

GRACE WEEKDAY SCHOOL
A MINISTRY OF GRACE IN THE HEIGHTS

PARENT HANDBOOK

Revised January 2025

1245 Heights Blvd.
Houston, TX 77008
School phone: 346-998-2356

School office hours: 7:00 a.m. – 6:00 p.m. Monday through Friday

INTRODUCTION:

These are the policies and regulations set forth by Grace Weekday School. All parents must read and agree with the following regulations.

MISSION:

Our mission at Grace Weekday School is to provide an environment where children can excel at their own pace. We offer safe and stimulating classrooms that engage children to explore and learn. Our goal is to build strong relationships between school and home so that positive guidance and direction will aid your child in having a successful school experience.

ENROLLMENT:

Grace Weekday School is a church-based school. It is an open program that provides care for all children regardless of their race, nationality, color, or religious beliefs. A registration fee of \$300.00 is due upon initial enrollment. This is nonrefundable.

We conduct our re-enrollment process in the month of March every year. Children that will remain in care at Grace must pay the re-enrollment fee of \$150.00 and fill out new forms by the end of July to secure a slot for the following school year. If your child has started October of the previous year to March, you will not be required to pay the fee. This process helps keep current information on all students and any changes in address, phone numbers, emergency contacts, and pickup lists. This also allows the school adequate time to register new families for the fall. This fee is also nonrefundable.

Required documents:

The following items must be present and complete the first day that your child begins school:

- The completed application packet
- a copy of an updated immunization record
- the physician signature stating that the child is in good general health.
- Each child four years old or older must bring in vision and hearing screening results as required by the state.

HOURS AND DAYS OF OPERATION:

The hours of the operation are 7:00 a.m. - 6:00 p.m. Monday through Friday. We are open all year except for the following holidays/days:

- | | |
|---------------------|---------------------------|
| New Year’s Day | Martin Luther King Day |
| Cesar Chavez Day | Good Friday |
| Memorial Day | Juneteenth |
| Independence Day | Labor Day |
| Thanksgiving | Friday after Thanksgiving |
| Christmas Eve | Christmas Day |
| Day after Christmas | New Year’s Eve |

If a holiday falls on a weekend, the school will be closed either the business day before or after the

holiday occurs. Each year you will be notified of the days we will take for our holidays in January.

We are closed two days prior to HISD's start date. These days are used for classroom preparation for the new school year.

Tuition stays the same for the weeks in which these days occur.

TUITION:

Tuition is due on Monday for bi-weekly payments. ACH and credit payments must be made bi-weekly using the school's current payment platform.

A \$25.00 late fee is applied if tuition is not received on Monday of the bi-weekly schedule. Tuition and the late fee must be paid in full by Wednesday of the payment week to keep your child in attendance.

If they are not paid by Wednesday, your child can be excluded from care until payment is made.

If your child is absent any number of days in a week, tuition remains the same. If your child will be out for two or more days, please contact the office at (346)998-2356 or message through Brightwheel. If no call is made by the end of the week, we will assume that you no longer need care, and your child will be dropped from attendance. If you bring your child back, it will be necessary to reenroll your child. Reenrollment will be contingent on space available. If the school is closed for holidays or scheduled closed days, tuition will remain the same.

Tuition fees are based on the classroom your child is in for the current school year. Fees are as follows:

Name of Classroom	Weekly / Bi-Weekly Fees
Infant One/The Caterpillars	\$330.00/\$660.00
Infant One.5/The Cocoons	\$330.00/\$660.00
Infant Two/The Butterflies	\$315.00/\$630.00
18 Months/The Rising Stars	\$305.00/\$610.00
2 Year Old's/The Owls	\$290.00/\$580.00
3 & 4 Year Old's/The Leaping Frogs	\$275.00/\$550.00
Part Time	Weekly/Bi-Weekly
The Butterflies 3-day MWF	\$252/\$504
The Butterflies 2-day Tu/TH	\$189/\$378
The Rising Stars 3-day MWF	\$244/\$488
The Rising Stars 2-day Tu/TH	\$183/\$366

The Owls 3-day MWF	\$236/\$472
The Owls 2-day Tu/TH	\$177/\$354

The Leaping Frogs 3-day MWF	\$220/\$440
The Leaping Frogs 2-day Tu/TH	\$165/\$330

SCHOOL SUPPLY FEES:

Every child must pay a yearly school supply fee. This fee is included with the reregistration fee due in March of each year. This fee covers all the supplies your child will use through the following school year. These fees are nonrefundable if your child drops from care after these fees are paid.

