



## Parent Handbook

Grapevine Christian School  
525 Park Blvd.  
Grapevine, TX 76051  
(817) 329-3018  
[www.grapevinechristianschool.com](http://www.grapevinechristianschool.com)

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Dear Parents:

Welcome to Grapevine Christian School! We are so excited and consider it an honor that you have chosen us to walk alongside your family during this stage in your child's growth and development. We strive to provide opportunities for children to grow academically, emotionally, physically, socially, and spiritually. Our mission has remained the same since we opened our doors in 1981 – to provide a loving environment where children can learn and grow. Our hope and prayer is that children will be challenged, encouraged, inspired, and, most importantly, know they are loved during their time with us at Grapevine Christian School.

Children are precious gifts from God! Christian education can be one of the most important influences in shaping the life of a child. We ask for your support in our efforts here at school and hope you will make available your time and skills when called upon.

The Parent Handbook is being furnished so you may become better acquainted with the policies and procedures at GCS. We are excited about the year ahead and look forward to getting to know your family! Our door is always open should you have any questions or concerns.

In Christian Love,

Erin Hammonds  
Director

## **Enrollment Procedures**

Enrollment is open to children 18 months to 5 years. Children in the threes, fours, and TK classes must be fully potty trained.

Each child is required to have a completed enrollment packet before he/she attends the first day of class. The enrollment packet includes:

1. Completed Admission Information form, including emergency contacts and emergency medical information.
2. Health form signed by a medical professional.
3. A copy of your child's immunization record or notarized affidavit.
4. Registration fee paid (Non-refundable).

Grapevine Christian School admits students of any race, color, religion or ethnic origin. All rights, privileges, programs and activities are available to all students in the school. We do not discriminate on the basis of race, color, religion or ethnic origin in the administration of our policies and programs.

## **Days of Operation**

We are open Monday – Friday from 9:00am to 2:00pm with an optional after school program from 2:00pm – 3:30pm. Classes are offered Tuesday/Thursday, Monday/Wednesday/Friday, and Monday – Friday. Monthly calendars will be provided detailing holidays, early release days, special days, and class parties. This information is also available on the GCS website.

## **Tuition and Registration Fees**

Grapevine Christian School is a non-profit organization and operates on the funds provided by tuition fees. The Grapevine Church of Christ supplements the facilities to keep the tuition as low as possible. All fees are used to provide salaries, equipment, and supplies; therefore, all fees must be paid on time.

A registration fee is required for each child. This fee is non-refundable and secures a place for your child in a class. This fee covers the cost for supplies, a daily snack and a t-shirt.

<b>CLASS</b>	<b>REGISTRATION FEE</b>
Tuesday /Thursday	\$225.00
Monday / Wednesday/ Friday	\$275.00
Monday-Friday	\$350.00

Tuition has been calculated based upon the total number of days in the school year and the total number of days your child will attend school. This takes into consideration months of differing lengths; therefore, a full month's tuition is expected every month for nine months (September – May). Monthly tuition is as follows:

<b>CLASS</b>	<b>TUITION</b>
Tuesday/Thursday	\$280.00
Monday/Wednesday/Friday	\$390.00
Monday-Friday	\$575.00

If an entire month of school is missed due to illness, half of the monthly tuition rate will be charged. No tuition credit is given for absences due to vacations, inclement weather, etc.

Payments become PAST DUE after the 5<sup>th</sup> and a late charge of \$10.00 will be assessed unless the school is notified in advance and special arrangements are made. A student will be dismissed from class for tuition that is not paid after the 15<sup>th</sup> of the month. The child will not be able to return until the tuition balance, including the late fee, is paid in full.

You may submit your payment to the Director, your child's teacher, send to school in your child's folder, or mail to: Grapevine Christian School, 525 Park Blvd., Grapevine, TX 76051. Parents may also choose to pay online through the Brightwheel app.

### **Withdrawals**

Should you need to withdraw your child during the school year, you must notify the Director **30 days** prior to doing so. You are responsible for tuition and fees.

### **Termination of Enrollment**

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's attendance. Such a decision would be based on what is in the best interest of that child as well as his/her classmates. Every effort will be made to correct a problematic situation before a final decision is made.

Termination of enrollment may be a result of the following:

- Abuse of other children, staff, or property.
- Disruptive or dangerous behavior.
- Special needs which cannot be met without a fundamental alteration to the program.
- Non-payment of fees or tuition.

