

Grace Garden Preschool

Family Handbook



Grace Garden Preschool
Where Little Learners Feel at Home

2026-2027

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CA License # 455408746

“Train up a child in the way he should go; even when he is old, he will not depart from it.”

Proverbs 22:6 ESV



Welcome to Grace Garden Preschool, a ministry where children learn that they are created in the image of God. It is our privilege to share Biblical truths with your children each day through Bible stories, songs, and the lessons we teach about our loving Savior.

I am so excited to have you as a part of the Grace Garden Preschool family. I believe that preschool is a foundation where children get to come and potentially be away from their parent(s)/guardian(s) for the first time. Here at Grace Garden, children will have the opportunity to learn through play, exploration, as well as the foundational skills they will need for kindergarten.

Please make sure that you read through this handbook as it provides specific information about our policies, schedules, and purpose as a preschool.

I am excited to have you and your child as a part of the Grace Garden family and look forward to a fabulous school year.

Sincerely,

Christina Baker

Preschool Director

Table of Contents

About Me

Philosophy

Mission

Hours of Operation

Holidays

Admission & Enrollment

Waiting List

Adjustment/Trial Period

Inclusion

Non-Discrimination

Confidentiality

My Qualifications

Communication & Family Partnership

Curricula & Learning

Learning Environment

Multiculturalism

Celebrations

Rest Time

Toilet Training

Guidance

General Procedure

Green & Red Choices

School Rules

Notification of Behavioral Issues to Families

Tuition And Fees

Important Notice

Tuition Rates

Payment

Methods of Payment

Late Payment Charges

Returned Checks/Rejected Transaction Charges

Late Pick-Up Fees

Attendance & Withdrawal

Absence

Withdrawals

Closing Due to Extreme Weather

Drop-Off and Pick-Up

General Procedure

Use of Cell Phones

Authorized & Unauthorized Pick-up

Right to Refuse Child Release

Personal Belongings

What to Bring

Cubbies

Lost & Found

Toys from Home

Nutrition

Food Brought from Home

Mealtime

Health

Immunizations

Physicals

Illness

Allergy Prevention

Medications

Communicable Diseases

Safety

Home Safety

Clothing

Extreme Weather and Outdoor Play

Injuries

Biting

Pets/Animals

Child Custody

Suspected Child Abuse

Emergencies

Lost or Missing Child

Fire Safety

Family Activities

Daily Schedule

Class Calendar

Special Dates



About Me

Philosophy:

Grace Garden Preschool believes that children learn best in a small class setting, where each child can receive more individual attention since each child learns at their own pace. At Grace Garden, it is our philosophy to provide fun, and engaging learning opportunities that prepare each child to be successful on their education journey.

Preschool Mission Statement:

At Grace Garden Preschool our mission is to nurture each child's intellectual, social, emotional, and physical growth through hands-on learning experiences. I aim to develop a supportive partnership between families and educators, fostering a lifelong love of learning as well as strengthening their relationship with Jesus Christ.

Certification: Small Family Child Care

Hours of Operation:

Childcare services are provided from 8:00 am to 3:30 pm Monday through Friday.

Holidays & Vacation Closings:

I am closed for the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas day, and New Year's Eve.

Grace Garden Preschool will also close for:

- The week of Christmas.
- 1 week at Easter
- 2 weeks at Summer.

Admission & Enrollment:

All admission and enrollment forms must be completed and enrollment fee and first tuition payment paid prior to your child's first day of attendance.

An enrollment fee of \$75 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, my program admits children from 3 – 4 years of age.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability.

Priority Enrollment: Grace Garden Preschool prioritizes full-time enrollment to maintain consistency in classroom routines. Full-time families, currently enrolled families requesting additional days, and siblings of enrolled students receive priority when openings become available. Full-time placements are guaranteed for the school year if tuition accounts remain in good standing and all program policies are followed.

Part-time Enrollment: Part-time schedules are offered only when space allows and may vary throughout the year. Because full-time enrollment is prioritized, part-time spots are not guaranteed long-term.

Important Notes about Part-Time Spots

- Part-time schedules may be adjusted or discontinued if a full-time family requires the space.
- Families will always receive advance notice if a schedule change becomes necessary.
- To ensure long-term placement, families are encouraged to consider full-time enrollment.

