

CHILDREN OF GRACE PRESCHOOL



2022—2023 HANDBOOK



Welcome to the Grace Episcopal Church preschool program!

We are so glad you are here!

Children of Grace Preschool, more commonly known as COG, offers our preschool program to children ages 6 months thru 5 years.

Children are allowed to attend two, three or five days per week. (Any request for exceptions must be made on an individual basis to the administration.)

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Mission Statement

As an outreach of Grace Episcopal Church, the Children of Grace Preschool's mission is to provide a loving, nurturing environment that will enhance each child's self esteem, independence and individuality.

Philosophy

Our philosophy at Children of Grace is to provide high quality early childhood education and care for children 6 months through 5 years of age within a loving and nurturing environment. Our staff works diligently to prepare children for each school year by building on the foundations from previous years. We strive to meet each child's individual needs be they intellectual, emotional, physical or spiritual.

COG Governance

Children of Grace is an outreach ministry to the community providing early childhood education for all children without regard to race, color, religion, sex, handicap, creed or national origin.

COG is a program of Grace Episcopal Church and is governed by the church's leadership board, the Vestry. The Vestry oversees COG's budget in a check and balance system and ensures all the preschool's physical plant issues are addressed in a timely manner. The director of COG determines all policies and procedures in consultation with the rector and Vestry. The Vestry meets monthly.

COG 2022-2023 Calendar

August 8-11 Staff Planning

August 12 Open House

August 15 First Day of School

September 5 Holiday (Labor Day)

October 10-11 Fall Break

November 21-25 Thanksgiving Break

December 19-31 Winter Break

January 2 Winter Break

January 3 Staff Planning

January 16 Holiday (MLK)

February 20 Holiday (President's Day)

March 24 Staff Planning

April 3-7 Spring Break

May 9 Pre-K Graduation



Inclement Weather, Natural Disaster, Pandemic

Under emergency conditions created by severe weather or any other natural or social circumstances, it sometimes becomes necessary to close the preschool. COG follows the Hall County School System' closures. You can find closing announcements for county closings locally on WDUN 550 AM as well as local television and news outlets. We will do our best to communicate via email, Class Dojo, and social media in a timely manner.

Curriculum

Social and emotional development of each child is also a major focus. We emphasize self-awareness, cooperative behavior, and self-confidence at every age. Our program offers learning through free play, interactive story telling, theme based art projects that include both fine and gross motor skills, science experiments, music, outdoor play, manipulatives, and language skills. We know that in combination all of these activities work to nurture a love of learning.

COG has weekly themes for our Pre-Toddler thru 3s classrooms. Let's take a look at a list of concepts covered by each age group during the academic year:

Pre-Toddler/Toddler

Colors

Shapes

Seasons

Body Parts

Verbal name recognition

Social Skills: taking turns, sharing

2s

Continue colors, shapes, seasons, body parts

5 Senses

Sight Name recognition

Opposites

Counting 1-10

Social Skills: walking in a line, taking turns, sharing, expressing our emotions with our words

3s

Continue colors, shapes, seasons, body parts, 5 Senses, opposites

Sight Name recognition

Name Tracing/printing

Weather

Days of the Week

Months of the Year

Common Letters

Cutting with Scissors

Counting 1-20

Number Recognition 1-10

Social Skills: walking in a line, taking turns, working in groups, raising hands



Pre-K uses Frog Street Curriculum . Frog Street is a comprehensive program designed to meet the needs of diverse learners while supporting 10 learning domains. Pre-K students have lessons which integrate literacy, math , science, social studies, social-emotional connections, STEAM, technology, assessment, and family engagement.

Religious Instruction

The school provides chapel time twice monthly for the Pre-K classes to experience stories from the Bible and prayers. The Clergy of Grace Church assist in leading chapel. Many holidays are celebrated and the religious significance of specific holidays (i.e. Christmas and Easter) are included in the curriculum where appropriate. In addition, each class will be taught a mealtime blessing that will be used daily at snack and lunch.

Evaluations

If necessary, a developmental evaluation is performed to determine the appropriate placement for a child. Pre-K student evaluations will be sent home during the academic year so that you may be aware of strengths and weaknesses prior to Kindergarten.

