

Table of contents

Mission Statement	2	Birthday Celebrations	13
A Little Bit about Us	2	General Policies	14
Philosophy of Education	3	Application Process	14
Infants and Toddlers	4	Wait List	14
Program	4	Admission	15
Objectives	4	Provisions and Expectations of the	16
Classroom— <i>What to Bring, Biting</i>	5	Pick Up and Drop Off	17
Communication	5	General Communication	17
Twos	6	Promotion to Next Class	17
Program	6	Staff Qualifications	18
Classroom	6	Fees	18
Beginning Self Help	7	Sign In and Out	18
Communication	7	Unexpected Closure	19
Threes and Early Fours	8	Holiday Celebrations	19
Program	8	Emergencies	20
Classroom	9	Confidentiality	20
Practicing Self Help	9	Volunteer Opportunities	21
Communication	9	Parent Advisory Committee	21
Pre-K Four	10	Charity Events	21
Program	10	Private Care	21
Classroom	10	Meal Time	23
Mastering Self Help	11	Illness	24
Communication	11	Medication Administration	26
Program Qualification	12	Playing Outside	27
School Age	12	Meals and Nutrition	27
Program	13	Parent Concern/Grievance	28
Inclement Weather	13	Behavior Management	28
		Discharge	29
		Removal of Child	30

Mission Statement

Place of Grace Early Learning Center is a faith based childcare center that offers innovative, year round, full day educational preschool as well as infant care. It is at the heart of our vision to offer a program that addresses the whole child. The mission of our childcare center is to provide a safe, loving, and encouraging environment that not only meets children’s developmental and academic needs, but also their spiritual needs. As a provider of a creative learning environment, it is our mission to instill confidence, self-worth, and Christian morals in every child. The center will provide a faith based curriculum taught by certified teachers with an emphasis on creative learning and development through various activities such as: games for problem solving, reading, listening, speaking and writing to strengthen vocabulary, creative and discovery learning, literacy development, structured learning in problem solving and logical thinking. We strive to offer every child a “bright beginning for a successful future.”

A Little Bit about Us..

Place of Grace Early Learning Center is a privately owned and operated early education center in Morgantown, WV. We opened in January 2008 in order to supply a much needed opportunity for children and families in this community. Chanda Weaver and Cassie Morell share equal ownership and administration of the facility and premises.

As parents ourselves, we wanted a place where we would be comfortable taking the most amazing gifts in our life - our children. We wanted to have reassurance that highly qualified teachers were working one on one with our children to meet all developmental, social, and emotional milestones. We wanted to have a place where our children mattered and had a name and personality, and not just a number. Most importantly, we wanted a place where our children would be safe, loved, and encouraged through a wide variety of experiences.

We are so much more than just a daycare - our goal is to provide quality care and early education to each and every child that enters our building. We desire for the children here to develop a lifelong love of learning through our qualified staff and experiences. We also believe that we are the bridge to assist and help parents to balance the challenges and joys of parenthood. We would like to take the opportunity to welcome you as the newest member of our family at Place of Grace!

another child or staff member. This includes examples such as starting a fire, bringing a firearm or knife to the center, stabbing or shooting another child or staff member, beginning fights – especially those that result in first aid needing to be administered, any action resulting in the death of another child or staff member, touching another child or attempting to touch a staff member in an inappropriate manner.

Theft of items from center or other children exceeding \$50.00 or breaking and entering the center after hours.

Removal of Child from Program/Breaking of Contract

When a child is admitted into the program a contract will be signed by the parent and administration. If the parent wishes to remove their child from the program for any reason, a two (2) week notice in writing must be given to administration. The parent will be financially responsible for a total of 2 weeks of tuition. If a child is discharged from the program on behalf of Place of Grace Early Learning Center due to any of the reasons mentioned in the section on discharge, the parents will only be responsible for the fees incurred up until the time of discharge. Place of Grace Early Learning Center will give the parent a two week notice when possible; however, if there is a safety concern the child may be discharged immediately. Failure to pay could result in legal actions being taken against the parent.

Acknowledgement of Policies

Each parent will sign and acknowledgement that you are fully aware and agree to abide by the Place of Grace Policies.

Philosophy of Education

Children between the ages of birth and age 6 years old experience their world through touch, taste, seeing, feeling, smelling, and sense of security. Children need to be allowed the ability to experience the same object or concept in a variety of different ways in order to assimilate the information appropriately. Our goals are as follows: activities with children aim to be child directed, teachers assist in the facilitation of learning, constructing classrooms as a means for learning. Teachers of young children set up the classroom environment to allow children to explore, to question, to work independently, within a group or with an adult. Children are guided by consistency, redirection, and positive reinforcement.

Play is an important tool for learning. Learning through play helps formulate healthy experiences for children. Play is work to children. They discover rules of sharing, getting along with others, how to resolve conflicts, how to recognize emotions, how to handle those emotions, how to help others, and how to interact appropriately with others - to name just a few. They also learn to foster imagination and creativity through play. A large portion of the day is spent in free choice play and teacher guided play.

Another objective is to create critical thinking in young children. This is done by forming healthy attachment to adults, developing a positive self image, development of the “**whole child**” and supporting the idea of continuous growth. To further support these concepts, we attempt to build a partnership between parents, teachers, administration and community at large. Our vision is to prepare respectful, responsible, caring, and skilled life long learners through a curriculum that nurtures individual strengths and talents.

Children over the age of 6 years old take the lessons they have learned in the early years and add to them through experimentation, exploration, creativity, and trial and error. Place of Grace will provide experiences that will foster exploring a topic to its fullest to instill a sense of curiosity in a child who never stops learning.

Infants and Toddlers

Program

We develop programs to make sure we work together in the exciting adventure of growing a great child in a caring and learning community. We understand a parent's concern to leave their child for the first time and strive to make it the most positive experience from the beginning. From the very first moment in our child care program, the teacher plays a special role and is responsible for your baby's prime times: those critical one-to-one moments of caring and play, nurturing and communication. The teachers take the opportunity to work with each family to meet each child's needs.