Waiting List Procedures:

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled in our program will be given priority.

How the Waitlist Works:

- Families are added in the order inquiries are received.
- Priority is given to full-time enrollment, currently enrolled families requesting schedule changes, and siblings.
- When a spot opens, families are contact in priority order.
- Placement is not guaranteed, but I make every effort to accommodate families as openings arise.

Adjustment/Trial Period:

My program is a fun and exciting place for children to experience and learn about their world and make new friends. But it does take time for a child to adjust to a new childcare setting. I will try to make the adjustment easier by encouraging your children to discuss their feelings, provide extra support to reassure them of their families return.

A four-week adjustment period begins at your child's first day in our care. During this time, the family can decide to terminate the signed contract without penalty.

Schedule Change Requests:

I understand that family needs may change throughout the year. Schedule change requests must be submitted in writing.

- Requests are approved based on availability.
- Increases in days or a switch to full-time receive priority over reductions in schedule.
- Approved changes may take effect immediately or at the start of the next billing cycle, depending on availability.
- Reductions in schedule may result in loss of guaranteed place if moving from full-time to part-time.

Inclusion:

I believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. I will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

Non-Discrimination:

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality:

Unless I receive your written consent, information regarding your child will not be released apart from that which is required by regulatory and partnering agencies. All records concerning children at our program are confidential.

My Qualifications:

I received my BA degree in Child Development from the University of Sacramento in May of 2002. I have 7 years of experience in the childcare industry and meet the state requirements and qualifications.

I participate in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

I have a passion for teaching children about Jesus and providing a fun learning environment where children love to come to school each day.

I was very fortunate to grow up in a Christ centered home. At the age of 18 I rededicated my life to Christ on a mission trip to Mexicali my Senior Year of High School.

In my free time, I love going to the gym, working on creating handmade gifts in my craft room, and spending time with my boyfriend as well as my fur babies.

Communication & Family Partnership:

Parent Board: I will have a parent board posted with program news, upcoming events, holiday closing dates, announcements, etc.

Email: I encourage you to provide an email address that you use regularly so that I may send you announcements, event invitations, newsletters, and general updates.

Family Activities: Each family is a child's first teacher. I value families as partners in the growth and development of children in our care. I encourage parents and other family members to be involved in the program, visit your child(ren) in our classroom, participate in events, and provide feedback on the program. I encourage families to participate and support your child's learning goals.

Please see the list of Family Activities at the end of the booklet on ways you can be involved.

Curricula & Learning

At Grace Garden Preschool I provide a rich learning environment with curricula that is developmentally appropriate to the specific ages of children in our care. I will use the following curriculum resources to enhance each child's learning experience:

- **Zoo Phonics**
 - Zoo Phonics is an effective way to teach reading and spelling. It uses pictures of animals and shapes to help children learn to recognize upper- and lower-case letters. I have attached a parent letter with further explanation of Zoo Phonics as well as the "Come Meet Us at The Zoo" song that we will be singing throughout the school year.

- **Learning without Tears**
 - We will be using the **Learning Without Tears** approach to help students develop strong handwriting, fine motor, and early literacy skills in a fun, engaging way. This program is designed to make learning feel natural and stress-free. Through hands-on activities, songs, movement, and multisensory tools, your child will:
 - ✓ Learn proper letter formation and pencil grip
 - ✓ Strengthen fine motor coordination
 - ✓ Build confidence in writing and drawing

✓ Develop early literacy and number skills

- **Abeka Bible Curriculum**

- I am so excited to share that our class will be using *the Abeka Bible curriculum* as part of our learning and story time! This curriculum is designed especially for young hearts and minds, helping children understand God's Word through simple language and engaging pictures.

Each week, we will explore a new Bible story together learning about God's love, kindness, and promises. We will also talk about how these lessons can be lived out in everyday life, whether at home, school, or with friends.

Here is how you can join in at home:

- **Read together:** Take a few minutes to read the week's story with your child.
- **Ask questions:** Encourage your child to share what they remember and how they think the story applies to them.
- **Pray together:** End your reading time with a short prayer, thanking God for His love and guidance.

