

**Schedule of Classes and Fees
2009-2010 School Year**

Mother's Morning Out

Students must turn 1 by September 1, 2009
Monday – Friday
\$70 a month for one day a week, \$140 a month
for 2 days a week, \$210 for 3 days, \$280 for 4 days,
and \$350 for 5 days

Two Year Old Program

Students must turn 2 by September 1, 2009
Tuesday/Thursday or Monday/Wednesday/Friday
2 days - \$155
3 days - \$180
5 days - \$190

Three Year Old Program

All Three Year Olds must be potty-trained
Students must turn 3 by September 1, 2009
Monday/Wednesday/Friday or Monday-Friday
3 days - \$180
5 days - \$190

Four Year Old Program

All Four Year Olds must be potty-trained
Students must turn 4 by September 1, 2009
Monday – Friday
5 days - \$210

A non-refundable registration fee of \$100 per family is due when enrolling your child. All classes meet from 9:00 AM –12:00 PM. Tuition is paid September through May by the 10th of each month. A late fee of \$25 will be assessed after the 10th. There is a \$25 fee for returned checks. There are no credits for illnesses, voluntary absences, or school closings due to traditional Charleston County School closings.

All checks should be made payable to Grace WDS. Please use your Tuition Payment Book. Please do not put payment in your child's backpack.

Should it become necessary to withdraw a child, a month's (30 days) written notice must be given to the Director. No refunds will be made for short or long absences. In case of extended absences or illnesses, monthly tuition must be paid to reserve a place in the class.

Curriculum

Each teacher plans her own curriculum following the Goals and Standards set by the Director. The Goals and Standards are available on our website or in the school office.

Each lesson and activity is made to be developmentally appropriate for each child. Our staff works hard to create a stimulating environment for all students. Students are nurtured throughout the morning by all of our teachers.

Preschool age children thrive on stability, consistency, and repetition. Each day students are given time to be creative through play, socialization, arts and crafts, and our special area classes. Students are immersed with literacy, including Bible stories. Students begin to learn about the calendar, colors, letters, shapes, phonics, numbers, life-cycles, cooking, and many more exciting things. Students also learn an assortment of prayers and are taught Christian values and principles.

Portfolios

At the end of the year, each student will receive a portfolio filled with pieces of his or her class work that demonstrates the growth he or she has made throughout the year. The work placed in the portfolio is based on goals that each class is given. The portfolio also serves as a memory book for the year. Photographs of happy moments and class activities are placed throughout the portfolio, special pieces of artwork, and items that your child feels proud of are placed inside his or her portfolio.

Please remember that portfolios are meant to demonstrate each child's growth. Students do not have to master all goals in order to move up to the next class. All children develop and learn at different rates.

Religion and Christian Values

It is our goal to help the students at Grace Weekday School to learn about God and develop a real love for him. Students will learn songs, prayers, and Bible verses. Students will participate in Chapel in the Sanctuary throughout the year as the Pastor, Youth Pastor, and others bring Bible lessons. Also, church members volunteer to read Bible stories to the children throughout the year. We have the opportunity to offer the finest in early childhood education and to direct attention to the Christian faith. By teaching Christian values, we recognize the importance of adults as models of acceptable behavior for children. Adults reflect faith in God through words they use and the way they relate to each child. Children will witness acts of thankfulness, sharing, patience, love, joy, and fairness in his or her teachers.

Through Christian education, we affirm each child's worth. We recognize and celebrate each one's joy and accomplishments. We see the world as good. Marvel at creation. We rejoice in the changing seasons and recognize the dependability of our world. We teach care for plants, animals, and all other living things.

Resource: The United Methodist Weekday Programs.

Snack Time

Students have a healthy snack and juice/water provided for them each morning. Please notify us of any food allergies that your child has or special dietary needs. If your child has severe food allergies, you will have to provide your own snack.

Clothing

Please dress your child in washable, comfortable clothing for PLAY each day. Be sure the clothing is manageable avoiding suspenders, belts and tights. Children should be dressed appropriately for outdoor activities. Each class will go outside each day for at least 15 minutes unless it is raining or exceptionally cold. **Please label their jackets/sweaters.** All children are asked to wear **tennis shoes** for safety reasons.