Objectives

All babies are born with a job to do: to learn about the world and develop into the very best people they can be. Place of Grace provides a child care experience that helps them do just that. Our curriculum allows your child to make sense of the world by exploring a rich sensory environment filled with different sights, sounds, textures, and sensations. We expect to provide the following experience for each child:

Discover and develop how to roll over and pull up, to creep and crawl, and to step out into the world.

Connect with others in a caring community that helps your baby form relationships that foster a sense of security and trust.

Learn to communicate by example through loving teachers.

Discover how everything works through appropriate developmental toys and activities planned just for your baby's age group.

suspension from program (fee still applies). If a child is picked up from the office a third time, then the child will be discharged from the program and will not be allowed to return. Policy is at the discretion of administrators and owners.

****Corporal punishment will not be used or tolerated by any teacher. Corporal punishment used by any teacher will result in immediate dismissal of offending teacher. Corporal punishment is also not allowed to be used by parents while on the premises. Parent's using corporal punishment while on the premises could result in a Child Protective Services (CPS) referral being filed by any staff member who witnesses the act. Unusual marks to the child's body, excessive bruising, unexplained injuries or explanations that don't make sense to the nature and severity of the injury, signs of neglect including poor hygiene, wearing the same clothing day after day without being laundered between wearing the clothing, not attending to child's need for food or medical attention, child's behavior this is unusual or inappropriate in social settings, inappropriate touching of self or others (especially during nap times), withdrawn behavior or extreme aggression towards others or self is considered signs of abuse.**

****Place of Grace Early Learning Center is a mandated reporter of child abuse. Any act, as seen in the eyes of CPS, as being abusive will be reported. Any unusual marks or excessive bruising observed on the child will also result in a CPS referral**

Discharge

Students may be discharged for any of the following reasons:

1. Parents desire to withdraw the child.
2. Inability of the Place of Grace staff to appropriately meet the needs of the child.
3. Failure of the parents to remit charges on a past due account. Accounts become past due and begin to accrue late charges on the Tuesday after tuition is due. Place of Grace can at any time discharge a student with a past due account.
4. Behavior issues that have been addressed with the parent and all attempts by staff and director to correct the behaviors have been exhausted. All attempts will be made to work with parent and child prior to discharging a child from care.
5. Egregious behavior that could cause harm or immediate danger to

parents to give us the chance to resolve any issues that may arise. If the parent is still not satisfied, a written grievance should be filled in the office. Administration will respond within 30 days to resolve the issue.

Behavior Management/Discipline

Place of Grace will use age and developmentally appropriate forms of discipline. Those include:

1. Gentle Reminders- The teachers will continue to reinforce to the child what the acceptable behavior is for that time.
2. Redirection- The child will be redirected to another activity. They will be given the opportunity to try another activity or move on.
3. Reasoning- The teacher will provide the words or emotions that are acceptable in a situation. The child will be encouraged to express themselves and immediately go back to the activity.
4. Choices- The child will be given two acceptable choices, and allowed to make his own decision to replace the unacceptable behavior.
5. Removal from an activity- If the child is unable to continue in a particular activity due to behavior, the child will be removed and redirected to another activity.
6. Time out for age 36 months and up- Time out will be used as a last resort and as an opportunity for the child to cool off. Once the child is able to communicate with the teacher, or return to the activity, they will be allowed to do so.
7. Removal from classroom- If the child is unable to function after all of the above actions have been taken or if they have been aggressive toward another child or the teacher, they will be sent to the office. At that time, administration will work with the child to express their feelings, gather themselves, and return to the classroom to join the activities.

**After the child has been placed in time out, or removed from a situation 3 times in one day, the child will be sent to the office. Children who are brought to the office more than 3 times during a day due to behavior issues in the classroom will result in an automatic call to parents and parents will be required to pick child up. When a child has been picked up from the office 2 times or more due to behavior issues there will be a 2 day*

Classrooms

In our infant and toddler rooms, you will find mirrors and rugs, treasure baskets filled with soft materials, sensory tables, climbing blocks, instruments, pull up bars, and lots of great books. There is a space for outdoor exploration, pretend play, and even a fish tank for the “class pets.” As always your baby will find cuddly laps and open arms to provide them with the security and confidence they need.

What to Bring

INFANTS: Diapers, Wipes, Diaper Rash Ointment, enough bottles for a day, an extra bottle to leave here, Breast milk or Formula, changes of clothes in varying weights, pacifier (if needed), Jar food (if needed)

Bottles must be labeled: each bottle of formula with the child's name, contents and the date received; or clearly label each bottle of breast milk with the child's name, date expressed, date frozen if applicable, and date received.

We can not accept bottles if they are not labeled appropriately.

TODDLERS: A change of clothes Blanket or soft toy for rest Diapers Wipes Diaper Rash ointment Sweater, jacket, or hooded sweatshirt

Biting

Children biting other children are unavoidable occurrences of group child care, especially with toddlers. It is a common happening in any child care program. When it happens, and sometimes continues, it can be scary, very frustrating, and very stressful for children, parents, and staff. Every child in the Infant and Toddler classrooms is a potential biter or will potentially be bit. It is important to understand that because a child bites, it does not mean that the child is “mean” or “bad” or that the parents of the child who bites are “bad” parents or they are not doing their job as parents to make this stop happening. Biting is purely a sign of the developmental age of the child. It is a developmental phenomenon – it often happens at predictable times for predictable reasons tied to children’s ages and stages.

Communication

As parents, you deserve to know everything that happens while your baby is in our care. We make great efforts to ensure that you are always in the know. We love to tell you about and show you your child’s experiences through daily communications. Don’t forget, you can always log on to our Kidsvision cameras to take a peek at your little love anytime you wish!