PROCEDURES FOR DROP OFF AND PICK UP:

Upon arrival and departure from the school, each parent is responsible for checking their child in/out. You must show identification each time you pick up until the staff know who you are, whether you are a parent or designated person. Only designated people listed on the application will be able to pick up. This list can be modified by parents at any time necessary.

Drop off time for Grace Weekday School will be from 7:00 a.m. - 9:00 a.m. Please have your child in school no later than 9:00 a.m. Classes begin structured activities at 9:00, and interruptions make it difficult for children to stay focused.

LATE PICK-UP

The hours of operation are 7:00 a.m. - 6:00 p.m. Monday through Friday. Beginning at 6:01 pm by the front desk clock, every child still in care will incur a late fee of \$2 per minute the child is still in care. These fees will appear on your next invoice and must be paid with that bi-weekly tuition for your child to continue attending.

DROP-IN STUDENTS

Grace Weekday School takes drop-in students on a limited basis.

Drop-in tuition is \$300 per week or \$65 a day regardless of age. Payment must be received no later than the first day of care or children will not be accepted for further days. Parents must call 24 hours ahead to check availability and confirm care. Drop-in care is offered on a first-come, first-served basis and contingent on available space in individual classrooms.

OPEN DOOR POLICY:

Grace Weekday School has an open-door policy. Once your child is enrolled in the school, you are welcome to visit at any time. The only time parents are not allowed in the building would be during a public health emergency.

GANG FREE ZONE:

All persons who come on the Grace Weekday School campus are required to know that any area within 100 feet is a gang free zone. According to the Texas Penal Code any criminal offense related to organized criminal activity are subject to harsher penalties.

PROCEDURES FOR PARENT VISITATION, CONFERENCES, AND CONCERNS:

Parents can visit at any time. Parents are welcome to volunteer, attend all school functions, or observe their child in class. Signup sheets are available for special events so parents can donate or volunteer.

Conferences with teachers and or the director may be scheduled to discuss concerns or review policies. A copy of Minimum Standards is located at the front area and in each classroom. The latest childcare licensing report for this facility can be viewed at www.dfps.state.tx.us.

Our local licensing office can be contacted at:

Texas Department of Family & Protective Services 1330 E. 40th
Houston, Texas 77022
(713)287-3238

To report Child Abuse, you can contact:

By Phone: Child Abuse Hotline: 1(800) 252-5400 Online: www.txabusehotline.org Texas Department of
Family & Protective Services
701 W. 51st Street or P.O. Box 149030 Austin, Texas 78751 Austin, Texas 78714

We want every child's experience at Grace to be a positive one. We will always attempt to correct inappropriate behaviors with proper discipline methods. If a child is struggling to adapt to the school environment or continually displays inappropriate or aggressive behavior, a parent conference will be scheduled. We will work with the parents, therapists, doctors, etc. to aid the child. If all these methods do not help the child, then suspension can take place. If a child is

endangering themselves or others, they will be removed from the classroom. If they have to be removed repeatedly, we will send them home for the day. Grace weekday school reserves the right to disenroll students whose needs cannot be met by our teachers after consultation with their parents.

DRESS CODE:

You must bring your child properly dressed for school. This includes closed toed shoes for all walking children, hair combed, teeth brushed, and faces washed. Clothing needs to be appropriate for the weather.

Children should wear washable play clothes and shoes that have backs and have good traction. No flipflops. Children need 2 extra sets of clothes to keep here at school in case of emergencies. One extra pair of shoes is advisable. Label all your child's belongings to avoid loss. We cannot be responsible for unlabeled items.

HEALTH AND MEDICINE:

The school can administer medication at 7:45 and 11:45 am only. This will accommodate three or four times a day schedule. The only exception will be for children on continual medication. These schedules must be approved by the director. Medicine must come in its original container and prescribed to the child who will be taking it.

Containers need to have dosage amounts for the child's age, duration of the medicine to be administered, and have an expiration date. All over the counter medicines must be age appropriate or come with a doctor's order to administer. All medicine must be signed in with an authorization form to administer and kept at the front desk.

