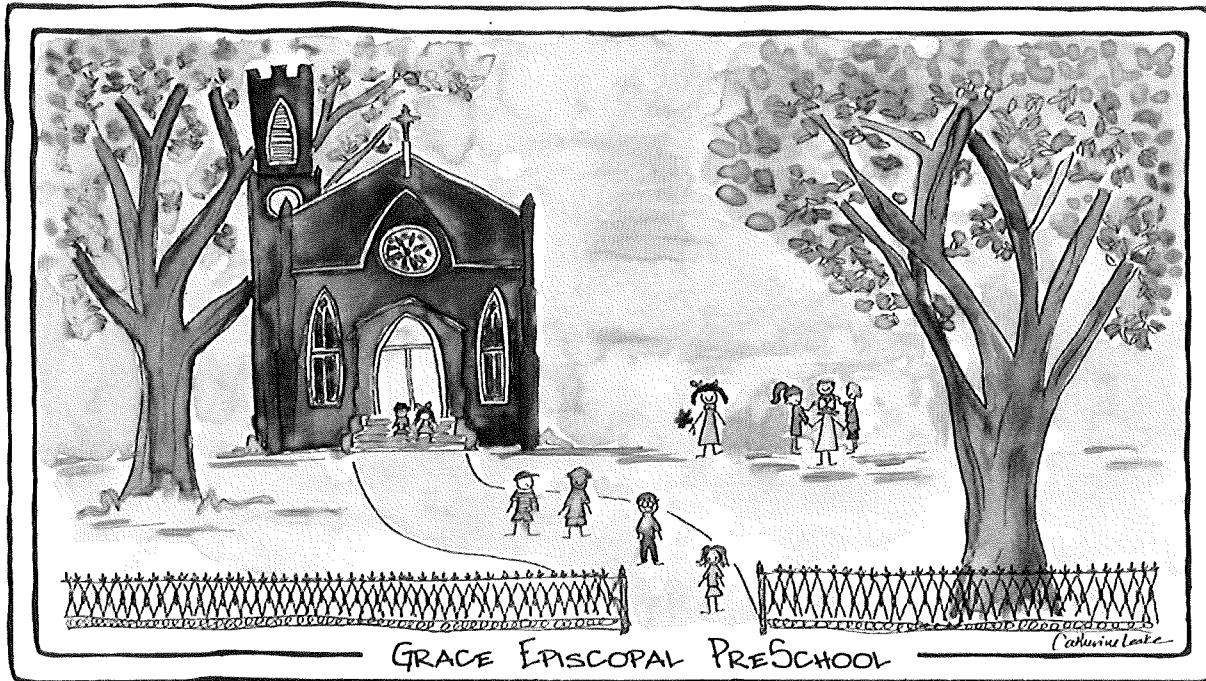


# Grace Episcopal Preschool



## Parent Handbook 2024-2025

11621 Ferdinand Street  
St. Francisville, LA 70775

225-635-4030 Classroom  
225-721-1216 Director

[Preschool@Gracechurchwfp.org](mailto:Preschool@Gracechurchwfp.org)



## Welcome to Grace Preschool

We are delighted to have you and your child join our Grace Preschool family. As an outreach ministry of Grace Episcopal Church, we seek to provide the best possible environment for your child to foster a love for Jesus and to grow in his or her ability to work, play and love.

This handbook has been created to provide you with important information about our preschool, its policies, and procedures. We encourage you to read it thoroughly, as it will help you understand our goals and expectations.

### Preschool Staff

Rector:	Father Craig Dalferese
Director/Head Teacher:	Mrs. Kristen Triche
Assistant Teacher:	Mrs. Laney Skinner
Assistant:	Ms. Darby Nevels

\*\*All preschool staff are CPR/first aid certified and complete at a minimum 15 hours per year of professional development.

