



2026-2027

Parent Handbook

GRACE PRESCHOOL

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PURPOSE

The purpose of Grace Fellowship Church Preschool Ministry is to help young children know and love God and His Son, Jesus Christ. In this work, the ministry supports Grace Fellowship Church's vision "to be a house of prayer for all nations."

This purpose is carried out by:

1. Offering a Christian curriculum that is age-appropriate and developmentally appropriate.
2. Teaching children to pray for themselves and others.
3. Helping each child understand that they are uniquely created by God for His glory.
4. Teaching children to show love, kindness, and respect for teachers, classmates, and themselves.
5. Providing loving care and instruction from teachers who love Jesus Christ.

Grace Preschool is licensed by the Texas Department of Health and Human Services. Our program is a non-profit ministry of Grace Fellowship Church and is open to children of all creeds, races, and ethnic groups who qualify through the admissions and registration process. Grace Preschool serves children ages 18 months through five years.

Our classes focus on building each child's self-esteem and creative potential through well-equipped learning centers, outdoor play, weekly chapel, curriculum goals, and music and movement. We are committed to supporting our preschool family by providing a strong educational foundation rooted in Christian beliefs and teachings.

Grace Preschool is governed by a Board of Directors made up of Grace Fellowship Church members. The board meets quarterly to discuss preschool business.

DAYS AND HOURS OF OPERATION

Grace Preschool follows the Katy ISD calendar, except for our start and end dates. Families will receive advance notice of any schedule changes. We follow KISD guidelines for inclement weather; if KISD closes, Grace Preschool will also close. The preschool may also close for emergencies that make the building unsafe or unhealthy, including sewer backups, flooding, fire or storm damage, or loss of running water or electricity.

School hours are 9:00 a.m. to 2:30 p.m. Doors open at 8:50 a.m. Please arrive no earlier than this time, as early arrivals interrupt teachers' lesson preparation and staff prayer. The main doors lock at 9:10 a.m. After that time, please use the doorbell to the right of the front door for entry. See the "Arrival and Dismissal" section for more information.

LATE FEE – A parent who picks up a child after 2:40 p.m. will be charged a late fee. The fee is \$5.00 for one to five minutes late, plus \$1.00 for each additional minute. Please see the "Tuition and Fees" section for more information.

ABSENCES

Please notify the school by 9:30 a.m. if your child will be absent and include the reason for the absence. Child Care Licensing requires us to maintain records of student attendance and absences.

ENROLLMENT PROCEDURES

Grace Preschool is licensed by the State of Texas. **Before attending, each student must have a file containing the required documents listed below.** Student files must be updated as needed throughout the school year.

- Completed registration forms, paid registration fee, and signed Financial Agreement
- State of Texas health requirements with a doctor's signature
- Enrollment/Emergency Information and Agreement
- Release and Hold Harmless Agreement
- Directory Permission Form
- "Introduce Us to Your Child" form
- Hearing/vision screening for four- and five-year-old students (see "Hearing and Vision Screening")

General registration is held each January and February. Returning students register first, followed by new siblings, legacy families, Grace Fellowship Church members, and then the general public. Detailed enrollment information is provided at registration, and any process changes will be shared in writing before registration begins.

Grace Preschool maintains a wait list throughout the school year. When a student leaves the program, the first person on the wait list is contacted. Class sizes are limited.

Grace Fellowship Preschool admits students of any race, color, national origin, or ethnic origin to all rights, privileges, programs, and activities offered by the school. The preschool does not discriminate on the basis of race, color, national origin, or ethnic origin in its educational policies, admissions policies, scholarship or loan programs, or other school-administered programs. Enrollment for students requiring special supervision will be reviewed by the Preschool Director and the Preschool Board of Directors.

Classroom Placement of Multiple Birth Siblings

Grace Preschool does not require multiples to be placed in separate classrooms; however, we recommend separation beginning at age four. Our experience shows that children's personalities, abilities, learning styles, and independence often become clearer when they have opportunities to learn and grow apart from their siblings. Separate placement also allows teachers to better observe and address each child's individual needs. While multiples may share similarities, each child is a unique individual with distinct strengths, abilities, and learning styles.