Twos

Program

The Twos program is designed for each child to transition from the sensory-motor world of toddlers to a social world and the onset of symbolic thinking. They begin the transition from parallel play to interaction with their peers. Children at this age are exploring in their power to communicate, to move purposely, to assert their independence and individuality, and to control their important bodily functions. The twos' experience is similar to adolescence in that it is transitional. In the same way that adolescence stands between childhood and adulthood, twos straddle the total dependence of babyhood and the more independent, mobile world of preschoolers. Like teenagers, twos are often frustrated with being "in between." They are often conflicted by what they really want to do. Their imagination and desire often exceed their ability to make decisions. Twos need manageable challenges and experiences designed for them as individuals. They need a relaxed environment that allows for frequent changes in moods, interests, and capabilities. Twos, in particular, need teachers who accept them in their inconsistent behavior, teaching them about setting limits calmly and firmly when necessary. The twos, as most children, thrive on consistency in the classroom and in a reward system with positive reinforcement. They are also beginning to experience the natural consequences of their behavior. Our goal at Place of Grace is to provide our two year old's with the appropriate environment and loving teachers to help them make a difficult transition into the preschool world.

Classroom

The twos learning environment is based on both the learning centers which are planned and teacher directed as well as activities that allow for child choice, self-directed play, and small groups. The twos environment recognizes the need for movement and sensory exploration. Learning centers offer guided experiences that encompass all the skills and understandings necessary for optimum development and success in school. Typical centers may include: Throughout the day, children make self-directed and guided choices, participate in small groups and projects, and join in very brief circle times with the whole group.

The staff will also note the occurrence in the child's file and make the parent aware at the end of the day that the medication was self-administered and when.

Only 'preventative' ointments can be applied without written statement from child's physician. The parent needs to fill out a medication form to be placed in the child's file. 'Preventative' ointments include over-the-counter diaper crèmes, sunscreen, and lip balm. These ointments must be administered by the teacher or assistant teacher and charted on the medication form in the classroom and noted in child's chart. Children may not carry any of the above preventable medication on their person or keep in their cubbie.

Playing Outside

Children will be taken outside to play on the playground if it is 40 degrees or higher, and it is not raining or stormy conditions. The infants and toddlers will only go outside in warm, temperate weather conditions. Children should be dressed in seasonally appropriate clothing with layers. If a child is not dressed in appropriate clothes for the weather, teachers may use the lost and found clothing for that child.

During winter months when snow is present, please send in boots, snow suits, hats and gloves – we will play outside!

If for any reason a child cannot play outside due to illness or allergy, the parent must send a note from the physician stating the illness or allergy and length of time your child is unable to play outside.

Sunscreen Policy

Parents/Guardians are responsible for sun screening their children prior to coming to school. Permission from families is needed to have sunscreen or sun block with UVB and UVA protection of SPF 15 or higher reapplied as needed. Our staff, with your permission can put sunscreen after an infant turns six months old. We have a center wide sunscreen we use, unless you provide a special sunscreen.

Parent Concerns/Grievances

There is an open door policy for parent concerns. If a parent is experiencing an issue with their child, the parent is encouraged to first speak directly with the child's teacher. If the issue is not resolved or is directly concerning the teacher, the parent should contact administration. Administration will work closely with the parent to resolve any and all issues. Appropriate measures will also be taken regarding staff disciplinary action. We understand that each family is unique and that parents may have special requests. We encourage

Place of Grace will also notify each family of specific exclusion policies that are not covered by the above policy. In instances of flu epidemics or other outbreaks, special exclusion criteria will be distributed at that time.

All children must be properly immunized and parent must provide proof of immunizations. If the parent of a child has chosen not to administer vaccinations to their child or have chosen an alternate administration schedule, the parent must submit a written notice of such. In addition, at any time, if that child is contributing to the spread of a preventable illness, the child would be excluded based on the criteria for that illness.

Children with signs of the common cold (without fever) are able to attend the center.

The wellness policy at Place of Grace is to protect the health of the children and staff. Administration reserves the right to make policy exceptions or change policy based on the benefit of the school community. Habitual or obvious violation of any of the wellness policy could result in termination of the child's enrollment at Place of Grace.

Medicine Administration

All staff that administer medication shall currently hold a Medication Administration Certificate. Any medication that is to be administered must be presented in the original pharmacy packaging with the child's name, date, and prescribing information. The parent must also complete the medication administration form to accompany the medication. All over the counter medications must also include the same information. Children are under no circumstances allowed to self administer any medications, with the exception of below. Medications needing refrigeration will be stored in the kitchen refrigerator in an airtight container.

A child may self-administer medications according to Child Care Licensing Regulations under the following conditions/requirements (pg 51, Child Care Licensing Regulations, sections 15.4.h.13.A, B, C and 15.4.h.14):

- Written permission from child's parent and child's physician to administer asthma medications, emergency allergy medications, or other 'similar emergency medications'.
- Written permission from child's parent and child's physician to administer insulin or 'other injected medication.

*When a child self-administers one of the above mentioned medications staff members must log in the date, time, and medication administered.

Beginning Self Help

Children in the twos will begin to experience a world of learning self help skills. They will begin to drink from open cups at meal times, work on dressing themselves, independent feeding, and potty training. Potty training will take place as a whole group on a regular daily schedule.

They will also begin to participate in community help within the classroom through "jobs or chores."

Communication

Documenting and communicating the daily milestones for each child is of utmost importance for the children in the twos. Every week the parents will receive a newsletter describing the upcoming activities, theme, goals, notices, and information regarding the classroom lesson plans. The teachers will also provide information each day about the theme and activities, the bible verse, what your child ate, how they slept, potty information, and what to ask your child about to help them to share about their day with you. The daily sheet will include information about any specific behavior or needs that your child may have. Teachers will also communicate information about your child's progress and evaluations, along with the opportunity to schedule a parent teacher conference each quarter. Teachers and administration are also always available to schedule a time to meet with parents should any concerns arise.

