



Schedule of Classes and Fees

2016/17 School Year

Registration & Tuition

A non-refundable registration fee of \$100 is due at enrollment. For families enrolling more than one child, the

PROGRAM	YEARLY TUITION	MONTHLY TUITION
K2/2 Days	\$1,800	\$220
K2/3 Days	\$1,935	\$240
K2/5 Days	\$2,295	\$260
K3/3 Days	\$1,935	\$240
K3/5 Days	\$2,295	\$260
K4	\$2,295	\$260
MMO		
1 Day	\$720	\$80
2 Days	\$1,440	\$160
3 Days	\$2,160	\$240
4 Days	\$2,880	\$320
5 Days	\$3,600	\$400

first child's enrollment fee is \$100 and each additional child is \$25.

MMO through K4 attend classes from 9:00 a.m. –12:00 p.m.

Tuition is paid August through April 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 in accordance with the traditional Charleston County School closings. There are no make-up days for MMO so that the ratio stays 1:6.

Please pay online at graceweekdayschool.com (payonline button is on the home screen; save to your favorites for future reference)

All checks should be made payable to Grace Weekday School or GWDS. Please do not put payments in your child's backpack.

Withdrawal & Refund Policy

Withdrawal from GWDS is considered official when the withdrawal form is completed and returned to the office, at least two weeks prior to the last day the student will be attending class. Responsibility for tuition payments continues until your child's last day. Attendance on any one day of the week incurs liability for the full week.

Please note that enrollment fees are not refundable for any reason, including family relocation. A \$100 administrative fee will be charged for any withdrawals after the first day of school.

All enrollment fees are non-refundable. **Tuition for the entire school year is divided into equal payments** even though some months have holidays or school breaks. The monthly payments are installed payments from the annual contract.

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 created to be developmentally appropriate for each child. Our staff works diligently to create a stimulating and nurturing environment for all students.

We offer Scholastic book orders either sending the orders in to your child's teacher or ordering online using our code, **H69F3**.

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 which include music and Jump for Joy. 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 other exciting things. Students also learn an assortment of prayers and are taught Christian values and principles.

IMPORTANT NUMBERS TO REMEMBER:

Phone: (843)766-1621, EXT. 2 **FAX:** 766-0406 **EMAIL:** director@graceweekdayschool.com

Website www.graceweekdayschool.com **Scholastic ID#** H69F3 **Federal Tax Number:** 57-0406473

Portfolios

At the end of the year, each student will receive a portfolio filled with pieces of the child's class work that demonstrates the growth that was 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 and includes photographs of happy moments, class activities, special pieces of artwork, and items that your child feels particularly proud of throughout the year.

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 learn about God and develop a true love for Him. Students will learn songs, prayers, and Bible verses. Students will participate in Chapel in the Sanctuary throughout the year with Bible lessons given by the Pastor, Youth Pastor, or the teachers. As well, 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 and parents.

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 water provided for them each morning. Please notify us of any food allergies or special dietary needs for your child. If your child has severe food allergies, you may be asked 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 prohibited by inclement weather. **Please label your child's jackets and sweaters so we may ensure they are returned if left on the playground or in activities.**

All children are asked to wear **closed toed shoes** for both safety and insurance purposes. Children wearing flip-flops will not be allowed to play during playground time.

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 two diapers per day, along with a Ziploc bag of four diapers for the teachers to have on-hand in the classroom if needed. These items should be sent 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 or back pack that is not on wheels. We ask that you do not allow your child to bring toys of any type, size, or shape to school unless specified by their teacher. Children in the MMO or the K2 programs may bring a special blanket or stuffed animal they are comfortable with, if necessary. **Please label all personal belongings.**

Library

Our preschoolers will visit the school's library with their teacher from time-to-time. 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 monthly and host an annual book fair.

Music

Music is a wonderful teaching tool for preschoolers and helps develop your child's language and math skills. Our music program is incorporated in the curriculum everyday and based on the theme and/or curriculum. Our music program teaches students a variety of Bible, educational, and fun preschool songs.

Jump for JOY

All children will receive weekly creative movement classes taught by Jump Bunch of Charleston. 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, perception, and memory.

Enrichment Programs

We offer a variety of exciting after school programs. Programs begin at 12:05 p.m. and end at 12:50 p.m. Enrichment program teachers pick your child up from his/her classroom. Parents will pick up his/her child from the designated area in which the enrichment program is being held.

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

During our GWDS 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.

