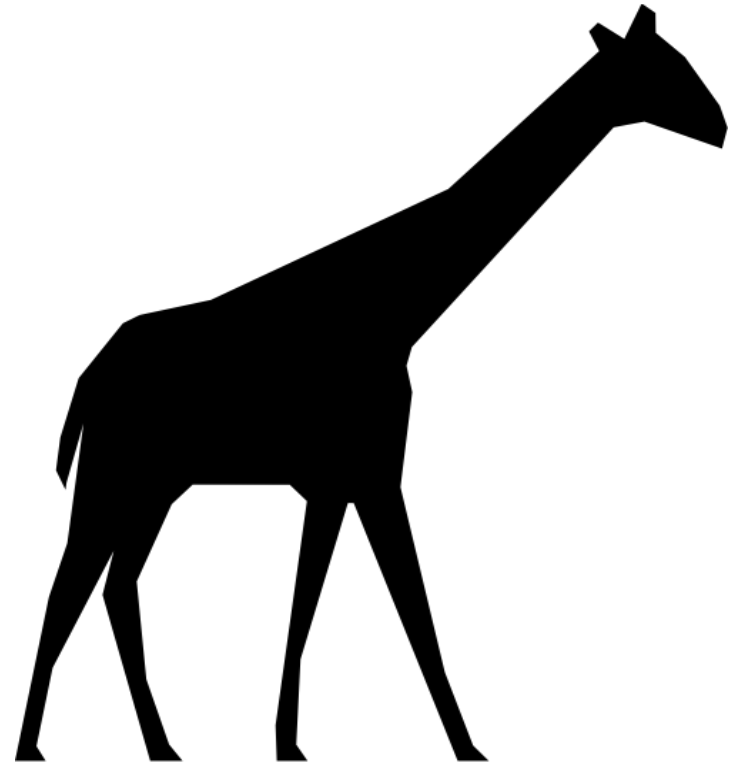


# **GRACEDAY VILLAGE SCHOOL**



**PARENT HANDBOOK**

**1040 COUNTRY LANE  
CASTROVILLE TX 78009  
830 931 0808**

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## STATEMENT OF PHILOSOPHY

We believe that children are a gift from God. That parents are the primary educators of their children spiritually, physically, emotionally, academically, and socially. That the preschool should cooperate with the parents to provide nurturing and a quality education for the child.

## STATEMENT OF PURPOSE

We resolve to provide quality care for children in a loving and safe environment where they can develop spiritually, emotionally, physically, cognitively, and socially. Graceday Village School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies or admissions policies.

## HOURS OF OPERATION

Monday - Friday  
6:30 am to 6:30 pm

## HOLIDAY SCHEDULE

New Years Day	Labor Day
Thanksgiving & Day After	Battle of Flowers
Christmas Eve	Christmas
Good Friday	Memorial Day
Independence Day	

## FEES

Fees secure placement for a student and are due **regardless of attendance**. No discounts for weeks with holidays. Tuition and fees are non-refundable. Children transferring out of Graceday are required to give a two week notice. Fees are due **regardless of attendance** in order for your child to remain in an active status with our program.

A supply fee of \$50 per child ages 18 months and up will be due at the time of enrollment and each time you renew your contract.

### **PAYMENT SCHEDULE**

All childcare fees for the following week are due on Friday morning before noon. If fees are not paid on time, Graceday Village School will suspend placement for the following week. Should payments be received late (Friday afternoon, Monday morning, etc.) and placement is still available, a \$20.00 late fee per day will apply. Children will not be admitted to class on Monday morning until the account is current.

Payment for drop-in care must be made before the child will be admitted to class. Graceday Village School accepts cash, checks, money orders, and credit cards. Payments made by credit card will come with an additional 3% service fee. We do not accept postdated checks. A check returned from your bank for any reason will be assessed a \$30 fee, and all late fees will apply. Two checks returned from your bank will place the account on a cash-only basis. Please make checks and money orders payable to **Graceday Village School**.

