



**2009-2010  
Preschool Handbook**

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## **Grace Community Christian Preschool Philosophy**

We, at GCC Preschool, embrace the Age Appropriate/Teacher Directed philosophy of education. We recognize that a child's growth is made up of a series of predictable and universal stages as well as each having their individual timing as they are all uniquely designed and created by God. In light of this, we attempt to provide a classroom environment in which the children can explore, experiment, discover, and practice their abilities and skills as well as to encourage them to stretch their boundaries and discover new areas of learning.

Our teacher directed program allows the teacher to plan and set goals for her class based on individual and class assessment and the understanding of the developmental stages of children. The teacher establishes an active, fun, and stimulating classroom environment using a variety of methods and techniques to allow the children to experience hands on learning. We believe children learn best when they are involved in the experience and when they participate using their five senses. We believe a teacher's God-given responsibility is to guide, model, disciple, and impart information permeated with Christ's love to help "train up a child in the way they should go."

### **PURPOSE**

Grace Community Christian Preschool was established in 1967 as a service to the families and children of our community and as a ministry of Grace Community Church. Our school grew out of a sincere love for children and a desire to provide a positive Christian education experience for the young child in a safe, warm, friendly and loving atmosphere.

Our school is equipped and staffed to present the best possible preschool experience for your child. We want each child to experience balanced growth, therefore our program provides opportunities for the social, emotional, mental, physical and spiritual development of each individual.

Grace Community Christian School believes that all truth is found in God and that every discipline must be viewed through God's only word, the Bible. We exist to help parents fulfill their divine responsibility as stated in:

Proverbs 22:6 - "Train up a child in the way he should go, and when he is old he will not depart from it."

### **PROCEDURE OF ADMISSION & ENROLLMENT**

Enrollment is open to all preschool age children in the community. For three year old enrollment, a child must be three years of age before September 1 of the current school year. For four year old enrollment, a child must be four years of age before September 1 of the current school year. All children must be potty-trained. Our school offers a Pre-K 5's class also. This class is designed to meet the needs of a child who has had at least one year of preschool and who would benefit from an added preschool year before entering Kindergarten.

Open registration begins in January for the new school year and will continue until each class is full.

Children who are physically handicapped or emotionally disturbed shall not be accepted, unless it is determined that:

- a) There will be no adverse effect upon other children, either through direct behavior of the child or through requiring staff time needed by other children.
- b) The preschool is able to meet the needs of the child.

The preschool is operated on a non-discriminatory basis and no one shall be excluded from enrollment because of race, color, religion, or national origin.

### **WITHDRAWAL PROCEDURE**

To withdraw (during the school year) you must notify the office in writing of your intentions and complete the necessary paperwork. It is also necessary to make sure that any outstanding balance is paid in full.

### **FINANCIAL POLICIES**

- A. Registration Fee: The registration fee must be paid at the time of enrollment. This fee is non-refundable and covers the cost of administrative records.
- B. Tuition Fee: The yearly figure is divided into ten equal installments for your convenience (with the first payment due by August 1). The full month tuition is due for each month your child is enrolled. No allowances are made for short months due to days school is not in session.

Tuition fee covers:

- 1. Professional care and instruction
- 2. Use of all facilities
- 3. Accident insurance
- 4. Daily snack
- 5. Supplies and equipment

- C. Payments: Statements are mailed out monthly. Payments not received by the 15<sup>th</sup> of the month are considered delinquent and a \$30.00 late fee will be charged. Payments should be made payable to GCCS and payment taken to the school office. When mailing payments, please include: ATTENTION: GRACE COMMUNITY CHRISTIAN SCHOOL on the envelope. To help us to properly credit your account, please put your FAMILY ID number on the check.
- D. Delinquent Accounts: When an account is 30 days past due, the bill must be paid or satisfactory arrangements made within 30 days. If financial arrangements are not made within 30 days (60 days overdue) the child may be dismissed from school.

No student may be enrolled in the school unless past accounts are brought current or arrangements are made with the administrator.

- E. Absences: We are unable to make adjustments for days of absence. Your tuition payment assures your child a space in his/her class with supplies, etc. to use whether or not he/she is present.

