

Grace Hills Early Learning Center

Parent Handbook



Mission Statement:

The purpose of the Grace Hills Early Learning Center is to extend the faith based ministry of, and to assist in accomplishing the mission and purpose of Grace Hills Baptist Church by providing care, education, Christian moral and spiritual development, and family ministry for each child enrolled.

Program

As Grace Hills Early Learning Center develops, we will be using varied curricula. Our program is built on love, nurturing, and character building principals. Activities are aimed at providing a flexible, enriching environment developmentally appropriate to facilitate spiritual, physical, cognitive, and social-emotional growth of children.

Infant and Toddler classrooms will utilize Creative Curriculum to its fullest extent for classroom guidance. The Two year old classroom will use an age appropriate curriculum in addition to most of Creative Curriculum's guidelines.

The Preschool classrooms will use the ABeka curriculum and other age appropriate curriculum. This will include Christian character, character development, letter recognition, phonics, and reading. Our teachers are trained to meet specific goals that have been set before them.

Physical Facilities

Grace Hills Early Learning Center is located at 4320 Pumping Station Road in Appomattox, Virginia. The mailing address is P.O. Box 807, Appomattox, Virginia 24522. Phone: 434-352-2273, Fax: 434-352-4422

Licensing Status

Grace Hills Early Learning Center (GHELC) complies with all applicable laws and regulations pertaining to health and sanitation, water supply, building codes, statewide fire prevention code, and health, drug screening and criminal background check requirements for staff. GHELC is exempt from State licensure under the State religious exemption law. Nevertheless, our center will conduct our center at the highest degree of quality.

Non-Discrimination Policy

GHELC is operated as a part of Grace Hills Baptist Church's Christian educational program and is under the supervision of the Grace Hills Early Learning Center Council. GHELC does not discriminate on the basis of race, gender, or disability, and complies with the American Disabilities Act.

The Grace Hills Early Learning Center Council

The Grace Hills Early Learning Center Council is the governing body of the Grace Hills Early Learning Center. A total of ten (10) members will form the Grace Hills Early Learning Council. A chairperson will be elected from the Council to serve as chairperson of the Council. Members of the Center Council will be nominated and approved annually by the church for a maximum three-year term membership.

The Council will include at least two at-large members of Grace Hills Baptist Church, (preferably someone who has had experience or a strong interest in the field of education), the Pastor and/or designee, Director of the Center, one additional staff member to serve as liaison to the Center, Treasurer, Stewardship Committee Chairperson, one representative from the Nursery Committee or Preschool Sunday School teachers, and one parent who is not a member of Grace Hills Baptist Church.

Meetings of the Council will be held monthly on the second Tuesday. The Director will not serve as chairperson. There will be a file kept of all communications.

Staff

All staff is trained to work with children and spends time in preparation for each day's activities. Employees have a health certificate on file showing them to be free from communicable disease. All employees are required to submit to a criminal background check, social service background check and drug testing before beginning employment. Staff will attend a number of in-services throughout the year that support the mission and program for Grace Hills Early Learning Center.

Volunteers

GHELC is very fortunate to have the support of many volunteers. We welcome and appreciate community member's gift of time. Volunteers must be 16 years of age and work supervised in designated areas. An orientation is provided to all new volunteers. Safety is taken seriously at GHELC; therefore, certain tasks cannot be performed by volunteers. Children cannot be left alone in the care of a volunteer - a staff member must always be present with children. Volunteers will not work in infant classrooms.

Registration and Enrollment Requirements

Ages of children enrolling in Grace Hills Early Learning Center will be from 6 weeks to 5 years old. Also, care is provided before and after school during the school year, holidays and summer camps for ages 6 – 12 years old.

Enrollment includes:

1. Completion of an application and a non-refundable registration fee must accompany the completed application.

2. Meeting with a staff member and parent prior to admission. The child may attend, allowing him or her to visit ELC.
3. Required forms completed, reviewed and filed BEFORE child's first day of attendance.
4. Original state issued birth certificate must be brought to meeting with staff member.
5. Completion of Commonwealth of Virginia School Entrance Health Form. The form must be signed by a physician. (Must be dated within twelve (12) months of start date.)
6. Reading of Parent Handbook.
7. Signing and return of the Parent/Guardian Agreement Form, Enrollment Acceptance Form and Statement of Cooperation Behavior Form.