Enrichment Programs offered include:

Tennis for Tots (PreK3-K4)	Dance Express (PreK3-K4)	Soccer Shots (PreK3-K4)
Smarty Paints (PreK3-K4)	Handbells (PreK4)	

Conferences

Parent/teacher conferences will be held only if requested by the teacher or the parents. We strive to keep parents updated throughout the year and will send Progress Reports home three times a year. 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 confidential between the teacher and the parent(s) unless the Director is needed to attend a conference.

Birthdays and Celebrations

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

Field Trips

Only students in K4 attend off-campus field trips. Our Field Trips are planned to enhance your child's preschool experience. Parents will be notified ahead of time to allow for coordinating schedules if you are planning on being a chaperone.

Field Trip Guidelines:

1. All students must wear his / her Grace Weekday School T-shirt on the day of the field trip.
2. All students attending the field trip must arrive at 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/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 signed permission slips cannot participate in 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 and that number must be provided to the teacher and the school office. Talking on cell phones and/or texting while driving and monitoring students is strictly prohibited.

The complete GWDS Field Trip Guideline form is provided later in the handbook for reference.

Visitors

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

Pictures

In order to capture your child's memories here at Grace Weekday School, we contract with a professional photographer to take pictures twice during the school year. We take individual and class photos in the fall

And individual photos in the spring. As well, we take candid shots of the children during the school year when there are special events.

Arrival and Dismissal

School begins **promptly** at 9:00 a.m. each day. Children should be brought to their classrooms between 8:50 and 9:00 a.m. ***It is imperative to respect these times.*** The teachers only have a short time to spend with your child; therefore, every minute is precious teaching time. Preschoolers thrive on schedules and consistency and when a child arrives late, it disrupts the entire class. Please respect the teachers and other students by arriving on time each day. If you arrive after 9 am, please bring your child to the school office, and we will take him/her to their class.

If someone other than yourself or the people authorized on the registration forms will be picking your child up from school, please notify the office by phone, email, or in writing that morning. As well, please notify the teacher and inform the person picking up your child the information needed in order to take your child from school. If someone else will pick up your child, that person will need to come to the office first and show a picture ID. **IF YOU ARE PICKING YOUR CHILD UP EARLY FROM CLASS, YOU MUST COME TO THE OFFICE, AND WE WILL GET YOUR CHILD. NO TEACHER WILL RELEASE A CHILD WITHOUT OUR PERMISSION DURING SCHOOL HOURS. Parents please do not text or call teachers during school hours. If you have a need or concern, please contact the School Office.**

Dismissal for all students is at noon each day. We do not have outside carpool pick-up.

Adjustment to School

Many young children (and parents) are anxious about the separation from each other when beginning preschool. We find everyone enjoys the early school experience more if we all 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;

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- 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 child 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 them so 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 them up, remind them that you did, in fact, return as you promised.

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 rewarding. There are many ways to volunteer. If you do wish to volunteer during the year, please come by the office to complete a Volunteer Form. You may list ways in which you are interested in volunteering.

If you are not sure what volunteer opportunities are available, we can provide you with ways in which you can be of service to the school.

Substitute Teachers

There are times teachers will need to be away from the class. Our teachers will prepare lessons for substitutes and have instructions ready. All subs have a SLED background check conducted by the school. All substitutes are compensated for their time and are paid at the end of each month.

Safety around School

We do everything we can to insure the safety of all of our students.

- All classroom doors lock automatically;
- Fire drills are conducted throughout the school year;
- There is a fire extinguisher and exits (most have two) in every classroom;
- All children must wash hands after using the restroom, playing outside, and before eating snacks;

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- No child will be released to anyone that cannot show proper identification, or has not been authorized to pick up your child that is listed on the registration forms;
- The playground gates cannot be opened by children as teachers place carabineers in the gates to ensure they are securely closed;
- All visitors must come to the office and check-in before visiting classrooms;
- No running is permitted on the sidewalks;
- Hands must be held at all times when children are walking outside the classrooms;
- Children are never left unsupervised at any time;
- Playground equipment must be used appropriately;
- Intercoms are located in all classrooms and the school office.

Health and Immunizations

By law, all students must have a **current** SC DHEC Certificate of Immunization on file in the school office. If the immunization record we have on file for your child has expired or will expire prior to the beginning of the school year, you will receive an email from the school office. If you receive such notification, please ensure you have this certificate updated and sent to our office promptly. For your convenience, certificates can be faxed by the doctor's offices directly to us at fax number: 843-766-0406.