## **STAFF**

The preschool staff consists of loving, dedicated Christian teachers who have a heart for children. They either have a degree in education, ACSI certification, or have Child Development Associate training. All are experienced in working with children.

## **CLASS SIZE**

3's	16 students
4's	15 -18 students
Pre-K 5's	12-15 students

Preschool class enrollment is limited to the number stated above, with a teacher and an assistant in each classroom.

## **Curriculum**

The preschool curriculum is a combination of Core Knowledge curriculum and "Thematic Units" that have been developed by our preschool staff. Core Knowledge is a set of model guidelines describing fundamental competencies and specific knowledge for children ages 3-5 in the areas of movement, social skills, work habits, language, emerging literacy skills in reading and writing, scientific and mathematical reasoning, music, orientation in time and space and visual arts. These competencies provide a coherent foundation for Kindergarten and beyond.

### **3's Preschool Curriculum**

The 3's program is largely thematic in nature. Incorporated into these themes are such academic concepts as numbers, shapes, colors, counting, name recognition, beginning letter recognition, etc. We use the Scripture Bites curriculum to foster spiritual growth as the children hear Bible stories, learn God's Word through memorization, and see God's principles taught and modeled throughout the school day. This curriculum is also used to aid in incorporating science, math, art, language arts, movement and music activities. We make every effort to make this a positive, happy, safe, and loving experience in which they can grow socially, emotionally, physically, intellectually, and spiritually. The children are given many experiences and opportunities to use and develop their large and small motor skills in and out of the classroom. Circle time, small group, and cooperative play are all part of their day to encourage social and emotional growth. It is our desire in the 3's program that the child becomes confident and successful in meeting daily routines and expectations as well as gain a positive and secure feeling about the classroom environment while learning about the world around them.

## 4's Preschool Curriculum

The 4's program revolves mainly around the introduction and study of the alphabet in a fun, creative way. Fun Family Phonics is used as part of our literacy program. Each week a letter is presented using various hands on learning experiences in art media, music, science, math, movement, cooking, crafts, etc. The recognition, phonetic presentation, and formation of upper and lower case letters are reinforced. Themes are presented within the context of each letter. To enhance the social and emotional development of the child, cooperative play, small group centers, and partnership activities are planned. In the daily routine of the class individual responsibility and leadership are emphasized. Small and large motor skill activities are used to increase the child's strength and development. Spiritual growth comes as they hear Bible stories, learn God's word through memorization, and see God's principles modeled throughout the school day.

## Pre-K 5's Curriculum

The Pre-K 5's program revolves around the study and review of the alphabet with added emphasis on phonemic awareness and literacy based learning experiences. A multisensory language program is used to facilitate in these learning experiences. Each month they are introduced to different authors and illustrators and their various styles of writing and art. The literacy based learning will be supported through a variety of activities including alphabet puppets with letter books, classroom big book projects, story dictation, and journaling. It will also be carried over into music and movement, math, and science. Spiritual growth is encouraged through the Bible stories, scripture memorization, and the Fruit of the Spirit. Social skills are refined through group projects, classroom responsibilities, and leadership roles.

### CLASS SCHEDULE

3's	<b>M/W/F</b>	8:30-11:30	<b>M/W/F</b>	8:30- 3:00	<b>T/TH</b>	8:30-11:30	<b>T/TH</b>	8:30- 3:00
4's	<b>M/W/F</b>	8:30-11:30	<b>M/W/F</b>	8:30- 3:00	<b>T/TH</b>	8:30-11:30	<b>T/TH</b>	8:30- 3:00
4's	<b>M – F</b>	8:30-11:30	<b>M – F</b>	8:30- 3:00				
Pre-K 5's	<b>M-TH</b>	8:30-11:30	<b>M-TH</b>	8:30- 3:00	(Optional: M-F – 8:30 – 3:00)			

### LUNCH BUNCH (11:30-1:00)

An extended lunch program is offered on Monday through Friday from 11:30-1:00. Children bring their own lunches and have indoor and outdoor free play time. They are supervised by a staff member. Registration for this program is on a week to week basis. Sign-up is available outside your child's classroom. Program fee is \$6 per day. A late fee of \$5 per 15 minutes will be assessed if the child is not picked up by 1:00 pm. Your account will be billed monthly for Lunch Bunch days attended.