Parents should fully understand that children are placed in classrooms (1) by the age they are as of September 30th for that year, which determines the year they will go to school, and (2) by their developmental progress. This means that just because a child turns a certain age does not mean they will be promoted to the next classroom. Our school year runs from August to June. Children will not be moved in the middle of the year. The only exception would be under developmental circumstances with a review from the child's teacher, Director, the parent, and possibly the ELC Council.

Parking Lot Safety

For the safety of all children here at GHCLC please do not leave children unattended in the car. Please turn off all cars while they are unattended. Please be mindful of your speed in the parking lot.

Attire

Please send your child to school in comfortable, washable and safe play clothes and shoes. Children will paint, play outside, and explore their learning environment and may get dirty. Please label all belongings.

FEES / PAYMENT POLICY

- A. Tuition fees for the Center shall be fixed by the Council. Check or money order only.
- B. Weekly Fees:
- Infant I and II (6 weeks-17months) \$135 weekly
 - Toddler (17months-24 months) \$120 weekly
 - Preschool (Two-Five years) \$115 weekly
 - Before or After School Program \$40.00 weekly
 - Before and After School Program \$55.00 weekly
 - Summer Camp School Age \$105.00 weekly
 - Drop-In Snow Days/Holidays \$30.00 daily
- C. Upon enrollment, an annual \$60 registration fee and one week's tuition will be due. School Age registration fee is \$30 and is also an annual fee. The scholarship committee may act upon any scholarship request.
- D. Tuition is billed in full at the 1st of each month. For drop in services for school age children the fees are due at time of service. You can make arrangements with the office to pay weekly, bi-weekly, or monthly. Late fees will be assessed on any past due balances. (Four months of the year have five weeks).
- E. Non-payment of tuition is grounds for dismissal of a child from the center. Our tuition is a prepaid service. We will charge a late fee according to the following schedule. If you pay a weekly tuition, it is due by Tuesday of that week. Late charge is \$20.00. Bi-weekly tuition is due by Tuesday of the two weeks. Late fee is \$30.00. Monthly tuition is due by the 2nd day of the month. Late fee is \$50.00.
- F. Tuition Fees are flat rates. This means that if your child does not attend some days, the rate is still the same at the beginning of the week. All holidays and closings fall under flat rate weeks. Parents with multiple children enrolled full time receive a \$10.00 discount per child after paying full price for the first child.
- G. Late Arrival Fees:
Parents that pick up after posted closing time of 6:00 PM will incur a charge of \$1.00 per minute for every minute past closing. Calling and telling ELC you are running late is a courtesy, but does not excuse the parent from paying late fees.
- H. Parents shall be charged a \$50.00 fee for any checks returned by the bank for insufficient funds. After the second returned check, only a certified check or money order will be accepted as payment.

- I. After being enrolled one year a child may earn one free week of vacation. Only one week of vacation will be awarded per calendar year. The vacation week may not be carried over to a future twelve-month period or prorated for a Center holiday.

Termination of Services to Child

Parent: If regular services are to be terminated for any reason, WRITTEN notice must be given TWO weeks prior to withdrawal in order that the vacancy can be filled from our waiting list. If not, you will be obligated to pay for the additional two weeks required notice. Your signature at the end of this handbook indicates your understanding and agreement to this policy.

Center: A child may be discharged from the program for reasons such as, but not limited to:

1. Failure to pay fees on time.
2. Lack of parental cooperation.
3. Inability of the program to meet the needs of the child. We will consult the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
4. Repeated failure to have child at school on time or to pick up the child at scheduled time.
5. Failure to complete and return required forms.
6. Continued unacceptable behavior when all attempts at correction have failed.
7. Conflicts with parents, which cannot be resolved.
8. A parent's negative behavior, lack of respect to ELC or staff, or constant disregard to our policies and procedures.