### Hours of Operation

Our hours of operation are Monday- Friday 7:30am-5:00pm.  
(August- May)

## **Our Mission**

Grace Preschool is a ministry of Grace Church of West Feliciana Parish, a church in the Episcopal Diocese of Louisiana and a designated non-for-profit, &501(c) organization, according to the Internal Revenue Tax Code. Grace Preschool's program is designed to provide a Christian, developmentally appropriate curriculum and to affirm each child through group and one-on-one interaction. Through our religious education program, we seek to demonstrate to our students that God is always with us, He loves us, and we should worship and give thanks to him at all times and in all places.

Grace Preschool offers children an introduction to the experience of being in school. The children enrolled in Grace Preschool will find a world of toys, educational materials, and other children of the same age exploring an environment beyond their own homes under the guidance of a highly trained staff. We offer a variety of enjoyable, creative learning activities such as art, music, Bible stories, daily prayers, reading, games, and science and nature observation balanced with opportunities for play and social interaction.

Every week, students gather in Grace Church for a chapel service. Though these services reflect the fact that our church and its school are Episcopalian, we respect the differing backgrounds and perspectives of our students and their families. We welcome and encourage parents to come and join us for our weekly chapel service.

## **Our Goal**

Our goal is to provide a faith-based, loving environment where children can grow spiritually, emotionally, socially, and academically.

## Curriculum

Grace Preschool is committed to honoring Christ by teaching, encouraging, training, and grounding students in God's truth within a dynamic, academic environment that cares for the whole child: Heart, Soul, Mind, and Strength.

### **Heart**

From our desire to share our hearts and to teach the children to share with and care for others, we participate in mission projects throughout the year, tell stories, and do activities that help children become more altruistic, grow in empathy for others, become grateful for the blessings they receive every day, and develop an appreciation for the love they receive from parents and caregivers.

### **Soul**

Bible stories, verses, and virtues are woven into everyday activities through teaching and conversation with an emphasis on the practical application of God's truth in the daily events of a preschooler's life.

### **Mind**

Developmentally appropriate, themed activities are presented in various ways to allow for individual growth based on each child's temperament, interest, culture, and preferred learning styles. Through the exercise of large and small muscles and the development of gross and fine motor skills, we seek to enhance a child's ongoing development.

### **Strength**

Preschoolers are given opportunities to gain confidence in their emerging capabilities with guidance and direction from a loving and nurturing staff. We encourage participation in group activities and cooperation with others which will promote feelings of security and belonging.

Grace Preschool's Christian curriculum is socially and academically based. We work on tasks such as listening skills, sitting still for short periods of time, standing in line, sharing, and appropriate interaction with new friends, peers, and adults. We offer an introduction to and work on all beginning academic skills including colors, letters, shapes, opposites, rhyming words, name and letter recognition, and writing. Each child is recognized for his or her individual abilities and needs.

# General Information

## Admission

We will only accept 25 children into our program.

A student's application for admission is complete when they:

- Returned fully completed registration packet. (including immunization records)
- Returned (non-Refundable fee) of \$125.00.
- Must be 3 years old on or before September 30 of school year applying for. *(if we are not at capacity, late 2-year-olds may apply if they meet requirements)*
- Must be fully potty trained. (This is non-negotiable)
- An Interview including parent and child will be scheduled after all applications have been turned in.

*A child who is fully potty trained is a child who is:*

- *Able to use the restroom independently.*
- *Wearing underwear (no pullups allowed)*
- *Pulling underwear and clothing up and down independently.*
- *Able to clean themselves sufficiently after using bathroom.*
- *Not having consistent accidents during the day or at naptime.*
- *Able to tell a teacher when they need to use restroom.*

## Arrival and Dismissal

Children may begin to get dropped off in the classroom beginning at 7:30am. (not earlier) You may arrive anytime between 7:30 and 9:00. You will bring your child to the classroom each morning. After a quick goodbye, you will sign them in on the table in the hallway. You must sign your full name each time, no initials. We ask that all children must arrive at school no later than 9am! This is when we get our school day started and it is a disruption to the class and teachers to arrive after this time. All children shall have eaten breakfast before his/her arrival at school.