### EXTENDED CARE (3:00-4:30)

Extended care is available from 3:00-4:30 to full day students signed up ahead of time. Program fee is \$6 per day. Your account will be billed monthly for the days attended.

## FACILITIES

We are extremely thankful for the excellent facilities we have here at Grace Community Church. All of our classrooms are spacious, fully carpeted, air-conditioned, have bathrooms, and well equipped for preschool use. We have a fenced play area equipped with preschool age appropriate equipment. We also have use of Grace Community Church's library and gymnasium. Our preschool is licensed and regulated by the AZ Department of Health Services (150 N. 18<sup>th</sup> Ave., Suite 400, Phoenix, AZ 85007, phone 602-364-2539). Inspection reports are available upon request in the school office.

### Asbestos Hazard Emergency Response Act (PL 99-519; USC 2641 et seq.)

Asbestos has been identified in the existing classrooms and has been removed. A detailed asbestos management plan and report can be obtained from the school office. The annual management plan: Constituents will receive annual notification of this information through the inclusion of the above in our annual Preschool Handbook.

## FIELD TRIPS

The 4's and Pre-K 5's classes may have an off campus field trip within walking distance during the school year. Students must turn in a signed parental permission slip before each trip to participate. Information will be left in the office in case of any emergency that may arise prior to leaving on the field trip. There will be several on campus field trips throughout the year. Parents will receive information ahead of time regarding each of these.

## ARRIVAL AND DISMISSAL

Children must be signed in and out on the sheet located on the table outside each classroom. **A first initial, last name, and time of day are mandatory.** No one under 18 years of age may sign out and take a child. A child can only be released to the parent or adult listed on the Blue Card and listed on the Student Pick Up Authorization Card retained by the teacher. In a case where the adult is unknown, picture ID may be requested. We must have written permission for your child to be released to anyone other than those listed on the cards, or let us know by way of a telephone call.

## PARENT INVOLVEMENT

We encourage parent involvement in the classroom as much as possible. It is our goal to have at least one parent helper per session. Teachers will provide monthly sign up sheets. There will also be a parent volunteer training session at the beginning of the school year to help parents feel more comfortable in their roll as a helper.

## NUTRITION

A nutritious snack is served each day with 2 food groups represented. The snack calendar is posted in the classroom window and can be seen on edline. We strive to be a nut free campus and therefore ask that no food be sent to school containing any nut products.

## **RESPONSIBILITY OF THE PRESCHOOL**

Grace Community Christian School cannot be held responsible for damage to personal property or lost articles.

### **BIRTHDAYS**

A child's birthday is a special day and they will enjoy sharing it with their friends at school. You may send a treat to go home with the children after class. The treats need to be individually wrapped and store bought. It does not have to be a food item. It could be stickers or a small toy. If providing an edible treat, please provide something that is low in sugar and considered a healthy snack, no nuts please.

### **SHOW AND TELL**

A child is permitted to bring toys or other items of interest to school for Show and Tell, but it is necessary to exclude valuable or fragile toys, mouth toys, guns or knives. Most children's books are acceptable, but check with the teacher first. Show and Tell is scheduled on a thematic basis and the parents receive a calendar telling the theme. Please be sure that the item brought is marked with the child's name.

### **CLOTHING**

Roomy, washable play clothes are best for school wear. For the child's safety and comfort, shoes that are completely enclosed front and back are best because of the woodchip bedding on the playground area. The clothes should be easy for the children to undo so they can take care of their own bathroom needs. All coats, jackets or sweaters should be marked plainly with the child's name on the label.

### **INSURANCE**

Grace Community Christian School does meet the minimum liability coverage requirements set forth by the State Health Department.

### **HEALTH**

The State Department of Health Services requires a complete and documented immunization record and health record card before your child may attend class.

The preschool desires to provide conditions that encourage cleanliness and good health practices among the children. A child becoming ill after arrival at school will be brought to the nurse's office and his parents will be notified.

