



2024-2025

For Our Families...*Policies,  
Procedures and Processes*



**Grace Child A.C.E. Academy**  
Intentionally Shaping Young Lives to Achieve

602 13th Street  
Radford, VA 24141  
[www.graceachildusa.org](http://www.graceachildusa.org)  
540-831-7222

**Welcome to GRACEWAY  
Ministries**

**Updated: 03/2024**



Dear Families,

*Pastor Eddie and I welcome you to a dream come true! Grace a Child USA Academy is a unique ministry concept that is intentionally fun and inspirational. It will bless the lives of our Life Shapers, your children, and your Family!*

*Everything we do, every decision we make is built on the concepts of love and joy. Our collective goal is to give your family exceptional services and to be a blessing on a consistent basis as we build blessed lives together.*

*In Mark 10:14, Jesus showed his devotion to children and their importance to Him. The scripture says, “**He picked up the children and invoked a fervent blessing on them!**” Our Life Shapers are carefully selected to help us execute the vision the Lord has given us in this ministry. Our heart is for everyone who enters GAC to feel the Love of God! Just as the Lord blessed children, so will we!*

*Our Core Values have been based from the Bible concerning the care of His children.*

*We believe every Child:*

- *is a gift from God*
- *needs intentional direction from people who care*
- *has a unique life plan designed by our Creator*
- *is precious and unique*
- *needs structure and guidance*
- *deserves a childhood filled with love*
- *needs instruction and guidance to become accountable adults*
- *learns from play and from their role models*
- *needs confident adults who can lead, guide and direct*

*We have been given an incredible opportunity to make a difference. We want you and your child to love coming to our Academy, just as our Life Shapers do. They truly love the children they train up and love being in the ministry with us! We hope you and your family will too!*

*Sincerely yours,*



*Eddie & Donna Roberts*

*Pastor Eddie @ [www.gracewayministry.org](http://www.gracewayministry.org)*

*Donna Roberts, Founder @ [www.donnakthornton.com](http://www.donnakthornton.com)*

**Proverbs 22:6 New King  
James Version (NKJV)**

*<sup>6</sup> Train up a child in the way he  
should go,  
and when he is old, he will not  
depart from it.*



## ***Shaping Young Lives to Achieve***

*And the child grew and became strong; he was filled with wisdom, and the grace of God was upon him.  
–Luke 2:40*

Grace a Child USA Academy is a ministry of Grace Way Ministries, Inc. which is devoted to building blessed lives for the people who are served. We are a Christian Academy devoted to sharing God's love with young children and their families. Our Academy is a unique family-friendly life center providing full time care and education along with flexible hourly care tailored to meet the needs of today's parents.

***We seek to impact a child's development through active play and intentional interaction from people who are devoted to their well-being and spiritual development.***

In order to be successful in building that kind of ministry, we respectfully ask every Life Shaper to commit to some very important values.

**We ask every Life Shaper that they:**

- keep an intimate, personal relationship with the Lord Jesus;
- attend their home church regularly;
- pray for the ministry regularly;
- love their co-workers and pray for them;
- work as unto the Lord-giving their best to the children on a daily basis;
- ask for help if needed; the Ministry is here to help and support them;
- share ideas, suggestions, and input to further the ministry's growth;
- know Ministry Management supports, trusts and has confidence in them;
- believe the best of the people they work for and with;
- give children excellent care on a consistent basis;
- practically show the love of God through their actions and words;
- they believe and speak the best of the ministry and fellow Life Shapers;
- experience a deeper commitment to the Lord by serving Him;

## **Our Mission Statement**

*Shaping Young Lives to Achieve! Touching the hearts, minds and lives of young children with God's Grace, Love and Joy!*

## **Our Cultural Objective**

*To actively demonstrate the love of Christ with a standard of excellence to one another and with each task we accomplish.*

## **Our Philosophy**

*Training children is commissioned by the Lord and is both an honorable and a worthy profession.*



## Enrollment Benefits

Thank you for enrolling your child with us! GraceAChild has been dedicated to providing exceptional educational childcare while making it easy and affordable for working parents since May 2011. We are a family-focused, non-profit ministry that cares deeply for the well-being of young children. Please visit our website [www.graceachild.org](http://www.graceachild.org) for complete information and updates!

- **Centers Specifically Designed for Early Care and Education**
  - Classrooms designed for children with age-appropriate furniture, materials, and equipment
  - STEM Activity Centers in our Preschool Classrooms
  - Great playgrounds and green spaces
- **Service Choices**
  - Full-Time Enrollment Status – rates are not based on attendance but space.
  - ACH - automatic draft from a checking account or credit card. (Fees Apply)
  - Easy payment methods with Automatic Draft, Electronic Payments including Visa & Mastercard (we do not take Amex & Discover).
- **Parent Referral Reward**
  - For Every referral that ends in new enrollment, **parents receive an instant \$25.00 tuition credit!** There is no limit! Refer friends and families and be rewarded!
- **Electronic Daily Communication Tools Thru Child Care Seer**
  - Receive daily reports **directly to your Smartphone, Tablet or Computer**
  - Receive **pictures and videos of your child** in “action”
  - **Communicate throughout the day** directly with your child’s teacher
- **Advanced Security for our Children & Families**
  - With **Child Care Seer Computer Check-in** - Real Time
  - **Advanced Security with Webcams**
  - **Double Security Entrance**
- **Advanced Technology utilized with Online Applications**
  - Complete Online Application Process – (\*Immunization, School Entrance Physical, and Birth Certificate required)
- **Advanced Accounting Software from Child Care Seer!**
  - **Instant access** to accounts using Child Care Seer
  - **Pay online** and review statements in real time