Our school day ends at 2:45pm. You will come into the classroom to pick your child up anytime between 2:45-3:15, following the same procedure as drop off. Only people on the pickup list will be allowed to pick your child up. We may ask for ID if needed. Any child not picked up by 3:15 will be placed in after care for that day and you will be charged accordingly. Aftercare ends before 5:00pm. You will be charged a per min late fee beginning at 5:00pm.

## Tuition and Fees

Grace Preschool is a non-profit organization, we depend on prompt payments. Tuition is billed monthly. All tuition is due by the 5<sup>th</sup> of the month. If tuition is not paid by the 15<sup>th</sup> of the month, a \$50 late fee will be applied.

A registration fee of \$125.00 is due at the time of registration and is non-refundable for any reason.

Upon Acceptance to our school, you will be required to pay the first month's tuition and a \$250.00 one-time supply fee. This will hold your child's spot for the upcoming school year.

Tuition for our school is \$550.00 per month for 10 months. (August- May) Tuition may be paid monthly or annually. We accept checks or auto drafts.

For children not picked up by 3:15 daily. We offer an after-school program for our students for a \$12.00 per day fee. Aftercare will be logged daily by teachers promptly at 3:15. Aftercare bills will be sent home at the beginning of each month, for the previous month's attendance. If payment is not received by the 5<sup>th</sup> of the month your child will no longer be able to attend our aftercare program.

## Lunch

Children are required to bring their lunch daily. We will provide each child with a bentgo box. Please try to use this type of box daily. We have 25 lunches to prepare in a short amount of time and this helps us remain efficient. We are happy to heat up your child's lunch for 30 seconds. Please, no mac and cheese cups that require cooking for 3 min, no squeeze go gurts (these make a huge mess), no Lunchables, unless opened at home and placed in container. We follow state regulations, so there are some foods that are not allowed in our school due to choking hazards; Whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, hard pretzels, popcorn, and whole marshmallows. We provide water in disposable cups for snacks and lunch. Do not send sippy cups, juice boxes, water bottles, etc...

## **Snacks**

Each month you will receive a snack calendar. Your child will have a designated day to bring snacks for the entire class. (25 children) Snacks do not need to be individually wrapped. Snacks must be store bought. Some examples of snacks to send are cookies, goldfish, teddy grahams, cheese-its, pudding cups, fruit chews, bananas, string cheese, cheeseballs, cereal bars, granola bars. Please send the snack on or the day before your child's day. We do not have room to store many snacks.

## **Physical Activity and Nap Time**

Children are provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher-led and free outdoor play. All children will have a minimum daily nap time of at least 75 minutes each day. A nap mat is provided for your child. Children may bring a small noise free stuffed animal or "lovey" to nap with daily. These items must remain in your child's cubby until naptime. No pacifiers!!

## **School Calendar/Closures**

We will follow West Feliciana Parish Schools yearly calendar with exception to the last day of school for the year. We will have our last day earlier due to scheduling conflicts with graduations. We will send home a yearly school calendar in your child's acceptance package.

We will follow all West Feliciana Parish Schools emergency closures. This includes but is not limited to snow days, hurricane closures, and extreme weather closures. If they are closed, we will be closed. In such an event parents will be notified by the director as soon as a decision is made.



## **Dress code**

Most of our day includes play and movement. Please dress your child in practical clothing that they will be comfortable in and can get on and off independently. Please try for elastic waist bands. No long dresses, or one-piece outfits, no belts.

Our playground has a rock wall. Crocs, flip flops and cowboy boots are not safe for your child to wear on the playground. Please, please, please no shoelaces! They can become a tripping hazard. Velcro is best!

## **Personal Belongings**

We have Show and tell on Fridays only! Every Friday, students may bring ONE item from home to share with the class. This is the only day they may bring a toy from home. Each child will have their own cubby. This cubby will keep their lunchbox, jacket or sweater and small item to sleep with daily. Please make sure all belongings are clearly marked with your child's name.