If a child has a communicable disease such as chicken pox, you must report it to the nurse. If your child has an allergy or is recovering from an illness (no longer contagious) and still requires medication, it may be given if:

- A. Medicine is sent to school in the original container AND
- B. A permission slip is signed in the nurse's office giving the school permission to administer the medication.

If your child is absent, please call the nurse's office (480-966-5022 x249) and let us know the reason.

## **EMERGENCY INFORMATION**

In case of a medical emergency or accident during school hours parents will be notified within 30 minutes by phone and given a written notification of the incident within 24 hours. Because of this, it is imperative that we have current address, home and work phone numbers, as well as cell/pager numbers of the parents and your emergency contacts on file at all times. If any of this information changes please notify the school office immediately.

## **TRANSPORTATION**

Parents must provide transportation to and from school. A carpool list will be available in the school office. All adults involved in picking up your child must sign a special carpool form. You may obtain this form from your child's teacher.

## **DISCIPLINE PROCEDURES**

Positive or preventive guidance techniques are the basis of our discipline approaches, which involves being sensitive to classroom happenings. Intervention before the problem exists is our goal. Along with this, we as a staff will focus on:

1. Cueing appropriate behavior –before doing a new activity, talking about what the activity involves. Discussing rules regarding the activity and the expectations of the children.
2. Positive reinforcement – “catching” the children acting appropriately, calling attention to positive behavior and praising it.
3. Manipulating the environment – Making simple changes in the arrangement of the physical environment.

The second part of discipline is “After the Fact Discipline”. When a child continues to behave inappropriately, some intervention may be necessary. The child will be given a warning and then taken out of the situation. The child will be allowed to re-enter after the teacher talks to him/her, prays with them, and is assured the child is able to correct the behavior. Every effort is made to reassure the child that they are loved even though their behavior was not appropriate. If continuous discipline problems do arise, parents, teachers, and the director will work together on a positive program for the ultimate benefit of the child



# GCCS PARKING LOT POLICY AND PROCEDURE

To ensure a more **safe, secure, and efficient** school campus,  
the following procedures are required

## TRAFFIC DIRECTION AND TIMES – See map

- All traffic will flow from east to west from 7:45 – 8:45am and from 2:45 – 3:45pm
- **Drop-off** time is 8:10am for grades K-8
- K-8 students arriving before 8:10am are to be at Before-School Care or participating in a school program (music, sports, etc.)
- No parking behind E-Building on K-8 school **half-days from 11:00am – 12:30pm**

## ENTRANCE

- **ALL TRAFFIC FLOW IS EAST TO WEST!!** Enter campus from Dorsey Lane.
- **Form two lanes as you enter the parking lot** – left lane for Zone A; right lane for Zone B and Zone C.

## DROPOFF / PICKUP ZONES

All students in grades 1-8 will be dropped off and picked up in one of the two loading zones: (1) By the Information Center or (2) Behind the E-Buildings. Kindergarten – see Zone C below for pickup.

Students may enter / exit vehicles in the following zones:

- **ZONE A:** After turning at the Info Center, the right lane is used for unloading/loading, which is located adjacent to the sidewalk at the Worship Center and going all the way to the stop sign. Pull forward as spaces open up (never crossing into handicapped spaces.)

Students can only load into a vehicle from a loading zone – no crossing through parking.

Once students are unloaded / loaded, pull out into continuously moving lane to your left. There will be **NO drop-off or loading from this moving lane**. Proceed to stop sign and alternate turns.

Zone A has three exit options: (1) Turn right at crosswalk and proceed to Southern Avenue, (2) Turn right past basketball court and proceed to Southern Avenue, (3) Proceed to Dorsey Lane.

- **ZONE B:** The left lane behind the E-building is used for unloading/loading. The zone starts at the lockers. In the morning, be prepared to unload immediately to facilitate a smooth continuous traffic flow. Pull forward toward the stop sign as spaces open up. (Please, no multiple stops within a zone to unload different grade level students.)

Once students are unloaded/loaded, pull out into continuously moving lane to your right. There will be **NO unloading/loading from this moving lane**. Proceed to stop sign and alternate turns. Zone B exits onto Terrace Road.