My goal is to help children not only know the stories of the Bible but also grow in their relationship with God. Thank you for partnering with us in this important journey of faith.

Goals for Three Year Olds

Fine/Gross Motor Skills

- Develop and strength hand/eye coordination
- Introduction to using scissors
- Develop skills in balancing, running, climbing, and throwing
- Manipulate various writing and painting tools

Literacy

- Exposure to a wide variety of age-appropriate Children's Literature
- Develop oral skills through interaction with peers and adults

Academic

- Name Recognition
- Count to 10
- Recognize colors

- Recognize shapes
- Introduction to prewriting skills
- Introduction to letters
- Introduction to math concepts such as matching, sorting, and counting

Social/Emotional

- Separation from Parent(s)/Guardian(s) easily
- Develop self-help skills
- Interaction between peers
- Develop relationships
- Identifying emotions and how to navigate them

Spiritual

- Know that each child is created in God's Image
- Learn that prayer is an important way that we can communicate with God
- Know that God is the creator of all things
- Know that the Bible is God's living and breathing word
- Know that Jesus is God's son, and that He died for us and rose again

Goals for Four-Year-Old

Fine/Gross Motor Skills

- Develop and strengthen hand/eye coordination
- Strengthen scissor cutting skills
- Develop skills in balancing, running, climbing, and throwing
- Manipulate various writing and painting tools
- Write name correctly using upper- and lower-case letters

Literacy

- Exposure to a wide variety of age-appropriate Children's Literature
- Develop oral language skills
- Recognize upper- and lower-case letters
- Recognize beginning phonetic sounds

Academic

- Recognize shapes
- Recognize sizes and positions
- Develop sorting and matching skills
- Recognize colors
- Count to 20

- Recognize numbers 1-20

Social/Emotional

- Separation from Parent(s)/Guardian(s) easily
- Develop self-help skills
- Interaction between peers
- Develop relationships
- Identifying emotions and how to navigate them

Spiritual

- Know that each child is created in God's Image
- Learn that prayer is an important way that we can communicate with God
- Know that God is the creator of all things
- Know that the Bible is God's living and breathing word
- Know that Jesus is God's son, and that He died for us and rose again

Celebrations:

Star Student:

Throughout the school year, each child will have the opportunity to be Star Student for the week. A letter will go home the week before, letting the Parent(s)/Guardian(s) know that their child will be Star Student for the upcoming week. During their child's week, the child will get to take home our class pet Gerald the Giraffe. Gerald will have a journal that comes along with him so that you the Parent(s)/Guardian(s) can record what your child did with our class pet throughout the week.

Birthday Policy:

All children's birthdays are celebrated at school. I will recognize the Birthday Boy/Girl during our first circle and present the child with a Birthday Crown. There will be a little something in the child's folder for them to take home at the end of the day.

Families are welcome to bring store bought treats to celebrate their child's birthday. Please make sure that any treats that are purchased are nut free in case any children have allergies.

Class Parties:

Throughout the school year, I will have various class parties. Parties will always be mentioned on the monthly calendar that is sent home at the beginning of the month, on the monthly newsletter, as well as a flyer that is sent home the week before.

Rest Time:

After lunch, all children will participate in quiet rest time. Children are not required to sleep. Please provide your child with a blanket for them to leave in their cubby for the week. I have a cot and crib sheet for each child. I am more than happy to launder their blankets at the end of each week unless it is a special blanket they would like to take home with them at the end of the day or week.

Toileting:

Children enrolled in our preschool program must be fully potty trained prior to their start date. This means they can:

- Recognize when they need to use the toilet
- Communicate their need to go
- Use the toilet independently (including wiping and washing hands)
- Wear underwear during school hours (no pull-ups or diapers)

I understand that occasional accidents may happen. However, consistent toilet independence is required to ensure a safe, hygienic, and developmentally appropriate learning environment for all children.

If your child is not yet fully potty trained, I encourage you to speak with me about readiness and possible enrollment timelines.

Extra Clothes

On the first day of school, please bring a change of clothes for your child. Spills and accidents can occur in school. Please place the items in a Ziploc bag. If you do not have a bag, I am more than happy to provide one for you.