Student Celebrations

- **Holiday Parties**—Holidays will be celebrated throughout the year and are an integral part of your child's learning process. Each class has a room parent assigned who works directly with the classroom teacher to coordinate these parties. Parties are celebrated in Two's classes and up.
- **Birthday Parties**—Birthdays are an exciting time for children! We welcome and encourage birthday celebration at COG. Parties need to take place at snack time or after lunch. The classroom teacher must be consulted when scheduling a celebration. We ask this not only to maintain consistency in the classroom schedule, but to also honor those children who may have allergies.
- **Food:** We ask that all food/treats be store bought in packaging with ingredients so we can keep children with allergies safe.

Snacks

Children will take turns supplying a snack and juice for their class on rotation. Your child will be given a monthly calendar or snack form that will list your time for snack well in advance. We ask that the snacks follow the suggested snack list given to you by your teacher.

Lunches

If you are on the lunch plan there will be no refunds on any lunches for absences nor can lunches be moved (e.g. if your child is absent Monday, they cannot get lunch Wednesday/Friday in place of the missed lunch). If the school is closed for inclement weather, natural disaster, pandemic, etc. we will make lunch adjustments.

PLEASE DO NOT BRING MICROWAVABLE FOOD. It is against policy for the teachers to leave their rooms unattended for any reason, including in order to heat or cook food. If your child has a lunch that requires refrigeration, we ask that you enclose a freezer pack in the lunch box. If you forget your child's lunch, it is your responsibility to bring a lunch by the time your child's class eats.

Clothing

We ask that you send your child to school in play clothes and play shoes. Tennis shoes are usually the best choice for school. Children do get dirty whether they are playing outside or inside doing art projects. Our active learners are sometimes messy as they learn, explore, and play. Do not be shocked if your child comes home with paint on their clothes! Each child must have at least one change of clothing (shirt, pants, socks and underwear) left at school to be used in case of an emergency. These articles of clothing are to be placed in a large zip lock bag with your child's name on it. If the clothes are used, the bag will be sent home with the dirty clothes. A new bag with a set of clean clothing must be returned to the school the next day your child attends.

Diapers and Potty Training

We will do our best to partner with you when potty training your child. During potty training, please communicate with your teacher and let them know what is working best for your child as they potty train at home (ex: words, rewards, etc.) During potty training, pull ups with Velcro sides are preferred. If you prefer to have your child wear underwear, we absolutely support this but ask that a pull up be put on over the underwear unless the child is able to tell the teacher when they need to use the bathroom. Soiled clothing cannot be washed at the preschool, but will be put in a sealed plastic bag to go home.

We believe every child potty trains at their own pace. If a child is currently not potty trained but begins showing interest while at COG, teachers will let parents know and stay in communication if potty training begins at home.

3 year olds should be potty trained or in the process when the school year begins; they must be potty trained by January. Please continue to send your child in pull ups until they are confident they make it through the school day without frequent accidents.



Behavior Management

Effective discipline is helping, teaching, and learning. The purpose of discipline is not punishment. Our goal with behavior management at COG is to support our students in feeling good about who they are, making sound decisions, finding solutions to their problems, having self-control, getting along with others, being responsible citizens, and caring about others.

Within our classrooms, we allow a child the freedom to learn from his/her mistakes and experience the consequences of his/her decisions. With very young children we set developmentally appropriate limits for their safety, the safety of others and the safety of property. Discipline is regarded as part of the total program, and the consequences of misbehavior will be stated in positive terms and discussed with the child.

Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling appropriate behavior, encouraging expected behavior, redirecting children to a more appropriate activity, and setting clear limits for the benefit and safety of all children. If redirecting is not successful a child will be placed in "time-out" as a tool to diffuse the situation at hand and give the child space to effectively reflect on the situation before finding a solution with the aid of his/her teacher. If a child is placed in time out, a parent may receive a note in Class Dojo, on the daily chat sheet, or receive an incident/accident report. This is because we believe that "time out" can be a tool of behavioral reset and is not indicative of bad behavior.