Our **Parent Newsletter** is sent out *once a month by email*. It contains valuable information about Grace a Child including exciting activities and special events we may be hosting. At GAC, we strive to keep our parents completely informed with up-to-date information! *Extra copies of the Newsletter as well as our Monthly Calendar will also be placed at the Director’s Station for your convenience.*



Radford Grace a Child USA Academy is **open** Monday thru Friday, 7:00 am-5:25 pm.  
Please note that RGAC is **closed** on the following days and Holidays:

**New Year's Day**      **Good Friday**      **Memorial Day**      **Independence Day**  
**Labor Day**      **Thanksgiving Day & Black Friday**      **Christmas Eve & Christmas Day**

Teacher workday:

**Martin Luther King Jr. Day**

*Also note, that if a Holiday is on Saturday, RGAC will be closed the Friday prior and if a Holiday is on Sunday, GAC will be closed the following Monday.*

### **Information regarding Tuition and Fees:**

**NO PAUSE TUITION: Tuition is charged continuously during enrollment, including ALL non-school days and winter break.**

For your convenience, we accept the following methods of Payments:

- Tuition Express – Auto Draft from a checking account, savings account, or credit card
- Payment at the center with a personal check
- Subsidy payment from the Department of Social Services
- Payment through Child Care Seer

Please note that ALL PAYMENTS are processed on Sunday for the following week. Tuesday is our “Grace Period”, and no late fees will be charged if payment is received by **5:30 pm on Tuesday**. If payment of tuition and late fees are not **paid IN FULL by 12 noon on Wednesday**, **enrollment will be suspended** until your account becomes current. A new registration fee may be applied if enrollment is suspended for more than two weeks. If you are at risk for suspension, please see your director immediately.

### **Transportation Policy**

**Currently, Radford GraceAChild doesn't take field trips or transport any children.**

### **Arrival and Departure Policy**

- Only after enrollment is complete will parents receive their door code that allows them access to the childcare building.
- For security reasons parents are asked not to allow other adults (even familiar ones) into the building. Each parent/authorized person must re-enter their security code before entering.
- Upon arrival, parents must sign their children in.
- If someone other than the usual parent or guardian will be picking up your child, please inform the morning staff of this change in schedule. Make sure anyone picking up your child is listed on the authorized pick-up list. They must be able to show a valid ID in order for a staff member to release your child to them. We reserve the right to hold the child if verification cannot be obtained.
- Your child will not be released to siblings or other children. These policies are for the safety of your child(ren)! When returning to pick up your child, a parent/ guardian must sign each child out.
- **When the parent/guardian is late:**
  - Contact the parent/guardian at the numbers in Childcare Seer
  - If contact with parent/guardian is not established, call the emergency contact(s) listed in Childcare Seer and make arrangements for the child to be picked up.



- o In the event that the parents/guardians/emergency contact(s) are not reached and have not called the center, it is 6:45 pm, or the center has closed for an emergency situation; the center will then notify the authorities, such as child protective services.

**\*\*\*In accordance with VDOE Standard 22VAC40-185-420.C:** A custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of the Code of Virginia).

- Drop off is between the hours of 6:45am and 8:45am
- **ALL CHILDREN NEED TO BE PRESENT BY 8:45am**
- Pick up needs to be **by 5:25pm** because our doors close at 5:30 pm
- There is a **Late Pick-Up Fee of \$5 per minute, per staff**, past 5:30 pm
- If your child will be late or not in attendance, **please call the Academy prior to 8am**, or send a message through Childcare Seer.

## Health and Medication

- **All** medications must be in the original container
- If your child has a pre-existing condition that requires medication, we will need a doctor's note and a telephone number to contact the doctor in case of emergency.
- We cannot administer any medication without a completed medical form for the date medication is to be administered. Please make sure we have local emergency numbers in case your child becomes ill.
- Only trained and authorized staff is permitted to dispense medication to a child with parental permission. Medication will be dispensed as indicated on the packaging. Any special instructions must be provided in writing.
- Duration of the medicine will be no longer than ten working days unless specific authorization is obtained from the physician. This is to ensure the prevention of outdated medication
- When authorization for medication expires, the parent will be notified that the medication needs to be picked up within seven days or the parent must renew the authorization.
- Medications that are not picked up by the parent within seven days will be disposed of by the center. We will mix the medication with coffee grounds and dispose of it in a sealed Ziploc baggie

**Sunscreen and/or Insect Repellent:** Parent's permission must be given, and sunscreen must be in its original container, clearly labeled with the child's name and the date it was first brought in. We ask that parents apply sunscreen in the morning at home, and we will reapply in the afternoon.

**Diaper Cream:** Parent's permission must be given, and diaper cream must be in its original container, clearly labeled with the child's name and the date it was first brought in.

### Infection Control/Sick Children

The Ministry takes precautionary measures to prevent illness from spreading. Tables, toys and areas children use are disinfected daily. Ministry staff are trained in universal precautions and effective hand-washing techniques. Every effort is taken to protect children from exposure to an infectious or contagious disease. However, if your child is exposed to a communicable disease, a **notice will be posted by the Director's Station** identifying which classroom is at risk. The Ministry reserves the right to obtain appropriate medical should the need arise.



If your child is diagnosed with a communicable disease, or any household member for that matter, **please notify the Academy so we can be made aware.** Your help in controlling communicable diseases is greatly appreciated.

**To protect all children in our care, your child will not be permitted to the Academy if:**

- **They have a Fever; Temperature is registering 100 degrees F or above.**
- **They have an unidentified rash.**
- **They have an eye infection, swelling, or drainage**
- **They have recurring vomiting or diarrhea**

Any child showing signs of illness will be isolated until he/she leaves the Academy, and a staff member will comfort him/her until a parent or authorized pick-up contact arrives to take the child home. *Parents and/or guardians will be notified immediately and **have one hour to arrive at the Academy; other emergency contacts will then be called for pick up.***

Before returning to the Academy, **children must be symptom free and fever free**, without the aid of a fever reducer, **for at least 48 hours.**

Please make the ministry aware of any physical impairments or conditions that your child may have. (i.e., diabetes, epilepsy, hearing or visual impairments, ports, heart monitors, ADD/ADHD, etc.)