Biting

While it is crucial to accept the premise that biting is typical behavior for toddlers and two year olds, it is just as important to accept that biting is not an acceptable or desirable behavior. When a child bites in the classroom, the child's Teacher and Director will make a behavior modification plan for the child. The child biting will be "shadowed" by staff members. "Shadowing" means that a staff member will be within two feet of the child at all times until the biting has ceased. If "shadowing" is not effective, a conference with the parent, Teacher, and Director will be necessary to determine a proactive approach to the biting. Educational information on biting will be distributed to all parents in the classroom. All attempts will be made to correct a pattern in the biting. Changes in the classroom, environment, activities, etc. may be made to change the undesired behavior.

Grievances

There may be situations when parents/guardians have conflict. Our policy is that conflict provides an opportunity for growth for both ELC and the parent/guardian. A conversation between the teacher and the parent/guardian is the first step at reconciling. If this fails and the concern is serious enough to warrant immediate administrative review, the parents/guardians are encouraged to contact the Director and schedule a meeting to determine a course of action. Parent will be advised and confidentiality will be guaranteed. We also have a parent representative that will be glad to take any concerns you may have to the council.

Hours of Operation

Grace Hills Early Learning Center will be open year round Monday – Friday from 7:00 AM to 6:00 PM. ELC will be closed on holidays and during severe inclement weather.

Holidays:

- New Year's Day
- Easter (1 day, with the ELC council deciding on Good Friday or Easter Monday)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day and the day after

Inclement Weather Policy

Grace Hills Early Learning Center (GHELC) will make every effort to open. However, the safety of our children, parents and staff must always be the primary consideration. There will be no adjustments to charges for missed days.

Closing information may be obtained from the following media sources:

Television: WSET (ABC) or west.com
Grace Hills ELC Facebook Page

Arrival of Children

Each student must check-in using the computer automated system. Likewise, whenever a child departs, the automated computer system must be used. This is for safety and can assist in attendance, etc.

Parents are asked to park in the front of the building and enter using the glass door facing the parking lot. **All other doors will be locked for security reasons.** The main hall entry door will remain locked at all times.

Grace Hills Early Learning Center is an educational facility. Classroom teachers follow very closely to their schedules, creating an environment that is preferable for learning. This is their top priority. It is very important for you to have your child here at school, fed, and ready to learn by **9:00 AM**. Ready to learn means the student has been fed breakfast, diapered or been to the “potty”, “good-byes” have been said, and they are in the classroom by 9:00 AM. Staffing is dependent on children in the building. If you are going to be late, please call so that we will know not to send staff home. Federal law prohibits children to be in a daycare after center hours. Any child left after the six o’clock hour will be charged \$1.00 a minute until child is picked up.

Infants will not be expected to remain on a strict set schedule. Infants require an individualized schedule for proper development.

Learning Time is an important part of the morning for our students, which starts promptly at 9:00 AM. To ensure that your child does not miss this part of their day, please have your child here on time. We realize there will be special circumstances such as doctor’s appointments. Please try and schedule appointments in the afternoon so learning time is not disrupted. Please call if your child is going to be late so that we can properly schedule staff.

When a parent arrives for the afternoon to pick up a child, they must sign them out of the computer first. If another person, who is not the child’s parent, arrives to pick up the child that staff has never met, identification from the person picking up the child **MUST** be seen. These persons **MUST** be on the approved list and parents **MUST** give prior notification to the office or staff members before the child is allowed to go with the adult. There will be **NO** exceptions.

Meals

ELC will be providing nutritious meals for the students. The meals will be served “Family Style”, meaning that the children will serve themselves, with assistance from the teachers. Staff is encouraged to promote independence during meal times.

ELC will provide a morning snack at 9:30 AM. Parents are expected to feed their child breakfast before 9:00 AM. Food from home will not be accepted in the classroom after 8:30 AM.

A hot lunch will be served starting at 11:30 AM. The best thing a parent can do for their child when trying new foods is to be a big encourager. Sometimes children may eat other foods for their childcare provider than what they will at home. Please give your child a chance to try something new before saying, “My child will not eat that”.