## **Book sack/Back packs**

Children should bring their backpacks to school daily with their lunch, folder (provided by the school) and extra clothes inside. Each child needs a full-size backpack with their name on it. Folders will be sent home daily with behavior marked. Folders should be initialed and returned daily. An extra change of clothes clearly labeled in a gallon Ziploc bag shall be left in the backpack daily to be used in case of a spill or accident. Make sure you change your child's clothes out seasonally.

## **Newsletters**

A newsletter will be sent home in folders at the beginning of each month and will include any upcoming events for the month, what we will be working on in class and any other important information for the month.

# Policies

## Admission

The completed registration packet and registration fee must be turned in to be placed on a list for a spot at our school. Acceptance will be determined using criteria on forms after the deadline. Interviews may also be requested.

## Disclosure of information

Our school is a type 1 licensed facility through the State of Louisiana, Department of Education. Parents may check with the Department of Education Board of Licensing on any inspections and regulation information concerning Grace Preschool. You may use the Department of Education website. [www.louisianabelieves.com](http://www.louisianabelieves.com)

## Childcare Civil Background Check (CCCBC)

All teachers and staff employed by Grace Preschool have a CCCBC determination of eligibility.

## Non- Discrimination

Grace Preschool welcomes any child without regard to race, color, religion, sex, national origin, ancestry, breastfeeding, handicap, creed or developmental ability.

## Complaints

If you have a complaint, as a courtesy, please report it to the Director first. Complaints can then be reported to the Louisiana Department of Education Division of Licensing. You may email them directly at [LDELICENSING@LA.GOV](mailto:LDELICENSING@LA.GOV), or you may call them at 877-453-2721.

## Child Abuse and Neglect

Any abuse and/or neglect of a child will be reported in accordance with the Louisiana Revised Statute 14.403. As mandated reporters, all staff shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS.

## Parental Access and Involvement

Parents are most welcome at Grace Preschool. Any parent who wishes to share something with the children, such as a special talent, art activity, reading a book, etc. are encouraged to speak to the Director and schedule a time to do so.

## Illness and Medication

We follow health and safety rules issued by the State of Louisiana, Department of Education, and Childcare licensing division. These rules help ensure the health and well-being of your child, and other children in our care, as well as our staff.

Do not send your child to school if they are ill. They must be fever free of all illnesses and symptoms (without medication) for 24 hours before returning to school. We will strictly enforce this policy!

Parents will be called to pick up their child from school for the following (you will have 1 hour to pick your child up after notification of illness)

- Vomiting
- Fever of 100.4 or above
- Diarrhea
- Rash of unknown origin
- Any discharge from eye that may or may not be accompanied by redness or swelling.
- Any symptom of contagious or infectious disease develops.

After being sent home, children may return to school under the following conditions: They have been fever free for a minimum of 24 hours (without medication) after the close of business on the day they are sent home. For example: your child is sent home at 10:00am on Wednesday. They have no more symptoms or illness. They may return to school at the opening of business on Friday.

No medication, including over-the-counter medications will be given by center personnel. If a child needs medication the parent must come to the school to administer the medication and complete the appropriate form provided by the director. The one exception is an Epi Pen. The center may apply topical ointments or creams with written authorization from parent/guardian.

## Electronic Devices

Devices such as DVD, television, iPads, etc. are purely for educational purposes and if used, are used for less than 75 min per day, and rated TV-Y, per state regulations.

## Anaphylaxis and Epinephrine Policy

Our childcare center, our students, and our student's families all share the common goal: ensuring the student receives the highest quality education in a safe and inclusive learning environment. This Policy will help provide the student with a safe and inclusive educational experience.

### Grace Preschool's Commitments

We will:

- Educate our entire staff on food allergy and anaphylaxis.
- Abide by all the applicable laws and policies relevant to the student with a food allergy and any pertinent local policies.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Review all health information submitted by the student's parents and medical providers.
- Work with center staff to go over the student's anaphylaxis action plan before an allergic reaction occurs.
- Provide all center staff with annual re-education on student-relevant medical issues, including but not limited to food allergies and anaphylaxis.
- Not prohibit participation in ANY center activities due to the student's food allergy.
- Assure all staff, including substitutes, who interact with the student understand food allergy, can recognize symptoms of anaphylaxis, and know what to do in an emergency including the administration of an epinephrine auto-injector.
- Coordinate with trained personnel to be sure medications are appropriately stored.
- Confirm that the student always has access to epinephrine.
  - Epinephrine may be kept in an easily accessible secure but not locked location central to center personnel who are properly trained in epinephrine administration.
- Be prepared to handle a reaction and ensure that multiple, epinephrine-trained staff members are available during the center's day regardless of time or location.