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL

- Doors will open, and morning carpool begins at 8:50a.m. and is over at 9:10a.m. Classes begin at 9:00a.m. Please be on time to maximize your child's learning opportunities.

Student Entry

- The front carpool door will be unlocked from 8:50a.m. – 9:10a.m. for carpool students only.
- **Parents may not enter through the carpool doors from 8:50a.m.-9:10a.m.**
- If you choose to walk your child to their classroom, use the parking lots on the southwest and southeast corners of the campus (Student Ministry Building front and back lot parking).
- The doors on the south side of the Preschool Building (playground entrance) will be unlocked from 8:50a.m.-9:10a.m. for arrival.

- Do NOT Park in front of the Preschool Building during arrival. The preschool front entrance (north side of Preschool Building facing apartments) is used for carpool in the morning.

Toddler's (18–23-month-old class) Arrival

- **All Toddlers will be dropped off on the Toddler/2's playground between 8:50a.m.-9:10a.m.**
- In case of rain, parents will walk their Toddler to the classroom.
- Toddlers will be able to drop off in the front carpool line by January.

2, 3, 4 and 5-Year Olds Morning Carpool

- Carpool entrance is on the north side of the Preschool Building facing apartments. Once you enter the carpool lane, drive forward as far as possible and wait for your child to be unloaded.
- Please keep your vehicle door closed and your child seated in the vehicle until a staff member opens the door. **Do not let your child stand in the sun/moon roof or hang out the window of the vehicle while in the carpool line. STAY IN YOUR CAR.**
- A staff member will assist your child from the car and escort him/her to their classroom.
- At 9:10a.m. carpool ends, and staff members return to the classrooms.

Late Student Drop Off – After 9:10a.m.

- Parents dropping off after 9:10a.m. must enter through the front preschool door located across from the apartment complex entrance. **Parents may not enter using the back door between the playgrounds after 9:10a.m.**
- Parents should park in a parking spot in front of the preschool and walk their child to the door. **No one may park under the covered drive because it is a fire lane.**
- An office staff member will answer the door and walk the student to class.
- If a parent wants to walk their child to class, they must sign in/out at the Preschool Office

DISMISSAL

Doors on the south side of the Preschool Building (playground entrance) will unlock at 2:15p.m.

Student Pick Up

- **ALL PARENTS** must park and walk into the building to pick up their child from their classroom.
- Students will only be released to an adult 18 years or older listed as a parent, guardian or authorized pickup on the child's enrollment form.
- If you would like a person not listed on your authorized pick-up list to pick up your child, you must give permission via a written note/email to the Preschool Office. Students will only be released to an adult designated by the parent/guardian after verification of a picture ID.

Dismissal Parking and Building Entrance

- Use the parking lot on the southwest and southeast corners of the campus (Student Ministry Center, front, and back lot parking) or the parking spots in the front preschool entrance.
- **No one may park under the covered drive because it is a fire lane.**
- The doors on the south side of the Preschool Building (playground entrance) and the front preschool entrance will be unlocked at 2:15p.m. for afternoon pick up.

Early Student Pick Up – Before 2:15p.m.

- Parents may park in a special needs parking spot in front of the Preschool. **No one may park under the covered drive because it is a fire lane.**
- An office staff member will answer the door.

- Parents must sign out their child in the Preschool Office.
- An office staff member will get the student from their class.
- **All visitors entering the building after 9:10a.m. or before 2:15p.m. must sign in/out at the Preschool Office before entering and leaving the building.**

*Any special needs or circumstances must be approved by the Preschool office.

**To reduce theft opportunities and keep everyone safe please do the following when parking your car:

1. Keep valuable items out of sight.
2. Always lock your car.
3. Never leave children in the car.

***These procedures may change during a pandemic due to emergency rules set in place by Texas state licensing.

TUITION AND FEES

Registration: A non-refundable registration fee is required before enrollment. This annual fee reserves your child's spot at Grace Preschool and helps cover enrollment processing and classroom supplies.

