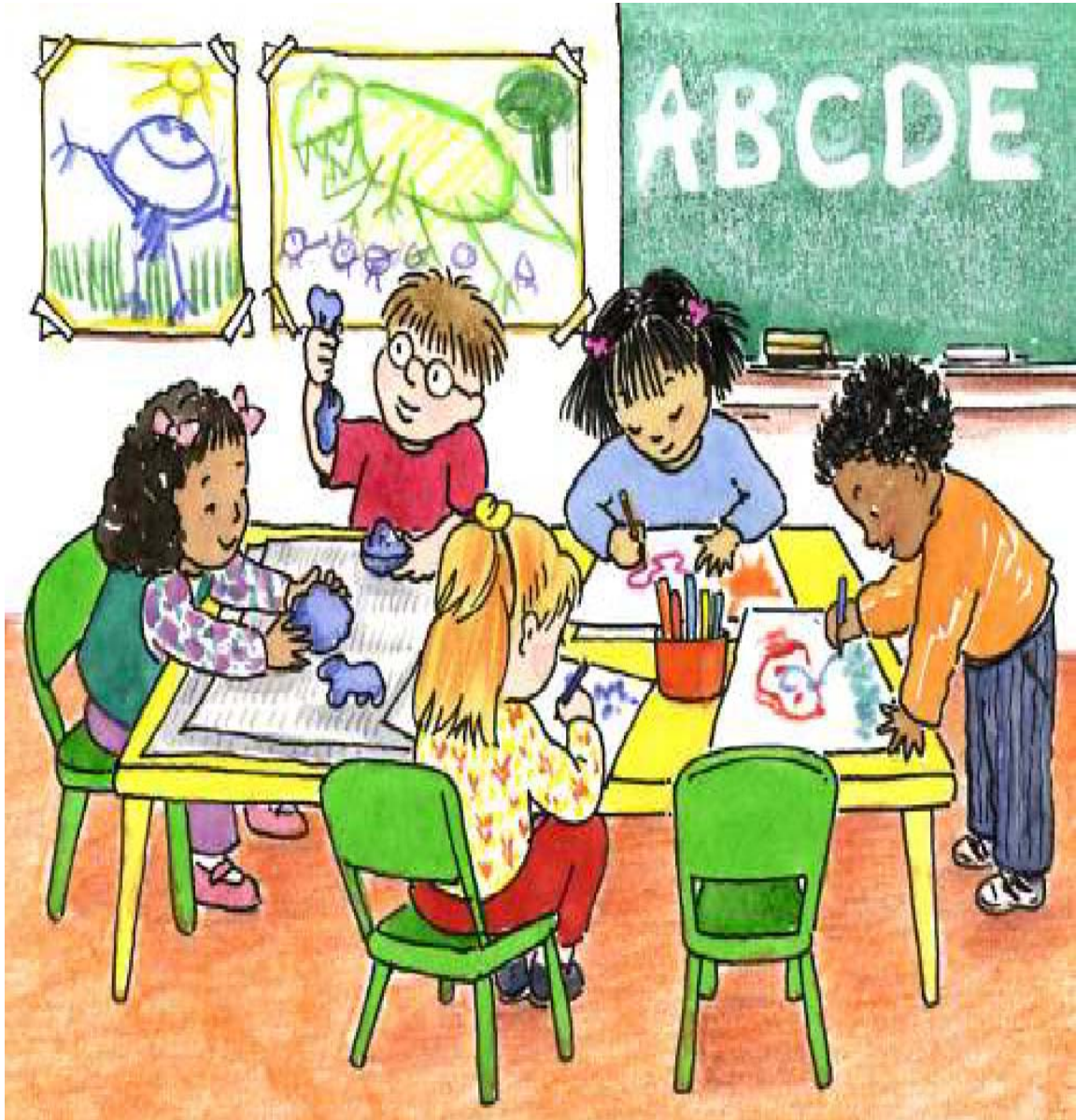


**GRACE EARLY CHILDHOOD
PARENT HANDBOOK
2009-2010**



**GRACE EARLY CHILDHOOD
CARE & EDUCATION CENTER**

FAMILY HANDBOOK

Grace ECCE Center
Belton School District #124
614 W. Mill Street
Belton, MO 64012