Parents must notify the Director of any changes in the child's health history and whenever immunizations are due and received. **Please provide us with an updated Immunization History any time your child receives immunizations** so we can keep their file up to date.

**Emergency care** will be given to any child enrolled. Please note your hospital and physician preferences for emergency care on your enrollment form. We will call 911 first and then notify the parents or emergency contacts if the parents cannot be reached. **PLEASE REMEMBER TO ALWAYS KEEP ALL CONTACT INFORMATION CURRENT AND UP TO DATE.**

**Injury Prevention Plan**

- All the cleaning supplies will be locked safely away from the reach of the children.
- All teachers will check classrooms daily for any hazards and remove anything that can be harmful to a child (broken toys, etc.)
- Playgrounds will be checked daily for any hazards and remove anything that can be harmful to a child (broken toys, etc.)
- During classroom time staff will carefully keep watch for any hazards and remove anything that can be harmful to a child (broken toys, etc.)
- During playground time staff will carefully keep watch for any hazards and remove anything that can be harmful to a child (broken toys, etc.)

**Accident Policy and Procedures**

If your child is involved in an accident at the Academy, Standard First Aid will be administered immediately depending upon the type and severity of the accident. If the injury is serious enough that medical attention is thought to be required or if the injury is to the head or face, we will contact the parents, guardian and/or emergency contacts. An Accident Report will be filled out for all types of injuries. The witnessing Lifeshaper will complete documentation and both they, the director, and the parents will sign. The Academy will keep the documentation and it will be kept in a yearly accident/incident file. Upon request parents can receive copies of the accident/incident documentation. When any type of serious accident occurs (i.e., broken bones, possible concussion, allergic reaction, or cuts requiring stitches, etc.), the Academy Director will notify the VP of



Operations and call 911 if necessary. If the child is transported to the Hospital via ambulance, the Director will ride with the child and stay until parents arrive.

## Family Life Academy Structure

Grace a Child USA Academy was founded by Donna Thornton-Roberts, who has over 35 years of childcare and ministry experience. Her team is composed of professionally educated and experienced individuals who love God, have a personal relationship with Jesus Christ and have a passion to impact the lives of young children and families that are being served. The Academy is overseen by the Site Chief Operational Manager, and is led by an Assistant Director and Accounts, Communications Specialist & Live Agent who work with our Life Shapers, volunteers and our Pastor to make this the best place for your child to grow and learn!

### **General Team Qualifications**

Life Shapers are the teachers of Grace a child. Ministry employees are selected based on their passion and devotion to teach young children. Life Shapers believe children are precious possessions. As Believers in Christ, with skills, talents, and abilities, we strive to make a positive difference in the lives of young children and their families.

### **A Sampling of Life Shaper Standards & Requirements**

- Completion of application with at least 3 Professional and Personal References
- Completing Criminal Background Check, prior to employment
- CPS Investigative Report
- Obtaining proof of a Negative Tb screening, prior to employment
- Completing 24 hours of On-Site Training, & a 10 hr. course of Mandatory Online Training
- Incident-free 30-Day Probationary Period AND a successful 90-Day Introductory Period
- Must be between the ages of 18 and 75
- Has college credits or completed education
- Must be able to write and articulate a ministry devotion or call to teach young children
- Submit a personal statement of faith and belief in Jesus Christ
- Has the desire to teach and model Christian principles
- Is in faithful attendance at their home church

### **Executive Management Team**

Donna Thornton-Roberts, Founder GAC Academy  
Deanne Sowers, Site Chief Operational Manager  
Jessica Williams, Director  
Kaitlyn Bennington, Assistant Director  
Eddie Roberts, Pastor Emeritus, and Board President  
Timothy Harris, Executive Pastor and Administrator  
of Graceway Ministries and Scattergood Church

#### **Physical Address:**

*602 13th Street  
Radford, VA 24141*

#### **Mailing Address:**

*P.O. Box 6068, Christiansburg, VA  
24068*

#### **Contact us:**

*Academy Phone Number:*

*540-831-722*

*Fax Number: 540-724-6457*

*[www.graceachildusa.org](http://www.graceachildusa.org)*





## **Natural Disaster Policy**

In the event of a natural disaster (flood, tornado, chemical spill, severe storm, etc.):

- We will move children to the safest area of the Academy which has been designated as “Shelter in Place”; If the center is deemed unsafe, staff will evacuate to the nearest safe business building, for example Scattergood Church and utilize our standard Fire evacuation procedures.
- Emergency phone numbers and attendance sheets will be taken so parents may be called.
- A message will also be sent to parents through our Childcare Seer Portal.
- Radio, flashlight, blankets, nonperishable food, bottled water, formula, & First Aid Supplies will accompany staff.
- In the event of a power outage, the centers are equipped with emergency hall lights and water supplies will be delivered to the center via administration and church employees.

**Emergency Procedures:** All Essential Staff will be trained on Emergency Procedures, such as monthly Fire Drills and bi-annually Shelter in Place Procedure or as changes necessitate.

**If you're interested, a complete copy of this plan is located at the Director's Station for your review.**

**Mandated Reporters:** All Life Shapers, and Ministry Employees are mandated reporters by law. It is their duty and obligation to be trained annually in regard to Child Abuse and Neglect. Below is a sampling of our procedure for reporting suspicious of Abuse & Neglect:

- If you notice a child, come in with bruises, marks, injuries that were not there yesterday, please document on an Incident form and inform the Director immediately.
- You are a Mandated Reporter for Child Abuse; it is not your job to determine what happened or whether something happened, it is your duty to report suspected abuse and neglect; Child Protective Services will then investigate further.
- Child Abuse and Neglect Training is mandatory for ALL employees.
- On occasion, go over Recognizing Child Abuse and Neglect paperwork, policy & procedure.