All children should have at least **one** complete change of clothing including underwear and socks in a labeled zip-locked bag. For children who are not potty-trained, please send one diaper/pull-up per day, along with a Ziploc bag of 4 diapers/pull-ups for the teachers to have on-hand in the classroom if needed (send this in at the beginning of the year, and your child's teacher will inform you when it needs to be re-filled).

Personal Belongings

Please provide your child with a book bag/back pack that is not on wheels. We ask that you do not allow your child to bring toys of any size, shape or type to school unless specified by their teacher. If your child is in either the MMO program or the K2 program and they need to bring a special blanket or stuffed animal for security that is okay! **Please label all personal belongings.**

Library

Our preschoolers will visit the school's library with their teacher. The library is designed to foster literacy and create experiences that focus on the joy of reading. Our collection of literature encourages our students to become life-long readers. We also offer Scholastic Book Club orders once a month.

Music

Music is a wonderful teaching tool, especially with preschoolers. Music helps develop your child's language and math skills. Our music program provides an opportunity to learn through songs. Children begin to attend music classes once a week in K2. Children are able to wiggle and dance during this class. Our music teacher teaches students a variety of Bible, education, and fun preschool songs.

Jump for JOY

All children shall receive weekly creative movement classes. The classes will be ½ hour led by some of our parents. It is a joyful way to explore movement through music, develop physical skills, channel energy, stimulate imagination and promote creativity. It provides children with opportunities for noncompetitive, success-oriented and creative experiences. This program includes creative moving taught through rhyme, games, musical storytelling, instrument playing and development of basic concepts like rhythm, directional, perception and memory.

Enrichment Programs

We offer a variety of exciting programs after school. Programs begin at 12:00 PM and end at 12:45 PM. The staff escorts your child to the program of your choice and you will pick up your child from the designated area.

Prices for these programs vary since they are operated by businesses outside of the school. Background checks are conducted on all adults that are working with the children.

During Open House, each Enrichment Program will be open for registration. You may also enroll your child into a program throughout the year if space is available.

These are the programs available:

- Mondays – Tiny Tennis (K3/K4) or Yoga (K2-K4)
- Tuesdays – Dance Express (K3/K4)
- Wednesdays – Gymnastics (K3/K4) or Drama (K3/K4)
- Thursdays – Little Picasso (K3/K4) or Karate (K3/K4)

Extended Day

We offer Extended Day on Tuesdays – Thursdays for our K3-K4 students from 12:00 PM – 2:00 PM. Children will bring lunch on the days they are to stay. Teachers focus on having fun! Extended Day is a time for the students to do things for others. The children make gifts for the shut-ins at the church and create cards for classmates or friends that might need a little bit of extra sunshine. Students also play games, do arts and crafts, sing songs, dance, play instruments and have fun!

RATES: 1 day a week: \$30 monthly; 2 days a week: \$60 monthly; 3 days a week: \$90 monthly

Conferences

Conferences will be scheduled as needed by the teachers in the fall. Conferences for the spring are on the school calendar. We strive to keep parents updated throughout the year on the progress of their child. We encourage parents to ask questions and express concerns by way of personal visits, notes, emails and phone calls. A parent may schedule a parent/teacher conference at any time during the school year. However, meeting with a teacher cannot take place while a class is in session. This is distracting to the students and the teacher cannot take time away from supervising her class. Meetings should not take place where children or other adults are present.

Meetings are to be kept confidential between the teacher and the parents unless the Director is needed to attend a conference.

Birthdays and Other Celebrations

Birthdays are so important to the little ones and we would love to celebrate with them! Please check with your child's teacher to find out her plan for birthdays and other special occasions. Private party invitations may not be distributed within the classroom unless every child is invited to the party. This is to avoid hurt feelings.

Field Trips

Only students in K4 attend off-campus field trips. A field trip is to enhance your child's preschool experience. Parents will be notified ahead of time so that you can coordinate your schedule if you are planning on being a chaperone.

