



Parent Handbook

Laying A Foundation On Christ

P.O. Box 279 13637 State Street
Grabill, Indiana 46741
(260) 627-3678
elc@grabillmissionary.org

Philosophy and Mission Statement

Our mission is to provide a well-rounded academic, Bible-based preschool education.

Laying a foundation on Christ

*By the grace God has given me, I laid a foundation
as an expert builder, And someone else is building on it.*

But each one should be careful how he builds.

*For no one can lay any foundation other than
the one already laid, which is Jesus Christ.*

~1 Corinthians 3:10-11

Philosophy

- ❖ Children need a stable routine.
- ❖ Children should be taught about God and encouraged to build a relationship with Him at an early age.
- ❖ Children are taught by example.
- ❖ Young children learn through hands-on experience.
- ❖ Children need plenty of time to learn independently and need opportunities to express themselves creatively.
- ❖ Children benefit from preschool when parents and teachers work cooperatively together.
- ❖ Children should have various types of learning materials and manipulatives available to them.
- ❖ Children should begin learning about age-appropriate responsibility.
- ❖ Children should be unconditionally loved by all adults in their lives.
- ❖ Children learn when rules and procedures are in place and followed.
- ❖ Children should have a variety of early exposure to literacy, through both reading and early writing.

Our desire is to provide a safe, enjoyable, Christian environment for preschool children to explore learning. We believe that children are a gift from the Lord and we will strive to treat each student as a special and unique blessing. We promise as a staff to pray for and encourage the students and families we serve.

Developmental Areas of Growth

We offer a wide variety of opportunities for growth and development. These opportunities encourage growth and promote interest in learning. These are provided in a safe atmosphere of love, with concern for each individual.

EMOTIONAL DEVELOPMENT-Our small classroom setting creates an atmosphere which allows each child to feel a sense of security and closeness with teachers and children. Experiences are directed toward a positive self-image, stressing that we are God's children, He made us and He loves us.

MENTAL DEVELOPMENT-Through a variety of methods and hands-on experiences the children are given the opportunity to participate in readiness skills. Children are encouraged to develop and learn at their own pace. Our curriculum provides for learning in areas of language, numbers, science, music, and socialization.

PHYSICAL DEVELOPMENT-Art and recreational activities are designed to start development of both large and small motor skills. Our play equipment outdoors and in the gym is designed for muscular development and coordination.

SOCIAL DEVELOPMENT-Children are encouraged in social skills and are given opportunities to develop, in work time and play time, good relationships with their peers. They have the opportunity to build relationships with adults who model a Christian lifestyle and show God's love each day through direct teaching and all other school activities.

SPIRITUAL DEVELOPMENT-We believe that the spiritual development of children should be woven in to each activity, lesson, and relationship. Children will learn that God both loves them and desires that they love Him. Through Bible stories, memory verses, songs, and daily application, they will begin learning Christian principles that will lay a foundation for a strong relationship with Christ.

Class Descriptions

Class	Age Eligibility	Days	Times	Tuition	Student:Teacher Ratio*
Beginners	2 by 9/15	Tues/Thurs	9:15-12:00	\$720 or 1 payment of \$160 and 7 payments of \$80	1:8
Early Learners**	3 by 9/15	Tues/Wed/Thurs	9:15-12:00	\$720 or 1 payment of \$160 and 7 payments of \$80	1:10
Early Learners**	3 by 9/15	Tues/Wed/Thurs	12:30-3:15	\$720 or 1 payment of \$160 and 7 payments of \$80	1:10
Pre-K I	4 by 9/15	Tues/Wed/Thurs	9:15-12:00	\$720 or 1 payment of \$160 and 7 payments of \$80	1:12
Pre-K I	4 by 9/15	Tues/Wed/Thurs	12:30-3:15	\$720 or 1 payment of \$160 and 7 payments of \$80	1:12
Pre-K II	5 by 1/1	Tues/Wed/Thurs	9:15-3:15	\$1575 or 1 payment of \$350 and 7 payments of \$175	1:15
Parents' Day Out	18 months-5 years	Wednesdays	9:15-12:00 or 12:30-3:15	\$15/session or \$40 monthly	1:10

*We also have teacher's assistants that float between rooms helping as needed.

**Early Learners must be completely potty-trained.

Tuition

Tuition for the $\frac{1}{2}$ day classes is \$720.00. This amount may be made in installments with a payment in September of \$160.00 and 7 monthly payments of \$80 thereafter. Tuition for the full day classes is \$1575.00. This amount may be made in installments with a payment in September of \$350.00 and 7 monthly payments of \$175 thereafter.