Children cannot come to school sick. If your child appears ill, they will not be accepted. Children must be able to participate in all daily activities including outside play. The only exclusion from outside play is with a doctor's authorization including a start and end date to exclude outside play. If your child becomes ill while in care, gets a fever over 100.9 degrees or higher, vomits or has diarrhea more than 3 times, your child will be sent home. If neither parent can be reached, the emergency contact will be asked to pick your child up. Parents need to authorize the child's doctor to accept calls from the day care center for medical or emergency care. Parents also need to notify the school in writing if your child needs special care because of previous or current medical problems, disabilities, or limitations.

All children enrolled in care must have a signed health statement. This is found on the third page of the enrollment form. If this conflicts with tenets or practices of a recognized religious organization, a signed affidavit is needed to be in place of the health statement on file.

All children who are four or older must have a vision and hearing screening done to detect any possible problems. One of the following must be on file at the school.

- The individual visual acuity and sweep check results; or
- An affidavit stating that these screenings conflict with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

All children enrolled in care must meet applicable immunization requirements specified by the Texas Department of (State Health Services) Immunization Requirements in Texas Elementary and Secondary and institutions of Higher Education. This requirement applies to all children in care from birth through

17 years of age. If this conflicts with the tenets or practices of a recognized religious organization, an affidavit will need to go on file stating so.

Although it is not required that staff receive preventable vaccines, they are recommended to take the flu shot, COVID vaccine, and tb test.

INFANTS AND TODDLERS:

Attached at the end of this policy is the Operational Policy on Infant Safe Sleep. Please read and sign if you are enrolling an infant at Grace Weekday School. (An infant is a child from birth to 17 months.)

All bottles, cups, pacifiers, diapers, ointments, wipes, eating utensils, water, formula, and teethers must be labeled with your child's first name and last initial. All diapering supplies must be supplied for your child's use. Any creams, ointments, and or lotions placed in the diaper bag are assumed for use for your child's diapering needs. Children who are walking, must come to school with shoes on their feet. If your child is toilet training, adequate clothing and shoes must be provided daily.

Children may not enter the building with a cup, bottle, or pacifier in their mouth if they are walking on their own. This is a safety hazard. Children may have them once they are in a sitting position in the classroom. Children may not bring pacifiers to school that have anything attached to them.

BREASTFEEDING:

Grace Weekday School provides a comfortable and private place for breastfeeding mothers to come in and breastfeed their child. You are also welcome to send breast milk for our staff to bottle feed to your child. Please send it labeled with your child's name and the date it was expressed.

FOOD:

AM snack is served from 7:30 – 8:30 a.m. and PM snack is served from 2:30 – 3:00 p.m. Copies of the snack menu are posted at the front of the school. A copy of the menu can be provided upon request. You have the option to provide all food for your child. If you choose to do so, please notify the teacher.

All parents are responsible for providing lunch for their child. Cold lunches need to be in an insulated lunchbox with ice packs and hot lunches need to be in a thermos that will keep it hot. All lunchboxes need to be insulated. Lunch is served from 11:00-11:30 a.m. Please send nutritious foods for your child's lunch, we encourage children to make healthy choices. If you do send anything sugary, please limit the amount. All lunches are stored in the cubbies.

Label all your child's items with their first name and last initial. If you did not bring lunch for your child, you will be contacted to provide one. We do not have a kitchen in the daycare facility.

EMERGENCY INFORMATION:

It is the parent's responsibility to inform the school of any information changes as soon as possible. This includes address change, phone numbers, work numbers, designated persons for pick up, etc. Parents

that are separated or divorced must bring in a copy of the custody papers if a parent is not allowed to pick up the child, otherwise the school cannot keep a child from a Mother or Father.

EMERGENCY PROCEDURES:

Staff are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters, (floods, tornados, hurricanes, etc.) hostile situations, and fire escape routes are addressed in staff training. Monthly fire drills and quarterly tornado drills are conducted at the site. We do not have gas in our building, but in the event of a gas leak in the area, we will follow guidelines that are given by local authorities. We will stay inside the building until it is safe to go outside. You will be contacted about the leak.

In an evacuation, staff will move the children to a designated safe place.

All teachers carry their backpacks that contain their parent information binder, attendance logs, diapers for students if needed, Kleenex, first aid supplies, small activity supplies, snacks, and tablets/cell phones. These tools will aid in any type of emergency. Directors will take the school cell phone and check attendance against check-ins. We will communicate with classes through Brightwheel and call parents individually.

The first safe place is in the church located on the Heights side of the property. If this area is not safe, we would relocate the children to the Heights Library at 1302 Heights Blvd. Houston, Texas, 77008. Phone number:(832)393-1810.