### **Afterschool Care**

Afterschool care is offered each day from 2:00 - 3:30pm. The fee for afterschool care is \$16.00 per day. Fees will be charged through your Brightwheel account and due with your monthly tuition. A balance will not be kept on your child's account; if payment is not current, your child will not be able to participate. To sign-up your child to stay in afterschool care please indicate afterschool days on the monthly afterschool calendar. Children may be added to the afterschool list on the day of, based on availability.

### **Attendance**

Regular attendance is essential for your child's school success. If your child is going to be absent, please let your child's teacher know via email or by phone. You may leave a message by calling (817) 329-3018.

### **Arrival and Dismissal**

- School begins at 9:00 a.m. Doors open at 8:50 a.m. and will remain open until 9:10 a.m. After this time the door is locked for the safety of the children. If you arrive late, please ring the doorbell and a staff member will open the door for you. Please make every effort to be on time to school.

- School dismisses at 2:00 pm. Our doors open in the afternoon at 1:50 p.m. and children are to be picked up no later than **2:05 pm**.
- If you need to enter the school during the school day, please ring the doorbell and wait for a staff member to open the door for you.
- All GCS traffic should enter and exit the parking lot from McPherson Drive.
- While we encourage parents to come into the building, parents may use the car line for dropping off their child in the morning as well as picking their child up in the afternoon. If using the pickup line in the afternoon, a teacher or the Director will bring your child to your car. You are responsible for buckling your child in his or her seat. Grapevine Christian School is not responsible for missing car seats, improper installation of car seats, or seatbelts.
- There is a specific directional traffic pattern in our parking lot. For the safety of our students and staff, please abide by the directions given by the staff members supervising our parking lot.
- Parents entering the building for arrival and/or dismissal should remain in the hallway outside your child's classroom. If you need to talk to your child's teacher, please consider scheduling a conference time or wait until all other students have been dismissed.
- Distracted driving during drop off and pick up time puts everyone at risk. The driver of a motor vehicle during drop off and pick up must refrain from using their cell phone.

### **Late Pick-Up**

School dismisses at 2:00pm. Our doors open at 1:50 p.m., and children are to be picked up no later than **2:05 pm**. We understand that occasionally you might be late when picking up your child. We allow two grace periods for unforeseen circumstances. On the third and each subsequent late pick up, a \$10.00 charge (for every 10 minutes you are late) will be assessed. You will be asked to pay the late fee upon your arrival.

### **Release of Children**

Children are released only to those persons designated on the admission form. You must notify GCS by phone or in writing if your child is to be released to anyone other than those persons listed on the enrollment form. If an emergency arises and you must authorize another adult to pick up your child, please call the school office. Identification will be required of any person picking up your child. Please note: GCS is required to comply with any valid court order signed by a judge preventing a parent from visiting or removing a child from GCS.

### **Visitation**

We invite you to visit our school at any time during the day to visit and/or observe your child during our normal hours of operation. Upon entrance into the school, please be prepared to sign in and show your driver's license. Please remember prolonged and/or unexpected visits may disrupt the classroom learning environment.

### **Holidays and Inclement Weather**

Grapevine Christian School will follow Grapevine-Colleyville ISD for school closings. If GCISD closes for bad weather, GCS will be closed as well. If GCISD starts late, GCS

will begin classes at 10:30am. GCS does not make up days missed due to bad weather.

### **Clothing and Personal Items**

Send your child to school in clothes for learning!

- Washable clothes and closed toed shoes enable your child to relax and enjoy school. Remember that the preschool experience can be messy, so dressy clothes are not the best choices. Closed toed shoes such as tennis shoes, sneakers are best for school and playing on the playground or in the gym. Please do NOT send your student to school in cowboy boots, Crocs, sandals, or flip flops as these can be difficult to walk in and are not conducive to outdoor play.
- Be sure to label all clothing such as jackets, coats, gloves, hats, etc.
- Please keep a complete change of clothes in a zip-lock bag in your child's backpack in case of accidents. Please remember to update these clothes as the seasons change and include socks and shoes.
- When your child no longer needs diapers, for sanitary reasons, all children are required to wear underwear beneath their clothes.
- Children who are not potty-trained should bring an ample supply of disposable diapers. Please write your child's name on each diaper. All diapers and pull-ups should have Velcro/easy open sides.
- Please leave all of your child's toys at home. Occasionally, the teacher may ask you to assist your child in bringing items for show-and-tell or special activities. Grapevine Christian School cannot be responsible for toys that get lost or broken.