Snack will be served after nap time. Times may vary depending on the classroom. Nutritious snacks including juice, water, or milk will be provided by ELC on a daily basis. Please make the classroom teacher aware of any food allergies. Teachers are not permitted to bring in any extra snacks unless approved by the Director.

ELC will provide all “sippy” cups for toddlers. Parents must provide their infants with baby food until they are able to eat what is provided. The Infant I and II classrooms have a refrigerator and microwave for storage and heating.

Naptime “Accessories” and Change of Clothes

It is the parent’s responsibility to take the child’s weekly blankets home on Friday to be washed over the weekend. Parents are to supply ELC with a clean pillow and blanket/sheet each Monday morning. Children enrolled in the Two, Three and Four year old classes need to provide their own mat. Please do not bring in an adult size pillow for children; travel size pillows are acceptable. This is the time for an appropriate “security blanket” from home so that nap time is beneficial for the child. An extra set of clothing should be provided for your child. Place the clothing in a ziplock bag clearly marked with your child’s name.

Student Hygiene

Students will be taught proper hand washing by teachers and aides. All staff members are required to wash their hands upon entering the building, before and after handling food, before and after diapering, after coming in from outside, and throughout the day.

Children and Jewelry

No child enrolled in GHELC is allowed to wear jewelry while they are in our care. This policy includes any item worn around the neck, wrist, finger, or ankle; decorative or non-decorative. This policy does not apply to pierced ears. However, use caution in choosing the type of earrings your child wears. For example, hoop earrings would be an inappropriate choice as small finger can easily slip through them.

Health Policy

Each child must have on file, prior to the first day of entering our program, a Commonwealth of Virginia School Entrance Health Form completed within twelve (12) months prior to the child's start date. The physician must sign the physical and verification of immunization sections of the form. The Department of Social Services periodically inspects ELC as a part of the State licensing standards for children's programs sponsored by religious organizations. As a part of the law, child care directors and teachers are to "perform simple **daily** health screenings and **remove** any sick child temporarily from the program". Screenings will be done through general classroom observations.

We are asking that parents please be aware of the following guidelines for health standards and are considerate of your child and others.

ELC must be contacted within twenty-four (24) hours if the child or anyone in the household contracts or is in contact with a contagious disease. Contagious diseases include head and body lice, measles, chicken pox, mumps, rosella, and scarlet fever.

The staff members will document a quick and simple Daily Health Observation when each child enters the classroom.

Any child exhibiting the following is considered to be carrying a communicable disease and may not be admitted to ELC. Children who develop these symptoms will be sent home. Our aim is to ensure that the children are well enough to benefit from the program and are not unnecessarily exposed to communicable diseases.

Fever – A body temperature of 100 degrees F or higher. The parent will be notified. Regulations require that we send a child home if he/she has a body temperature of 100 or higher. The child must be fever free, without medication, for 24 hours, before returning to the center.

Conjunctivitis – An eye infection commonly known as "pink eye". Eyes must be treated with prescription drops. A minimum of twenty-four (24) hours must pass before child may return to ELC.

Bronchitis – Severe coughing (face turns red or blue), rapid or difficult breathing. Children may return to ELC with a doctor's note.

Throat Cultures – If your doctor does a throat **culture** on your child, he/she may not return to GHELC until results of the culture are known.

Rashes – Rashes that cannot be identified, or that have not been diagnosed and/or treated by a physician. Impetigo needs to be treated by a physician. Child must

stay out of group care for twenty-four (24) hours or must have a doctor's note stating he/she is able to return to ELC.

Evidence of lice, scabies, or other parasitic infection – Child must have a doctor's note and follow through on appropriate treatment to return to ELC.

Vomiting – Individual circumstances and or projectile vomiting.

Diarrhea – Child must remain at home at least twenty-four (24) hours from the last incident of sickness.

Constipation – If a parent has given their child a laxative or any medication for constipation, the child **MUST** stay home either the day after or the day of taking the medication.