Please include the following items:

- T-shirt
- Shorts/pants (depending on the season)
- Socks
- Underwear

I will store these items in the classroom for when they are needed.

Guidance**General Procedure:**

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving

help children develop their ability to become self-disciplined. I encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Green & Red Choices:

Green and Red Choices are the behavior management system that I use in our classroom. It is a positive approach to behavior. Green choices are good behaviors, worded in a positive way. These are the choices I want students to make, such as listen, use kind words, and have a calm body. Green is the symbol for go, keep going, and red is a symbol for stop. Each behavior is paired with a visual support card.

School Rules:

- Listen
- Be Kind
- Be a friend
- Be safe
- Do your best
- Take care of our school

Notification of Behavioral Issues to Families:

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understand your child's individual needs and challenges. I will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Tuition and Fees

Important Notice:

All payment and fee processing will be completed by the director, Christina Baker. I will oversee collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact me on my cell phone number and I will get back to you as soon as possible.

Monthly Tuition Rates:

Schedule	Days Attending	Monthly Rate
Full-Time	Monday – Friday	\$900
Part-Time (3 Days)	Monday, Wednesday, Friday	\$575
Part-Time (2 Days)	Tuesday & Thursday	\$385

Important Notes:

- Tuition includes curriculum materials, snacks, and enrichment activities. Lunch is not included.
- Tuition is based on enrollment, not attendance.
- Your child’s spot is reserved for them each scheduled day, which ensures consistent classroom ratios.

Payment:

Payment is always due on the first of the month. No deduction will be made for absences, holidays, or closures due to inclement weather, power outages, or other situations beyond my control.

A non-refundable registration fee of \$75 is due annually on the date in which your child is enrolled into my program.

Methods of Payment:

Several methods of payment are available for families’ convenience. Families can pay through the Brightwheel app by cash, or check.

Late Payment Charges:

Late payments can pose serious problems for my programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. Payments are considered late after five business days. A late payment fee will be charged in the amount of \$25 if tuition is not received by the 5th business day of the month. The late fee will be added to your next tuition payment.

Repeated late payments will result in your family from being required to set up automatic payments.

Returned Checks/Rejected Transaction Charges:

All checks or rejected ACH (automatic debits) will be charged a fee of \$25 allowable by California Civil Code 1719. Two or more returned checks or rejected transactions will be result in your account being placed on “cash only” status.

Late Pickup Policy:

Our program ends promptly at **3:30 PM**. A late fee of **\$2 per minute** will be charged for pickups after this time. This fee compensates me for extended supervision and ensures timely transitions. Repeated late pickups may result in a review of your child's enrollment status.

Tuition Changes:

Tuition rates are subject to change annually or as needed to maintain program quality.

- Families will receive written notice at least 30 days in advance of any tuition adjustments.
- Tuition changes apply to all families, including those on part-time schedules
- If a schedule change results in a different tuition tier (e.g., moving from part-time to full-time), the new rate will take effect on the date the new schedule begins.

Attendance & Withdrawal

Absence:

If your child is going to be absent or arrive after 8:00 am, please call me at 541-659-8736.

Withdrawals:

A written notice, a month in advance, is required when a child is being withdrawn.

Closing Due to Extreme Weather:

I follow the Redding School District for inclement weather closings. If the Redding School District is closed, I will be closed as well. I will send out a text as well as an email to all families as soon as the decision has been made.

If it becomes necessary to close early, I will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Drop-off and Pick-Up

General Procedure:

I open at 8:00 am, please do not drop-off your child prior or earlier than this time frame. Families are expected to accompany their children and sign them in.

I close at 3:30 pm, please do not pick-up your child later than this time. Families are expected to enter my home and sign-out their child and leave by closing time.

If you expect that you may be delayed, please call my phone number at 541-659-8736.

Use of Cell Phones:

Drop-off and pick-up are our primary windows of time to communicate with you about your child, in addition, children need your full attention. Therefore, I respectfully request that you not use cell phones while dropping off or picking up your child.

Authorized & Unauthorized Pick-Up:

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify me in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be requested to show a picture ID as verification. Please notify your pick-up person of our policy.

Right to Refuse Child Release:

I may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger your child. To protect your child, I may request that another adult listed as an Emergency and Release Contact pick-up your child or I may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from my program.

