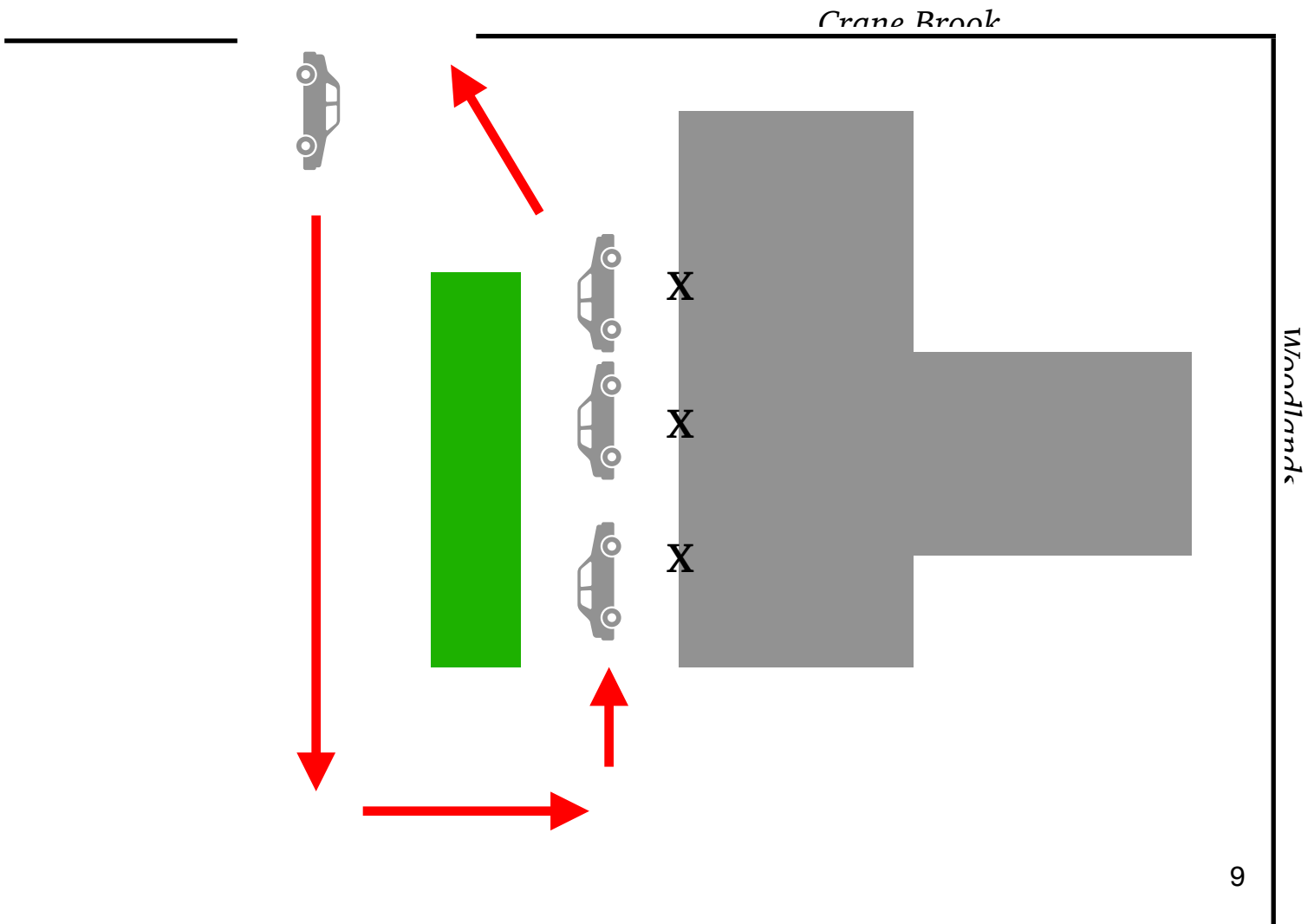


person may be asked to show proper identification. Additional adults authorized to pick up your child can be entered on the Brightweel app.

## Late Pick-Up

In order to support our staff and respect their time we ask that you pick up your child promptly. Any child who is not picked up by 2:10pm will be taken to the church office. There will be a \$5.00 late fee. There will be an additional charge of \$5.00 for each 10 minutes after that.