*GHELC reserves the right to refuse services to a child if there is no evidence that a child has been seen and treated by a physician for debatable symptoms, **and/or the child is not well enough to participate in all ELC activities, including outdoor time.** This means that you may be called to pick up your child, even if they do not have a fever.*

Medication

If a child has medication that should be given 1 or 2 times a day, parents are expected to give the medicine at home. Parents are asked to please inform the child's caregiver/teacher that the child had medicine before attending the Center. Staff can then observe any reactions and side effects that may occur from the medicines. Personality and behavior may also be affected by medications. The parent must complete a release form **each time the child is at ELC and is in need of medication.** A medical release form is available in the front lobby and at the office.

All medications must be in the original containers with label intact, clearly stating the child's name, the name of the medication, and dosage amount. **It is the parent's responsibility to bring in an appropriate dispenser with the medications.** All medications will be locked up during the day and are sent home daily. Staff with MAT (Medication Administration Training) can only give medications to students. The Center will practice the "Five Rights of Medication" - the right child, right medicine, right dose, right time, and right method followed by documentation.

If a child has allergies, seizures, or a documented medical condition (other than asthma), that requires leaving epi-pens, Benadryl, etc. at ELC, the parent will provide a doctor's note at least annually. Written parent authorization must also be on file. If a child has asthma, the parent will be asked to provide a current doctor's note and will be asked to demonstrate the proper use of breathing machines, inhalers, etc.

Parents may bring teething gel, ointments for diaper rash, and/or anti-itch cream for insect bites in original containers and clearly labeled with child's name. Written authorization must be completed and given to the teacher before the items can be left in the child's classroom for use. Medication will be locked and kept out of the reach of children. A MAT trained staff member will administer medication according to the instructions on the label. Documentation will be made on a daily report form each time medicine is administered.

If a child is on medications such as Pedialyte, the child is not well enough to be in childcare. If a child is not well enough to participate in all activities, including outside time, then the child should not attend.

Crisis Management Plan

Grace Hills Early Learning Center has a comprehensive plan to provide faculty with procedures if a crisis situation arises. The plan is annually reviewed and updated. ELC personnel receive in-service training concerning use of these procedures. This plan will be filed in each classroom with appropriate documents (class roll, emergency contacts for children, and emergency phone numbers, etc.). The teacher will pick up this notebook and utilize throughout the emergency. Emergency announcements will be made via megaphone, telephones and/or whistles. The Director and/or her designee will provide instructions and disseminate information. The Crisis Management Plan is on file in the Director's Office.

Fire Drills:

Procedures are posted in each classroom. The designated assembly area will be the west end parking lot. Infant I and II will be wheeled in their beds out of the door of the infant room to the right and immediate left from the GHELC side door going toward the ELC west end parking lot. Toddlers and Two year olds will exit their classrooms to the left and turn left from the GHELC side door going toward the ELC west end parking lot. They will be escorted by their teacher to the outside of the building to join the other children at the ELC west end parking lot. Threes will exit their classrooms and turn left down the hall to the outside of the GHELC side door. They will be escorted by their teacher to the outside of the building to join the other children at the ELC west end parking lot. Fours and school age will exit their classrooms and turn right down the hallway to the outside of the GHELC side door. They will be escorted by their teacher to the outside of the building to join the other children at the ELC west end parking lot. Children will remain in the parking lot until the Director advises the teachers to move the classroom back inside. Each teacher must take their notebooks outside with them and their cell phone, if available. All lights must be turned off and doors must be shut to the classrooms. Roll will be taken by the teachers once outside.

Evacuation Procedures:

Once an evacuation has been decided upon, the Director will activate the fire alarm followed by an announcement indicating an evacuation has been ordered. All persons will immediately evacuate the building following fire drill procedures. The Sheriff's Office and/or appropriate medical personnel will be contacted. The Director will have a cell phone and the teachers will have their "Crisis Management Plan" notebook with necessary information. Relocation site Grace Hills Baptist Church Sanctuary.

Lockdown Procedures:

All doors remain locked and can only be opened from the inside. The front entrance will be locked by the Director. Everyone will remain within their classrooms until further notice. Students and teachers will be removed from windows and doors. Students/teachers outside of the building will proceed inside to official classroom and wait for further instructions, assuring doors are immediately locked. Remain in this position until the Director announces the lockdown is lifted. People will resume their normal schedules.