Tuition: Tuition is based on the total number of school days and is divided into nine monthly payments. Families may pay monthly, quarterly, annually, or on another convenient schedule; however, quarterly, and annual payments do not receive a discount. The first payment is due in full by August 1 and is applied to May tuition, so no payment is due in May. The remaining eight payments, September through April, are due on the first day of each month. Payments received after the fifth day of the month are subject to a \$10.00 per day late fee. Returned payments are subject to a \$15.00 penalty.

Tuition Express is our preferred payment method. The following options are available:

- **Credit/debit card transactions ***
- **Point-of-sale credit card transactions ***
- **Automated ACH transactions — form available in the Preschool Office ****

*Credit and debit card transactions include a 3.5% convenience fee per transaction.

**Checking and savings account transactions are free.

Checks are accepted and should be made payable to **Grace Preschool**. Returned checks are subject to a \$15.00 penalty. Grace Preschool cannot accept auto pay or online bill pay through your bank. If paying by check, please bring the payment directly to the Grace Preschool Office. **Do not** send tuition with your child or leave it with your child's teacher.

Tuition credits or refunds are not issued for scheduled school holidays, inclement weather days, emergency closures, scheduled conferences, vacations, pandemics, or sick days. Any exceptions are reviewed individually and decided by the Grace Preschool Board.

Late Pick-Up Fee: Please make every effort to pick up your child by 2:40 p.m. A late fee will be charged if your child remains after that time. If you know you will be late, please call (281) 398-3412 so extra care can be arranged. Because late pickups may be upsetting or confusing for students, parents who pick up after 2:40 p.m. will be charged \$5.00 for one to five minutes late, plus \$1.00 for each additional minute.

HEALTH AND SAFETY

**Additional policies and procedures may be required during a pandemic.*

Dress Code

Please send your child dressed for play. Clothing and shoes should be comfortable and appropriate for floor activities, sand and water table experiences, creative painting, outdoor play, and large motor activities. Students will go outside daily unless the weather or temperature prevents it. Please discuss any concerns about outdoor activities, such as jumping, climbing, or running, with the Preschool Director. Send an extra weather-appropriate outfit labeled with your child's name, including socks and shoes, in case of an accident. If your child is not toilet trained, please provide plenty of disposable diapers. Only disposable diapers may be used.

Special Care Needs

Per state licensing requirements, when a child has special care needs and accommodations are recommended by a health-care professional, local school district professional, or early childhood intervention provider, Grace Preschool will use adaptive equipment provided by the parent for the child's use at school. Grace Preschool is not responsible for purchasing or maintaining adaptive equipment recommended for a child. Grace Preschool will seek to include children with and without special care needs in planned activities and will adapt equipment, procedures, and methods as needed to provide care in a natural environment. Information about community early intervention services is available to parents. With parent request and approval, Grace Preschool will cooperate with qualified service providers so children receiving early intervention or special education services may receive services at our center.

Health/Illness

Please keep your child home if they have had a fever, vomiting, or diarrhea within the past 24 hours, even if symptoms have improved by morning. Do not send your child to school after giving fever-reducing medication. A student is considered fever-free for 24 hours only after being without a fever for a full 24 hours without the use of fever-reducing medication.

If a student develops any of the following symptoms during the school day, we will contact you and ask you to pick up your child as soon as possible:

- Fever — an infrared temporal forehead temperature above 100°F
- Vomiting or diarrhea
- Contagious rash
- Thick, colored nasal discharge, unless accompanied by a physician's note
- Behavioral changes or other symptoms of illness

Any signs of a communicable childhood disease, such as COVID-19, hepatitis, measles, mumps, whooping cough, head lice, or chickenpox, must be reported to the Director immediately. Staff will also notify parents of any medical, physical, or emotional concern they observe that may affect a student's health or learning.

Teachers will visually and/or physically assess students for health concerns, including signs of illness or injury, when behavior changes are observed since the student's last day of attendance.