Phone:
(816) 348-1514

Fax:
(816) 348-1565

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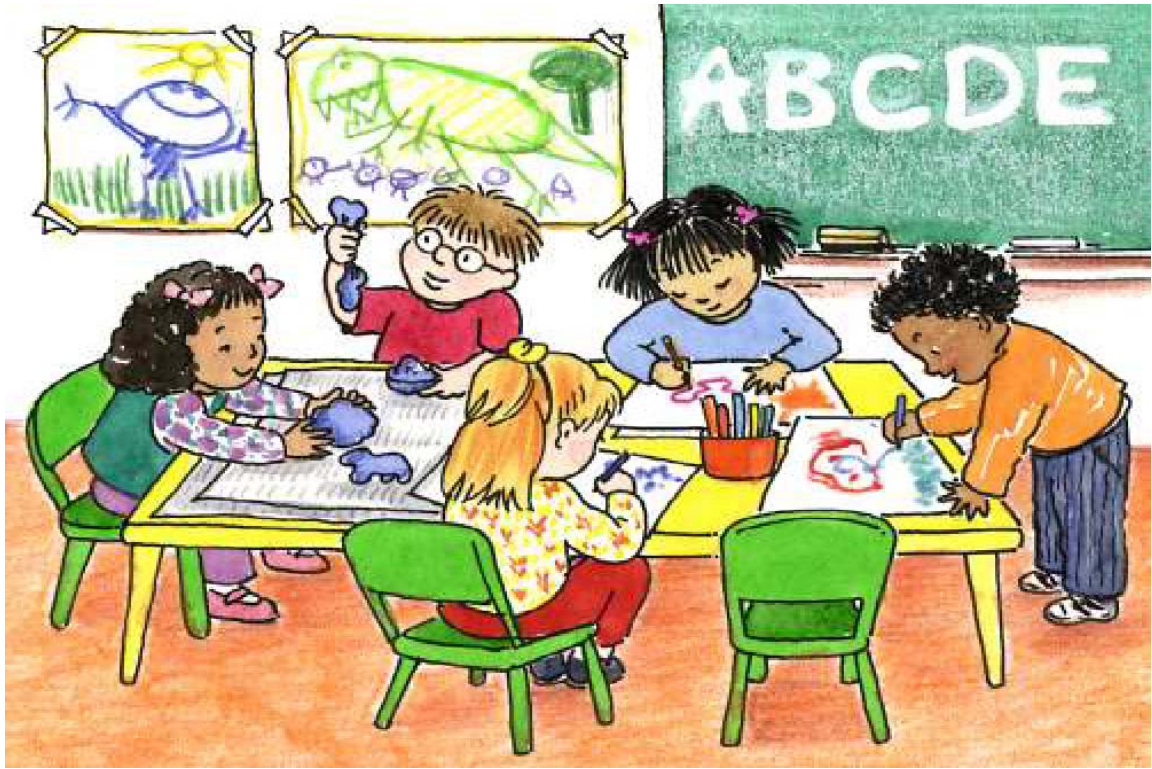
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GRACE HISTORY

The Grace Early Childhood Care & Education Center, part of the Belton School District since August 1999, houses the district's Parents As Teachers program, The United Way Success By Six Center, The Grace Early Childhood Care Center for Teens and Staff, Early Childhood Special Education, Missouri Preschool Project Programs, Title I Preschool, and a part-time Pre-K early childhood program free to Belton School District residents.

The foundations for the new Grace Center actually began in the Belton community more than fifty years ago. The Grace Factory, a manufacturing company for children's clothing, originated in the basement of the founder's home in 1934, moving to new locations several times within the Belton community, before it finally located in the present Grace Center in 1956. The Grace Factory manufactured quality children's clothing, finally closing its doors in 1993.

The residents of Belton have a long and proud history of commitment to the education of children. This was demonstrated by the public support required in the passing of a bond issue that provided funding for the renovation and restoration of what has become known as The Grace Early Childhood Care & Education Center. Through collaboration within the district's administration, staff, school board, and community members, this state-of-the-art facility was established for the benefit of young children in Belton and their families.



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**GRACE EARLY CHILDHOOD
CARE and EDUCATION CENTER
MISSION STATEMENT**

The Grace Center will provide a safe environment where children will develop an enthusiasm for learning, exploring, and creating while engaging in activities that foster development and promote respect for self and others.

The Grace Center will cultivate a meaningful partnership among school, families and community to promote quality early care and education.

Curriculum

Children learn by doing. Through active involvement with their environment, children attempt to make sense of the world around them. They learn by observing what happens when they interact with materials and other people. They spontaneously engage in activities such as block building, painting, or dramatic play, adding pieces of information to what they already know and thereby generating new understandings. Children learn simple concepts and then use these concepts to grasp more complex ideas.

Young children view the world concretely, and as they mature, their view changes. What they know at any given point will depend on the first-hand experiences they have had. By interacting with their physical environment (indoor and outdoor) and their social environment (other children and adults), they continually broaden their frame of reference.

The Project Construct Curriculum approach is implemented at Grace ECCE. This approach is based on constructivism, a research-based theory about how people – children and adults- learn. Understanding how children construct knowledge provides us with a solid framework with which to build our teaching practices around. The following four principles are integral to the Project Construct early childhood curriculum and assessment framework:

Principle 1. “Children have an intrinsic desire to make sense of their world. They will learn what they genuinely need and want to know. When children have opportunities to plan and select their own activities, they not only acquire knowledge and skills in the process but also the inclination to use them. Along with individual interests and needs, children also have personal styles of learning. Like adults, they learn in different ways and at different rates. By being flexible in expectations about when and how children will develop and by encouraging children to identify and solve problems that interest them, adults can give young children a good start on a course of lifelong learning.”

Principle 2. “Children actively construct knowledge and values by interacting with the physical and social worlds. Because their thoughts are still closely tied to action, young children require a learning environment within which they can interact physically, intellectually, and socially. They need to act on objects and observe reactions, to make predictions, and to attempt to produce desired effects through their own actions.”

Principle 3. “In their universal effort to understand the world, children’s thinking will contain predictable errors. These errors are necessary to the learning process. Children who ask questions and who risk making incorrect predictions are engaged in active thinking.”

Principle 4. “Children’s development is an interactive and interrelated process and spans the Sociomoral, Cognitive, Representational, and Physical Development domains. As children explore and expand on their interests and construct understanding in a particular domain, that understanding influences their development in other domains as well. While all developmental domains, thus, influence each other, it is within the Sociomoral domain (the area of children’s personal and social development) that children best further their cognition and language.”