Personal Injuries

Medical Emergency: In the event of a medical emergency or accident, the Center will contact 911 first and then the child's parent and/or physician will be notified. If it is impossible to reach either and should emergency treatment be required, the child will be taken to Lynchburg General Hospital Emergency Room. The parent's authorization for ELC to contact the physician will only be used in case of an emergency.

Outdoor Play

Daily outside physical play and activities are highly encouraged. During extreme weather situations, the Director will determine the degree and length of time for outside play and activities. Infants should not be in a stroller for longer than 30 minutes. Infants should have a change of play space every 30 minutes. It is the parent's responsibility to ensure that their child has the proper attire for seasonal play. If the temperature is above 32 degrees and below 90 degrees and there is no precipitation, advisory, or warnings, our students will go outside to play

Discipline

The Center must serve the needs of all its children. In order for this to happen, it is necessary to have rules for safety and to provide an atmosphere conducive to learning. The primary responsibility of teaching discipline rests with the parent. However, it is essential that parents work closely with ELC staff. Our goal is for the children to maintain mutual respect for each other and to develop self-control. Repeated violation of the following rules will result in immediate dismissal of a child from Grace Hills Early Learning Center.

1. There will be no hitting or fighting.
2. Rudeness and disobedience to adult and children is not acceptable.
3. Children cannot destroy another child's property.
4. Children are not to bring anything to school resembling a weapon.
5. Children are to walk in the building.
6. No pushing or scuffling is permitted.
7. No gum is permitted on ELC property.
8. Children are expected to care for books, equipment, toys, etc. that belong to ELC.
9. Children are to pick up after themselves in the classroom.
10. Children are expected to keep the bathroom clean and use proper waste receptacles.
11. Children are to use playground equipment only for the purpose it was designed.

Discipline is handled by the classroom teacher, using a reprimand, reminder or "time out". Continuous misbehavior is documented in a note to the parent. Serious misconduct will be taken to the Director. The Director may meet with the child or child and the parent. If a meeting between the Director and the parent is necessary, a plan of improvement will be developed. If an undesired behavior continues, the parent must pick up the child. The other children in the class have the right to learn without constant disruption.

Dress Code

Children should dress comfortably. Please send your child in clothes suitable for the weather and for outdoor play. Please do not allow your child to wear his/her best clothes as the children will be involved with painting, playing in sand, cooking and planting projects, etc. Tennis shoes are recommended, as they provide more protection over the feet. Pants or shorts are preferred for girls as well as boys, allowing freedom in climbing and tumbling. Please send a change of clothing including a pair of shoes, to be left at ELC in case of an accident. Any emergency clothing sent home should be returned promptly. Seasonal clothing changes should be made throughout the year. Remember all clothing, hats, boots, coats, gloves, socks, and undergarments must be clearly labeled using a permanent marker with your child's first and last name.

Assessments

Assessments are developmentally appropriate and may include both informal and formal evaluations. Informal evaluations may include a sample of your child's work throughout the year, and/or short checklists. Formal assessments need parental signature.

Visitation

After your child is well adjusted, we welcome your visit. We welcome your participation in activities. Please let us know when you would like to be a part of the day. Let us know of your special talents, knowledge, hobbies, new puppies or anything else that could enhance the children's enthusiasm for learning. We invite you to share.

We do, however, ask that you or any family member, or friend, do not visit the child during nap time. Naptime is a very important part of a young child's day. Center wide nap time is from 12:30 – 2:30 pm. We try to keep ELC as quiet as possible during this time. You are allowed to pick your child up for the day during nap time but we do ask that you leave promptly so that other students' naps are not disturbed.

Celebrations

During the year special occasions and holidays may be celebrated. The Center will organize these events. Teachers may ask for parent help or goodies from those who are able to assist.

Teachers and parents together can decide how to celebrate a child's birthday. Parents are encouraged to attend. Whenever a mom or dad is able to visit or help, it makes a great day for your child even more special. If you are unable to attend, perhaps a grandparent or another family member could be present. For reasons of safety, all food items must be provided in the original unopened packaging as purchased from the store.