Vaccination Schedule

- Birth: Hepatitis B (HepB)
- 2 Months: HepB; Polio (IPV); Diphtheria/Tetanus/Pertussis (DTP)
Haemophilus B (Hib); Pneumococcal (PCV); Rotavirus (RV)
- 4 Months: IPV; DTP; Hib; PCV; RV
- 6 Months: HepB; IPV; DTP; Hib; PCV; RV
- 12-15 Months: DTP; Hib; Measles/Mumps/Rubella (MMR); Varicella; PCV
- 24 Months: Hepatitis A Begin Series
- 4-6 Years: IPV; DTP; MMR; Varicella
- TB Test: Recommended but not required.

Each student admitted to Grace Preschool must meet the applicable immunization requirements set by the Texas Department of Health and Human Services, according to the schedule above. All required immunizations must be completed by the date of admission. More information is available at [Immunization Schedules | Texas DSHS](#)

Grace Preschool accepts the State of Texas Exemption from Immunizations for Reasons of Conscience Affidavit for incoming students. This affidavit must be submitted with the enrollment packet before the child may attend school.

*Grace Preschool does not require staff members to receive adult immunizations.

Hearing and Vision Screening

The Texas Department of Family and Protective Services require documentation of hearing and vision screening for all students in the four-year-old and transition classes. A registered physician or a licensed screener must do this screening each year. The results must be completed and on file with Grace Preschool.

Medications

Grace Preschool will not administer medication. If your child must take prescription medication during the school day, a parent may come to school to administer it. Please schedule medication outside school hours whenever possible. Inform your child's teacher and the Director of any specific medical needs, such as diabetes, asthma, allergic reactions, or other conditions, and provide any necessary written information.

Grace Preschool will not apply insect repellent and/or sunscreen.

First Aid and Emergencies

Your child's teacher or a director will treat simple cuts, bumps, or bruises. A fully stocked first-aid kit is available in the Preschool Office. For any accident, the staff member who witnessed or handled the situation will complete an Accident/Incident form. The teacher, a director, and a parent must sign the form.

If a more serious injury occurs, we will call parents immediately for consultation and may ask a parent to come to school to evaluate the injury.

If an injury requires professional attention, we will contact parents first when possible. In an emergency, 911 will be called first, and parents will be notified next. Students may be transported by preschool or church staff, or by ambulance if necessary, to the nearest medical center or hospital. Child Care Licensing will be notified if a child is injured at the facility and requires treatment by a health-care professional.

Head Lice

Head lice are not a public health threat and do not carry communicable disease. The Texas Department of State Health Services does not track head lice cases in schools. Grace Preschool recognizes that an active head lice infestation can create a difficult learning environment and will follow the policy below to identify and eliminate live head lice.

Head checks are conducted when symptoms are observed. Parents will be notified immediately if their child has evidence of live head lice and are encouraged to pick up their child promptly for treatment. If a parent cannot come, the preschool will contact a relative, neighbor, or friend listed in the Preschool Office. Parents should contact their medical provider for treatment recommendations. Students may return to preschool 24 hours after treatment if no evidence of live lice is found.

When a child returns to preschool, they must be checked in the office before returning to class. The Director will recheck for signs of lice. If the child is free of live lice, they may return to class. If live lice are found, the child will be sent home until no evidence of live lice remains. Although nit removal can be tedious, it is the most effective way to eliminate lice. The most effective screening happens at home.

The preschool will provide written notice within 48 hours to parents of all children in a class when there is an outbreak of lice or another infestation in that class.

Allergies/Allergic Reactions

Grace Preschool considers your child's health and safety a top priority. Please keep the preschool informed of any allergies or reactions your child has or develops during the year. If specific medical precautions are needed, please schedule a meeting with your child's teacher and/or the Director. An allergy list will be posted in each classroom, and teachers will be informed of emergency action steps.

A Food Allergy Emergency Plan is required for each child with a known food allergy that has been **diagnosed by a health-care professional**. The child's health-care professional and parent must sign and date the plan. The plan must list each food allergy, possible symptoms if exposed, and the steps to follow during an allergic reaction.