### **Discipline Guidelines:**

- Discipline will be handled in a fair, consistent, timely and age-appropriate manner
- We redirect negative behavior and discuss appropriate interactions
- When redirection and conversations fail, our Life Shapers help children under the consequences of their behavior; it is important for children to understand why a certain behavior is socially unacceptable and give examples on how to modify such behavior
- Consequences are age-appropriate and never physical
- No form of physical punishment will ever be administered
- Children will never be isolated in a confined space or put in an uncomfortable position
- If age-appropriate, children will be asked to help problem-solve/conflict resolution
- The only time a child will be restrained is to prevent him from running away, cause harm to himself or others; If that occurs, the Director will be called immediately for assistance

### **Termination Policy:**

Occasionally, a child will experience some difficulty in adapting to the center's environment or abiding by the center's rules of behavior. Should this occur, a conference will be scheduled, with you (the parents or guardian), the teacher, and the director. We will work closely with you to see if the problem can be resolved. It may be determined that a child will not benefit from this center and then other arrangements must be made. It is Gracechild management and the director who reserve the right to terminate the enrollment of children whose behavior is continually disruptive and/or whose parents are not willing to comply with center policies. A two-week written notice to the parents will be given by the center should we decide to terminate the enrollment of a child.



## Meals

*Please note that Grace a Child Academy is a  
**NUT-FREE FACILITY***

### **Breakfast:**

Served in our Café at 8:00 - 9:00 am for our Two - Pre-K classes and for our summer camp or out of school days (ages 5- 10)

*Infants, not yet on table food, will be fed according to their schedule and fed in Babyland.*

*Waddlers and Toddlers will be served the selected breakfast in their classroom at 8:00 am.*

### **Lunch:**

Served in our Café at 11:00am for our Two-Year Old's.

Served in our Café at 11:30am for our Preschool Classroom.

Served in our Café at 12:00 noon for our Pre-K Scholars.

Served in our Café at 12:30 pm for our Summer Camp or out of school days (ages 5-10)

*Infants, not yet on table food, will be fed according to their schedule and fed in Babyland.*

*Waddlers and Toddlers will be served the selected lunch in their classroom at 10:30.*

### **Afternoon Snack:**

Served in each classroom at 3:30 pm for our Waddlers - Pre-K scholars.(Summer camp/out of school days, ages 5- 10)

*Infants, not yet on table food, will be fed according to their schedule and fed in Babyland.*

For your convenience, Radford GraceAChild provides well-balanced meals to your child at no additional cost. Children will be served milk with lunch each day; milk, juice or water will be served with breakfast and afternoon snack.

Parents can opt to pack their child's lunchbox. **Please note all lunch boxes must be clearly labeled with your child's name and the current date...**this is a requirement of the Commonwealth of Virginia, and it is imperative to comply with this regulation. The same rules apply to any milk or juice containers brought in for your child. **Please clearly label with your child's name and the date that Milk Carton was opened.**

We have a four-week rotating menu which is posted in our kitchen and available on our website. If our menu has to change, due to food delivery issues for example, we will post that change on your child's daily report.

**PLEASE LET YOUR CHILD'S TEACHER AND THE ACADEMY DIRECTOR KNOW IF YOUR CHILD HAS AN ALLERGY or ANY SPECIAL DIETARY NEEDS.**

In that case, permission to post their Allergy or Special Dietary need will be required so it can be posted in ALL Classrooms, in the Creative Café and in the Kitchen for our Cook.

Parents are encouraged to bring special treats on special occasions such as picnics, birthdays, or other social events. **PLEASE BE RESPECTFUL OF CLASSROOM ALLERGIES --- ASK YOUR CHILD'S TEACHER DIRECTLY SINCE SHE HAS AN ALLERGY ALERT POSTED AND PLEASE CHECK LABELS OF PURCHASED PRODUCTS SINCE WE ARE PEANUT FREE FACILITY.**



### A Sample of Meal Routines our Life Shapers practice daily:

- All children will use the bathroom and wash their hands thoroughly.
- Tables will be cleaned and sanitized prior to mealtime.
- When possible, children may help with setting the tables and preparing for mealtimes.
- Children will lead the mealtime prayer with “God is great, God is good, let us thank Him for our food. Amen”
- When possible, children will serve themselves Family Style by passing the food dishes and scooping appropriate amounts onto their plates.
- Children will be encouraged to try new foods, but we do not force them to clean the plate.
- Children will stay seated and practice quiet conversation with polite manners, interacting.
- Teachers will talk and teach about foods by discussing things such as origin, culture, region, preparation, etc.
- We will always give seconds when available.
- We do encourage children to clean up after themselves.
- We will always visit the bathroom afterwards – Clean hands and FACES always!

## Parent-Teacher Communication

### Conferences

Every six months, Radford Grace a Child Academy will facilitate a parent teacher conference. Typically, these are held in November and again in May. In this meeting, the Lead Life Shaper will inform the parent of social and academic growth as well as behavior, class time participation, and transition to and from classrooms and enrichment centers.

Evaluation forms will be provided to keep an official record for Grace a Child and a copy may be given to the family.