No form of physical punishment will be allowed at COG. Any type of verbal abuse will not be tolerated. No child will be denied their comfort item, food, rest, or bathroom privileges as a punishment.

If a child's unacceptable behavior continues, the director will notify the parents and a conference may be held.

Please note, children at this age are often motivated by reward. Our classroom teachers do reward children, especially in our younger classrooms, when appropriate. Examples include: potty training, following instructions, etc. Our goal is to foster intrinsic motivation but rewards may be given. Please check with your child's teacher to discuss what they may use for their classroom management (i.e. stickers, stamps, Skittles, reward chart, etc.)



Biting

For our younger age groups (i.e. Pre-Toddlers to Older Twos), biting is considered age appropriate behavior. Because younger children often lack language skills to express themselves appropriately, it is not unusual for them to bite another child out of frustration. When a child bites, they will be redirected to another activity and told "no biting, biting hurts." The injured child will be offered comfort and the wounded area cleaned. The parents of both children will be notified of the incident via an Incident/Accident report.

In the rare instance a bite breaks the skin, both sets of parents will be notified by telephone. For the safety and well being of all children, any child who bites another child 2 times in the same day may be asked to leave the school for the remainder of the day.

If biting becomes a persistent problem, parents must meet with the teacher and director to discuss possible solutions.

Illness/Injury

A parent will be notified immediately of any illness or injury requiring medical attention. If a parent cannot be reached, their emergency contact person will be notified and 911 will be called if an illness or injury require immediate professional medical attention.

If minor accidents occur and/or scratches, bumps, bruises are treated during COG, you will be given either a written incident report at pick up or verbal communication from the teacher regarding the incident.



Policies Regarding Illness

Control of inevitable illness in preschool takes a cooperative effort on the part of the parents and the preschool. In consideration of other students and teaching staff, please do not bring a child to COG who has shown signs of illness in the last 24 hours. Parents are requested to report any illness or symptoms of illness that your child may have as soon as possible to the administration.

Is My Child To Sick For School

Temperature elevation of 100.4 or higher. A child must be 24 hours fever free without the use of fever reducing medications to return to school.

Eye Discharge

Diarrhea: 2 or more loose bowels in a 24 hour period. Keep your child home until they have not had diarrhea for at least 24 hours. This includes children who wear diapers .

Vomiting: 1 or more episodes of vomiting in a 24 hour period. Keep your child home until they have not vomited for at least 24 hours.

Lung Congestion: Serious lung congestion in children will necessitate their absence from the preschool until condition improves.

Persistent Coughing or Sneezing with excessive, discolored nasal discharge

Rash (except diaper rash): when a rash is noted, the child's temperature will be taken. The child's parent will be notified of the rash. If a contagious disease is suspected the parent will be requested to come for the child immediately. If the rash is allergy related we must have a note from their doctor on file. (suspected contagious disease, i.e. hand, foot, & mouth or measles, chicken pox, scarlet fever, molluscum, etc.):

Colds: If a child comes to school with a cold, they should be able to follow the daily routine, including outside time. If the teacher determines they cannot care for the child without compromising their ability to care for the health and safety of the other children, the parent will be called.

Lice:

At the first occurrence, follow the treatment prescribed by the Hall County School System. Treat lice with commercial products available at any local drugstore, and remain out of school until all live lice and nits are gone. COG staff may check hair upon return to school and will check classroom students if lice is noticed.

In the event of a possible exposure to a contagious disease or parasite in the classroom (pink eye, head lice, etc.) the Director or Assistant Director will notify parents.

COG shall reserve the right to request a doctor's written excuse if the Director deems it necessary. If a child has any of the above as a result of allergies, a doctor's note must be in their file.

Medication/Medication Forms

If your child has received any vaccines or been given any medications prior to attending class, please include a note to your child's teacher.

If your child is to be given medication while at school, a medication form on page must be completed. One form is to be filled out for each medication the child is to receive. Your child's medication must have their name on the bottle and be in the original container. No medication can be administered without a completed medication form. Medication must be given in the presence of the teacher and the Director or Assistant Director.