There is a \$5 per month discount for additional siblings in a family. Your tuition amount will be listed on the letter you receive in August from the Director.

Tuition is always due on the 1st school day of the month. After the 7th day of the month, a \$5.00 per week late charge will accrue. If there are any questions or concerns about tuition, they must be addressed with the Director before the due date of the payment.

All tuition checks should be payable to GMC Early Learning Center. Failure to pay tuition at the proper time may result in withdrawal of your child from school.

There are occasions where we need to cancel school due to a funeral or something going on in the church. If we would cancel more than 3 school days in the year for reasons other than weather related cancellations, we will reimburse that tuition or provide makeup class days.

Registration

Steps to register

- Call the school and set up a conference/tour time with the Director. At that time you will be able to receive information about the program and ask any questions you may have about the school.
- Pay the \$50 registration fee and complete online application. This fee is for each student. This is non-refundable.
- Fill out all online enrollment forms.

Withdrawal from School

Withdrawal from school shall be made in writing at least two weeks in advance of the departure date. Failure to comply with this procedure will result in being responsible for the next month's tuition.

GMC Early Learning Center reserves the right to terminate the enrollment of any child for any reason.

Potty Trained

We understand that young children have accidents. We have extra clothes at school for these situations. Any child in our Early Learners, Pre-K I or Pre-K II classes is expected to be fully potty trained. If we find that a student is not fully potty trained, you will be asked to keep them home from school and work on training.

Discipline Policy

The staff at GMC Early Learning Center uses positive methods of discipline encouraging self-control and age-appropriate behavior in our students.

Removal from the group for a period of time out or loss of privileges will be used for a child who is demonstrating unacceptable behavior.

GMC Early Learning Center reserves the right to terminate enrollment of my child should he/she become a threat to the well being of other children or staff.

Health Policies

When there are symptoms of illness please do not bring your child to school. We need to be sensitive to the health of other children. If there have been any of the following within 24 hours, your child should not be at school: fever, diarrhea, or vomiting. If your child becomes sick at school you will be called immediately so you may come and pick him/her up as soon as possible. If your child will not be attending school for any reason, please call and leave a message with the Director.

Immunizations need to be up to date before school begins. The health form should be turned in to the Director on or before October 1st. If your child is exposed to or contracts a contagious disease, please notify the school.

Snacks

A part of your child's daily schedule is a snack time. We ask that parents take turns supplying their child's class with a small snack and beverage. The snack should be nutritious. Please only send water or juice. Because of many child allergies, please do not send any peanut products or milk. Your child's class snack schedule and procedures will be handed out at Back to School Night by your teacher.

Personal Items

Each child will be provided with a school bag with their first name on it during their first year at our school. If a school bag from a prior year is worn out, you are welcome to request a replacement by emailing Mrs. Brown at elc@grabillmissionary.org.

It is best that other items from home stay at home. Your child's teacher will notify you if it is your child's turn for Show and Tell. Please refrain from bringing any live animals for Show and Tell.

School Closings and Delays

Our school will follow the schedule of East Allen County Schools. The school will be closed any day that East Allen County Schools closes.

1 Hour Delay Schedule

AM sessions 10:15-12:30

PM sessions 1:00-3:15

Full Day 10:15-3:15

2 hour delay schedule

AM sessions 11:15-1:00

PM sessions 1:30-3:15

Full Day 11:15-3:15

3 hour delay schedule

SCHOOL IS CANCELLED

Listen to the radio and television stations for any weather-related announcements concerning East Allen County Schools. Please remember to use your discretion on these poor weather days.

Classroom Visitation

We welcome parent visitation in the classroom on a limited basis. Visits should be scheduled in advance with your child's teacher or the Director. Each teacher will have times when you may sign up for party planning or volunteering in the classroom. When visiting, please make other arrangements for siblings. We recommend that you don't visit your child during the first month of school, so they can be acclimated to separating from you. Anyone visiting the school will need to sign in at the main office as they enter the building and obtain a visitor badge.

Dress

Children should be dressed in comfortable, washable clothes. Please remember to send weather appropriate clothing as the children may be going outdoors to play. We will not go outdoors December 1st-March 1st. Please send a change of clothes in a Ziploc bag labeled with their name for us to store in the classroom.

Parent Communication

There will be 2 scheduled parent-teacher conferences each year. You will be given information on the dates and times that you can sign up to come in and meet with your child's teacher. Childcare will be provided at the school in a separate room for these conferences. We feel that it is in the child's best interest to discuss matters concerning him/her with only adults present. A conference may be scheduled at anytime in the school year that the parent or teacher feels necessary.