Personal Belongings**What to Bring:**

Preschoolers: At least one change of clothes, socks, and shoes. A blanket for nap time. A stuff animal or baby is okay for nap time only. *Please make sure to label your child's belongings.*

Cubbies:

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name.

Parent/Child File:

Please make sure to check your child's folder each day as it will contain important information regarding my preschool program as well as their current artwork from the day.

Lost & Found:

You can look for lost items and bring found items to the Lost-and-found box located near the cubbies. Please note that I am not responsible for lost personal property.

Toys from Home:

I will have weekly opportunities for the children to bring items from home to share with the class. I ask that children keep all toys at home during the week unless it is a designated Show N Tell day or a special celebration day. Each week I will focus on a letter of the alphabet, and the children will have the opportunity to look for items at home that begin with that letter and bring it on the designated Show N Tell day.

I understand that some children have items that bring them comfort especially when being away from home for the first time. I am more than happy to accommodate if this happens to be the case. I would ask that the child simply keep the item in their cubby for safe keeping. The child is more than welcome to go to their cubby throughout the day to hold their item if need be.

Nutrition

Foods Brought from Home:

Food brought from home is permitted under the following conditions:

- For lunch – lunch should be enclosed in a lunch box, paper bag, or Ziplock with your child's name
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all children (i.e. birthday celebration).

Food Allergies:

If your child has a food allergy, you must notify me in writing so that I can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. A copy should be given to me prior to enrollment.

Mealtime:

At mealtime the table is set with plates and flatware. Good table manners are modeled and encouraged. A monthly menu will be posted on the Parent Board for viewing by families.

Health

Immunizations:

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every month, I check with the public health department or the American Academy of Pediatrics for

updates of the recommended immunization schedule. If a child is not going to be immunized for medical or religious reasons, the parent will be asked to complete a form required by state regulations. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Physicals:

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received no later than two weeks after your child begins my program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to me.

Illness:

I understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to my program. I have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. I will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.

- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and.
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

Medication Policy:

It is the policy of Grace Garden Preschool that NO medication will be administered at school by myself. If your child must take medication during the day, please discuss this with me.

Communicable Diseases:

When a child in our program has a suspected reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. I will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

Safety

Home Safety:

I pride myself in having a warm, loving, and safe environment in which your child can explore, learn, and experience many different things. Some features that help ensure your child's safety are:

- Working smoke detectors are on each floor and near cooking and sleeping areas.
- Working carbon monoxide detectors are near the sleeping area.
- Adequate Ventilation throughout my home.
- Gates are used on stairways when children under [5 years old] are present.
- Fire extinguishers are maintained properly.
- Toys are age appropriate, in good repair and of a non-violent nature.
- Electrical outlets are covered.
- Pens, pencils, and office supplies are out of reach.
- Knives and adult scissors are out of reach.
- Cleaners, chemicals, matches, and fire starters are out of reach.
- The hot water heater is regulated at 120°F.
- Medications are out of reach.
- A well-stocked first aid kit is kept near, and expiration dates are observed.
- Animals are child-friendly, properly immunized and in good health.
- We are certified in Infant & Child CPR and Pediatric First Aid.
- Hot radiator and water pipes are covered or out of reach or not very hot to the touch.
- Safe grassy areas to play.
- Yard is free of splinters and harmful objects.
- Safety approved play equipment and toys.
- Yard routinely treated to deter insects.
- Outside areas where children play is fenced and gate locked.
- Children do not play outside unsupervised.
- Ponds, wells, tool sheds, and other hazards are fenced or closed off.

Clothing:

I encourage our families to dress their children in play clothes or clothes that you are not concerned with them getting dirt or paint on. I do use washable paint, but accidents do happen. Please remember to send your child to school in sweaters, jackets, or raincoats when necessary. Having your child's name labeled on their clothing is helpful to me as I may not always remember who the clothing item may belong to.

Extreme Weather and Outdoor Play:

Outdoor play will not occur if the outside temperature is greater than 95°F or less than 30 °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 31 or below.

Injuries:

First Aid will be administered by myself in the unlikely event that your child sustains a minor injury. You will receive a report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. My program is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital immediately by ambulance, while I try to contact you or an emergency contact.