Absolutely no medicine can be left in bags or diluted in cups as this poses a major safety issue to all children in the program. It is very easy at a young age to accidentally drink from a friend's cup. NO medicine should enter the preschool without the immediate notification of the Director or Assistant Director.

Children's Records

Parents shall provide all required information before your child's first day of school. For the safety of your child, all personal information records must be kept current. It is the responsibility of the parents to notify the administration in writing of any changes to pertinent information regarding the family during the school year. All parents are assured of complete confidentiality.

Attendance

For maximum benefit from the program, regular attendance is highly recommended. Our classes begin at 9:05. Being on time helps structure in the school day schedule and helps minimize any emotional stress your child may have. COG does not swap days or add extra days to offset absences for any reason. Should a child need to attend on a day they are not currently registered for, a drop in day may be scheduled by calling the office and a drop in fee will be added to your bill. If there is any indication of illness, please keep your child at home and notify the office.

Parent Communication

Our classes stay connected with parents in a variety of ways.

COG teachers use Class Dojo to communicate electronically with parents. After Open House, parents will receive an invitation by email or text to join their child's class.

Parent information sheets or "chat sheets" are sent home daily or weekly. Each teacher will let parents know how often they will receive a chat sheet. These forms come home in your child's folder and give you a "snap shot" of your child's day.

Periodically a form known as an Incident/Accident Report form may be sent home to let parents know if your child has had any type of accident or discipline issue in the classroom. These forms detail the accident or discipline issue along with steps followed to support the child.

PLEASE check your child's folder daily for these forms.

Tuition & Registration Fees

For 2022-2023 there is a \$75 non-refundable registration fee to enroll your child.

Monthly Tuition:

\$220	2 days
\$250	3 days
\$280	4 days
\$310	5 days



There will be no tuition allowances made for illness, travel, or voluntary absence. No tuition allowances will be made for school closings due to the Hall County Schools, whether they be pre-established holidays, inclement weather, natural disaster, pandemic, etc. as long as staff is proactively offering, developing and implementing remote learning during times of extended closure.

You may send in your monthly tuition by check or cash in your child's communication folder. You may also [Pay Online \(icheckgateway.com\)](https://www.icheckgateway.com). Should you choose to pay by check, make it payable to either Children of Grace or COG. Check or cash payments can be given directly to the Director or Assistant Director or placed in your child's folder along with a copy of your invoice. Please do not put any payment down in your child's book bag or in a pocket of a book bag. Teachers only check their students folders.

Tuition payments received after the late due date will incur a \$25 late fee which will be added to your next tuition payment. If tuition is delinquent by 2 or more payments, your child will not be allowed to attend preschool until the account is brought current. Feel free to contact the administration if you ever have a question or problem with your account. Please note that the bank fee will be charged for all returned checks.

Withdrawal

Please notify the COG Director as soon as possible if you will be withdrawing your child from the program. Children of Grace requires written notice 60 days before the withdrawal is to take place. It shall be the responsibility of the parents to pay tuition during the last 60 days.

The director reserves the right to withdraw any child under the following conditions:

- Failure to pay tuition
- If a child's behavior (physical, verbal, or emotional) continuously disrupts or causes undue stress on either the teacher (s) or the other students in the class.
- It becomes apparent that the child has needs that extend beyond what we can provide for, while still maintaining a positive and effective learning environment for all children in the classroom.

Parent/Teacher Conferences

COG provides the opportunity to meet in conference with the Director, Assistant Director, and your child's teacher. Conferences are scheduled at the request of teachers and/or parents.

Arrival and Departure Procedures

Morning carpool starts at 8:50 a.m. and lasts until 9:05 a.m.

Afternoon carpool starts at 12:50 p.m. and lasts until 1:05 p.m.

Staff will not unload or load a child who is not in a proper car seat. Georgia State Law states children under 8 years old must ride in an approved safety seat or booster that is suited for their height and weight. Children 8 years old and under must ride in the back seat.

A fee of \$2.00 will be charged for any window decal that needs to be replaced or if you want to purchase extras for different cars.