Language/Library	Action/Movement	Group Circle
Construction/Blocks	Discovery/Science	Music
Dramatic Play	Outdoor Learning	Manipulatives
Art/Creative Expression	Outdoor Gross Motor	Sensory Table

Threes and early fours

Program

Preschool children are exploding with expanding interests. At this age, they begin to investigate the workings of a widening world and experiment with their emerging use of language. It is a time of enormous educational strides in language and conceptual thinking, and in the development of self and social skills. Children are learning to regulate their needs, wants, and desires in a social system outside of the home. They begin to feel a sense of community and cooperatively engage in play with other children. They begin to understand and replicate written language as a form of communication. Preschool is both a daily place to learn and a place to prepare: to be a three or four year old and enjoy childhood, and to prepare for the life that follows. Excellence in preschool education is about appreciating the child in front of us, while recognizing what the child can become. The 3 and early 4 year old classrooms offer a rich variety of projects and activities that build upon established foundations for learning while focusing on advancing language ability, mathematical reasoning, and scientific thought. Because young children learn best through active interaction with the physical and social environment, the curriculum is focused on allowing children to gain multiple experiences. Well planned learning centers allow for child choice and self-directed play, small groups, and supportive teaching designed to ensure future academic success. The development of language, mathematical reasoning, and scientific thought are emphasized throughout the centers. Teachers reinforce positive interactions and set boundaries to guide the structured classroom routine.

Language/Library	Action/Movement	Group Circle
Construction/Blocks	Discovery/Science	Music
Dramatic Play	Outdoor Learning	Manipulatives
Art/Creative Expression	Outdoor Gross Motor	Sensory Table

Please notify Place of Grace of any medical diagnosis that your child receives. We will notify all families of any illness that appears in multiple children within the center. The following illnesses are also determined by the West Virginia DHHR and the Monongalia County Health Department to be reportable communicable illnesses. These illnesses are of major health concern to the children and staff in this building. All of these illnesses would have a specific exclusion policy to be determined at the time of diagnosis. It is imperative that you notify Place of Grace if your child is diagnosed with any of these illnesses.

***Reportable illnesses include (list comes directly from Child Care Licensing Regulations):**

- AIDS (within 30 days) -Amebiasis (Entamoeba histolytica) -Anthrax (Bacillus anthracis) -Botulism (Clostridium botulinum) -Brucellosis (Brucella abortus, B. melitensis, B. suis, B. canis) -Campylobacteriosis (Campylobacter jejuni, C. coli) -Chancroid -Chickenpox (Varicella) -Chlamydia trachomatis -Cholera (Vibrio cholerae) -Cryptosporidiosis (Cryptosporidium parvum) -Cyclospora infection -Dengue Fever -Diphtheria (Corynebacterium diphtheriae) -E. coli O 157:H7 disease -Encephalitis, arboviral -Eastern Equine Encephalitis -LaCrosse Encephalitis (California Group) -St. Louis Encephalitis -West Nile Virus -Encephalitis, other primary and unspecified -Food borne Disease -Giardiasis (Giardia lamblia) -Conococcal Disease – Drug-resistant diseases, Neonatal conjunctivitis, or Pelvic Inflammatory Disease (within 24 hours) -Gonococcal Disease – all other -Haemophilus Influenzae, Invasive Disease -Hantavirus Disease -Hemolytic Uremic Syndrome, postdiarrheal -Hepatitis A, acute -Hepatitis B, acute or perinatal-Hepatitis C/other non-A or non-B, acute -Hepatitis Delta -Herpes, Genital -HIV (within 30 days) -Influenza-Like Illness – numerical totals only -Leptospirosis -Listeriosis (Listeria monocytogenes) -Lyme Disease (Borrelia burgdorferi)-Malaria -Meningitis, Other Bacterial – organisms not otherwise listed -Meningitis, Viral or Aseptic -Mumps -Outbreaks, suspect or confirmed -Pertussis (Whooping Cough)(Bordetellapertussis) -Plague (Yersinia pestis) -Poliomyelitis -Rabies, human -Rheumatic Fever -Rocky Mountain Spotted Fever -Rubella Congenital Syndrome -Rubella (German Measles) -Rubeola (Measles) -Salmonellosis (except Typhoid Fever – listed separately) -Shigellosis (Shigella dysenteriae.S.boydii, S.flexner, S.sonnei) -Streptococcus Disease, Group A Invasive and/or Streptococcal Toxic Shock Syndrome (S. pyogenes) -Streptococcus pneumoniae, drug-resistant invasive disease – include antibiotic susceptibility patterns -Syphilis – primary, secondary, early latent, or congenital (within 24 hours) -Syphilis – late latent, late symptomatic, or neurosyphilis -Tetanus (Clostridium tentani) -Trichinosis -Tuberculosis – include antibiotic susceptibility partners -Tularemia (Francisella tularensis) -Waterborne Disease -Yellow Fever -Unexplained or ill-defined illness, condition, or health occurrence of potential public health significance.

Illness	Return Criteria
Strep Infection	24 hours on antibiotic, and 24 hours fever free
Conjunctivitis (Pink Eye)	24 hours on antibiotic
Impetigo	24 hours after treatment, cover area
Lice	After treatment and removal of nits
Hand, Foot and Mouth	7 days from start of illness, all blisters scabbed
Chicken Pox	24 hours with no fever, no new pox, and all lesions crusted
5 th Disease	24 hours fever free, may return with rash
Rash with no fever	No exclusion
Salmonella	3 Negative Cultures
Vomiting	24 hours fever free, 24 hours without vomiting
Diarrhea	No indication of other illness, no signs of dehydration, 24 hours fever free
Ear Infection	24 hours fever free, 24 hours on antibiotic
Bronchitis	24 hours fever free, 24 hours on antibiotic if prescribed
Upper Respiratory Infection	24 hours fever free, 24 hours on antibiotic if prescribed
Unspecified Viral Illness	24 hours fever free
Unspecified Bacterial Illness	24 hours fever free, 24 hours on antibiotic
Urinary Tract Infection	No exclusion
Roseola	24 hours fever free, may return with rash
Pertussis (Whooping Cough)	5 days on antibiotic
Mumps	9 days after onset of gland swelling
Scabies	After treatment
Ringworm	24 After treatment

Classroom

The threes and early fours learning environment is based on both the learning centers which are planned and teacher directed as well as activities that allow for child choice, self-directed play, and small groups. The threes and early fours environment recognizes the need for movement and sensory exploration. Learning centers offer guided experiences that encompass all the skills and understandings necessary for optimum development and success in school. Typical centers may include: Throughout the day, children make self-directed and guided choices, participate in small groups and projects, and join in circle times with the whole group.