Child Care Seer allows our Academy to go paperless with daily reports, portfolios (including photos/videos), and communications. You can get the FREE Child Care Seer App in both Google Play and App Store. **Once enrolled, please check your email for your invitation to Child Care Seer! Be sure to check your junk mail.**



With your Child Care Seer account, you will be able to:

	Child Care Seer App	Child Care Seer www.childcareseer.com
View updated information in real time (Live)	√	√
Send messages to teachers / receive messages	√	√
Comment Post	√	√
Manage Your Account Settings	√	√
Pay your child’s tuition	√	√
Update you or your child’s information	√	√

**IF YOUR CHILD CANNOT BE PHOTOGRAPHED OR VIDEOTAPED, PLEASE BE SURE TO NOTIFY THE ACADEMY DIRECTOR AND YOUR CHILD’S TEACHER.**



Be sure to like us on Facebook! And feel free to Like and Share so your family and friends can see all the fun and exciting things happening at Grace a Child!

Log on to the camera system and watch your child growing, learning, and having fun! Share with grandparents who live out of town! Know your child is safe and secure inside our Academy because we have invested over \$80,000 in our High-Tech Security Door Systems and HD Video Cameras.

Upon enrollment, you will receive an email to set up your account with our camera system, you will have 24 hours to complete this. Once set up you can download the mobile app and log on to view your child.

If you have any issues installing the program, please call the Academy, during operating hours, or bring your phone in at pick up, and we will have our IT Specialist help you troubleshoot and determine the issues, hopefully helping you resolve it, and getting you all set up.

## Our Curriculum

# WEE Learn

**The WEE Learn** curriculum not only offers cognitive challenges to the young children exposed to their framework, but also incorporates individual and age-appropriate practices.

- **The WEE Learn** curriculum is solidified on its base of concrete experience and focus on relationships, communication, and exploration of the environment. It is clearly evidenced that the curriculum is thoughtfully planned, comprehensive, cohesive, and integrated across each domain.
- **The WEE Learn** curriculum provides systematic learning opportunities in language and early literacy, mathematics, science, social studies, the arts, physical development, and personal and social development. The curriculum is relevant to children's everyday experiences and highlights the importance of the family's role in linking a child's early experiences to the world around them. (*Research foundation - Wee Learn*)



## The Transition Process

There is a great deal of research indicating that a child's success in school can be linked, at least in part, to effective transition practices and activities. Children's early experiences lay the foundation for enjoying school and performing well.

What we do as parents and as professional educators of young children can make a tremendous difference in how these future adults will perceive school experiences and life-long learning.

Listed below are some guidelines implemented in successful transitions and examples of how Grace a Child has adopted these guidelines into our Transition Process.

1. ***Effective transitions establish a positive relationship between the children, parents and educators.*** A parent conference will be scheduled. We feel it is important for you to meet with your new child's teacher, visit the classroom and be able to answer any questions they may have.
2. ***Effective transition programs facilitate each child's development as a capable learner.*** We recognize the growth, development, and learning that has occurred up to this point. As a result of daily observations and recent evaluations, you might feel that your child is more than capable for the next step. You should meet with the new teacher so that important information and learning preferences can be exchanged.
3. ***Transition Programs can be of indeterminate length, depending on a particular child or parent's needs.*** We recognize that this will be a transition time **for all involved.** Your child will transition at their own pace. Please remember that we do have an open-door policy and parents are invited to come and observe any time or view the transition process utilizing the Camera System.
4. ***Effective transition programs are well planned and effectively evaluated.*** Our transition program has been developed with detailed planning and contains clearly defined objectives for a child's development and learning. A few components of the program include observations, evaluations, planning meetings amongst teachers, meeting(s) with family, visiting and graduation.
5. ***Effective transition programs are flexible and responsive.*** We strive to operate in a climate of trust, where the perspectives of all participants are respected so that open communication can take place. Please do not ever hesitate to address any concerns or to find out information if the need arises.
6. ***Effective transition programs rely on reciprocal communication amongst participants.*** Parents, as well as educators, know a great deal about the children in their care. Children also know a lot about themselves, how they learn, and how they respond in certain situations. When the educational and emotional needs of our children are uppermost in the minds of all parties involved, success is attainable.

Let us assure you that we recognize dispositions, values, feelings, attitudes, and understandings are equally as important as skills and knowledge. We also recognize that **children are an active part of the transition process** and not merely recipients. Therefore, above all else, we will always take our cue from the child, throughout the entire process. **Remember, our goal is to make the child's transition as smooth and positive as possible.**



## **TRANSITION PROCEDURES**

- *Observation and Evaluation completed by Lead Teacher*
- *Evaluation reviewed by Academy Director*
- *Parent Evaluation Completed*
- *Teacher's Exchange Meeting Scheduled*
- *Portfolio/Previous Evaluations Shared*
- *Parent/Teacher Conference Scheduled*
- *Child begins visiting new classroom*
- *Director changes Parent's Camera Access to view new classroom.*
- *Child's belongings moved; Child Care Seer updated, and child "moved"*
- *Transition is complete*
- *Graduation! Congratulations!*

At Grace a Child Academy we use a Transition Checklist which documents all of the steps mentioned above and is filed in your Child's folder once the transition process is complete. See your Academy Director if you would like a copy of our transition checklist.