Please avoid sending birthday treats that contain peanuts. If your child has known allergies, you may provide bagged, individual snacks for your child's teacher to keep on hand.

Safety

Grace Preschool takes every precaution, through experienced supervision and safety measures, to help prevent accidents. The preschool does not assume responsibility for accidents.

If it is determined that the staff or center cannot adequately meet a student's needs for structure, safety, or program intensity, Grace Preschool reserves the right to dismiss the student.

Cell Phone Free Zones

Grace Preschool strictly prohibits staff from using cell phones for talking, texting, or social media while supervising students in the classroom. Child Care Licensing requires teachers to be free from personal use of electronic devices, including cell phones, while teaching, caring for, and supervising students. Proper supervision helps prevent harm, and cell phone use interferes with supervision.

Parents and anyone dropping off or picking up students should also refrain from cell phone use. **Please avoid cell phone use while in the car during drop-off and when entering the preschool for pick-up.**

Emergency Preparedness

Grace Preschool has an emergency preparedness plan to help ensure student safety during an emergency. The plan addresses staff responsibilities and facility readiness for emergency evacuation and relocation. It also addresses emergencies most likely to occur in the area, including natural events such as tornadoes, floods, or hurricanes; health events such as medical emergencies or communicable disease outbreaks; and human-caused events such as an intruder with a weapon, explosion, or chemical spill. Emergency drill procedures have been established, shared with staff, and documented according to licensing guidelines.

The Emergency Preparedness Plan has been shared with all staff members. Parents may request a copy or ask to view the plan by contacting the Preschool Director.

Grace Preschool follows KISD weather and emergency guidelines and will open or close accordingly. If in doubt, listen to local radio and television reports for updates. When an evacuation drill is in progress, please remain in your car or stop and wait for the “All Clear” before proceeding. The Emergency Preparedness Plan is available upon request.

Notification of Pesticide Applications

The Grace Preschool indoor facility, playground, and surrounding yard area are treated periodically with pesticides. Information about application times and types is available upon request.

TOILET TRAINING POLICY

Grace Preschool requires all students in the 4's and 5's programs to be fully toilet trained.

Grace Preschool staff are happy to support families and children ages 1–3 during toilet training. Please follow these guidelines during the training process:

1. Be consistent. Children are more successful when home and preschool routines are aligned. Please let staff know what you are doing at home so they can support the same routine at school.
2. Training methods without side closures may be used at school for up to two weeks. If the child is not able to wear regular underwear after that time, the child is not considered toilet trained and must return to diapers with side closures.
3. Provide at least two complete changes of clothing, including socks and shoes, along with an adequate supply of disposable diapers and training pants. Only disposable diapers may be used.
4. Dress your child in clothing that is easy to pull on and off. Please do not send your child in overalls.
5. A student who refuses to use the toilet during school hours is not considered trained or ready for toilet training.
6. Tell your child's teachers if you would like your child to wear a diaper during quiet time while toilet training.
7. Students in the 3's programs are strongly encouraged to actively begin toilet training when they turn age 4.

FOOD AT SCHOOL

Lunches

Each student should bring a healthy sack lunch or lunchbox from home each day, with all containers clearly labeled. Toddler lunches should include foods the child can easily feed themselves. Lunches are not refrigerated or heated; families may use ice packs as needed. Drinks should be limited to water, milk, or juice. Leftover food will be returned in the child's lunch container. Parents are responsible for meeting their child's daily nutritional needs.

Snacks

Each student should bring a light, healthy snack and a water bottle each day. If your child does not bring a bottle of water, a cup of water will be provided.

Snack Suggestions:

Cut-up fruit, Goldfish crackers, Ritz crackers with cheese, baby carrots, dry cereal, pretzels. Cucumbers, cut-up vegetables, cheese cubes, animal crackers, Teddy Grahams, fruit cups.