### **Rest Time**

It is required by the State to provide a daily sleep or rest time. A supervised rest period will be provided after lunch for our 18 months, 2-year-old, and 3-year-old classes. Please send a small blanket and pillow, nap mat, or beach towel. We provide vinyl rest mats which are disinfected daily.

### **Snacks and Lunch**

Each child will be provided a snack and water daily. Please notify the school if your child is on a special diet or has a food allergy. We will make every effort to accommodate your child, however if he/she cannot eat the snacks we are able to offer as an alternative, you will need to pack a snack for your child. A copy of our snack calendar is available online and posted outside the Director's office.

Children will bring their own lunch and drink in a lunch bag clearly labeled with your child's name. Parents understand that GCS is not responsible for meeting the child's daily food needs as set out by CACFP (Child and Adult Care Food Program). Please send food that is nutritious, age appropriate, and does not require preparation. Food cannot be stored in the refrigerator or heated before serving. Please include all items your child will need for lunch including a drink, utensils, and a napkin. We will do our best to return any utensils or food containers, so please make sure they are labeled with your child's name.

We ask that each child have a spill proof cup each day. This will be filled with water throughout the day to keep them hydrated.

## **Birthdays**

We celebrate birthdays at Grapevine Christian School. This day is very important to children, and we want to honor them. We provide a birthday hat for each child and sing to the them at the start of the day. Summer birthdays can be celebrated on half birthdays or in the month of May. You may bring a special treat for your child's class if you would like, but please no party favors or decorations. Invitations to birthday parties may be distributed in the classroom as long as each child in the class receives an invitation.

## **Parental Involvement**

We are excited to partner with you in your child's early education experience. Everyone will benefit when we all work together. Communication and cooperation are essential. Please check your child's communication folder on a daily basis. If you have a question or concern, please contact your child's teacher. We have several holiday parties and events throughout the school year that you will be invited to attend and/or help coordinate. Grapevine Christian School families are often included in the Grapevine church programs and activities. Be looking in your child's folder for these opportunities.

## **Water Table**

Students will have the opportunity to play by hand in a water table in their classroom, resource room, or outside. The state of Texas requires parents to give permission for this activity on the admission form.

## **Physical Activity**

Daily physical activity is an integral part of our program at GCS. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

In addition to activities in the classroom, children will participate in at least 30 minutes of outdoor play each day. The following guidelines will be used for outdoor play:

- Children will not play outdoors when the temperature is below 40 degrees.
- Children will not play outdoors when the temperature/heat index exceeds 100 degrees and/or the air quality is not acceptable. The staff will limit outside time and ensure that the students have access to adequate water before, during, and after outside play when the temperature index is high.

In the event children cannot play outdoors, children will play in our Big Room. Children will also participate in 30 minutes of Music and Movement daily in which they will participate in games and activities as well as learn songs and move to music.

Please make sure children are dressed in clothing that permits easy movement that enables full participation in active play and is appropriate for the weather. Footwear

should provide support for running, jumping, and climbing. Sunscreen and insect repellent should be applied prior to arriving at GCS; however, sunscreen and insect repellent in original containers may be sent to school for additional application prior to outdoor play.

## **Health**

Your child's health is of utmost importance to us. State licensing requires current immunization records with dates, number of doses and types received. Required immunizations can be found on the Texas Department of State Health Services website.

Grapevine Christian School is only licensed as a well-child facility. We cannot care for children that are ill. Please keep children at home who have the following conditions:

1. Wound (or sore) with drainage.
2. Abnormal rash, itching or swelling.
3. Fever with an oral temperature 101 or higher or an armpit temperature of 100 or higher within the past 24 hours.
4. Unusual skin appearance; i.e. ringworm, poison ivy.
5. Sore throat.
6. Nausea, vomiting or diarrhea within the past 24 hours.
7. Questionable eye redness, drainage, or inability to open eyelid upon awakening in the morning.
8. Runny nose due to infection (to distinguish between allergy and infection, the latter is usually thick and colored).
9. Fever blisters or cold sores of Herpes Simplex I.

Children must be fever free, without the use of medication, as well as free of vomiting, diarrhea, eye discharge due to Pink Eye or other eye infection, excessive nasal drip, or cough for at least 24 hours before returning to school.

**Children who do not feel well or cannot comfortably participate in all classroom and outdoor activities should be kept home from school.**

Parents will be notified when a child becomes ill at school and must be picked up immediately. The child will be isolated, with supervision, and made as comfortable as possible.

An accident report will be completed any time a child is injured at school. The parent will be notified either immediately or upon arrival, depending upon the severity of the accident.