### **CCDS PAYMENTS**

All parent fees are due on the 1st of each month. Tuition not paid by the 3rd will be assessed a \$20.00 fee per day until the 5th. Enrollment will be suspended for accounts not paid by the 5th.

### **LATE PICK UP FEES**

Any child picked up after 6:30 p.m. will be assessed a late pick-up fee of \$1.00 per child per minute. All late pick-up fees must be paid that day.

### **BUS SERVICE**

After school bus service will be provided to parents during the school year. Bus service includes:

La Coste Elementary School  
Castroville Elementary School  
Potranco Elementary School

\*Certain restrictions apply

### **ATTENDANCE**

Children enrolled in our full-day program must be in signed in by 9:00 am. Students will not be admitted for the day if they arrive after 9:00 am, except in the case of doctors appointments (doctor's note required) and court-ordered visits (documentation must be on file). If the student has an appointment, the parent must contact the office before 9:00 am in order for their child to be accepted.

### **AUTHORIZATION FOR PICK UP**

All children must be signed in and out by an adult. Adults other than parents who come to pick up children must be authorized to do so by parent and must be able to show valid identification. No child will be released to anyone without written authorization. Verbal authorization in the case of emergencies is the only exception to this policy. All parents must complete the restricted pick-up form and return it to the school office. Children will not be released to anyone not listed on the restricted pick-up form or to anyone who is unable to prove identity. If parents are divorced or separated and one parent is not allowed to see or pick up the child, the school office must have on file a certified copy of the court order.

### **TAX STATEMENTS**

Tax statements will be available via email by January 31. A \$20 fee will be assessed to all requested paper copies.

### **PARENT STATEMENTS AND COPIES**

Any letters or statements of income, records of attendance, or other forms of verification will be assessed a fee of \$20.00. Any copies requested from our office will incur a \$1.00 per page fee.

### **PARENT INFORMATION**

Reports, notifications, newsletters, menus, etc. are available at the front desk or online. All parents may request a copy of the minimum standards and of the child-care center's most recent Licensing inspection report at any time. Please contact the Front Desk if you would like to do so.

## MEALS

Graceday Village School is committed to providing a nutritious and balanced menu for all children. Breakfast, lunch, snack in the afternoon and dinner are given during scheduled times. If a child arrives after scheduled meal times, it will be the parent's responsibility to ensure their child has already eaten.

Students enrolled in Graceday may not bring food or drinks unless required by a doctor, or where previous authorization has been given (such as for class parties). Students enrolled in Daystar Academy may bring a morning snack. These snacks must be stored in lunch boxes and may not be left overnight.

Staff will not be allowed to change any part of the menus to meet a child's preference. If a child refuses to eat, notification will be given to his/her parents on that day.

Parents with infants at Graceday Village School are responsible for providing the adequate amount of infant formula/food needed for their child unless they choose to participate in our food program, which provides formula, cereal, baby food, and distilled water. Parents have the right to breastfeed or provide breast milk to their children while in our care. If a parent wishes to do so, inform your child's teacher and we will provide a comfortable location to do so.

### MEAL SCHEDULE

Breakfast	7:15-9:00 am
Lunch	11:45 am
Snack	3:00 pm
Dinner	5:00 pm

### INFANT SCHEDULE

Infants usually have their own schedule set by their parents. Graceday Village School will endeavor to maintain such schedule. Schedules must be updated monthly. Lesson plans are written daily regarding activities to be introduced to infants for the purpose of appropriate development. Infant schedule and lesson plans will be coordinated to ensure basic needs are priority.

## CURRICULUM

Graceday Village School uses a variety of curriculum. All children will be given the opportunity and encouragement they need in order to develop their creativity, self-expression, and exploration in a comfortable and accepting environment. Patriotism and spiritual awareness will be taught during class time. Prayer is directed before meals.

## PARENT RESPONSIBILITIES

Parents will be expected to provide enough supplies for their child(ren) while in care. This includes, but is not limited to: diapers, infant formula/food, changes of clothing, wipes, training pants, etc. Reminder slips for needed items will be provided. Parents will be expected to supply such items prior to their child's next day of care.