Practicing Self Help

Children in the threes and early fours will begin to master a world of learning self help skills. They will begin to start serving themselves during family style meal times, dress themselves, use manners, and master potty training. They will also develop a sense of ownership of the classroom through daily jobs and responsibilities.

Communication

Documenting and communicating the daily milestones for each child remains of utmost importance for the children in the threes and early fours. Every week the parents will receive a newsletter describing the upcoming activities, theme, goals, notices, and information regarding the classroom lesson plans. The teachers will also provide information each day about the theme and activities, the bible verse, what your child ate, how they slept, potty information, and what to ask your child about to help them to share about their day with you. This information is shared via our app, Hi Mama! Teachers will also communicate information about your child's progress and evaluations, along with the opportunity to schedule a parent teacher conference each quarter. Teachers and administration are also always available to schedule a time to meet with parents should any concerns arise.

Pre-k 4

Program

Preschool children are continuing to explode with expanding interests.

Preschool is just as it sounds... *PRE-SCHOOL*: the period that precedes the serious business of formal schooling. It is a time of enormous educational strides in language and conceptual thinking, and in the development of self and social skills. Preschool is also a time when parents and society begin to look at children differently, looking toward elementary school and beyond to cultivate future students and citizens. Preschool is our time to prepare your child for their upcoming future. Excellence in preschool education is about balancing the present needs and goals of the children with what is to come. Our program is designed to align preschool program goals and practices with families' expectations of educational excellence in preparation for academic success. Each child is expected to learn all of the necessary skills and understandings to succeed in kindergarten and to continue to thrive academically. At the same time, we remember that these children still need the individual love and attention to provide a strong emotional, social, and spiritual foundation. The preschool program offers a rich variety of projects and activities that build upon established foundations for learning while focusing on advancing language ability, mathematical reasoning, and scientific thought. Children develop independently and in small groups. Learning centers offer guided experiences that encompass all the skills and understanding necessary for optimum development and academic success.

Classroom

The Pre-K classroom is designed to meet and exceed all recommendations for the Early Childhood Rating Scale (ECERS). The Pre-K learning environment is based on both the learning centers which are planned and teacher directed as well as activities that allow for child choice, self-directed play, and small groups. The Pre-K environment recognizes the need for movement and sensory exploration. Learning centers offer guided experiences that encompass all the skills and understandings necessary for optimum development and success in school. Typical centers may include: Throughout the day, children make self-directed and guided choices, participate in small groups and projects, and join in circle times with the whole group. Teachers expand on concepts to help the children gain new ideas and understanding. The children work each week to expand vocabulary and written language through a small words book, group interaction, and individual instruction. Center time will empower the children to make their own decisions on activities and interactions with their friends. The children will also be able to begin voting to make important decisions for their classroom to build a sense of community.

Illness

Place of Grace Early Learning Center has developed a specific health policy in order to protect the health and welfare of all of the children and staff in attendance. The included policy is developed based on the recommendations by the Centers for Disease Control, National Health and Safety Performance Standards, Monongalia County Health Department Officer, and West Virginia Department of Health and Human Services. These policies are subject to change based on changes in recommendations, specific outbreaks, or specific health concerns. This policy does not reflect the individual opinions of a single or multiple health care professionals. Ultimately, this policy is at all times at the sole discretion of Place of Grace Early Learning Center.

Children with a fever of above 100° taken by ear thermometer may be excluded. Staff will closely monitor the child for any abnormal behavior and symptoms. Once a child has been excluded due to a fever, they will not be permitted to return until the child has a normal temperature for at least 24 hours without any fever reducing medication such as Tylenol or Ibuprofen. Under no circumstance may a parent administer fever reducing medication to a child in order to suppress a fever to send a child to school. Tylenol and Ibuprofen will only be administered to children with non-contagious medical conditions such as teething or for immunization preparation and follow up. Administration should be notified immediately if the child could have a fever related to immunizations.

In addition, children will be excluded from school any time that the following conditions exist: the illness prevents the child from participating comfortably in activities or the illness results in a greater need for care compromising the health and safety of the other children in the classroom as determined by the provider.

Once a child has been excluded, it is at the discretion of the parent to seek medical attention. The following page includes a list of common conditions that may be diagnosed and the specific criteria for allowing the child to return to school:

Meals and Nutrition Policy

Place of Grace Early Learning Center serves breakfast, lunch, and afternoon snack. Meals will be served at time intervals not to exceed every 4 hours. All meals are prepared according to daycare licensing regulations and USDA recommendations. Children between the ages of 6 weeks and 1 year will be served according to the child's individual needs and schedules. Baby food and cereal will be offered to the child by 6 months of age. Parents should always try each new food for 3-4 days at home before sending the food to the center in order to monitor possible allergic reactions. The child will gradually transition to table food. Once the child is able to eat foods from the regular menu, they will be offered those foods based on parent direction. All children must be on the regular menu by the age of 1 year. Children will also be transitioned to sippy cups and whole milk rather than bottles and formula.

Children between the ages of one (1) year and twelve (12) years will at minimum be served a grain, fruit or vegetable, and milk for breakfast. For lunch this age group will be served a protein, vegetable, fruit, grain and milk. For a snack this age group will be served two of the following choices: grain, fruit, vegetable, protein, or milk.

All meals will allow for children to have only a second serving of any item in order to promote healthy choices and reduce obesity. Children will also be encouraged to try each item on the plate. The menu will frequently follow the themes with which the classroom teacher is implementing. This allows the children to use their important sense of taste to also make connections in learning.