For parents who do not participate in morning carpool, please wait until carpool has ended before entering the building. Carpool has ended when the double doors are closed and no staff members remain outside the building. If you walk your child in for the day, please do not plan to have a lengthy, unscheduled visit with a teacher. Once the school day begins, we want to focus on the students.

Children should arrive via carpool so as not to disrupt classroom consistency. If your child arrives after carpool, we request that you take your child to their classroom.

For parents who do not participate in afternoon carpool, we ask that you pick your child up by 12:30p.m. and leave the building before 12:45pm in order to eliminate confusion when students and teachers prepare for carpool. An adult must accompany children when entering or leaving the building.

If someone else is picking up your child, please notify the school. Give them your window decal if possible. Identification is mandatory and we will not release your child to an unauthorized person.



Please print out this page and return it
to the COG office.

Thank you!

A. I have read and agree to abide by all rules and regulations in the 2022-2023 Children of Grace Preschool handbook.

Signature: _____ Date: _____

Name: (please print) _____

PHOTOGRAPH RELEASE:

B. Children of Grace Preschool and Grace Episcopal Church occasionally publish photographs of preschool children and activities online (at www.gracechurchgainesville.org, www.gracechurchgainesville.org/cog, COG [Facebook](#) and [Instagram](#) , Grace [Facebook](#) and [Instagram](#) in the church newsletter, *The Evangelist* and in the individual classroom Class Dojo communication app.

Children are rarely identified by name, and if identified only the child's first name is used.

_____ **YES**, I give permission for my child's photograph and/or video to be used on Children of Grace and Grace Church's media platforms.

_____ **NO**, I do not give permission for my child's photograph and/or video to be used on Children of Grace and Grace Church's media platforms.

Signature: _____ Date: _____

Child's name: (Please print) _____

Children of Grace Preschool Calendar

July 2022

Tuesday, 12 All paperwork and tuition due to COG

August

Monday, 8 COG Staff Preplanning
Tuesday, 9 Preplanning
Wednesday, 10 Preplanning
Thursday, 11 Preplanning
Friday, 12 COG Open House 10:30am - 11:30 pm
School Year Blessing 11:45am Nave
Monday, 15 First Day of School

September

Monday, 5 Labor Day Holiday - No School
Thursday, 15 Pastries with Parents 10:00 am

October

Thursday, 6 Mother Goose
Monday, 10 Fall Holiday—No School
Tuesday, 11 Fall Holiday—No School
Thursday, 27 Read for the Record
Class Halloween Party
Friday, 28 Class Halloween Party

November

Friday, 18 Pre-K Pies & Performance 11:30 am
Monday, 21 Thanksgiving Holiday - No School
Tuesday, 22 Thanksgiving Holiday - No School
Wednesday, 23 Thanksgiving Holiday - No School
Thursday, 24 Thanksgiving Holiday - No School
Friday, 25 Thanksgiving Holiday - No School

December

Tuesday, 13 Christmas Program 5:30 pm
Wednesday, 14 Class Christmas Party
Thursday, 15 Class Christmas Party
Friday, 16 Pre-K Polar Express 10:00 am
Monday, 19 First Day of Christmas Holidays

January 2023

Tuesday, 3 Teacher Work Day
Wednesday, 4 First day back from holidays
Monday, 16 Martin Luther King, Jr. Day - No School

February

Monday, 6 Fall Registration Opens 2023-2024
Monday, 13 Class Valentine's Party
Tuesday, 14 Class Valentine's Party
Monday, 20 President's Day - No School

March

Tuesday, Spring Pictures
Wednesday, Spring Pictures
Friday, 17 Spring Fling
Friday, 24 Staff Planning Day
Monday, 27 Summer Registration Opens

April

Monday, 3 Spring Break Begins - No School
Monday, 10 First day back from Spring Break
Wednesday, 26 Pre-K Q & U Wedding
Friday, 28 Pre-K Bike Day

May

Tuesday, 9 Pre-K Graduation 5:30 pm *Parish Hall*
Wednesday, 10 Last day of school
Ice Cream Social 12:00 pm

2022-2023