BIRTHDAYS AND CELEBRATIONS

Birthdays are special, and Grace Preschool looks forward to celebrating your child's special day at school. Birthday treats must be store-bought and prepackaged. The Texas Department of Health does not allow the preschool to serve homemade food.

Please coordinate birthday snacks with your child's teacher in advance. Parents are responsible for providing any birthday cups, plates, napkins, and healthy, non-staining snacks. Please do not send goodie bags. Check with your child's teacher for any class-specific guidelines. **No balloons, please.**

A parent may distribute birthday party invitations at preschool only if every student in the class is invited.

CURRICULUM AND CLASSROOM ACTIVITIES

Faculty and Staff

All Grace Preschool staff have experience working with young children and have completed pre-service training. Staff members complete at least 24 hours of early childhood education training each school year and are trained in CPR and first aid. Each employee must also pass a criminal history background check and fingerprint check through the Texas Department of Family and Protective Services.

Curriculum

Grace Preschool uses an academic, Christ-centered curriculum built around well-rounded weekly themes. These themes support learning in science, math, art, language, pre-reading, music, and motor development. Learning centers, individual instruction, and group activities reinforce each theme. Lessons are planned to be developmentally appropriate for each age level. Grace Preschool believes children are always learning and seeks to make the most of everyday "teachable moments." Low student-to-teacher ratios allow teachers to provide individual attention. Activities are designed to meet student needs, encourage curiosity, and support

learning at each child's pace. Grace Preschool does not use worksheets for paper-and-pencil activities unless they support a specific curriculum skill or lesson. Our four-year-old classes use a modified version of the Learning Without Tears curriculum.

All students participate in weekly Music and Movement, which promotes physical fitness, coordination, a love of music, and basic musical concepts. Teachers use songs, musical instruments, games, and age-appropriate equipment during this class.

Christian Education

Christian teaching is woven throughout the school day, and Grace Preschool provides many opportunities for spiritual growth. Students pray in the classroom at snack, lunch, circle time, and other times during the day. They hear Bible stories and sing praise and worship songs. All classes attend weekly chapel led by a staff member, where children learn about God's love, His creation, and His Son, Jesus. Christian books are available in book centers and during story time. Through Christian care, students begin to learn and experience the love of God. Grace Preschool welcomes students of all faiths.

Animals at School

Animals may visit Grace Preschool under the following conditions:

1. The preschool must provide written notice to families when an animal will be present. Grace Preschool must receive advance notice so a note can be sent home to parents.
2. Documentation must show that cats, dogs, and ferrets are healthy and current on required vaccinations.
3. Chickens, ducks, snakes, turtles, lizards, frogs, and other amphibians or reptiles may be present, but students may not touch them or any items they use.
4. Teachers and students must wash their hands after contact with an animal or any item used by an animal.

Field Trips/Water Activities/Nature Walks/Special Programs

Grace Preschool does not offer off-site field trips. Special visitors or programs may include a fire truck, veterinarian, dentist, school bus, theatrical performers, or movement class. Four-year-old and transition classes will be included in most special programs; participation for other age groups will vary based on the nature of the event.

Grace Preschool may offer water activities, including splashing or wading pools, sprinkler play, water table play, and various water toys. Permission for your child to participate may be indicated on the admission information form.

Grace Preschool may leave the preschool building and/or fenced playground for planned nature walks, picnics, or field days. These activities will remain on Grace Fellowship or Equestrian Center property. Permission for your child to participate may be indicated on the admission information form.

Indoor and Outdoor Physical Activity

Outdoor play and physical activity give children more freedom for movement, expression, and active play. These experiences support large motor development, social-emotional growth, and fine motor development by offering variety, challenge, and opportunities that are not always possible indoors.

All Grace Preschool students participate in daily outdoor play or physical activity as required by Child Care Licensing. Toddlers participate in at least 35 minutes of physical activity each day. Students in the 2's, 3's, 4's, and 5's participate in at least 55 minutes each day. Physical activity may include unstructured and structured playground play, structured gross motor activities in the classroom, and structured activities during Music and Movement.