Parents will be permitted to bring special snacks for birthday or holiday parties. All snacks must be prepackaged or purchased from a commercial facility. The foods must not contain any type of nuts. Arrangements can be made between the parent and classroom teacher for special snacks. Place of Grace encourages parents to provide healthy snacks, but will permit cupcakes and cakes for birthday parties. If the snack does not meet food group requirements for that meal, supplements or the scheduled snack will be served in addition.

Children are not permitted to pack or bring their own lunch. Parent will be responsible for providing alternative foods for children with allergies or religious dietary restrictions.

Language/Library	Action/Movement	Group Circle
Construction/Blocks	Discovery/Science	Music
Dramatic Play	Outdoor Learning	Table Toys
Computers		Manipulatives
Art/Creative Expression	Outdoor Climbing and Gross Motor	Sensory Table

Mastering Self Help

The Pre-K class is now working on mastering self help skills. They regularly help with classroom routines such as setting tables, preparing for nap time, cleaning the classroom, dressing themselves, and working together for a common goal. Pre-K children are able to regulate their decisions and actions and understand the natural consequences of such.

Communication

Documenting and communicating the daily milestones for each child remains of utmost importance for the children in the Pre-K classroom.

Every week the parents will receive a newsletter describing the upcoming activities, theme, goals, notices, and information regarding the classroom lesson plans. The teachers will also provide information each day about the theme and activities, the Bible verse, what your child ate, how they slept, and what to ask your child about to help them to share about their day with you. The electronic daily sheet will include information about any specific behavior or needs that your child may have. Teachers will also communicate information about your child's progress and evaluations. Observations and evaluations will be logged and shared with each parent during routine parent teacher conferences. Teachers and administration are also always available to schedule a time to meet with parents should any concerns arise.

Program Qualification

Universal Pre-K has been implemented in the state of West Virginia through Policy 2525. Pre-K 4 is not mandatory and runs as a state funded part time program. Due to the growing need for many families to have full time care for their children, the state contracts many of

these classrooms to private facilities. Place of Grace currently collaborates with Monongalia County Schools for a full time preschool program. Monongalia County Schools reimburses Place of Grace directly for a portion of each day, which allow us to offer a reduced tuition rate for these children during the school year. All students must be 4 years of age by August 31st of that school year to qualify for the program. Enrollment will be opened to all current clients in February of the year prior to entering the program. Enrollment will be accepted on a first come first served basis. Families that have committed to attend

Place of Grace will not be permitted to add their child to any other Monongalia County Pre-K list. Any remaining spots would be opened up to the community wait list. Once a child is accepted in to the classroom, all documentation required by state law must be submitted to ensure retention of the spot. All observations, report cards, parent teacher conferences, and screenings will be offered to these students, just as those in a public school. This class will also be allowed 3 field trips via county buses. Our Pre-K classroom also continues to offer our traditional foreign languages, Christian curriculum, and special activities as the rest of the center would.

School Age Program

Program

Place of Grace offers Before and After School care on a limited basis primarily for siblings or recent preschool graduates from Cheat Lake and East Wood Elementary Schools. The county buses from both schools pick up and drop off at the center to a qualified staff member. An afternoon snack is provided to after school children. Full day care is also offered. Although Place of Grace is licensed for children through age 12, typically the oldest children are 7 or 8 years old.

Inclement Weather

School age care will be provided on a first come first served basis. The children that are currently enrolled in the before and after school program will be accommodated first and then siblings of current clients. One week prior to a holiday, the spots will be opened up to previous clients. Once a day has been committed to a child, the parent will be responsible for payment for that day whether the child is in attendance or not. Children with past due accounts will not be considered for drop in care. Snow day care will be granted on a first call, first served basis.

Volunteer Opportunities

Place of Grace Early Learning Center offers volunteer opportunities for parents, grandparents, and high school students. We have an open door policy and encourage parents to be involved with their child's education. There will be specific times throughout the year that parents will be invited to attend parties, participate in classroom activities, or attend special field trips.

Parent Advisory Committee

The Parent Advisory Committee meets 4 times per year, usually the first Tuesday of the quarter, to provide feedback and to assist in governing the center. All parents are welcomed to attend each meeting. Most of the charity events are planned during this time. Policy changes, current issues, and parent concerns are reviewed and discussed. This is a perfect venue for parents to express concern, share ideas, and help in the decision making process at Place of Grace. All notes will be provided via the website and email to any parent that is unable to attend.

Charity Events

It is very important to us that our children learn to give back to our community and to those that are less fortunate. Several times each year, we organize charity events that incorporate the families and children at Place of Grace. It is only through parent involvement that we are able to successfully give back to others.

Meal Time

Place of Grace classrooms operate on a specified schedule each day. Meal times are designated and posted in each classroom. If a child arrives more than 10 minutes after a meal has been served, the child will not be served that meal. Parents must ensure that if a child will be arriving late for a meal that they have already been fed prior to drop off. All meals will be served in a family style manner. The teachers will work with each child on setting the table, serving the food, and using good manners. Meal time is an important time for developing social skills for the children.

Emergencies

In the event of an emergency involving injury of a child, the teacher will administer first aid as necessary, make the director aware of the incident, contact emergency (911) personnel if necessary, fill out an incident report. The report will be filed with the Secretary of the Child Care Licensing Regulations within 24 hours. The director and/or assistant director will contact the parent and explain what has happened and what care was taken for the child's injury prior to the parent arriving at the center (or hospital). Emergency contact lists will be provided for all teachers and the children in their classrooms. Emergency contact information will include doctor's name, hospital of preference, and any allergies (including food and drug).

In the event a fire, environmental threat, or natural emergency, staff and children will go to the nearest emergency exit as outlined by the posted plan. They will go to the designated spot on the playground area and will take attendance. Teachers and assistant teachers will split class list and begin calling parents to pick up their children if it is determined we cannot reenter the building. The master emergency plan is located in the main office and is available for parent review at any time. The emergency plan will also be filed with Monongalia County Emergency Services. In the event that the children must be relocated to another area, all parents will be contacted. The Monongalia County Emergency Services or American Red Cross would be available to direct parents to the relocation site. In the event that a parent is unable to assume care of a child during an emergency situation, Child Protective Services would be notified to assume care until the parent or representative is able to care for the child.