Children may **not** bring toys to school, either in backpacks or otherwise. Blankets are provided by Graceday. All items belonging to children must be **clearly labeled**. Graceday cannot be responsible for items lost, stolen, or broken.

## GUIDANCE

At Graceday Village School, we believe consistency and guidance are necessary for the success of any child. Graceday Village School is committed to utilizing positive guidance methods, which encourage self-esteem, self-control and self-direction. This includes supervised timeouts, asking children to excuse themselves from distractions, or resting heads on the table. Please refer to your signed copy of our discipline/guidance policy for further information.

Graceday Village School will maintain regular communication between parents and staff, and parents will be asked for their support and cooperation in regards to guidance. We want to provide continuity between home and school as much as possible. Our staff depends on you, as the ultimate authority in their life, to make sure all students understand our expectations of them.

### **PARENT AND STAFF COMMUNICATION**

Our staff is committed to providing a nurturing environment for each child, and receive monthly training in order to ensure this. Communication with parents is vital to achieving the goals set for each child. Staff is available for daily reports of child's activities, progress, and concerns. Parents who have any questions or concerns may speak with their student's teacher/caregiver, or with the Director. Conferences should be scheduled when staff is available in order to ensure constant supervision of children.

### **ADJUSTMENT PERIOD**

Children starting preschool/daycare for the first time usually experience anxiety. We recommend you visit the center with your child before the first day of enrollment, and that you give your child at least one month to adjust. Children adjust sooner when there is a definite "good-bye," with assurance that their parent will return. This procedure helps the child "settle" more quickly for the day.

### **DISMISSAL POLICY**

Graceday Village School reserves the right to terminate care of any child without a two-week notice for any of the following reasons:

- [ A child consistently hits, \*bites, or hurts any of the other children or staff.
- [ A child chronically "acts out," throws daily tantrums, fails to comply with child-care rules and staff direction, or continues to place themselves or others in danger.
- [ A child is genuinely unhappy and unable to adjust.
- [ A child abuses center equipment and supplies.
- [ A parent routinely abuses drop-off and pick-up times.
- [ A parent does not pay childcare fees on time.
- [ A parent disagrees with Graceday Village School guidance policy and demonstrates lack of cooperation and support.
- [ A parent refuses to comply with ordinary requests for the child's well being.

### **BITING POLICY**

A child who develops a habit of biting other children will be placed on probationary enrollment status. Parents are expected to address and resolve behavior with child. If behavior is not resolved quickly, the child will be disenrolled.

### **OPEN DOOR POLICY**

Parents are encouraged to visit the school at any time. When visiting, please be considerate of the classroom's schedule and the effect or reaction of your child so as not to disrupt unnecessarily.

### **SPECIAL EVENT DAYS**

Throughout the year special activities will be planned to enhance certain themes. We encourage all children to participate.

### **WATER ACTIVITIES**

Graceday Village School offers Water Days during summer vacation on Tuesdays and Thursdays. On these days, students may come to school wearing a bathing suit underneath their clothing. Students ----- months to 4 years will have Water Day at school. Students 5 and up will instead go to the Castroville Pool.

### **FIELD TRIPS**

Students enrolled in Daystar Academy, or students aged five and up during summer camp, may on occasion be invited to participate in field trips. Transportation will be provided, although parents who wish to chaperone Daystar-related field trips may instead choose to transport their children instead. A notice and permission slip will be sent home to Daystar students two weeks in advance with field trip information; permission slips will also be sent home to summer camp parents.

### **TRANSPORTATION RELEASE**

A parent's signed consent for each child to be transported for scheduled events shall be in the child's file.

### PHOTO AND VIDEO RELEASE

A parent's signed consent for your child to be photographed or videotaped shall be in the child's file.