Medications

The staff of GWDS *will not* administer any medications except for topical ointment for scrapes without written permission from the child's 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 or back pack. Authorized medications sent for any child will be kept in the school office, along with the required parent signature, and should be picked up at the end of the day.

Illnesses

For the well being and consideration of all GWDS students and staff, **please** do not send your child to school if they have any of the following:

!!!DIARRHEA - RASH – FEVER -SORE THROAT – VOMITING - GREEN OR YELLOW RUNNY NOSE - OR A COLD WITH AN INFECTION PRESENT

Any child sent to school with these symptoms will be sent home. Our policy is to isolate the child and notify the parents to pick up the child from school. If a parent cannot be reached, someone on the child's emergency form will be called to pick up the child.

If your child is out sick with, or has had any of the illnesses referenced above, the child 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

We do all possible to ensure the safety of your child at all times at GWDS, and rest assured your child's well being is of paramount concern to us. If your child is injured at school and *does not* need medical attention, parents will receive an incident report and/or a phone call explaining the injury. In the event of a major accident, your child will be transported to the medical facility of your choice, as specified on the emergency form and you will be notified 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 immediately. Incident reports are sent home to the parent(s) as well as kept on file in the school office.

Potty Training

Our MMO and K2 program have the proper equipment to change diapers. If your child shows interest in potty training, we will do all possible to meet his or her needs and help facilitate the potty training process. Teachers will encourage, but not push children into using the potty.

We ask that you send in two diapers daily, along with a Ziploc bag of four diapers for the teachers to have on-hand in the classroom if needed. In case there is an accident, please send a full change of clothes (including

underwear and socks) in a labeled zip-locked bag for your child. These items should be sent on the first day of school and the teacher will inform you when it needs to be replenished.

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

Biting

Although we do everything possible to discourage it, biting is a normal behavior in small children. In the event that a child is bitten, an incident report 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 rectify the problem.

Head Lice

If your child becomes infected with head lice, please contact the Director and the child's teacher immediately. If /when we are informed of any lice outbreaks, we will notify all of the parents either via email or note. As well, we will conduct a check on all students for the presence of lice. If your child does contract lice, they must be treated before returning to school.

Inclement Weather

We follow the traditional Charleston County Schools schedule concerning holidays and inclement weather. If there is potential for inclement weather, please watch the local news channels and/or radio for updates and closings. If Charleston County schools are **closed** due to weather, Grace Weekday School and MMO will also close. We **will not close or have a delay** if the school district is operating on a delay. The Director will make the call as situation warrants.

Discipline

Discipline plays a key role in education. Without discipline, children cannot learn to achieve their full potential. Discipline is best learned when started early in life and preschool is a great place to begin implementing 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 they can understand. A third option is time-out from the situation that is causing problem. Time-out can mean and encompass many things. Time-out can be in a chair, or time away from a classmate, or toy, or time-out on the playground.

We believe that discipline should be administered in a non-threatening and loving way and therefore, corporal punishment is *never* an option and will *never* be used at Grace Weekday School. We believe that with discipline comes respect, and with respect learning can take place.

Severe or repeated unwanted behaviors, such as biting or aggression will always be discussed with parents and the Director. We will do all possible to come up with positive solutions to recurring behavioral problems. Please talk with your child's teacher or the Director with any questions or concerns you may have with your preschooler's behavior.

Parental Cooperation

We feel strongly that open communication and working together – staff, teachers and parents – will provide the most nurturing and effective environment for children to learn. At registration, each family signed a 'Statement of Cooperation' that asks each of us to follow the principles of the Bible (Matthew 18). It is our belief that this philosophy will let us all be positive role models for our children by teaching them to show respect for themselves and others.

In signing the Statement of Cooperation, we have agreed that:

"It is our commitment to help provide a healthy and positive school environment for our children.

We agree that we will in no case complain to other parents, but will register only necessary complaints with the teacher and/or administrators following the principles of the Bible (Matthew 18). We pledge our full cooperation to keep doctrinal controversy out of the school. We agree to abide by the schools established policies and to support the school with our prayers and positive attitude."

Should you have any questions or need additional guidance on any of the items provided herein, please do not hesitate to contact the Grace Weekday School Director for clarification and information.

IMPORTANT NUMBERS TO REMEMBER:

Phone: (843)766-1621, EXT. 2 **FAX:** 766-0406 **EMAIL:** director@graceweekdayschool.com

Website www.graceweekdayschool.com **Scholastic ID#** H69F3 **Federal Tax Number:** 57-040-6473

Parents please do not text or call teachers during school hours.

If you have a need or concern, please the School Office.