Confidentiality

No staff member shall share information about a child or family with other clients. Any staff member found discussing children or family information outside of the center or to other clients will automatically be reprimanded up to or including termination. Children's files will be kept confidential and in a locked cabinet. Parents are welcome to observe the classrooms via the webcams or in person. All information that is observed is confidential and should not be discussed outside of Place of Grace. Parents are asked to use discretion with sensitive information about other children or families. Abuse of confidentiality rules by a parent could also result in discharge of a student.

Private Care

Current employees may not be used as a private "babysitter" outside of Place of Grace for currently enrolled children.

General Policies

Birthday Celebrations

Sharing your family's special occasions and celebration days is an important part of life at Place of Grace and can be very meaningful for your child. A child's birthday is a special occasion for the family and the classroom community. Please check with your child's teachers for specific guidelines and classroom traditions. If food is brought to school (with your teacher's permission) for sharing among the children, it must be either commercially prepared packaged foods in factory-sealed containers and contain NO nuts! We ask that you do not bring in cupcakes, cakes or sweets. Check with your child's teacher, they can offer suggestions! When planning for birthday parties outside of school, please only distribute invitations at you are inviting all of the children in your child's class. The feelings of an excluded child can easily be hurt in the excitement of discovering invitations in the cubbies!

Good-byes

Separation can be stressful for parents as well as children. We are here to help in this sometimes difficult, but very common, developmental process. It is not unusual for children to experience separation anxiety at some point in their child care experience. If your child is having trouble saying good-bye, rest assured that he/she is being left in good hands. When it is time for you to leave, it is easier on the child if your good-bye is loving, consistent in routines at drop off and make it final. When you leave your child, please don't "sneak out". Say goodbye and make sure to stay positive during the process. When it's time for you to leave the classroom, after you say your good-byes, make the departure definite. Lingering can make a child unsure of what is expected of him/her. It is helpful when parents develop a routine (leave after reading a book together, washing hands, greeting the teacher, etc.). Consistency is the key. Over time your child will become accustomed to this routine and learn that you always come back when you say you will (after snack, outdoor play, nap, etc.). Together, we will work through this important developmental process. Please note that anxiety for children can occur throughout the year during their early childhood years as a child goes through various stages of development. We encourage you to call and check in as frequently as you wish!

General Policies

Application Process

Potential clients are required to visit Place of Grace for a tour and admission interview prior to submitting an application form. At this time, the family will be shown the center, informed about our program, and an informal interview will be done in order to gain more information about the child and family. It is very important that we establish a positive relationship from the beginning. We view our relationship with parents as that of a team. It is imperative that we have all of the information needed about your family to work together for your child's benefit. We want to make sure that we will be able to meet the needs of your child and family to provide the best early education for your child. We also want to ensure that our program appropriately matches the desires that you have for your child. Parents will be notified during that meeting or shortly thereafter of acceptance to our wait list or direct admission to the program. We do not discriminate based on race, color, or national origin.

Wait List

Parents that wish to add their child to the wait list at Place of Grace, who have already completed the tour, admission interview and granted acceptance, must submit a registration form along with a \$50 non-refundable registration fee. The child will be added to the wait list effective the date that both items have been received. Openings in classrooms will be filled based on the wait list beginning from the earliest to latest date. Occasionally, other criteria such as birth date or desire for part time sharing may impact the order of the wait list. Prospective parents will be notified of a date for admission and will be given a two week advance notice of the child's start date. If space allows, the parent may choose to start the child prior to the end of the two weeks.

Unexpected Closure

If a 'State of Emergency' is called by either the governor of West Virginia or the President of the United States, the center will be closed. The center will not follow the Monongalia County School closure schedule for inclement weather. Closure will be determined based on the safety of the staff and children. Typically, Place of Grace will follow a similar closure schedule as West Virginia University.

In the event of a power outage, loss of water service, or natural gas outage that lasts more than one hour, the center will close due to the inability to provide necessary amenities needed to operate a child care center as outlined by Child Care Licensing, Health Department, and/or Fire Marshal. The center will reopen when the outages are repaired.

All closures will be texted and emailed through Hi Mama. It is the responsibility of the parent to check these sources during time of inclement weather. Should the center close due to an unexpected cause, or close during the daytime hours once children are already in care, each parent would be notified by a staff member. Parents will have one hour to make arrangements to have the child picked up. After one hour, the late pick up charge of \$5 per minute will apply.

Holiday Celebrations

Place of Grace Early Learning Center will recognize and celebrate all Christian holidays in addition to some secular holidays. The classroom theme will often reflect holidays and seasons. All Christian holidays will be celebrated with a focus on the true meaning according to Christian beliefs and teaching the children those values. Classroom parties will also be scheduled for holidays such as Easter, Mother's Day, Father's Day, Harvest, and Christmas. Parents will be invited to attend and participate in selected parties as well. Place of Grace will remain open during most holidays. When the following holidays fall on a weekday,

Place of Grace will be CLOSED:

- Good Friday
- Memorial Day
- Independence Day
 - Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- December 24th—January 1st

***All usual tuition and fees will be due and payable for holidays.**

Fees

The weekly/hourly/daily rate is due and payable every two weeks on Fridays by 6:00 pm for the upcoming two weeks. If child is absent from care due to illness, closing of the center, holiday, vacation, or any other reason, the normal weekly rate will be due and payable. If the bi-weekly bill is not paid by 6:00 pm on Monday, Parent/Guardian agrees to pay a late fee in the amount of \$10.00 per day until the account is current. All late fees are due and payable immediately.

Beginning at 6:00 PM, additional fees will be assessed at \$5 per MINUTE until the child has been picked up. Habitual violation of this rule will result in removal of child from program. \$5 per minute will also be assessed for pick up of a child more than one hour past time of contact during a closure situation or if the child must be removed due to illness.