Communication

Parents are encouraged to become acquainted with your child's activities and the Grace Hills Early Learning Center staff. Talk with your child daily about experiences and lessons learned. Check with the teacher on themes and upcoming activities. Important announcements and other communication between the Center and the parents will be provided through memos or emails. Our e-mail address is gracehillselc@aol.com.

Parents are welcome to contact their child's teacher as they see fit. Nap time is a great time to speak with your child's teacher about the progress of their day.

Security Features

Grace Hills ELC has gone to great lengths to ensure the safety of its children and staff members. Each classroom, hallway, and playground has a camera in the corner of the room that records for 10 days. They are closed circuit cameras and no one else from the outside can view these images taken. Parents are only allowed to see their child's classroom in the presence of the director. The office will house a television that can show multiple views of the classrooms and surrounding areas of the center.

All classrooms are equipped with a telephone. These phones will be used as communication tools for administration, parents, and teachers. If a parent wishes to check on a child's progress, their phone call will be directed back to the classroom.

Before and After School Care Program

School age children from the ages of five (5) to twelve (12) years are eligible to attend the Grace Hills Early Learning Center for care between the hours of 7:00 a.m.-7:45 a.m. and 3:35 p.m.-6:00 p.m. The children cannot attend when they are sick, not feeling well, or have a temperature of 100 degrees or higher. If they have missed school due to an illness, they cannot attend the Before and After School Care. All major policies of Grace Hills ELC apply to the Before and After School Care Program. Those policies include, but are not limited to: Non-Discrimination Policy, ELC Council, Staff, Registration and Enrollment Requirements, Termination of Services to Child, Grievances, Holidays, Inclement Weather, Student Hygiene, Crisis Management, Health Policy, Medication, Personal Injury, Child Abuse and Neglect, Outdoor Play, Discipline, Dress Code, Visitation, Celebrations, Communication, Security Features, Parent Guardian Agreement.

Appomattox County Schools pick up school aged children at approximately 7:40 am. They return them back at 4 pm. A staff member meets the bus at the end of the parking lot driveway.

Once children enter the building, they are checked in, wash hands and given an afternoon snack. The staff member may assist with homework unless instructed otherwise by the parent.

Holidays and School Change

Grace Hills Early Learning Center will accommodate school age children on days that the schools are closed. You will be charged the full rate for the day (\$30.00), regardless of what time you bring your child to daycare. We will offer alternative activities on these days. Please call ahead for space availability if your school age child does not attend the Before and After school program.

GRACE HILLS EARLY LEARNING CENTER COUNCIL

Mr. Bill Jamerson

Mr. John Harrison

Mr. Gary Gilliam

Rev. Adam Tyler – pastor, Grace Hills Baptist Church

Mrs. Katie McCann- Parent Representative kdmccann@acpsweb.com

Mrs. Mary Dickerson

Mrs. Leslie Galloway- Director 221-8905

Mrs. Lisa Dawson - bookkeeper

Statement of Cooperation

1. I agree to fully cooperate with Grace Hills Early Learning Center's policies and procedures.
2. I understand that it is expected of me to bring all questions, criticisms, and disagreements to the administration for proper review.
3. I understand the agreement for tuition as stated in the Payment Agreement and Parent Handbook.
4. Grace Hills Early Learning Center claims the right to dismiss any student who does not cooperate with GHELIC policies and procedures. I am responsible for my behavior as well. My failure to abide by GHELIC policies and procedures can lead to my child's dismissal from the program.
5. As the parent, I authorize that my child can participate in all school activities. I release Grace Hills Early Learning Center from the legal responsibility to me or my child due to an injury at school or during a school activity.
6. I have reviewed and read the Grace Hills Early Learning Center Parent Handbook/Policies and Procedures in its whole, and I am in full agreement as so stated.

All legal guardians must sign below.

Parent Name: _____ Date: _____

Parent Signature: _____

Parent Name: _____ Date: _____

Parent Signature: _____

Administration Name: _____

Date: _____

Administration Signature: _____