Field Trip Guidelines:

1. All students must wear his or her Grace Weekday School T-shirt on the day of the field trip.
2. All students attending the field trip must be at the school on time.
3. All students must be buckled into a car seat or booster seat that is appropriate for his or her height, age, and weight. No EXCEPTIONS.
4. Chaperones are responsible for his or her group of students at all times. Chaperones may not bring other siblings on the field trip.
5. All chaperones must have a valid SC driver's license. A copy of the driver's license and insurance card will be kept on file in the School Office.
6. Students that do not have permission slips cannot go on the field trip.
7. Updated emergency contact information must be given to the teacher.
8. All chaperones must follow a pre-planned route to destination.
9. All chaperones must have a cell phone. The teacher and the School Office must have this number. NO talking on cell phones while driving and monitoring students.
10. On field trip days, please pick up your child either from the playground or the classroom since their car seats will have to be put back in your cars.

Visitors

We encourage and welcome all parents and family members to be an active part of our life here at the preschool. We ask that you sign in at the School Office when you come to visit.

Pictures

In order to capture your memories here at Grace Weekday School, we have contracted with a professional photographer to take everyone's picture twice during the school year. We take individual and class photos in the fall and individual photos in the spring. You will receive proofs by checking our photographer's website in order to place your purchase.

Arrival and Dismissal

School begins **promptly** at 9:00 AM each day. You are required to bring your child to his or her class between **8:50 and 9:00 AM. It is very important to respect these times.** The teachers only have three hours to spend with

your child; therefore, every minute is precious teaching time. Preschoolers thrive on schedules and consistency. When a child arrives late, it can be very upsetting and disrupts the entire class.

If someone other than yourself will be picking your child up from school please notify the office in **writing** that morning. Please inform the one that will pick up your child the info needed in order to take your child from school.

PLEASE note that MMO times are different from the K2-K4 programs. Please drop your child off to the Nursery House by **8:50 AM** and pick-up your child at 11:50 AM.

****ALL** students in our Preschool will be picked up in his or her classroom at 12:00 noon. We will no longer have outside carpool pick-up.

Adjustment to School

Many young children (and parents) are anxious about the separation from each other when they first begin preschool. We have found that everyone enjoys early school experience so much more if we keep some of these ideas in mind:

- Make sure that your child is receiving adequate sleep.
- Plan enough time in the morning to get dressed, eat, and do other things necessary to leave the house in an unhurried manner.
- Make a special effort to greet your child cheerfully at the end of the school day and show real interest in what your child has done that day.
- Do not pressure your child. Each one of us grows and develops at an individual rate. If you are concerned about your child's progress, call your child's teacher or the Director to schedule a conference.
- If your regular plans change with regard to picking up your child, please tell him or her so that they will not be upset or confused by the change of plans.
- If your child is crying when coming to school try to maintain a cheerful attitude yourself and give kind but firm assurance that you will be back. When you pick up them remind them that you did, in fact, return as you promised you would.

Volunteers

Volunteering at your child's school is the best way to get to know the teachers, parents, Director, and students. It is also fun and very rewarding. There are many ways to volunteer. You must first fill out a Volunteer Form which will be available during Open House. You may list ways in which you are interested in volunteering.

Substitutes

There are times that teachers will need to be away from her class. Our teachers will prepare lessons for substitutes and have instructions ready. All of our substitutes are parents of children that attend the Grace Weekday School. All subs must have a SLED background check conducted by the school. All substitutes are compensated for their time at the rate of \$25 per day. Checks will be given at the end of each month.

Safety Around the School

We do everything we can to insure that all of our students are safe.

1. All classroom doors lock automatically.
2. Fire drills are conducted throughout the school year.
3. There is a fire extinguisher and at least two exists in every classroom.
4. All children must wash hands after using the restroom, playing outside, and before eating snacks.

5. No child will be released to anyone that cannot show proper identification, or does not know the family password.
6. The playground gates cannot be opened by children. Adults place carabineers in the gates so children cannot open them.
7. All visitors must come to the office and check-in before visiting classrooms.
8. No running is permitted on the sidewalks.
9. Hands must be held at all times when children are walking outside the classrooms.
10. Children are NEVER left alone at anytime.
11. Playground equipment must be used appropriately.
12. Intercoms are located in all classrooms.
13. TENNIS SHOES must be worn at all times. Due to insurance purposes, we are asking that sandals, clogs, etc. not be worn.