Missouri Early Childhood Preschool Standards

The Project Construct Curriculum correlates with the Missouri Preschool Standards. All instruction, IEPs (Individual Education Plans) and assessments are linked to the Missouri Early Childhood Standards. More information may be obtained from the Missouri Department of Education website.

Goals and Objectives

For each child at Grace:

- To experience and develop a sense of self-esteem and self-worth
- To develop and strengthen impulse-control skills
- To exhibit a positive attitude toward life and others
- To demonstrate cooperative, pro-social behavior
- To acquire learning and problem-solving skills
- To expand logical thinking skills
- To acquire concepts and information leading to a fuller understanding of the immediate world
- To demonstrate skills in make-believe play
- To expand verbal communication skills
- To develop beginning reading skills
- To acquire beginning writing skills
- To enhance gross motor skills
- To enhance and refine fine motor skills
- To use all senses in learning

ADMINISTRATION AND SUPPORT STAFF

Belton School District Central Office

(816) 348-1000

Dr. Ken Southwick	Superintendent of Schools
Dr. Tanya Shippy	Assistant Superintendent / Human Resources
Dr. Mike Slusher	Deputy Superintendent / Pupil Services
Dr. Sandy Clutter	Assistant Superintendent / Director of Special Services
Dr. Sara Jones	Assistant Superintendent / Director of Elem Curriculum
Dr. Kirby Hall	Assistant Superintendent / Director Finance / Support Serv
Dr. Bob Poisal	Director of Curriculum & Professional Development

Grace Early Childhood Care & Education Staff

(816) 348-1514

Rhonda Hardee	Grace Building Administrator Supervisor Early Childhood / Children's Services
Brandy Austin	Child Care Coordinator / Assistant Children's Services
Debbie Soldi	ECSE Process Coordinator
Joanie Nash	Grace Center Secretary
Debbie Campbell	Grace Center Secretary / SAC Accounts
Jan Jacobs	PAT Secretary
Todd DePaepe	Supervisor Health Services / Grace Nurse
Sarah Cook	Grace Center Nurse
Kristin Cummings	Early Childhood Special Education Teacher
Brandi Frazier	Early Childhood Educator
Sarah Lattimer	Paraprofessional
Tricia Storr	Paraprofessional
Sarah Grube	Paraprofessional
Lori Steele	Early Childhood Educator
Pam Elliott	Paraprofessional
Joan Bishop	Paraprofessional
Holly Cable	Paraprofessional
Kylee Coffman	Paraprofessional
Hannah Anderson	Early Childhood Educator
Regina Zawada	Paraprofessional
Bethanie Cummings	Paraprofessional
Jan Hardee	Paraprofessional
Shannon Grine	Early Childhood Educator
Susan Coovert	Paraprofessional
Verna Underwood	Paraprofessional
Kyle Wills	Paraprofessional
Lillian Gentry	Paraprofessional
Danielle Hickam	Early Childhood Educator
Kristy Hardee	Child Care Center
Kathleen Sears	Child Care Center
Alice Correa	Early Childhood Educator
JoLynn Dugan	Paraprofessional

Debby Patton	Early Childhood Educator
Jane Spencer	Paraprofessional
Melissa Gillen	Early Childhood Special Education Teacher
Jacque Lewis	Paraprofessional
Kimberly Clark	Paraprofessional
Megan Deccioco	Paraprofessional
Connie French	Early Childhood Special Education Teacher
Paula Glaser	Paraprofessional
Brooke Keltner	Paraprofessional
Vera Bell	Paraprofessional
Melissa Hudson	Early Childhood Special Education Teacher
Moniqua Horton	Paraprofessional
Amanda McMasters	Paraprofessional
Sarah Birk	Early Childhood Educator
Sandra Smith	Early Childhood Special Education Teacher
Emily Milliron	Paraprofessional
Isabel Izydorek	Paraprofessional
Angie Ekberg	Early Childhood Special Education Teacher
Megan Carroll	Early Childhood Educator
Paula Luallen	Paraprofessional
Kelly Myers	Speech Paraprofessional / Librarian
Kathy Muder	Adaptive PE Teacher
Elaine Broockerd	Speech Therapist
Heather Logue	Speech Therapist
Naomi Rose	Speech Therapist
Judy Pina	Speech Therapist
Sue McAllister	Occupational Therapist
Carrie Dunn	Physical Therapist
Juanita Lopez	Lead Child Care Center
Jennifer Manasala	Child Care Center
Nicole Smith	Lead Child Care Center
Kim Kindle	Child Care Center
Stephanie Howell	Lead Child Care Center
Nola Myers	Child Care Center
Lori Shirk	Child Care Center
Amanda Lawson	Child Care Center
Ellen Myers	Parent Educator / PAT Coordinator
Sarah Elkins	Parent Educator
Cathy Johnson	Parent Educator
Melanie Johannes	Parent Educator
Karen Kraft-Stuppy	Parent Educator
Arlene Martinez	ESL Parent Educator
Tammy Wiggins	Parent Educator
Fonda Burkhart	Parent Educator
Sonya Abdelgawad	Parent Educator
Heidi Riley	Parent Educator

Karen Briggs
Adam Parker
Jan Fairall
Janet Greenleaf

Parent Educator
Grace Center Custodian
Grace Evening Custodian
Cafeteria Manager / Cashier

PROGRAMS
OPTIONS & DESCRIPTIONS

❖ **INFANT / TODDLER CARE & EDUCATION (FULL DAY) 6 WEEKS TO 36 MONTHS**

The infant / toddler program is designed for children 6 weeks to 36 months. A warm, nurturing, and stimulating environment is essential in the development of a child's trust in the world and in that child's future ability and willingness to take risks in the learning process and relate to others. (Available for children of teen parents and Belton School District staff.)