# Car Line Route



## **Immunizations**

Parents must provide a copy of their child's current immunizations record prior to their first day of school. If your practices and affiliation with a religious denomination or church prohibits immunizations of your child, a signed affidavit must be submitted. No child will be admitted without prior submission of current immunization records that must meet Texas minimum immunization standards or an affidavit. The latest immunization requirements can be found on the Texas Department of State Health Services website.

## **Sick Child Policy**

In the interest of every child's well being, every effort is made to prevent the spread of disease. Therefore, only healthy children will be cared for at GraceKids Mother's Day Out. If your child is demonstrating any of the following symptoms, please do not bring your child to school until they have been symptom free, without medication, for 24 hours. This will help protect both your child and others from contagious diseases.

- Temperature of 100 degrees or higher
- Drainage from eyes
- Discolored nasal discharge
- Vomiting or diarrhea
- Rash or skin irritations of unknown origin

Should any of these symptoms appear during school hours, your child will be separated from the other children and a parent or designee will be contacted to pick up your child as soon as possible. No medicine will be dispensed at GraceKids Mother's Day Out unless it is an emergency medication and is accompanied by the GraceKids Medication Authorization Form has been completed and submitted to the director.

## **Behavior Management**

Our behavior management policy is based on the gospel and grace. We believe in positive behavior management methods. The first step with every child is redirection. We try to redirect the child's attention away from the problem. If redirection is not successful, the teacher will let the child know what behavior is inappropriate. The teacher will then communicate to the child what behavior is expected.

If behavior problems are not being successfully handled in class, the teacher may request to meet with the parents.

## **Potty Training**

If your child is beginning to potty train, please discuss it with your child's teacher, so she will know to begin asking and taking your child to the bathroom. During this time, we ask that you send your child in disposable training pants. However, if your child is not actively potty training, please keep them in diapers during school hours.

Beginning with the 3-year-old class, all children should be potty trained and able to wipe themselves. Exceptions will be made on a case-by-case basis. Please do not send your child in underwear until they are fully potty trained and able to communicate their need to go to the bathroom. If you have any questions or concerns, feel free to discuss them with your child's teacher.

## **BrightWheel**

BrightWheel is a tool for classroom management, communication, photos, videos, online bill pay, and much more. We ask that parents create a free account by downloading the BrightWheel app on their smartphone or going online to [schools.mybrightwheel.com](https://schools.mybrightwheel.com) in order to make communication and bill pay much easier.

## **Parent/Teacher Communication**

Parent to Teacher: Your relationship with your child's teacher is very important. Please take time to write a quick note or send a message through BrightWheel about any changes at home, (illness, new baby, death, etc.) that might have made a change in your child's emotions.

Teacher to Parent: Teachers will communicate with you during pick-up and drop-off about your child's day. They will also keep you up to date with pictures and messages using the BrightWheel App.

If a more detailed conversation is needed, a conference can be scheduled with your child's teacher upon request.

## **Emergency Plan**

*\*\*In the event of an emergency, our first priority is to move our children to a safe location.*

**Designated Relocation Area:** In the event that we need to leave the building, we will congregate in the lower level of the parking lot. Teachers and staff will lead the children out of the building. Teachers will use their roster to take attendance once the class has reached the relocation area. The program director will check all classrooms and restrooms before the building is deemed to be clear.

**Severe Weather:** In the event of severe weather, the director will inform teachers to either shelter in place or direct students and staff into the interior halls and away from windows, until conditions have cleared. In an emergency situation, the program director will notify Grace Presbyterian Church staff and local authorities. Classroom teachers will contact each child's parents.

## **Birthdays**

Birthdays are always a happy occasion for the children and may be celebrated at snack time. Please make arrangements with your child's teacher if you would like to bring a special snack to school that day.

## **Staff**

Our staff all have experience in early childhood education. Staff are certified in CPR and First Aid. Each staff member has passed a background check and has attended Grace Presbyterian's Child Protection Training. Staff members complete continuing education hours throughout the year through professional conferences and guest speakers.

## **Toys**

We request that you leave your child's toys at home or in your car, unless it is specifically requested for show-and-tell. We cannot be responsible for toys brought to GraceKids Mother's Day Out. During the first few months of school, if your child has a security blanket or a "lovey" that is calming, you may bring it. However, please label it clearly. Your child's teacher will get it out for your child if the need arises.