### **What to bring from home...?**

#### **Children under two years of age:**

- Infants need their favorite baby food, formula, or breast milk
- Any supplemental food items you'd like them to have for breakfast and/or snack
- Infants need 2 Crib Sheets and their favorite blanket
- Toddlers and Twos need a sheet for their nap cot and their favorite blanket
- Disposable diapers, pull ups and two changes of clothing
- When Two's are potty training, please be sure to bring extra clothing
- Please label EACH ITEM with your child's full name
- Food Items must be clearly labeled with their name and date

Things to remember:

- *Infants must be at least six weeks old in order to enroll.*
- *Children under 16 months are on their own schedule in regard to feeding and sleeping.*
- *Once your child is ready to want to feed themselves, we will encourage them to do so.*
- *Refer to your child's individual Daily Schedule for specifics regarding Show n' Share Day.*

#### **Preschool Children, ages 3-5 years old:**

- A box of tissues and disposable wipes
- At least two complete change of clothing in a Ziploc bag, with their name written on it
- Their favorite snuggle toy for nap time
- Please label EACH ITEM with your child's full name



*Infants each have their own personalized schedule; Infants are always fed on demand and sleep according to their personal needs.*

# Baby Land

7:00 am - 8:00 am	Saying Good Morning & Joining our Friends <ul style="list-style-type: none"><li>• <i>Playing with our Favorite Floor Toys</i></li><li>• <i>Small Groups to Develop Social Skills</i></li><li>• <i>Opportunities for Language Development</i></li></ul>
8:00am – 8:45am	Wash up, it's Breakfast Time; Diaper Changes
8:45am – 9:15am	Come and Cuddle; It's Story Time <ul style="list-style-type: none"><li>• <i>Music &amp; Finger Plays</i></li><li>• <i>Bible Stories &amp; Children's Book</i></li><li>• <i>Puppet Play for Language Development</i></li></ul>
9:15am – 10:00am	Discovering Nature ( <i>weather permitting</i> ), Diaper Changes
10:00am - 10:30am	Creative Expressions & Sensory Explorations <ul style="list-style-type: none"><li>• <i>Creating Memorable Artwork</i></li><li>• <i>Engaging the Senses</i></li><li>• <i>Water Play &amp; Texture Touches</i></li></ul>
10:30 – 11:00 am	Wash up, Lunch is here, Diaper Changes
11:00am - 11:30pm	Floor Play with our Friends <ul style="list-style-type: none"><li>• <i>Music with Movement</i></li><li>• <i>Developing Gross Motor Skills</i></li><li>• <i>Small Groups to Develop Social Skills</i></li></ul>
11:30pm - 1:30pm	Let's Cuddle & Rest, Diaper Changes
1:30pm – 2:00pm	Wash Up, Snack is served, Diaper Changes
2:00pm – 3:30pm	Floor Play with Friends <ul style="list-style-type: none"><li>• <i>Developing Small Motor Skills with our Tree Top Adventure</i></li><li>• <i>Self-Awareness and making funny faces with Mirrors</i></li><li>• <i>Music Corner; Let's Shake, Rattle &amp; Roll</i></li></ul>
3:30 – 4:15pm	Discovering Nature ( <i>weather permitting</i> ); Diaper Changes
4:15pm – 4:40pm	Wash Up: Let's share a little Snack
4:40pm – 5:00pm	Come and Cuddle; It's Story Time <ul style="list-style-type: none"><li>• <i>Practicing Language Development</i></li><li>• <i>Bible Stories</i></li><li>• <i>Puppet Play</i></li></ul>
5:00pm - 5:25pm	Prepare for Mom and Dad/ Baby's Choice of Activity

# Waddlers/Toddler Classroom

7:30 am - 8:00am	Saying Good Morning & Joining our Friends <ul style="list-style-type: none"><li>• <i>Playing with our Favorite Floor Toys</i></li><li>• <i>Small Groups to Develop Social Skills</i></li><li>• <i>Opportunities for Language Development</i></li></ul>
8:00am – 8:45am	Wash up, it's Breakfast Time; Diaper Changes
8:45am – 9:30am	Come and Cuddle; It's Story Time <ul style="list-style-type: none"><li>• <i>Music &amp; Finger Plays</i></li><li>• <i>Bible Stories &amp; Children's Book</i></li><li>• <i>Puppet Play for Language Development</i></li></ul>
9:30am – 10:00am	Creative Expressions & Sensory Explorations <ul style="list-style-type: none"><li>• <i>Creating Memorable Artwork</i></li><li>• <i>Engaging the Senses</i></li><li>• <i>Water Play &amp; Texture Touches</i></li></ul>
10:00am – 10:30	Discovering Nature ( <i>weather permitting</i> ), Diaper Changes
10:30 – 11:00am	Wash up, Lunch is here, Diaper Changes
11:00pm - 1:00pm	Let's Cuddle & Rest
1:00am – 2:00pm	Floor Play with our Friends <ul style="list-style-type: none"><li>• <i>Music with Movement</i></li><li>• <i>Developing Gross Motor Skills</i></li><li>• <i>Small Groups to Develop Social Skills</i></li></ul>
2:00pm – 2:30pm	Wash Up, Snack is served, Diaper Changes
2:30pm – 3:15pm	Floor Play with Friends <ul style="list-style-type: none"><li>• <i>Developing Small Motor Skills with our Tree Top Adventure</i></li><li>• <i>Self-Awareness and making funny faces with Mirrors</i></li><li>• <i>Music Corner; Let's Shake, Rattle &amp; Roll</i></li></ul>
3:15pm – 3:30pm	Discovering Nature ( <i>weather permitting</i> ); Diaper Changes
3:30pm – 4:00pm	Come and Cuddle; It's Story Time <ul style="list-style-type: none"><li>• <i>Practicing Language Development</i></li><li>• <i>Bible Stories</i></li><li>• <i>Puppet Play</i></li></ul>
4:00pm – 4:30pm	Wash Up: Let's share a little Snack
4:30pm - 5:25pm	Prepare for Mom and Dad, Waddler's/Toddler's Choice of Activity