❖ **TWO YEAR OLD CARE & EDUCATION (FULL DAY)**

This program is designed for children 2-3 years of age and is based on the belief that optimal learning occurs when children are actively engaged in activities that have real-life meaning and application. Children learn best by experiencing their environment through their senses, physical activity, and social interactions with other children. Feelings of competence and trust are developed through positive interactions with adults and peers. (Available for Belton School District employees and also to residents as openings are available.)

❖ **PRESCHOOL EDUCATION (FULL DAY) FIVE DAYS/WEEK**

Missouri Preschool Project Program (MPP): This is a full-time preschool program with a full-day educational component 8:15-3:15. Wrap-around care is also offered before and after school 6 AM-6 PM Monday through Friday. Full-day care is also provided on school closing days (snow days) and many holiday breaks. This is a fee based program. Transportation is not provided.

❖ **EARLY CHILDHOOD EDUCATION (ECE)(TWO HALF-DAYS PER WEEK)**

2 Day Pre-K Program: This program is available at no cost to all Belton residents who have turned four prior to August 1st (eligible for kindergarten the following year) Classes meet two half days per week for three hour sessions. Transportation is not provided. The Belton School District #124 offers this program in the district for preschoolers to attend *the year before* they begin kindergarten. This program offers classes that meet twice each week for half-day sessions. The program has expanded to include two certified teachers and classrooms, serving 160 children. Project Construct is implemented in the classrooms with certified early childhood teachers and full-time paraprofessionals providing instruction.

ECE STAFF

Alice Correa	Early Childhood Educator
Debby Patton	Early Childhood Educator

JoLynn Dugan Paraprofessional
Jane Spencer Paraprofessional

❖ **TITLE I EARLY CHILDHOOD (FOUR HALF DAYS PER WEEK)**

This program is offered at no cost to qualifying “at risk” students with placement priority going to students the year before kindergarten entry. Qualification is based on a number of factors including developmental screening scores as well as environmental concerns. Student qualification is also based upon a rating scale that takes into account various “at-risk” factors. The intent of this program is to offer extra support to pre-kindergarten students experiencing a developmental delay in one or more areas. Bus transportation is available to qualifying students. The program meets four half days per week and is offered at no cost to parents. Students qualifying for early childhood special education services may also be included in this program in a “Title I / ECSE Blended” program. Fee based wrap-around care is also available for Title students @ \$460 per month.

TITLE I / ECSE STAFF

Sarah Birk Early Childhood Educator
Sandra Smith Early Childhood Special Education Teacher
Megan Carroll Early Childhood Educator
Angie Ekberg Early Childhood Special Education Teacher
Isabel Izydorek ECSE / ESL Paraprofessional
Emily Milliron ECSE Paraprofessional
Paula Luallen ECSE Paraprofessional

❖ **EARLY CHILDHOOD EDUCATION / PRESCHOOL AGE CARE (ECE/PAC) (5 DAYS PER WEEK)**

These classrooms offer fee based full-day education to the typically developing student Monday through Friday. Wrap-around care is available from 6:00 am-6:00 pm for both special and regular education students. With an enrollment limit of 20 students, school day staffing (8:20-3:20) includes a certified early childhood teacher and paraprofessionals. Extended school hours (PAC) is staffed by paraprofessionals as appropriate for staff/ student ratios. Project Construct is also implemented in this classroom. Students may attend the ECE Blended and ECE/PAC Classrooms during the two years prior to kindergarten entry. Full-Time Preschool Care & Education ECE/PAC for regular education students: \$600 per month (5 days/week-Extended Calendar Days)

Staff

Brandi Frazier Early Childhood Educator
Lori Steele Early Childhood Educator
Hannah Anderson Early Childhood Educator
Shannon Grine Early Childhood Educator
Sarah Lattimer Paraprofessional
Sarah Grube Paraprofessional
Holly Cable Paraprofessional

Joan Bishop	Paraprofessional
Bethanie Cummings	Paraprofessional
Regina Zawada	Paraprofessional
Jan Hardee	Paraprofessional
Susan Coovert	Paraprofessional
Verna Underwood	Paraprofessional
Kyle Wills	Paraprofessional
Kylee Coffman	Paraprofessional
Lillian Gentry	Paraprofessional

❖ **EARLY CHILDHOOD SPECIAL EDUCATION
BLENDED CLASSROOMS (ECSE) (FOUR HALF
DAYS PER WEEK)**

This program integrates the enrollment of children identified as special education students with regular education students. The program is designed to accommodate 5-8 children with special needs and up to 15 regular education children in a blended classroom with a maximum total enrollment of 20 students. The rooms are staffed with a regular education early childhood teacher, a special education early childhood teacher, and paraprofessionals. Project Construct is also implemented in these classrooms. The preschool classes meet Monday through Friday each week. ECSE (only) students attend Monday through Thursday. The Early Childhood Education / Preschool Age Care (ECE / PAC) program is available, complementing the Blended ECE/ECSE program with wrap-around care available from 6:00 am-6:00 pm for both special and regular education students Monday through Friday. Preschool Care for ECSE students: \$460 per month