### The Family's Commitments

We will:

- Notify the center of our child's allergies.
- Provide the center with a physician signed food allergy and anaphylaxis action plan. This plan will include detailed, clear instructions for how to prevent an allergic reaction by detailing foods that must be avoided as well as when and how to administer emergency medication.
- Provide properly labeled medications and replace medications after use and/or prior to expiration.
- Review policies/procedures with center staff, our child's health care provider, and our child.
- Provide emergency contact information.

## Discipline and Behavior Management

The philosophy of the Grace Preschool program stresses a positive approach to discipline and behavior management which sets clear and consistent limits intended to enhance the child's self-esteem while protecting that child from harm and maintaining the safety of other children. Redirection is always encouraged, and, if necessary, an occasional age-appropriate time out is used. Physical or corporal punishment and behaviors such as yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures that produce physical pain, putting anything in the mouth of a child, requiring a child to exercise as a form of punishment, or placing a child in an uncomfortable position are not allowed under any circumstance at Grace Preschool. We do not allow children to discipline children, any form of bullying, any deprivation of food, beverages, or snacks as a form of punishment, or any restraining of children for disciplinary purposes. We do not deprive children of active play unless a brief time out is required to deal with a behavior that occurs during free play.

When a child engages in a behavior that disrupts a certain activity, places the child or another child at risk, or is a violation of preschool rules, the staff will address the behavior using age-appropriate language, giving the child eye contact, and clearly telling the child what he or she did wrong and how he or she can fix the behavior. This type of intervention solves the great majority of Preschool issues. When the child fails to follow the staff's direction, a brief, age-appropriate time out (one min per age of child) can be administered. The staff will remain within the child's proximity until the time out is over. If the child continues to be disruptive, either crying loudly, kicking, screaming, biting, etc., the staff is required to call the office for assistance and the child will be removed from the Preschool and taken to the office until the child calms down. At least two staff, which may include Grace office staff or the rector, all of whom are licensed and qualified, will remain with the child until the child can safely return to the school. If the child fails to regain composure after a reasonable time, the child's parents are to be called and requested to return to the preschool to assist in the matter or to take the child home. The incident will be documented in a behavior log and placed in the child's folder. A pattern of such behaviors may result in the child's permanent removal from Preschool.

### Transportation

We do not take any field trips or transport any children at our center.

### Biting Policy

If a child is bitten, the staff will administer first aid as needed, including washing the wound with soap and water, and covering the wound. A child who bites will be placed in an age-appropriate time out. Parents of both children will be notified by the center director immediately. Biting is always documented on an incident report form. After 3 incidents of biting a child will be removed from the center permanently.

### Immunizations

State Law requires that at the time of registration each child under our care must have all the required immunizations appropriate for his/her age, as specified in the Louisiana Department of Health and Hospitals, Office of Public Health schedule. Parents must bring an updated immunization copy each time your child receives new immunizations for our records.

### Dismissal from program

Any child may be dismissed from Grace Preschool for reasons including, but not limited to the following:

- Required information (medical, emergency and transportation not provided)
- Financial obligations are not met.
- Child is consistently picked up after closing time.
- Child poses a physical threat to other children or staff.
- The school is unable to adequately meet the unique needs of the child.
- If, for any reason, the director feels it is in the best interest of the child or program.