Evacuation procedures also address the care of children with limited mobility or who otherwise may need assistance in an emergency, such as children with mental, visual, or hearing impairments. Head counts and attendance rosters will be utilized to account for all students by designated staff. The safety and well-being of all children will be emphasized.

Infants from 8 weeks to 17 months will be transported in cribs. Teachers will transport 2-3 infants in each crib. Each infant has their own crib, therefore adequate cribs are on site for transportation.

Children 18 months and older will walk with their caregivers to the designated safe area. Staff will stay with their children until all their students have been picked up.

In a hostile situation, all staff are trained to move the children away from sight of the invader and block the door/windows with large furniture. Children will be placed behind tables or relocated if possible.

Teachers will have their backpacks with them for communication and attendance rosters. Staff will remain in the safest place for the children until further instruction. The director will call 911.

In cases of inclement weather, Grace Weekday School will follow HISD recommendations. If they announce a school closure, we close as well for the safety of all staff and children. If the weather worsens during the day, we will ask you to pick up your child as soon as it is safe to do so. Communication will go out on the Grace Weekday School Facebook and approved communication platforms. Tuition will remain the same if closed for inclement weather.

In a pandemic situation, Grace Weekday School will follow all guidelines set forth by City/State

authorities and the guidance of the Grace Administrative Board. Temporary policies will be issued in writing and may be updated at any time. If the school must close, tuition will be charged at 75% of your normal fees until the Board deems the school safe to reopen for all staff and children. Communication will continue to go out on the Grace Weekday School Facebook and approved communication platforms.

DISCIPLINE:

Our program is designed to provide a safe environment for all children. Therefore, when a child behaves in an inappropriate manner, he/she will be redirected. If redirection fails and the behavior continues removal from the group may result. Supervised "Conscious Discipline" is used for children two and older.

A child may choose to sit out for any length of time that they need to recompose themselves. Soft plush animals are available as well as feeling charts are in a safe place for the child to utilize. The teacher can intervene if the child wants/needs assistance to recompose themselves. It may be necessary for a parent to monitor their child in the classroom if the above methods fail. If a child's behavior cannot be changed, the director has the authority to dismiss a child from the program if he/she is endangering themselves, the environment, or others in the classroom.

It is ultimately the parent's choice how to handle the discipline of their children. According to our Minimum Standards set forth by the Texas Department of Protective Services, we must only use positive methods which encourage self-esteem, self-control, and self-direction. There cannot be any harsh or cruel treatment. Corporal punishment or threats of corporal punishment are prohibited on our property by any adult to any child.

PROMOTION:

Grace Weekday School operates on a school year calendar. The school year starts September 1 and goes through May 31st. We have summer activities for June, July, and August. Promotions of the children may happen during the year as they reach developmental milestones. These are done in consultation with the parents and only if there is space available in the next class. Class promotions are done the third week of August each year.

This gives the children and teachers two weeks to adjust and get settled to start school activities. If a child disenrolls from care during the school year, we will fill their slot from our waitlist.

DISENROLLMENT:

If you wish to disenroll your child for any reason, you must send written notice to the director 30 days in advance. This gives the school time to prepare for your child's departure from the class. If your child is disenrolled by Grace, you will be charged tuition for the full week of care regardless of day. But no further tuition charge will be incurred. Any tuition on your child's account at the time of departure is nonrefundable. Please remember to pick up all your child's belongings at the time of departure. Any items left behind after 30 days will be considered a donation to the school.

MISCELLANEOUS:

Parents may bring in store- bought food or cakes for a child’s birthday or celebration of any kind. Please notify the school in advance. We cannot serve any homemade food of any kind due to the City of Houston food ordinance. Any food baked at home will be returned.

We do not allow any toy weapons of any kind into the school. No games related to violence are allowed. No toys from home are allowed unless the teacher designates a day to bring them. This avoids conflict in the classroom.

PARENT AGREEMENT:

I have read and understand the school's policies and regulations. By signing this form, I agree to abide by these regulations set forth by Grace Weekday School. Failure to abide by these policies may result in the dismissal of my child from the school.

PARENT SIGNATURE:

PARENT SIGNATURE:

DATE:

I, _____, parent of _____ will be providing nutritious food for my child while my child attends Grace Weekday School. I release the school from meeting my child's nutritional needs as set forth by The Texas Dept. of Protective and Regulatory Services.

**PLEASE RETURN THIS COPY
FOR OUR RECORDS OR SIGN
THROUGH BRIGHTWHEEL**