### FIRE AND SEVERE WEATHER DRILLS

Fire drills are held on a monthly basis in order to familiarize the children with proper and safe procedures for emergency exit of the building. Severe weather drills are conducted every three months.

### EMERGENCY PROCEDURES

In case of any medical emergency, CPR and First Aid will first be administered. Should child need transfer to medical facility, Graceday Village School will direct paramedics to:

Medina Community Hospital  
3100 Ave. E./HWY 462  
Hondo, Texas  
(830) 741-4677

Parents or authorized adults will be contacted. Should you rather your child be transferred to another facility, you must note that on the Authorization for Medical Attention Form.

### EMERGENCY CLOSING

Should facility be closed due to bad weather, please call the office for a recorded message. Bad weather closings/delayed openings will be listed on TV station KMOL or radio station KTSA. If relocation outside of the facility is necessary, staff and the children will be relocated to:

McDonald's Restaurant  
801 HWY 90 West  
Castroville, Texas 78009  
(830) 538-2000

### SICK CARE

Graceday Village School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. If a student falls ill during the day, parents will be asked to make other arrangements for their child's care. Situations in which a child must be picked up from school include but are not limited to the following:

Fever (100 degrees or higher), diarrhea, vomiting, Chickenpox, Conjunctivitis (Pink Eye), Head Lice, Measles, Mumps, Scabies, Ringworm, Rubella or any other contagious illness. Children must not exhibit any of these symptoms to be in our program. **Children must be fever-free for 24 hours before returning to school.**

**Please Note:** Certain illnesses do require a doctor's note in order for them to return to daycare. Please speak with the director regarding your child's illness and return date. Graceday reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

### MEDICATION

Graceday Village School will not administer medication except where required for quality of life (such as medication for asthma or severe allergic reactions). Should your child be able to attend class but still require medication, parents must come to the center to administer the prescribed medication themselves.

### HEALTH CHECKS, ILLNESSES, & INJURIES

Graceday Village School conducts regular health checks, such as monitoring and observing students for illness, and weekly lice checks. Children requiring emergency medical attention while at center due to illness or injury will have documentation with required parent's signature on file at center for three months after last day of enrollment.

## IMMUNIZATIONS

All children in attendance at Graceday Village School **must** be up to date with **all** immunizations required by law. The chart below summarizes the 2015 – 2016 Texas Minimum State Vaccine Requirements for Child-Care Facilities.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTAP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months	None	None	None	None	None	None	None	None
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses**	3 Doses***	None	None	None
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses**	4 Doses***	1 Dose*	1 Dose*	None
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses**	4 Doses***	1 Dose*	1 Dose*	None
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses**	4 Doses***	1 Dose*	1 Dose*	1 Dose*
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses**	4 Doses***	1 Dose*	1 Dose*	2 Doses*

\* For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday.

\*\* A complete Hib series is two doses **plus** a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12-14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 months of age is in compliance with these specified vaccine requirements.

\*\*\* If the PCV series is started when a child is 7 months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children 7 through 11 months of age, two doses are required.
- For children 12-23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required.



### **DISCLAIMER**

All childcare facilities are required by licensing to inform parents that under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone.

### **CHANGES**

Graceday Village School reserves the right to make any modification to any section of this parent handbook at any time. If a modification is made, all parents will be notified in writing.

### **PREVENTION OF ABUSE AND NEGLECT**

Graceday Village School is required by law to report any suspected child abuse or neglect. Every employee of Graceday, both teacher and staff, receives annual training for the prevention of and response to abuse and neglect of children. For information about prevention abuse and neglect, please see the Department of Family and Protective Services website at <http://www.dfps.state.tx.us>

### **DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES CHILD ABUSE HOTLINE**

1-800-252-5400

### **LOCAL LICENSING OFFICE**

210-932-5200

# DAYSTAR ACADEMY

## ORIENTATION DAY POLICY

**It is mandatory that parents of children enrolled at Daystar Academy attend Orientation.** Student attendance is optional, but is encouraged. Students who choose to attend are not required to wear uniforms for orientation.