Biting:

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, my response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. My focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. I will work with the families of both to keep them informed and to develop strategies for change.

Pets/Animals:

I do have pets on the premises. The pets on my premises are very friendly, deemed healthy by a veterinarian and are current on all immunizations.

Child Custody:

Without a court document, both parents/guardians have equal rights to custody. I am legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. I will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse:

I am required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if I have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. My program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Emergencies

Lost or Missing Child:

In the unlikely event that a child becomes lost or separated from the group during the day and is not located within minutes, the family, police, and licensing will be notified.

Fire Safety:

My home is fully equipped with a fire extinguisher, carbon monoxide detectors, and smoke detectors. My fire evacuation plan is reviewed with children monthly.

Family Activities

From time to time, I offer the opportunity for families to participate in activities that help with the growth and improvement of their child's education. I encourage families to take an active role.

Example of Family Events: Please be sure to check the Parent Board as well as your child's monthly calendar for announcements of these events and activities.

- Open House
- Birthday Party for Jesus
- Valentine's Day Party
- Mother's Day Brunch
- Pajama Day
- Donuts with Dad
- Ice Cream Party

Program Activities: Enjoy and help your child's class with these special activities.

- Family Teacher Conferences – I will conduct annual parent/teacher conferences to provide parents with an overview of their child's progress as they prepare to move towards kindergarten.
- Donate requested items for different class parties.
- Scholastic Book Orders

Monthly Calendars:

I will send home monthly calendars that specify our weekly themes, the letters, numbers, shape, and color we are focusing on for the month. Throughout the month I will have dates for Show-N-Tell, who the Star Student is as well as a fun day we can wear the color of the month to school.

Monthly Newsletter:

I will provide a quarterly newsletter to provide you with fun tips and what you can expect for the school during the upcoming months.

*Updated 03/17/2026

Daily Schedule



8:00 am – 8:30 am	Hand Washing/Health Check/Free Choice
8:30 am – 8:40 am	Clean Up
8:40 am – 9:00 am	Morning Circle
9:00 am – 9:30 am	Toileting/Hand Washing
9:30 am – 10:00 am	Morning Snack
10:00 am – 10:30 am	Outdoor Play
10:30 am – 10:50 am	Learning/Bible Circle
10:50 am – 11:50 pm	Learning Centers
11:50 am – 12:00 pm	Toileting/Hand Washing/Lunch Prep
12:00 pm – 12:30 pm	Lunch
12:30 pm – 1:00 pm	Toileting/Hand Washing/Story
1:00 pm – 2:00 pm	Resting/Nap/Quiet Activities
2:00 pm – 2:15 pm	Toileting/Hand Washing/ Snack Prep
2:15 pm – 2:45 pm	Afternoon Snack/Free Play
2:45 pm – 3:15 pm	Outdoor/Indoor Play
3:15 pm – 3:30 pm	Story/Large Group Game
3:30 pm	Parent/Guardian Pick Up

Grace Garden Preschool

Photo/Video Release Form 2026-2027

Dear Grace Garden Families,

During the school year, there will be times that pictures or videos will be taken of your children. At Grace Garden I love to capture special moments of your children as they learn through play, make friends, and just have fun at school.

These pictures/videos will be used for school purposes only such as special memory books, art projects, and slideshows. Some of these pictures/videos may be shared digitally through private and secure links.

With your written permission, I would like to post a few of these pictures on my website as well as my business social media page. Prior to posting any pictures, I will contact each family for written permission to use the pictures on my school website and social media pages.

Please check only one:

I give consent to Grace Garden Preschool for my child to be photographed and/or videotaped for school purposes only.

I DO NOT give permission to Grace Garden Preschool for any photographs and or videos to be taken of my child.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

Grace Garden Preschool

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to me prior to enrollment.

I may update this handbook from time-to-time and will provide notice as updates are implemented.

Thank you for acknowledging the policies and procedures I have set up for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received and reviewed the Grace Garden Preschool Family Handbook. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask questions if I do not understand any policies, procedures or information contained in the Family Handbook.

Recipient Signature

Date

Provider's Signature

Date