- **ZONE C - KINDERGARTEN PICKUP:** Kindergarten students will be picked up in the secure, gated, shady area next to the Terrace Center. Only Kindergarten drivers are allowed in this drive area.
  - 1) Enter at Dorsey Lane (even at midday pickup).
  - 2) Continue behind the E-buildings (Zone B) and turn left to proceed toward the Terrace Center.
  - 3) Your child will be walked to you by a staff member and loaded into your vehicle.
  - 4) Students in grades 1-8 with a sibling in Kindergarten Full-Day may be picked up with the Kindergarten students in Zone C.
  - 5) Exit at the Terrace Center driveway.

## PRESCHOOL PARKING

All Preschool parents will bypass Zone A by the Worship Center to access the designated Preschool spaces east of the Worship Center. Students are encouraged to hold their parent's hand in the crosswalk.

Choose one of two exit options: (1) Turn right past basketball court and proceed to Southern Avenue, or (2) Proceed to Dorsey Lane.

Preschool can park behind E-Building to pick up at 11:30am or 1:00pm except on K-8 half day dismissals.

## HANDICAP PARKING

There will be **no parking in any handicapped spots** between the Information Center and the crosswalk behind the Worship Center directly south of the median (without official insignia permit) for the following reasons:

- 1) It is against the law to park in a handicap spot. By ignoring the law, we are giving a very negative message to our children and to campus visitors.
- 2) We share our campus with the church. During the week and at unscheduled times these parking spaces are needed for handicapped visitors.

## TEACHER PARKING

The spaces north of loading Zone B and the gym are designated teacher/staff parking **only**.

## PARKING NOTES

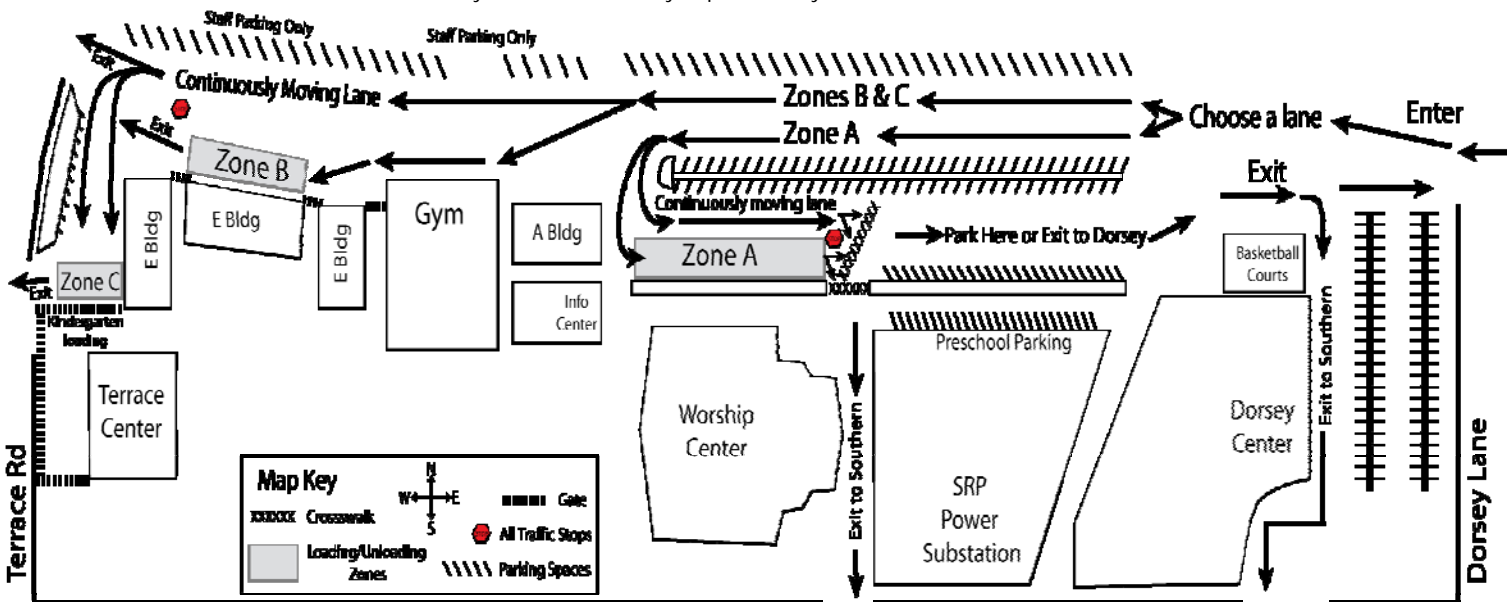
- In loading zones, stopped cars must always be placed in Park. Driver must always remain behind the wheel.
- No parking in Zone B behind E-Buildings during unloading/loading times (7:45-8:45am & 2:45-3:45pm).
- No parking in the spaces reserved for teachers/staff.
- No parking in the designated Preschool parking spaces east of the Worship Center unless you are a Preschool driver.
- No backing in. Parked cars should always pull forward into spaces.
- Never leave cars **unattended** in loading zones.