Prior to Orientation parents will receive packets containing important instructions regarding forms and student records. These packets include Statement of Agreement forms, Restricted Pick-up forms, Orientation schedules, etc., as well as requests for student immunization records and birth certificates.

It is vital that these completed packets be returned to the school office by Thursday, August 13. Do not wait until the first day of school to return completed packets.

Students and parents will meet with the teacher on Thursday, August 20 in the classroom to discuss important classroom information and to get acquainted. Your child will not be allowed to begin regularly scheduled classes until an orientation meeting with your child's teacher has been attended.

**First Day of School: August 24**

## DAILY SCHEDULE

It is best for the parent to leave the child with the teacher on the first day of school. When the parent remains in the classroom, it makes the period of adjustment more difficult for both child and teacher.

Each class begins at 8:30 a.m. and continues until 12:30 p.m. for half day students, or 3:30 p.m. for full day students. Students will go directly to their classroom when dropped off. Kindergarten students attending the half-day program must be picked up by 12:40 p.m. to avoid late/after school care fees.

## NEW ENROLLMENT

Any student enrolling in Daystar Academy for the first time may be required to take an entrance exam. The fee for this exam is \$50 dollars. ***This fee is nonrefundable and nontransferable.***

## RE ENROLLMENT

Re-enrollments for the fall term for present students are accepted during February on a first come, first served basis.

## PARENT TEACHER MEETINGS

Parent Teacher Meetings are scheduled at the end of every grading period. This is usually the Monday following the last day of the previous grading period; however, if that Monday falls on a school holiday, the PTM will be held the following Monday. Please refer to the PTM schedule located on your color-coded calendar for specific dates. Every parent is requested to attend each meeting for the benefit of your child and to obtain pertinent information concerning the school program. **Please Note: Children are not to attend the PTM Meetings.** Care must be secured elsewhere. No children will be allowed to monitor themselves or other children on the premises.

## REPORT CARDS AND PROGRESS REPORTS

Progress reports will be sent halfway through each grading period for all students and will be sent at the end of each grading period for K4 students. K5 students will receive progress reports at the end of the first grading period and will receive a report card at the end of each grading period thereafter. Report cards and progress reports are due back the next class day bearing the parent's signature. A \$3.00 replacement fee will be required for a lost report card.) All final report cards are scheduled to be mailed by June 15.

## KINDERGARTEN GRADUATION FEE

The kindergarten cap and gown rental and diploma graduation fee is \$25 and should be included with your child's May 1 tuition.

## UNIFORMS

**All uniforms must be purchased through Daystar or Parker Uniform Stores ONLY.** Parker Uniform has a complete list of the exact items required for each student attending Daystar Academy. Uniforms must be worn every day unless the school is sponsoring a “special dress” day.

### GIRL UNIFORM

#### Option 1

Blouse w/navy trim  
Jumper (with optional but suggested shorts)  
Navy snap tie (optional)  
Green or white knee socks/white bobby socks  
Green sweater (optional)  
Emblem (on jumper and sweater)

#### Option 2

Middy blouse w/navy trim  
Navy shorts  
Navy tie  
White socks or white tights  
Emblem (on blouse)

### BOY UNIFORM

#### Option 1

Navy polo style shirt  
Khaki pants/shorts  
Green sweater (optional)  
Braided belt  
Emblem (on shirt and sweater)

#### Option 2

Dark green polo style shirt  
Khaki pants/shorts  
Braided belt  
Emblem (on shirt)

## BOY AND GIRL SHOES

Shoes should be brown, black, or navy and have a rubber sole. No sandals or tennis shoes may be worn with the uniform. Girls may wear saddle shoes.

## SCHOOL SWEATERS

Sweaters are not required uniform pieces. However, Parker offers a green sweater that coordinates with our uniforms. If your child should want to wear a sweater in the classroom, please purchase this sweater from Parker.