Please dress your child appropriately for the weather and provide a coat, hat, and/or gloves when needed. Each child should wear appropriate footwear for outdoor play. During inclement weather, including rain, thunder, lightning, temperatures below 30°F, or temperatures above 100°F, students will participate in structured indoor play in a large group room or classroom.

Quiet Time

To balance active learning and play, students rest on their nap mats each day during quiet time after lunch. Students must bring a mat and remain quiet on the mat for at least 25 minutes. Sleeping bags, towels, and comforters are not allowed. Soft, soothing music will be played. Your child may bring a special attachment item. After a brief rest period, students who do not fall asleep may participate in quiet activities. **Please label all quiet time items.**

Any student who cannot rest quietly on their nap mat for at least 25 minutes must be picked up before rest time. Tuition will **not** be prorated.

SCHOOL PARTIES

Celebrating with friends is an important part of the preschool experience.

The following school parties are planned during the school year:

- Thanksgiving Feast – Parent helpers
- Christmas — Celebrating the Birth of Jesus – Parent Helpers
- Valentine's Day — no parent helpers
- Easter — Celebrating the Risen Savior – Parent Helpers

Party helper sign-ups will be available during Meet Your Teacher before classes begin in the fall. All classroom celebrations should reflect Christian values. **Only the party helpers may attend classroom parties. Due to room size and Child Care Licensing requirements, please arrange childcare for siblings.**

Money may be collected only for lunch at the Christmas and year-end parties, with a limit of \$5.00. Money may not be collected for goodie bags, party decorations, student gifts, or Easter or Valentine's Day parties. **No balloons** or live fish party favors are allowed.

Show and Tell

Show and Tell encourages a variety of interests, builds self-esteem and self-discovery, and supports vocabulary development. Teachers will designate Show and Tell dates. Please follow these guidelines:

- Bring one item only.
- Guns or war-related items are not appropriate.
- Items arrive and leave in a school bag or backpack.
- Label the item with your child's full name.

Grace Preschool is not responsible for items brought to school on days other than your child's designated Show and Tell day. Please discourage bringing extra items, as we would regret having anything valuable lost or broken.

*During a pandemic, students may not be allowed to bring items from home to share.

Special Events

Special events will be held throughout the school year, and parents are encouraged to attend with their child. Grace Preschool will provide advance notice of event dates and times. Events may include Muffins with Mom and Doughnuts with Dad. **Due to classroom size and licensing requirements, please arrange childcare for siblings when possible.**

Screen Time

Students may occasionally participate in large-group screen time at school. A preschool director must approve all screen time activities. Grace Preschool intends for screen time content to align with unit themes, reflect Christian values, or celebrate holidays. Viewing time should not exceed 30 minutes. Alternative activities will be provided for students who do not wish to participate. The Toddler class (18–23 months) may not have screen time, in accordance with Child Care Licensing requirements.

DISCIPLINE AND GUIDANCE POLICY

Discipline must be:

1. Individualized and consistently applied to each student.
2. Appropriate for the student's level of understanding.
3. Focused on teaching acceptable behavior and self-control.

Caregivers may use only positive discipline and guidance methods that build self-esteem, self-control, and self-direction, including:

1. Praising and encouraging positive behavior rather than focusing only on unacceptable behavior.
2. Reviewing behavior expectations daily using clear, positive statements.
3. Redirecting behavior with positive language.
4. Using brief, supervised separation from the group when appropriate for the student's age and development, limited to no more than one minute per year of age.

If inappropriate behavior continues, the student will visit the director. If the behavior does not improve, the parent will be called to pick up the student.

To maintain a safe learning environment for all students and staff, dismissal from the program may be necessary. If corrective steps are unsuccessful and the safety of the student, other students, or staff is at risk, Grace Preschool reserves the right to dismiss the student after notifying the parents. No student may be treated harshly, cruelly, or unusually.