Staff

Kristen Cummings	Early Childhood Special Education Teacher
Tricia Storr	ECSE Paraprofessional
Pam Elliott	ECSE Paraprofessional

❖ **EARLY CHILDHOOD SPECIAL EDUCATION SELF-
CONTAINED PROGRAM (ECSE)**

This program offers a self-contained special education program to children three to five years of age. Individualized Education Plans are developed for qualifying students at no cost to parents. Qualifying students exhibit significant developmental delays and may have specific medical / health diagnosis or concerns. Students may be referred for special education by parents, parent educators, or teachers. Project Construct is implemented in these classrooms which are typically staffed by one early childhood special education teacher, and additional paraprofessionals as appropriate. The preschool classes meet four half-day sessions each week. Early Childhood Special Education students attend according to their Individual Education Plan (IEP), taking into consideration the goals, services, and minutes included in each child's plan. This

program is offered at no cost to qualifying students. Transportation and other related services may be provided. Fee-based wrap-around care in a small group setting is also available. Preschool Care (Special Ed. and Title I Students): \$460 per month For more information related to ECSE, call Debbie Soldi @ 348-1080.

Staff

Melissa Gillen	Early Childhood Special Education Teacher
Connie French	Early Childhood Special Education Teacher
Melissa Hudson	Early Childhood Special Education Teacher
Kimberly Clark	Paraprofessional
Megan Deccioco	Paraprofessional
Jacque Lewis	Paraprofessional
Paula Glaser	Paraprofessional
Brooke Keltner	Paraprofessional
Vera Bell	Paraprofessional
Moniqua Horton	Paraprofessional
Amanda McMasters	Paraprofessional
Kelly Myers	Paraprofessional

ADDITIONAL SERVICES

The Grace Early Childhood Care & Education Center offers the following programs to ECSE qualifying students:

Program:	Staff:
Adaptive PE	Kathy Muder
Speech Therapy	Elaine Broockerd, Heather Logue, Naomi Rose, & Judy Pina
Occupational Therapy	Sue McAllister
Physical Therapy	Carrie Dunn

FOOD SERVICE PROGRAM

All meals and snacks at Grace are available through the Belton School District Food Service. Free and reduced forms are available upon request. Food prices are as follows:

Milk Only: \$.55

Breakfast: \$1.30

Lunch: \$1.90

Snack: \$1.10 *Nutritionally balanced meals and snacks* may be brought from home.

**GRACE EARLY CHILDHOOD
CARE & EDUCATION CENTER POLICIES**

VISITORS

All visitors must enter through the front door and sign-in at the front desk. The front doors will be unlocked 6:00 AM until 6:00 PM.

ENROLLMENT

Students that live within the Belton School District may enroll during Early Childhood Screening held in the spring of each year preceding fall classes and anytime after. Class day and time preference may be indicated at this time as applicable. Staff will attempt to honor parent requests whenever possible, however, due to limited openings, final placement assignments will be the decision of Grace staff and administration.

SUPPLIES

- ❖ Backpack / School Bag – large enough to accommodate full size papers (no rolling backpacks please)
- ❖ Extra set of clothes (socks, underwear, pants, shirt) clearly marked with student's name
- ❖ Box of Kleenex
- ❖ If your child is in diapers, please send five extra diapers for an emergency as well as a few in their backpack daily. You will also need to send one large box of diaper wipes for your child
- ❖ *Individual classes may request additional items throughout the year*

ENROLLMENT FORMS AND DOCUMENTS

In order to comply with state regulations and for each child's safety, the following must be completed and on file:

- ❖ Child Enrollment Form
- ❖ Current Physical/Medical Examination Report incl. shot record
- ❖ Individualized Child Care Plan (if applicable)
- ❖ Parent's Specialized Instructions for Infants/Toddlers
- ❖ Medication Authorization
- ❖ Emergency Medical Release
- ❖ Birth Certificate
- ❖ Social Security Number if available
- ❖ Field trip permission form
- ❖ Ambulance Form
- ❖ Free & Reduced Form (if applicable)

Students may not attend until all documents & forms are turned in to the front office

WAITING LIST

Names of children waiting to be enrolled in fee-based programs will be placed on a list according to a first-come basis. Students will be assigned in order of list.

ORIENTATION FOR FAMILIES

Each year the Grace ECCE Center hosts an Open House as well as individual classroom and program orientations for children and families. A wide variety of information is shared at this time including daily schedules, food program options, arrival and departure procedures, rest /nap information, health and safety policies, Grace program options (PAT, wrap-around care, etc). The Parent Handbook is also provided and reviewed. For students enrolling throughout the year, office staff assist with the enrollment procedure, provide a tour of the building, introduce appropriate staff, answer questions, provide the Parent Handbook, and help facilitate an appropriate transition plan into our program.

ACCESS TO RECORDS

Families may access the following at the Grace front office:

- ❖ Staff child abuse and neglect criminal record forms on all staff
- ❖ Accreditation self-studies
- ❖ Licensing regulations manual
- ❖ Individual Class Lesson Plans
- ❖ Developmental records of their child

Individual class routines and schedules will be shared with parents. These will be provided by classroom teachers and childcare providers.