## DAYSTAR T SHIRT

The Daystar t-shirt is part of the uniform for all grades. This shirt will be worn on jeans and t-shirt days and on designated field trips. You may purchase your Daystar t-shirt in the main office.

## EMERGENCY CLOTHING

All students in K4 and K5 must have a set of emergency clothing (shirt, pants/shorts, undergarments, and socks) stored at the school at all times. Outer clothes should resemble the Daystar uniform. All items should be labeled with your child’s name and placed in a plastic bag. They will be kept in the classroom in case of an emergency and will be returned at the end of the school year.

## GROOMING AND UNIFORM WEAR

Students should maintain a neat appearance. Hair should be styled neatly and in a manner that is not distracting. Uniforms should be properly maintained and fit appropriately. Accessories should be minimal and not distracting. Daystar is not responsible for lost, stolen or broken jewelry/accessories.

## BACKPACKS

A backpack is required for all students and should be able to accommodate 9x12 sized papers. **Students should not bring backpacks with wheels.**

## NOTES

Notes sent with children to teachers should be pinned to the child's clothes or backpack. Notes from teachers will be sent home in a plastic pouch, and may require a signature. If so, please return the note the following school day. **Do not send tuition or payments for school fees with your child.**

## SCHOOL CONFERENCES

It is the desire of the administrators and the faculty to be of service to both parents and students. Please feel free to consult with the school office regarding any problems or questions that concern your child. We do urge, however, that such conferences be made by appointment with the teacher at a convenient after-school hour. If you need to schedule a conversation with a member of the faculty, please call the school office between 8:00 a.m. and 4:00 p.m.

## VISITORS

All parents and visitors are required to stop by the office before visiting for any reason. Please do not go directly to the classroom, as this can interrupt class. All scheduled visits to the classroom must be accompanied by a pass obtained in the central office.

## IMMUNIZATION RECORDS

In addition to a hearing and vision screening, all students must have up-to-date immunization records on file at the school office prior to August 24. Students will not be allowed to attend class until up-to-date shot records are on file with the school office. This is state law. Immunization can be provided through your physician or through local health department authorities.

## LOST AND FOUND

Lost and Found articles are taken to the Lost and Found Box in the school office. Unclaimed articles will be discarded periodically. The Lost and Found is open only during office hours. Daystar is not responsible for lost or stolen items.

## TARDINESS

Tardiness is disruptive to the classroom and also has an adverse effect on your child's educational progress. **Students must arrive at school no later than 9:00 a.m. in order to be counted present for the school day.** Students arriving after this time must have a written excuse and the tardy must be deemed excused in order for the student to be counted present.

## DISCIPLINE

The goal of Daystar Academy is to provide the best possible learning environment in a Christian atmosphere. Because discipline is necessary for the welfare of both student and school, each teacher enforced classroom regulations in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. Students are expected to abide by the Golden Rule. Actions that threaten or harm another individual's ability to function safely will require corrective measures. Students may be suspended or expelled for lying, stealing, cheating, or other social misconduct. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable.

A disciplinary note sent home is an indication that parents need to take action to reinforce good behavior and habits, in order to ensure that the teacher's time is not consumed with correcting behavioral problems rather than with academic instruction. A note sent home means the teacher has already employed all in-class measures without satisfactory improvement. This note must be signed by the parent and returned the next day. If all in-class disciplinary measures have been taken and no improvement has occurred, or if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Daystar Academy, the student may be required to transfer out.

### **WITHDRAWALS**

All withdrawals from school must go through the school office. **Parents/guardians assume responsibility for the full yearly tuition even if student is withdrawn.** All fees, tuition, etc. are non-refundable.

Your tuition receipts should be kept for tax information purposes. Any financial statement from our office for the 2015-2016 school year will cost \$20. These statements will be prepared when a request is made. There will be no statements issued after January 2016. Any copies made in our office will incur a \$1.00 fee per document.

Daystar issues one handbook per family. Replacements or additional handbooks can be purchased for \$10 each.

### **EQUAL OPPORTUNITY POLICY**

Daystar Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, or other school-administered programs.