As required by the state, all children four years old and older prior to September 1<sup>st</sup> will have their hearing and vision tested at GCS. Results will be made available to the parents.

## **Allergies**

We are committed to the safety of all students. If your child has been diagnosed with a food allergy by a health care professional, the DFPS agency requires the school to have an individual food allergy emergency plan on file. This plan/form must be signed by the child's health care professional.

## **Medicine**

We do not dispense medications at Grapevine Christian School without consent from the Director. We will not dispense antibiotics, cough, or cold medicine. If your child is taking cold or cough medicines, please keep them at home. The following medicines can be kept at school:

- Diaper Rash Cream
- Asthma Inhalers
- Epi Pens
- Emergency Doses of Benadryl
- Medicines as needed for medical emergencies

Any medicine sent to school must be brought to the preschool office by the parent in its original labeled container. The parents will be required to fill out an *Authorization For Dispensing Medication* form with dosage and time of needed administration. No medications will be given out without a form signed by the parent.

## **Medical Emergency**

In the event of an accident or sudden illness, the parents will be contacted first. If we cannot contact the parents, the emergency contact will be contacted second. In the event we cannot make contact with the parents or the emergency contact, we will contact the doctor or emergency facility as specified by the parent on the admission form in the child's file.

In the case of critical illness or injury requiring immediate medical attention the following action order will apply:

1. Contact emergency medical services (call 911).
2. Provide the child first aid treatment or CPR as appropriate.
3. Contact child's parent & physician identified in child's emergency contact record if directed to do so by emergency medical services personnel. The emergency contact on the admission form will be contacted if parents are unavailable by phone.

## **Staff Immunizations**

GCS recommends staff receive immunizations as recommended by their doctor.

## **Breastfeeding**

For mothers that need to breastfeed during school hours, a room is available in our facility. Please ask any of our staff members and we will direct you.

## **Parent Communication**

Parents will receive information about their child and upcoming events at school in school newsletters and calendars sent home in their child's folder as well as through the Brightwheel app. Parents can contact any member of our staff via e-mail, a note in the child's folder, or by calling the school at 817-329-3018. Teachers may share class pictures privately, but they cannot be shared via email, text, or social media.

## **Evaluations**

In the fall, children will be evaluated using both formal and informal assessments based on defined learning goals. In the spring, evaluations will be based on formal assessments and overall developmental growth throughout the year will be

communicated with parents. Parents may request a conference with your child's teacher at any time by calling the office or e-mailing the teacher.

### **Understanding Progress**

1. Please encourage your child to talk about his/her school experiences with you.
2. Parents and teachers are encouraged to have open communication with each other.
3. We ask that you do not discuss problematic issues concerning your child when he/she is present.
4. Your child may not bring artwork or worksheets home each day. Sometimes student's work is in progress and may take more than one day to complete. Also, many of our learning activities are play-based and do not create paperwork to take home.

### **Discipline**

Positive reinforcement and logical consequences are the foundation of our discipline policy. The purpose of any intervention on the part of staff members is to redirect inappropriate behavior and prevent problems in as loving and positive manner as possible.

Discipline will be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A staff member may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There will be no harsh, cruel, or unusual treatment of any child.

### **Biting**

When a child bites, parents of the child who bit, as well as the child who was bitten, will be notified. This serves as notice of the bite. If a child continues to bite other children, despite the teacher's and parent's efforts to resolve the issue of biting, the child will be dismissed from GCS. If a child bites twice or more in one school day, the child will be sent home for the remainder of the day.

## **Children with Special Needs**

GCS supports families and children who may need additional accommodations, to include home language, special needs/differing abilities, and cultural backgrounds. Children with disabilities and other special learning needs will be welcome in our classrooms to the extent they can participate in our usual program. Parents will be asked to provide the accommodation recommendations made by their child's health care professional or other qualified professional affiliated with the school district or early intervention program. Staff will work with outside specialists on methods and plans to best meet the individual needs of each child and their family. Enrollment for children with special needs will not be terminated unless a child presents a danger to themselves or others, physically or emotionally or their needs require a fundamental alteration to the program.

## **Emergency Preparedness Plan**

### *Fire:*

Each teacher will follow the evacuation route that is posted in the classroom to exit the building. Aides will assist students that are immobile or need additional help in exiting the building. If the first exit is blocked, the class will use the secondary route. Classes will gather in assigned spots near the playground. Each teacher will inform the Director when all students are present and accounted for.