## IMPORTANT

- To ensure the safety of all students and the efficiency of the loading process, the school desires that all students wait in a designated loading zone when being picked up after school. This will decrease foot traffic through the parking lot and in the crosswalks.
- It is understood that some students walk to and from school. These students will walk in appropriate crosswalks when leaving the campus.
- When the need arises for parents to park and come onto the campus, please use appropriate crosswalks.
- When school is dismissed, students should go directly to the loading zone that their parents have determined to insure an efficient pick-up time (Zone A or Zone B). Kindergarten students (and their siblings) go directly to Zone C.
- When school is dismissed, students who participate in After-School Care should go directly to the After-School Care area.
- All athletes going to Jason Field after school are required to use the crosswalks and sidewalks instead of walking within the parking lot.
- Students on campus after 3:45pm must go to After-School Care unless they are participating in a school activity. Students may NOT wait at Dorsey Center to be picked up at the end of the school day.

## IF YOU NEED TO PARK, PLEASE PARK

- Anywhere beyond the crosswalk; a crossing guard will assist students in the afternoons.
- To the north of the median by the Info Center. If you park here, you **MUST** use crosswalks.



## 2009-2010 PRESCHOOL CALENDAR

AUGUST 11-14	Tuesday-Friday	Staff Orientation/Rooms Ready
AUGUST 17/18	Monday/Tuesday	Meet Your Teacher (1-3 pm)
AUGUST 20	Thursday	Parent Orientation (6:30-8:00 pm)
AUGUST 24	Monday	First full day of Preschool
AUGUST 25	Tuesday	First full day of Preschool
SEPTEMBER 7	Monday	<b>No School</b> – LABOR DAY
SEPTEMBER 15/16	Tuesday/Wednesday	Preschool Pictures
OCTOBER 12-16	Monday-Friday	<b>No School</b> – OCTOBER BREAK
OCTOBER 30	FRIDAY	Jogathon – 11:30 Dismissal
NOVEMBER 5/6	Thursday/Friday	<b>No School</b> – ACSI Teachers Conv.
NOVEMBER 11	Wednesday	<b>No School</b> – Veteran’s Day
NOVEMBER 25	Wednesday	11:30 Dismissal
NOVEMBER 26/27	Thursday/Friday	<b>No School</b> -THANKSGIVING BREAK
DECEMBER 15/16	Tuesday/Wednesday	Christmas Programs-Not full day
DECEMBER 17-JAN 1		<b>No School</b> -CHRISTMAS BREAK

**Classes dismissed at close of school Wednesday, December 16<sup>th</sup>.**

JANUARY 4/5	Monday/Tuesday	Classes Resume
JANUARY 18	Monday	<b>No School</b> – MLK JR. DAY
FEBRUARY 15	Monday	<b>No School</b> – PRESIDENTS DAY
FEBRUARY 18/19	Thursday/Friday	<b>No School</b> - Parent/Teacher conferences
MARCH 8-12	Monday-Friday	<b>No School</b> – SPRING BREAK
APRIL 2/5	Friday/Monday	EASTER
MAY 19/20	Wednesday/Thursday	Last Day Preschool/Park Day
MAY 21	Friday	Last Day for Teachers