## Appendix A: General Health Standards

1. Staff and children shall wash their hands at the least at the following times: upon entering the center, before preparing or serving meals, after toileting or changing diapers, before and after eating meals or snacks, and anytime hands become soiled with body fluids (urine, stool, saliva, blood, or nasal discharge).
2. Hands shall be washed and scrubbed for at least 10 seconds with soap and running water. Hands shall be dried with single use of disposable towels.
3. Weekly monitoring by the center director shall ensure that hand washing and cleaning procedures are followed as specified in the center's plan.
4. Noses shall be blown or wiped with disposable, one-use tissues that are discarded in a plastic-lined and covered garbage container.
5. Draining or oozing cuts or sores shall be covered.
6. Childcare personnel shall adopt routine procedures for handling blood and blood-containing fluids and wound exudates of all children in the center.
  - a. For spills of vomitus, urine, and feces, floors, walls, bathrooms, tabletops, toys, kitchen counter tops, and diaper-changing tables shall be cleaned and disinfected.
  - b. For spills of blood or blood-containing body fluids and injury and tissue discharges, the area shall be cleaned and disinfected. Gloves shall be used in these situations unless the amount of blood or body fluid is so small that it can easily be contained by the material used for cleaning.
  - c. Avoid exposure of open skin sores or mucous membranes to blood or blood-containing body fluids and injury or tissue discharges by using gloves to protect hands when cleaning contaminated surfaces.
  - d. Mops shall be cleaned, rinsed, in sanitizing solution and then wrung as dry as possible and hung to dry.
  - e. Blood-contaminated material and diapers shall be disposed of in a plastic bag with a secure tie.
7. The day care center director shall exclude from care any child with the following illnesses or symptoms based on potential contagiousness of the disease. Periods may be extended beyond this depending upon individual conditions.

<i><b>Exclude Until</b></i>	
<b>Meningococcal disease (Neisseria meningitis)</b>	Well & proof of non-carriage <sup>1</sup>
<b>Hib disease (Hemophilus influence)</b>	Well & proof of non-carriage <sup>1</sup>
<b>Diarrhea (two or more loose stool, or over and what is normal for that child)</b>	Diarrhea is resolved or is controlled (contained in diaper or toilet)
<b>Fever of unknown origin (100°F or 101°F rectal or higher)</b>	Fever resolved for 24 hours or cleared by child's physician or health department.
<b>Chicken Pox</b>	Skin lesions (blisters) all scabbed over
<b>Hepatitis A</b>	One week after illness started and fever resolved
<b>AIDS (or HIV infection)</b>	Until child's health, neurologic development, and immune status is deemed appropriate (on a case by case basis) by qualified persons, including the child's physician chosen by the child's parent, guardian, and the center director. <sup>2</sup>
<b>Undiagnosed generalized rash</b>	Well or clear by child's physician as not contagious
<b>Any child with a sudden onset of vomiting, irritability of excessive sleepiness</b>	Evaluated and cleared by child's physician

- a. <sup>1</sup> Proof of non-carriage: Either by completion of appropriate drug regimen of Rifampin (two-day course for Meningococcal disease or four-day course for Hib disease) or by a negative throat culture obtained after completion of treatment for meningitis.
  - b. <sup>2</sup>These people should include the child's physician and other qualified individuals such as the center director, a representative from the Office of Public Health, and a child development specialist, and should be able to evaluate whether the child will receive optimal care in the specific program considered and whether an HIV-infected child poses a potential threat to others.
  - c. With most other illnesses, children have either already exposed others before becoming obviously ill (e.g., colds) or are not contagious one day after beginning treatment (e.g. strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies). The waiting periods required after the onset of treatment vary with the disease. Check with your local health department for information on specific diseases. Children who are chronic carriers of viral illnesses such as cytomegalovirus (CMV) and Herpes simplex should be admitted to day care centers.
  - d. The parent or designated person shall be notified as soon as possible if a child develops symptoms of illness or suffers an accident while in care.
8. Guidelines shall be developed regarding biting behavior, treatment of bites, notification to parents of the children (if injury requires first aid or medical attention).
  9. Each childcare employee shall receive annual training of infectious diseases, health and safety, and/or food service preparation. Whenever possible, this training should be provided during regular working hours.