### *Severe Weather/Tornado:*

Teachers and staff will assist students to designated interior rooms. Aides will assist students that are immobile or need additional help. Teachers will count children to ensure all are accounted for. Teachers and children will sit on their knees facing the wall with their heads down by their knees, covered with their hands. Teachers and children will remain in this position until the severe weather threat has passed.

### *Volatile Persons in Building:*

People whose behavior and/or health status poses an immediate threat or danger to the health or safety of the children must not be present when children are in our care. If, however, this should occur:

- The teacher will go to a secure area (classroom) with all her students. The Director will be notified by cell phone or walkie talkie, and the Director will notify all staff and police.
- Everyone will stay in their secured area until given an all clear by law enforcement officials.

## **Emergency Evacuation-Relocation site will be:**

**Dove Elementary  
1932 Dove Road  
Grapevine, Texas 76051**

In the event of relocation, parents will be notified through the Brightwheel app to pick up their child(ren) at the relocation site.

Grapevine Christian School will conduct fire drills on a monthly basis and severe weather and volatile persons drills four times per year.

### **Video Recordings**

GCS has video cameras located throughout the common outdoor and indoor spaces. Video recordings may be made available to parents provided the recording is available, the parents do not retain any part of the recording if the video depicts a child that is not their own, and prior written notice is provided to the parents of any child(ren) that are captured in the video. An appointment with the Director will need to be set up to view any video recordings.

### **Drug-Free and Gang-Free Zone**

Grapevine Christian School is a designed area where criminal offenses related to organized criminal activity are prohibited within 1,000 feet and are subject to harsher penalty under the Texas Penal Code.

### **Child Abuse and Neglect**

Grapevine Christian School staff members are required by law to report any suspicion of physical, sexual or verbal abuse or neglect. All staff members receive annual training in prevention techniques, the recognition of symptoms of abuse and neglect, and procedures for reporting suspected abuse and neglect. To report child abuse or neglect call 1-800-252-5400 or visit [www.txabusehotline.org](http://www.txabusehotline.org).

### **No Cell Phone Zone**

Grapevine Christian School is designated as a no cell phone use area. Use of a cell phone when dropping off or picking up children is prohibited..

### **Product Safety**

Grapevine Christian School is registered with Consumer Product Safety Commission (CPSC). We regularly receive product recall notices regarding toys, tools, etc. that might be used in an educational environment. We keep and maintain records of these notices. Website: [www.cpsc.gov](http://www.cpsc.gov)

### **State Licensing**

Grapevine Christian School is licensed by the state of Texas. If you have any questions regarding Grapevine Christian School's policies or procedures, would like to review the minimum standards, or view or receive a copy of our most recent Licensing inspection report please contact the Director to set up an appointment.

The minimum standards may also be accessed through the following link:  
<https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards>

Our most recent Licensing inspection reports can be accessed through the following link:  
<https://childcare.hhs.texas.gov/Public/childcaresearch>

Any complaints regarding GCS should be made to our local Licensing office. The address and contact information is:  
1501 Circle Drive Suite 310  
Ft. Worth, TX 76119  
1-800-582-8286 or 817-321-8604  
<https://www.hhs.texas.gov/>

### **Changes and Updates to Grapevine Christian School Policies**

GCS policies are subject to change as circumstances may deem necessary for the safety of our school and students. When policy changes are necessary, parents will be notified by email and the changes will also be posted in the GCS parent handbook, which can be viewed on the website or a via hardcopy in the Director's office.

### **Right of Parent or Guardian**

In addition to the rights previously described in this handbook, parents and guardians may view written records for their child(ren) maintained by GCS as well staff training records, including any training curriculum GCS uses with staff members. By exercising any of these rights including those previously described in this handbook, a parent or guardian will be free from any retaliatory action by GCS.

### **Government Mandated Safety Guidelines**

The policies and procedures outlined in this handbook will be in effect unless new mandates are imposed by the CDC and/or the State of Texas regarding global, national, or local health and safety concerns. Any mandated changes will be communicated to parents regarding:

- Arrival and Dismissal Procedures
- Health Guidelines
- Extended Leave Policy
- Afterschool Care

### **Liability Clause**

I understand, acknowledge and agree there are risks involved, including but not limited to bodily injury, illness, and property damage, in enrolling my child in a preschool. I hereby waive any and all claims against Grapevine Christian School, Grapevine Church Christ, and their agents, employees, representatives, and volunteer assistants (collectively "GCS") for any injury, accident, illness, death, damage, expense, or loss arising from their participation in GCS. I hereby release Grapevine Christian School, its' agents, employees, officers, or representatives, from any and all liability which might arise out of my child's participation and enrollment in GCS.