Any child in attendance for over 9.5 hours per day will accrue additional charges of \$9 per hour. This time is automatically calculated based on the time that the child is clocked in and out through the check in system.

A \$5 fee or the over hours charge, whichever is more, will be assessed for not signing a child in or out.

A diaper or food charge may be applied if there is repeated use of the Place of Grace diapers, wipes, or food due to the parent's inability to provide those personal items.

Sign-in and Sign-out

A parent must sign in the child when they arrive at the center and sign the child out at the end of the day when the child is picked up. If the parent does not drop off or pick up the child then the person doing so must sign-in or out the child. Electronic finger print check in has been established to ensure accurate record keeping and safety for your child. Any person that signs a child in or out will be registered in the computer system with their unique fingerprint upon the first entry. It is imperative for accurate record keeping according to state law that children are checked in and out. This process is the legal and literal assumption of responsibility and care for the child. It is the responsibility of the parent or guardian to notify the office if they are unable to check in or out properly. A \$5.00 fee, or the resulting over 9.5 hour charges, whichever is greater, will be assessed for each time a child is not properly signed in or out.

Admission

Once a child has been offered a spot at Place of Grace, the admission procedure will commence. The parent will be given an Enrollment Packet including all of the necessary forms that must be completed. The parent is also responsible for obtaining a current physical form and immunization record from the child's pediatrician. All children must have up to date immunizations that meet the state of West Virginia recommendations prior to the first day of attendance. Any family that chooses not to have their child immunized on a typical schedule for any reason must submit a signed statement acknowledging the risks and their personal choice.

Once all of the required paperwork is completed, the parent must schedule a time for an intake meeting prior to the child's first day in attendance. At that time, the director will review all of the paperwork to ensure proper completion, discuss the parent handbook, and introduce the family to the teacher and classroom. The parent can also bring the child's personal items to the classroom at that time. Within one month of entrance into the program, the parent will receive a copy of the baseline assessment. Each assessment will offer the opportunity for a parent teacher conference to discuss your child's progress and goals. Assessments will be completed every 3-4 months thereafter, or as needed.

Provisions of the Parent:

Parents are to provide:

- 1 change of seasonally appropriate clothing for each child
- Diapers/pull ups for those children not yet potty trained
- Bottles and formula/breast milk, enough for anticipated time of child's stay in center. Bottles must be clearly marked with child's name and date the bottle was filled
- Baby food or specialty food items in the event of allergy or food preference
- Any medication the child needs during stay at center with appropriate medicine form filled out by parent and doctor.
 - *Travel size blanket and soft toy for nap time
 - *Pacifiers with child's name clearly marked

***All personal items must be clearly labeled with the child's name or initials. Please remember not to send your child in their "best" items. This is preschool...a time to get messy and learn through play!

Expectations of Parents

- *Call center if child is sick and will not be attending the center for the day. Please call ASAP
- *Provide information about illness diagnosis that could impact other children in the center
- *Call center if they will be late in picking up the child, with estimated time of arrival
- *Parents may not use spanking or hitting as a form of discipline while on Place of Grace's property
- *Parents may not drink alcoholic beverages while on Place of Grace property
 - *Parents may not smoke on the premises
- *Provide information to the teacher of any new developments or behaviors, especially those of concern to the parent.
 - *Collaborate with teachers for the child's best interest
 - *All information regarding special services that the child has received or is receiving through other agencies such as Birth to Three, Speech Services, or an IEP
- *Compliance with all Place of Grace policies and procedures

Pick Up and Drop Off

Parents will fill out a form in the enrollment packet indicating who is allowed to pick up their child. Only the people on that list will be allowed to leave the facility with the child. All authorized pick up people will be fingerprinted through the check in system during their first visit, at which time their photo identification will be verified. Alternative pick up people will not be assigned a door code unless they visit on a frequent basis. They should always ring the door bell for assistance from a staff member. Only the parent or guardian can change the pick up list. Changes must be made in writing, and will not be accepted via the phone.

General Communication

Administration and staff will frequently send communication about upcoming or important events through a newsletter. All information will be sent via email. Therefore, please be sure to provide current and accessible email addresses to administration. The website will also contain links to classroom newsletters, Parent Advisory Notes, and center wide newsletters. Hard copies of general communication can also be found at the check in station. We encourage parents to contact us via phone or email with concerns or questions.

HiMama

HiMama will be used by our educators to record activities and updates throughout the day. Everything from naps to snacks, it will provide you with a complete history of your child's experience in our program with photos stored safely and securely in a journal format. Whether it be at work, home or on the go through HiMama's mobile apps, you'll receive real-time updates on your child's activities to your email and smartphone. HiMama will keep you in the loop with digital updates on your child to complement our important face-to-face interactions. It is also a great way to reinforce your child's in-program learning at home, as you'll have timely insight into what they've been working on throughout the day! Updates of your child will automatically be sent to you via email. You may also elect to login to your special Parent Portal online or via the HiMama Parent app. You can expect to receive an invitation to log in from HiMama soon! At that point you can create an account. If you want to share updates with additional family members, you can also do so once you've created an account.

Promotion of Children to Next Class

Children will be promoted to the next class based on child's age. They will also be promoted based on availability in the next class. Typically, promotions will occur any time throughout the year based on the birthday of the child. There will also be group promotions during June and September of each year. All promotions will be discussed with the parents prior to the child moving classrooms. The parent will be given the opportunity to set up a Transition Meeting with the Director, and/or a conference with the new classroom teacher. The child will be given the opportunity to visit the new classroom and make a gradual transition.

Staff Qualifications

All staff will be appropriately trained according to Childcare Licensing regulations as a minimum level. This includes CPR, First Aide, and Food Handler's training. In addition, Place of Grace has set the standard to have a minimum of a WVIT or ACDS certification for all infant and toddler teachers. All lead teachers in the preschool classrooms shall have a minimum of a bachelor's degree in Early Education, Elementary Education, or a related field. All teachers shall participate in a minimum of 15 hours per year of approved continuing education. Staff are also required to participate in weekly meetings and bi-monthly staff development.