CHILD'S ILLNESS AND HEALTH

In order to protect the health of all children at the Grace Center, children may not attend who are showing significant and persistent signs of any of the following symptoms:

- ❖ Fever of 100 degrees orally during the past 24 - 48 hours
- ❖ Skin rash or skin disorders that are contagious
- ❖ Inflamed or swollen throat or glands
- ❖ Persistent cough
- ❖ Diarrhea within the past 24 hours
- ❖ Vomiting within the past 24 hours
- ❖ Yellow or greenish mucus running from the nose
- ❖ Weeping or pinkish eyes (excluding allergies)
- ❖ Discharging ear or earache

The Grace School nurse and staff reserve the right to make decisions regarding student attendance when there are health concerns. If symptoms develop while the child is at the Grace Center, parents will be contacted and asked to come for their child within the hour. This is for the health and safety of all children and the staff.

Once a child has been on adequate treatment (such as an antibiotic for infectious disease) 24 - 48 hours, and symptoms have subsided for at least as long without use of fever reducing medication, the child will again be admitted to the Grace Center. Re-

admittance may require a doctor's signed clearance. If in doubt, call the Grace School Nurse. We reserve the right to terminate enrollment for any child whose parents do not observe this policy.

The Grace Center cannot be held responsible for illnesses or injuries contracted at Grace, but will take all reasonable precautions to prevent such occurrence. Parents will be notified immediately in case of serious accident or injury to their child. In accordance with the signed release statement, Grace staff may call 911 for emergency medical treatment and/or transportation.

Grace staff will administer prescription medication only when authorized by the parent. Forms are provided for written instructions and consent from the responsible adult. All medication must be well marked, provided in the original container and labeled with the child's name. Non-prescription medications will require parent authorization. Parents should check each day to be sure that the Grace Center has an adequate supply of their child's needed medication.

Notify the Grace Center promptly in writing when your child receives immunizations. Shot records should be brought to the Grace Center so our records may be kept current.

SAFETY

An Enrollment Form will be completed for all children attending the Grace Center. One section of the form includes a list of individuals authorized to pick up children from the Grace Center. Staff will release children only to those individuals who are listed on the enrollment form. Staff will request to see identification of individuals whom they do not recognize. If you need to have your child picked up by someone other than a parent or guardian, you will need to send written permission to the school, stating who will be picking up your child.

We will need a signed and completed permission slip form for all field trips. Parent volunteers will be needed and welcomed on all field trips.

Periodic drills for emergencies, such as fire and tornado, will be practiced by staff and children. A copy of the Grace Crisis Plan is available for parents' review at the front office.

All staff at Grace ECCE Center are considered mandated reporters of child abuse and neglect. Any suspected cases will be reported as a hotline call to the Division of Family Services.

Due to frequent traffic in front of building, parents should be sure to hold their child's hand until they are safely inside Grace or in their car seat.

Children may wear riding helmets while on riding toys on the playground upon parent request. *All Belton School District properties are smoke free areas.

PARENT RESPONSIBILITIES

Your child should be fully dressed in street clothes, not pajamas, when arriving at the Grace Center. Clothing that is easily cleaned and appropriate for play is recommended. Dress your child ready to play. Children learn skills through actively exploring their environment. At school we encourage all children to use any of the materials we have available for them to help develop all areas (cognitive, fine motor, gross motor, etc.) Do not dress your child in clothes that should not get dirty or stained. We use paint, glue, clay, markers, etc, daily. The Grace Center can't be responsible for paints, markers, etc. on clothing. Outdoor play is a daily occurrence at the Grace Center when weather permits. Your child should dress in clothing appropriate for the weather. Everything you bring to the Grace Center should be permanently labeled with your child's name.

BEHAVIOR MANAGEMENT

The purpose of discipline is to assist the child in developing internal controls for appropriate behavior. Each program at Grace sets standards that encourage the development of self-control, self-respect, respect for others and their property.

Every attempt will be made to redirect negative behavior into more constructive channels. When necessary, parent(s) and staff will discuss together more positive methods of behavior management and develop a plan for implementation.

Staff guidelines for handling inappropriate behaviors include the following:

- ❖ The staff will inform the parent on a regular basis of the child's general day and will note any concerns, problems, or questions.
- ❖ Repeated inappropriate behaviors will be brought to the attention of the Grace Principal and / or Children's Services Coordinator. A conference may be scheduled with the parent.
- ❖ A "Safe Spot" will be used within the classroom as necessary to help children learn to maintain control of their own behavior and emotions.
- ❖ If reoccurrence of inappropriate behavior continues, staff will then consult with the parent to develop a strategy (i.e. observations, screenings, physician consultation, etc.) between parents and staff members to eliminate the inappropriate behavior.
- ❖ If inappropriate behavior continues that compromises the safety of the student and others, that student may be suspended from Grace as follows: 1-2 days out of school suspension, 3-10 days out of school suspension, expulsion from ECE/PAC program.

Each child's situation will be managed on a case-by-case basis to meet the child's needs; therefore, these are simply guidelines to help parents understand the process.

WITHDRAWING FROM THE CENTER

If you should choose to withdraw your child from the Grace Center, we ask for a two-week notice. This will allow parents on the waiting list to be notified of an available space. Notice to withdraw should be made in writing. Accounts will be charged for the two weeks notice regardless of attendance.

Payment will be required for the full week when a child is withdrawn during the middle of the week.

GRACE FEE PAYMENTS & CREDITS

Fees are charged on the 1st of each month and will be considered late if not paid in full by the 20th. As long as the full amount is paid by the 20th, parents may pay weekly, bi-weekly or however is most convenient. Payments will start September 1st and will be charged every month through May. A \$15 late fee will be applied on the 20th to any account with a balance. Because our programs are self-supporting and depend upon parent fees, accounts not paid in full by the 30th of each month will result in removal of the child.