Health

All students must have a SC DHEC Certificate of Immunization on file in the School Office. The certificate expires on the date of your child's next scheduled shots. By law, a new form must be submitted to the office.

Medications

We will not administer any medications except for topical ointment for scrapes without written permission from parent or guardian. If for any reason your child should need medication during the morning, you must bring it to the office in the original prescription packaging and with written instructions. Please do not put medication of any kind in your child's book bag/back pack. The medication will be kept in the School Office and you may get it at the end of the day. Again, we must have your signature in order to dispense any medication.

Illnesses

Please do not send your child to school if he or she has one or more of these: diarrhea, rash, fever, sore throat, vomiting, green or yellow runny nose, or a cold with infection present. Any child with these symptoms will be sent home from school. We will isolate the child and if the parents cannot be reached, someone on the child's emergency form will be called to pick up your child.

If your child has fever, vomiting or diarrhea they must be symptom free for 24 hours before returning to school. If you have specific questions about a particular illness or condition, please call the Director before bringing your child back to school.

Accidents

If your child is injured at school and does not need medical attention, you will receive either a note from your child's teacher or a phone call explaining the injury. An incident report will be filled out for all accidents and kept in the preschool office. In the event of a major accident, your child will be transported to the medical facility of your choice and we will notify you immediately. In the event of a life-threatening emergency, your child will be transported to the nearest emergency facility (Roper/St. Francis West Ashley) and you will be contacted.

Potty Training

Our MMO and K2 program have the proper equipment to change diapers. We ask that you send in one diaper/pull-up per day, along with a Ziploc bag of 4 diapers/pull-ups for the teachers to have on-hand in the classroom if needed (send this in at the beginning of the year, and your child's teacher will inform you when it needs to be re-filled).

If your child shows interest in potty training, we will do all we can to meet his or her needs. Teachers will encourage, but not push children into using the potty. Please be sure a change of clothes is in a labeled zip-locked bag and is in the child's classroom.

It is our policy that all children entering our K3 program are potty trained. Our teachers will not be able to change diapers at this age level.

Biting

Biting is a normal behavior in small children. In the event that a child is bitten, a note will be sent home to both families informing the parents about the incident. If a child is a habitual biter, the parents will be called in for a conference to discuss ways to cease the biting and solve the problem.

Head Lice

If your child becomes infected with head lice, please contact the Director and the child's teacher. At that time, we will notify the class that there is a lice outbreak. Please be sure your child has had the treatment for the lice before returning to school.

Inclement Weather

We follow the traditional Charleston County Schools concerning holidays and inclement weather. If Charleston County schools are closed due to weather, Grace Weekday School and MMO will also close.

Discipline

Discipline plays a key role in education. Without discipline, children cannot learn to achieve their very best potential. Discipline is best learned when started early in life. Preschool is a great place to begin to implement discipline. It is normal for preschoolers not to share, to act selfishly, and want to do their own thing. The best way for them to learn is through patience, love, and consistency.

If a child is not acting appropriately, our teachers have many options. One option is to redirect the child's behavior, or distract them. Another option is to quietly talk to the child in terms he or she can understand. A third option is time-out from the situation that is causing problems. This can mean many things. Time-out can be in a chair, or time away from a classmate, or toy, or time-out on the playground. Corporal Punishment is NEVER an option and will NEVER be used at Grace Weekday School. We believe that discipline can be done in a non-threatening and loving way. With discipline comes respect. With respect learning can take place.

Severe or repeated unwanted behaviors, such as biting or aggression will always be discussed with parents and with the Director. We will work as hard as we can to come up with a positive solution to any kind of behavioral problem.

Please talk with your child's teacher or the Director with any questions or concerns you may have with your preschooler's behavior.

***“Train up a child in the way he should go, and when he is old he will not turn from it.”
Proverbs 22:6***