# Two's

7:00 am - 8:00 am	Good Morning Friends
8:00 am - 8:45 am	Wash Up, Breakfast with friends, Potty Training or Diaper Changes
8:45 am – 9:30 am	Gather Around for Circle Time <ul style="list-style-type: none"><li>• <i>Calendar &amp; Weather</i></li><li>• <i>Bible Verses &amp; Bible Stories</i></li><li>• <i>Emotions &amp; Flash Cards</i></li><li>• <i>ABC's &amp; Phonics</i></li><li>• <i>Numbers &amp; Counting</i></li><li>• <i>Shapes &amp; Colors</i></li></ul>
9:30 am – 10:15 am	Outdoor Classroom ( <i>weather permitting</i> ) <ul style="list-style-type: none"><li>• <i>Gross Motor Development</i></li><li>• <i>Small Social Groups</i></li><li>• <i>Large Social Groups</i></li><li>• <i>Exploration &amp; Discovery</i></li></ul>
10:15 am – 11:00 am	Free play and Potty Training or Diaper Changes
11:00 am – 11:30 am	Wash Up; Lunch with friends, Potty Training or Diaper Changes
11:00 pm - 2:00 pm	Cuddle Up, it's Rest Time
2:00 pm – 2:30 pm	Wash Up, Snack with friends
2:30 pm – 3:00 pm	Afternoon Curriculum <ul style="list-style-type: none"><li>• <i>Dramatic Play</i></li><li>• <i>Transportation Center</i></li><li>• <i>Math &amp; Manipulatives</i></li><li>• <i>Puzzle Play</i></li><li>• <i>Music &amp; Movement</i></li></ul>
3:00 pm – 3:30 pm	Afternoon Circle Time, Potty Training or Diaper Changes <ul style="list-style-type: none"><li>• <i>Story Time</i></li><li>• <i>Flash Cards</i></li><li>• <i>Practice Vocabulary Words</i></li><li>• <i>Music &amp; Movement</i></li></ul>
3:30 pm – 4:30 pm	Outdoor Classroom ( <i>weather permitting</i> ) <ul style="list-style-type: none"><li>• <i>Gross Motor Development</i></li><li>• <i>Small Social Groups</i></li><li>• <i>Large Social Groups</i></li><li>• <i>Exploration &amp; Discovery</i></li></ul>
4:30 pm – 5:00 pm	Wash Up, Snack with friends, Potty Training or Diaper Changes
5:00 pm - 5:25 pm	Free Play and Prepare for Mom and Dad



# Preschool Class

7:00 am - 8:00 am	Good Morning Friends, Free Choice
8:00 am – 9:00 am	Wash Up, Breakfast with Friends, Bathroom Break
9:00 am – 9:30 am	Come Over to the Carpet for Circle Time <ul style="list-style-type: none"><li>• <i>Calendar &amp; Weather</i></li><li>• <i>Memory Verse</i></li><li>• <i>Bible Verse</i></li><li>• <i>ABC's &amp; Phonics</i></li><li>• <i>Numbers &amp; Counting</i></li><li>• <i>Bible Stories</i></li></ul>
9:30 am – 10:00 am	Story Time
10:00 am – 11:00 am	Enrichment Time, Restroom <ul style="list-style-type: none"><li>• <i>Arts and Crafts</i></li><li>• <i>Learning Games</i></li><li>• <i>STEM Activities</i></li><li>• <i>Bible Lesson</i></li></ul>
11:00 am - 11:30 am	Outdoor Time (Weather Permitting)
11:30 am - 12:00 pm	Wash Up, Lunch with friends, Bathroom Break
12:00 pm – 2:30 pm	Let's quiet down for Rest Time
2:30 pm – 3:00 pm	Wash Up, Snack with friends, Bathroom Break
3:00 pm – 3:30 pm	Center Play <ul style="list-style-type: none"><li>• Rotate Centers</li><li>• Complete Curriculum Work</li></ul>
3:30 pm – 4:00 pm	Afternoon Circle Time, Bathroom Break <ul style="list-style-type: none"><li>• <i>Memory Verse</i></li><li>• <i>Bible Verse</i></li><li>• <i>Story Time</i></li><li>• <i>Curriculum Theme</i></li><li>• <i>Looking forward to tomorrow</i></li></ul>
4:00 pm – 5:00 pm	Outdoor Time (Weather Permitting)
5:15 pm – 5:25 pm	Wash Up and wait for Mom and Dad



# The Pre-K Scholars Classroom

7:00 am – 8:00 am	Good Morning Friends, Free Choice <ul style="list-style-type: none"><li>• <i>Music &amp; Movement</i></li><li>• <i>Legos</i></li><li>• <i>Manipulatives</i></li></ul>
8:00 am- 8:30 am	Wash Up, Breakfast is in the Cafeteria, Restroom
9:00 am - 10:00 am	Let's Start our School Day in Circle Time <ul style="list-style-type: none"><li>• <i>Calendar &amp; Weather</i></li><li>• <i>Memory Verse</i></li><li>• <i>Bible Verse</i></li><li>• <i>ABC's &amp; Phonics</i></li><li>• <i>Numbers &amp; Counting</i></li><li>• <i>Bible Stories</i></li></ul>
10:00 am - 11:30 am	Enrichment Time, Restroom <ul style="list-style-type: none"><li>• <i>Arts and Crafts</i></li><li>• <i>Learning Games</i></li><li>• <i>STEM Activities</i></li></ul>
11:30 am – 12:00 pm	Outdoor Time (Weather Permitting)
12:00 pm – 1:00 pm	Wash Up, Lunch is in the Cafeteria, Restroom
1:00 pm - 3:00 pm	Let's quiet down for Rest Time
3:00pm – 3:30pm	Wash Up, Snack is in the Cafeteria, Restroom
3:30 pm – 4:15 pm	Afternoon Circle Time <ul style="list-style-type: none"><li>• <i>Memory Verse</i></li><li>• <i>Bible Verse</i></li><li>• <i>Story Time</i></li><li>• <i>Curriculum Theme</i></li><li>• <i>Looking forward to tomorrow</i></li></ul>
4:00 pm – 5:00 pm	Outdoor Time (Weather Permitting)
5:15pm – 5:25 pm	Wash Up and wait for Mom and Dad



## The Toddler Years (16 mos -36 mos)

### **Potty Training:**

- Once your child is showing signs of readiness, we will be happy to work with you on potty training; your child's teacher knows what indicators to look for and will discuss this with you.
- Potty training requires consistency and patience. It should be a positive experience with lots of encouragement. You will be asked to provide underwear and several additional changes of clothing during this training period.
- Regular and constant communication will be maintained, especially during this time, as parents and teachers both need support.