Parents picking up children late according to the school clock will be charged \$5.00 for the first 15 minutes or any portion thereof and \$1.00 per minute for every minute thereafter. Emergency contacts will be called after the first 10 minutes.

Payments should be placed in the blue envelopes provided at the front desk. Be sure your child's name, the amount enclosed and time period the payment covers, is written on the envelope in order to ensure proper credit is given to your account. Receipts will be issued when the payment is entered in the computer and deposits have been made.

Parents are responsible for payment regardless of attendance.

A non-refundable Registration Fee of \$35.00 for the full school year will be due upon enrollment. A sliding scale of reduced fee charges is offered to qualifying families. For more information, check with our front office for appropriate application forms. Most teen parents who are students can qualify for Childcare Maintenance funds from the State of Missouri. It is the parent's responsibility to apply for this assistance through the Division of Family Services, 380-3596, 2500 E. Mechanic, Harrisonville. Parents will need to supply DFS with the child's birth verification and social security number. Children will not be accepted for care until payment is made or DFS authorization has been received. Families of students receiving DFS childcare support funds will be responsible for their daily co-payment and for the Grace daily charge any time a child is absent for more than five (5) days in a month.

PARENT VISITS

Parents are encouraged to visit Grace any time schedules permit. Parents are encouraged to share any special talents, customs, or interests with our children. Activities are based

on themes and parents are welcome to join in and share their expertise and experience. Contact for approval should be made with classroom teachers ahead of time. Parents may plan to have lunch with their child. Arrangements should be made in the morning at Grace, as lunches for the day are ordered by 9:00 AM. Student parents must check out at the high school office as directed. Student parents should check in at Grace and back in at the high school office when returning to class. **Only parents or authorized persons will be allowed in the infant, toddler, and preschool areas.**

BUS TRANSPORTATION

Bus transportation is available **for special education and Title I students.** Please speak directly with the bus company to determine specific drop-off and pick-up times if your child will be riding the bus.

Crabtree Bus Service 331-3200

- ❖ Be flexible, allow time for bad weather and absences
- ❖ Please wait with and for your child at the bus stop everyday. The bus will not drop off your child without an adult present.
- ❖ Please encourage your child to use appropriate bus behavior.

SCHOOL CALENDAR

Grace preschool classes generally follow the attendance days of the elementary schools. Parents will be notified in case of any deviations from normal schedule, such as on early release days.

ECE/PAC is offered in this program twelve months of the year. The program offers care & education Monday through Friday, even when the district is not in session. Days the program closes: Memorial Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. We will be closed an additional Friday in March to allow the staff to attend "The Conference on the Young Years". (Date to be announced.)

Full day care will be available on bad weather days, including school closing days, unless officials advise that travel is hazardous. Any program closings will be announced through the "Emergency Broadcast System." They in turn will notify all the news media, radio and television stations.

GRACE CHILDCARE CENTER (Infant –Two / Three Years)

GRACE CHILDCARE CENTER STAFF

Danielle Hickam	Early Childhood Educator
Kristy Hardee	Assistant
Kathleen Sears	Assistant
Stephanie Howell	Lead
Nola Myers	Assistant
Lori Shirk	Assistant
	Lead
Kim Kindle	Assistant
Juanita Lopez	Lead
Jennifer Manasala	Assistant
Amanda Lawson	Assistant

The Grace Child Care Center provides care and education for children of Belton School District teen parents and children of district employees with vacancy priority given to children of high school teen parents. Staff members are trained in Loving Guidance and Project Construct, focusing on developmentally appropriate practices in providing care and education for infants and toddlers. Infant Care: \$685 per month September through May (Based on School Calendar)

TEEN PARENTS

Students enrolled in the Belton School district may enroll their children in the Grace CCC when they meet the following guidelines.

- ❖ Having regular attendance
- ❖ Maintaining passing grades
- ❖ Working toward graduation
- ❖ Participating in Parents as Teachers

WAITING LIST – TEEN PARENT

Names of children waiting to be enrolled will be placed on a list according to the following criteria:

- ❖ Need
- ❖ Grade level/credits remaining
- ❖ Previous academic grades
- ❖ Attendance record
- ❖ Overall attitude toward completing education

BELTON SCHOOL DISTRICT STAFF

Any member of the Belton School District staff may use the Grace CCC with the understanding that teen parents have priority. Should a teen parent meet the criteria for use of the Grace CCC causing staff to lose a place, the staff member will have a minimum of thirty (30) days notice to allow time to relocate their child. A plan of "last-in, first-out" will be used to determine order of removal. Full-time placement will have

priority over part time. Children of Belton employees will have priority over other family relation.

WHAT TO BRING

If your child uses a pacifier, please bring one you can leave at the Grace CCC. Appropriate clothing for outdoor walks and buggy rides should be included for all ages.

INFANTS:

For infants that are being breast-fed, at least one bottle of frozen breast milk or formula must be available at the Grace CCC. Please check this supply daily to be sure that an adequate supply remains. Moms are welcome to come to the Grace CCC to nurse infants anytime schedules will permit. Normal check out procedures at the high school and in at the Grace CCC should be followed for teen parents.

Infants, who are on formula, will need to have fresh bottles daily. Pre-filled bottles, labeled with child's name and the date you filled the bottle, should be placed in the refrigerator each morning. Parents are responsible for freshness and sanitation of the bottles. Parents are responsible for supplying food for their child if not eating table food.