## 2009-2010 PRESCHOOL TUITION RATES

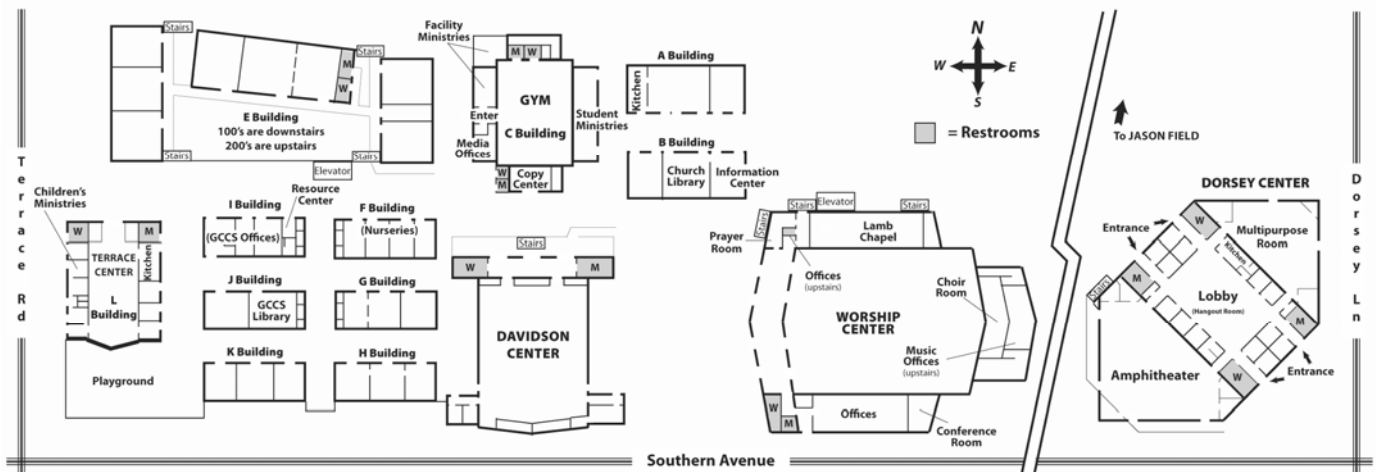
**Registration Fee**      \$100.00 (includes activities and T-shirt)

			<b>Monthly Tuition</b>	<b>Annual Tuition</b>
<b>THREE YEAR OLDS</b>				
Two Half Days	T/TH	8:30 am -11:30 am	\$132	\$1320
Two Full Days	T/TH	8:30 am -3:00 pm	\$218	\$2180
Three Half Days	M/W/F	8:30 am -11:30 am	\$190	\$1900
Three Full Days	M/W/F	8:30 -3:00 pm	\$270	\$2700
<b>FOUR YEAR OLDS</b>				
Two Half Days	T/TH	8:30 am -11:30 am	\$132	\$1320
Two Full Days	T/TH	8:30 am -3:00 pm	\$218	\$2180
Three Half Days	M/W/F	8:30 am -11:30 am	\$190	\$1900
Three Full Days	M/W/F	8:30 am -3:00 pm	\$270	\$2700
Five Half Days	M - F	8:30 am -11:30 am	\$290	\$2900
Five Full Days	M - F	8:30 am - 3:00 pm	\$370	\$3700
<b>FIVE YEAR OLDS</b>				
Four Half Days	M - TH	8:30 am -11:30 am	\$240	\$2400
Four Full Days	M - TH	8:30 am - 3:00 pm	\$320	\$3200
(Five Full Days Optional)				

**LUNCH BUNCH**      M - F      11:30 am - 1:00 pm      \$6 per day on as needed basis  
Available for all **half day** preschool classes listed above.

**EXTENDED CARE**      M - F      3:00 pm - 4:30 pm      \$6 per day on as needed basis  
Available for all **full day** preschool classes listed above.

# GCC/GCCS CAMPUS



**Michael Jordan**  
Administrator

**Shirley Broek**  
Preschool Director



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