Newsletters will be published weekly by your child's teacher. Please read these newsletters carefully to understand your child's activities in the school and learn of any changes in policy. Please check your child's folder in their bag each day for information from school.

Personal Records

A student file is kept on each child in the school office. Included in the file are: application, evaluations and progress reports, health forms, student info card.

No records will be released unless consent by parent/guardian is given.

Non-custodial Parents: School Records, Conferences, Activities and Visits

Non-custodial natural parents will have access to all student records and may participate in conferences, visits, and activities unless a court order restricting such access is provided by the custodial parent and on file in the office. Non-custodial parents may not remove child from class for a visit or pick child up from school unless written permission is presented to the school by the custodial parent.

Arrival and Dismissal Procedures

It is our desire to provide a safe and secure environment for each child placed in our care. For AM classes, Beginners & Early Learners use west entrance of building. Pre-K I and II use east entrance. For PM classes, all students use the east entrance.

Please follow these procedures:

DROP-OFF PROCEDURES FOR BEGINNERS, EARLY LEARNERS, PRE-K I, PRE-K II

- ❖ Parents will form a line along building prior to 9:15 AM and 12:30 PM. Children and parents should remain in their cars during this time to insure safety. We will begin unloading cars approximately 2 minutes before the start of school.
- ❖ The teachers will personally get each child out of their car, walk them to the school door, and release them to the teacher inside. Parents are asked to make this time of transition a quick goodbye. We need to spend all our energy and attention at these times on the children. If you need to speak with a teacher or the Director, feel free to pull ahead, park and come into the school. Also, at anytime you may make an appointment before or after school hours by calling 627-3678.
- ❖ Tuition may be handed to the Director at this time if it is sealed in a marked envelope. You also may send it in your child's book bag.
- ❖ Once inside the school, your child will be supervised by a teacher and asked to wait patiently until the entire class is present. At this time the teacher will take the class to their room and their day will begin.

PICK-UP PROCEDURES FOR BEGINNERS, EARLY LEARNERS, PRE-K I, PRE-K II

- ❖ Parents will form a line along building prior to 12:00 noon and 3:00 PM. We will begin dismissing children approximately 2 minutes before the end of the school day.
- ❖ As parents proceed toward pick-up, they should make the id tag visible to the waiting teacher. Children will only be released to adults who both have this ID tag and are authorized on the student information card. If you need to add a name to your child's pick-up list, please contact the Director.
- ❖ A teacher or the Director will escort your child to the car and open the door. You are responsible for seeing that they are secured in a car seat/booster. Please pull ahead to buckle children to ensure that the line continues moving.

LATE PICK-UP POLICY

After 5 minutes, and you will be charged \$1 per minute you are late. This fee will only be waived if you have called ahead to explain circumstances and it is not habitual. Please make any babysitters, grandparents, etc. aware of this policy, as they, too, will be charged.

A Sample Day at Preschool

<u>Activity</u>	<u>Skill</u>
Circle Time.....	Attention Span Listening to others Respect for others
Pledge of Allegiance.....	Memorization Right Hand Respect for flag
Calendar Time.....	Number recognition Days of the week Months Counting
Attendance.....	Learning names Recognize importance of school
Job Chart.....	Taking turns Responsibility
Table Work.....	Structured class time Fine Motor Skills ~printing ~tracing ~coloring ~cutting
Center Time.....	Hands-on learning Sharing Taking Turns Following Instructions Science Concepts through play ~spatial reasoning

- ~cause and effect
- ~measuring
- ~comparing
- ~sorting

Bible Time and Story Time.....Encourages reading skills
 Encourages quiet time
 Attention Span
 Encourages love for God
 Age-appropriate Biblical standards for living

Outside/Gym Play.....Large Motor skills
 ~balance
 ~throwing
 ~catching
 ~hand/eye coordination
 Muscle Development

Music.....Memorization
 Rhyming
 Following directions
 Appreciation for instruments
 Large/small motor skills

Chapel.....Attention span
 Listening
 Encourages curiosity for God

There are many other skills not listed here that are encouraged and developed through preschool exploration learning. Many of the skills listed here are repeated many times each day. These skills are very important aspects of development and school readiness. Reinforcing these skills at home will be a great asset to your child.

A Note from the School Board

Our goal for this Early Learning Center is to see it become a Christ-centered educational facility for the church and the community.

Sandy Jones, Chairperson

Janna Worthman, Staff Liaison
GMC Director of Children's Ministries

Matt Swartz, Spiritual Advisor

Rachel Crawford, Parent Representative

Any member of the school board can be reached by contacting the church at 627-3678.