### **Biting:**

Biting is a normal phase of child development, occurring typically between the ages of 13-30 months. It is a result of a child's inability to communicate effectively. Many young children are not very verbal and may become easily frustrated. A child may bite when a toy is taken from them, or they are faced with a new situation.

#### *When biting does occur:*

- the child receiving the bite will be comforted and the bite will be thoroughly cleaned with soap and water; if the bite is severe, ice may be applied to relieve the pain and swelling.
- the biting child is removed from the situation or redirected to appropriate activities.
- The parent is notified, and an Incident Report is completed to document the biting.
- An Accident Report is written for the child who was bit in order to notify the parents and for parents of the child bitten.
- The teacher will review the individual situation in an attempt to minimize future and repetitive frustrations for the child.
- The child who bit will be closely supervised and the parents may be asked to come in for a conference to discuss ways we can work together to redirect this behavior.
- The identity of all children involved will always be kept confidential.
- Should a child's biting behavior become excessive, such that another child's safety is a concern, the center reserves the right to suspend and/or dismiss the child from care

Our Life Shapers have received extensive training on dealing with Biting and realize it is an unfortunate, but age-appropriate, phase in a child's development that will pass. Encouragement, redirection, support and close supervision usually helps to resolve the issue quickly.

### **Teacher to Child Ratio**

<b>Infants and Waddlers</b>	<b>(6 wks-16 mos.)</b>	<b>One Life Shaper cares for 4 children</b>
<b>Toddlers</b>	<b>(16 mos -24 mos.)</b>	<b>One Life Shaper cares for 5 children</b>
<b>Two Years Old</b>	<b>(24 mos - 36 mos.)</b>	<b>One Life Shaper cares for 8 children</b>
<b>Preschool &amp; Pre-K</b>	<b>(3 yrs – 5 yrs. old)</b>	<b>One Life Shaper cares for 10 children</b>
<b>After Schoolers</b>	<b>(5 yrs - 10 yrs old)</b>	<b>One Life Shaper cares for 16 children</b>



## **Interns and Volunteers**

Grace a Child Academy welcomes intern students and volunteers from the Christian Colleges, Community Groups, and various churches. An Intern position is considered a privilege and should be regarded as a sacred trust.

An Intern or Volunteer is a non-paid individual, who is directly supervised by Leadership, and assists with daily duties as deemed necessary.

### **Requirements:**

- Willingness to work in a professional environment
- Ability to work under supervision and receive feedback
- Must be of honest and moral character
- Respects the Confidentiality Agreement
- Understand the Child Abuse and Neglect Policy
- Exhibits professional and appropriate communication
- Demonstrates a positive attitude and a willing heart to serve
- Must show proof of a negative TB Test conducted within the last 6 months
- Completes a Criminal Background and Child Protective Services Check
- Completes and signs a Sworn Disclosure Statement

## **Yearly Prevention Procedures**

Staff Meetings and Trainings will be held each year to review all of the accident/incident reports generated within the past year. In this meeting we will cover prevention procedures for each type of accident/incident pertaining to each classroom/report.

### **Playground/Outdoor Play & Safety Plan**

We constantly remind our Life Shapers the importance of constantly supervising the outdoor activities by actively roaming the playground and participating in children's activities. This policy, when followed, helps to eliminate --and hopefully-- prevent accidents from occurring. Please understand...your child's health and safety is our main priority.

Preventing Injuries at Work Training will also be held to make certain that all employees understand Best Practices to limit injury to themselves or other; understand OSHA safety standards and implement safe practices in the workplace.

## **Outdoor Play/ Weather Policy**

Outdoor play is a very important part of our Curriculum. children will play outside, weather permitting, in reasonable conditions. Please make sure your child has the appropriate clothing so that they will be able to participate in the Outdoor Classroom portion of their Curriculum. Our staff uses good judgment in determining if the weather conditions allow for outdoor activities or if the time outdoors need to be shortened.



Grace a Child prides itself on being a year-round program for the convenience of our families. Unfortunately, though, if the weather makes driving conditions unsafe or hazardous, we will post closings, delayed openings or early releases on the television/news banners. We will also make every attempt to contact you via Child Care Seer and/or email. Please make sure your contact information is always current and up to date.

## **Withdrawing Enrollment from GAC Academy**

- ❖ If you decide you no longer need the ministry's services, please note that we require a 4-week written notice prior to withdrawing your child.
- ❖ If you choose to withdraw without a 4-week notice, your account will be charged for the 4-week notice regardless. Dis-enrollments will be processed after receiving the notification in writing. A confirmation may be requested confirming your child's last day at GAC Academy.
- ❖ If it becomes necessary for us to terminate your child's care, we will make every effort to extend the same courtesy, unless circumstances prevent us from doing so.
- ❖ Dis-enrollments can result from non-payment, excessive biting, aggressive behavior that does not improve, behavior that endangers your child or other children in our care, use of vulgar language, or parental aggressiveness, any rudeness, disrespect, and/or vulgar language towards any of our Academy staff.

### **Additions and Changes**

Throughout the year, prior to our next official revision/reprinting of this Parent Handbook, addendums and changes may be needed. At that point, a type of written addendum will be presented to you. However, at any point, should you need additional information, clarification or better understanding of any policy or procedure, do not hesitate to ask your Academy Director.



This page has been intentionally left blank so you can write down any **QUESTIONS AND/OR NOTES** you may have.