All infants will need a supply of disposable diapers, wipes, blanket, and at least one change of clothing. All of these items should be labeled with the child's name. Each child's supplies should be placed in their own storage area.

TODDLERS:

You should bring a complete change of clothing, appropriate for the season, to the Grace CCC for your child.

All belongings should be permanently marked with the child's name.

If your child is being toilet trained, extra changes of clothing should be kept at the Grace CCC. Please provide several extra pairs of training pants for toilet training.

Each child needs a favorite blanket and may also bring a toy for rest time. Please plan to leave these at Grace.

Because the Grace CCC will provide a wide variety of play materials, other personal toys should not be brought to the Grace CCC.

TOILET TRAINING

Parent(s) and staff will jointly decide when to begin potty training the child and will work together on implementation. Toilet training will begin only after both the child and parent demonstrate interest. Consistency between the home and the Grace CCC is the key to success for young children. This process will never be associated with any form of punishment. We ask that the child wear diapers or preferably pull-ups with Velcro sides until they can successfully wear underpants with minimal accidents.

SIGN IN PROCEDURE

Each parent will sign their child in, in their child's classroom and place their personal items in their designated space. Children may not arrive before 7:00 a.m.

When you pick up your child, you must sign them out and take home any bottles, dirty laundry, etc. Children of students must be picked up no later than 3:00 p.m. Staff must pick up children no later than 4:30 p.m.

If someone else will pick up your child, you must notify the Grace CCC in writing with the name of the authorized person. Photo identification will be required. If you will be more than a few minutes late or your child will be absent, please notify the Grace CCC as soon as possible.

FEEDING AND EATING

Infants will be held during feeding. Bottles will never be propped. A written diet plan should be completed by the parent and placed on file at the Grace CCC. Parents should update this plan, as the child's needs change.

Toddlers are encouraged to feed themselves when they show evidence of wanting to do so.

Nutritional breakfasts, lunches and snacks that meet FDA guidelines for toddlers and pre-schoolers will be available for purchase from the school lunch service. Parents may also choose to send a snack, breakfast, or lunch from home. (Prices are listed on page 15.)

Fees

During the school year months, September through May, the charge for infants / toddlers is \$685 per month.

PARENTS AS TEACHERS

A free program for families with children ages newborn through school entry

Phone: 816-348-1029

Services Offered By Parents As Teachers

- ❖ Information before the baby is born
- ❖ Information about things to look for in a growing child

- ❖ Periodic check-ups of the child’s development- language, social, motor, hearing, vision, and health
- ❖ Visits in the home or at the center by certified parent educators trained in child development to provide guidance, offer encouragement, and help you evaluate your child’s progress
- ❖ Group meetings with other parents to share experiences and discuss topics of interest
- ❖ Printed information on all aspects of parenting- prenatal to school entry
- ❖ Bi-monthly Newsletters
- ❖ Monthly Activity Calendars
- ❖ Monthly “Family Fun” Activity Times

Community Resource Center

Our Family Resource Center houses a lending library of books for both children and parents, audio and video tapes, an online computer, and a toy and activity check-out library. The Grace Center’s Family Resource Room includes a Success by Six Program as well and is open evening and daytime hours. Please call our PAT office @ 348-1029 for information regarding current hours or to set up an appointment.

Who is Eligible?

- ❖ Residents of Belton School District
- ❖ Expectant parents
- ❖ Parents with children ages birth to school entry
- ❖ Parents who want the best for their child
- ❖ Parents who want to have a healthy, happy child
- ❖ Parents who want to enjoy parenting

PAT Staff

Ellen Myers	PAT Coordinator
Sarah Elkins	Educator
Melanie Johannes	Educator
Karen Kraft-Stuppy	Educator
Arlene Martinez	Educator
Tammy Wiggins	Educator
Fonda Burkhart	Educator
Karen Briggs	Educator
Sonya Abdelgawad	Educator
Heidi Riley	Educator

**GRACE CALENDAR DATES
2009-2010**

AUGUST 17TH - OPEN HOUSE 4:30 – 7:30

AUGUST 17TH - Teacher Workshop with Allards @ 2-3:30 / Concert 5:30-6:15

AUGUST 17-20, Early Childhood Orientation/Class TBA per individual classrooms/programs

SEPTEMBER 10TH – Conscious Discipline Training

SEPTEMBER 19TH – All School Work Day

OCTOBER 22ND – Student Pictures

OCTOBER 24TH – Fall Fest

OCTOBER 28TH AND 29TH – Grace Fall Art Show/Parent Teacher Night

OCTOBER 29TH – Messy Night

NOVEMBER 14TH – Parents As Teachers Workshop

DECEMBER 5TH – Grace Breakfast with Santa

JANUARY 7TH & 8TH – Grace Report Cards / Conferences

JANUARY 23RD – Parents As Teachers Fun Day

FEBRUARY 20TH - Parent Workshop

MARCH 8TH, 9TH, 10TH - Student/Class Pictures

MARCH 22ND – 26TH - Preschool Screenings

APRIL 15TH – Messy Night

APRIL 19TH – 26TH - Kindergarten Screenings

APRIL 24TH – Parent Workshop

MAY 1ST - Grace Carnival

MAY 6TH – Grace Final Day of School (Tentative)

MAY 7TH – 14TH – Grace Graduations

MAY 17TH-20TH – Grace Spring Parent Conferences

Revised 6-5-09