The following discipline and guidance methods are prohibited:

1. Corporal punishment or threats of corporal punishment.
2. Punishment related to food, nap time, or toilet training.
3. Pinching, shaking, or biting a student.
4. Hitting a student with a hand or object.
5. Putting anything in or on a student's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a student.
7. Using harsh, abusive, or profane language toward a student.
8. Placing a student in a locked or dark room, bathroom, or closet.
9. Requiring a student to remain silent or inactive for an inappropriately long time for their age, including requiring the student to remain in a restrictive device.

DISMISSAL, EXPULSION, AND SUSPENSION POLICY

Classrooms are structured and organized while allowing children appropriate freedom to learn and play. Classroom expectations are fair, consistent, and developmentally appropriate. Teachers are trained to support a positive school environment, prevent, and respond to challenging behaviors, encourage social-emotional growth, build nurturing relationships, recognize children who may need additional support, and respect culture and diversity. Staff use positive guidance strategies such as redirection, positive reinforcement, teaching appropriate behavior, and natural consequences. If a student repeatedly demonstrates unacceptable behavior, the teacher may use a brief classroom break from the activity, limited to no more than one minute per year of the child's age. If the behavior continues, the student will visit the director. If the behavior still does not improve, the parent will be called to pick up the student for the remainder of the day.

To maintain a safe learning environment for students and staff, dismissal from school may be necessary. For persistent or excessive behavior concerns, the director will contact parents. With input from the teacher, parent, and director, an individualized plan may be developed to recognize and encourage positive behavior. The director may also determine that additional corrective steps are needed, including suspension or expulsion, if doing so is in the best interest of the student or other students in the program. If corrective measures are unsuccessful and the safety of the student, other students, or staff is at risk, the director reserves the right to dismiss the student after notifying the parents.

For physical misbehavior, such as biting, hitting, kicking, or pinching, the following steps will be followed:

- First offense: The teacher will send an incident note home.
- Second offense: The teacher will send an incident note home. The teacher and the parents will work together to create a plan of action.
- Third offense: The child will visit the director. The director will send an office visit note home.
- Fourth offense: The director will call the child's parents to discuss the behavior and assess the plan of action. Parents may be asked to pick up the student for the remainder of the day.
- After the fifth offense: The director will schedule a parent meeting. The student may be dismissed from preschool for a specified period or for the remainder of the school year.

COMMUNICATION/VISITATION

Classroom Communication

Each student will have a communication folder containing student work and written notices, including reminders, important updates, and a monthly calendar. Toddlers and two-year-olds will receive a brief daily report from their teacher. Three-year-old, four-year-old, and transition classes will receive a weekly report at the end of each week. Teachers will also check folders for notes from parents.

Teachers will also use the ProCare Parent Engagement App to share messages, photos, and videos. Because their main priority is engaging with students, families may not receive photos or videos every day. The Preschool Office will email families an invitation to join the app. **Please check your child's communication folder daily.** Teachers are busy before and after class, but parents may schedule a meeting at a mutually convenient time.

Please keep your child's teacher informed of any family circumstances or situations that may affect your child's mood or behavior.

An Accident/Incident form must be completed for any accident. Please see the "First Aid and Emergencies" section for more information.

Conferences/Evaluations

Evaluations will be completed, and progress reports will be sent home for each student at the beginning of the year. At the end of the year, formal conferences will be held for students in the 3's, 4's, and Transition classes. A developmental checklist, based on classroom observations and informal age-appropriate assessments in motor, social, language, and readiness skills, will be discussed and sent home. Toddlers and 2's will receive an end-of-year progress report in their student folders. **Parents or teachers may request additional conferences at any time. Please contact your child's teacher or the Preschool Office to schedule a phone call or meeting.**

Preschool Office Director

The Preschool Office has an open-door policy and welcomes suggestions, comments, and concerns. To schedule an appointment, please send an email to lbymum@whatisgrace.org or call the office at 281-398-3412.

Meet Your Teachers

Before the first day of school, families will have an opportunity to meet the staff and visit the classrooms. Teachers and assistants will be available in their rooms. This is also a time to sign up to volunteer for classroom parties. Please refer to the preschool calendar for dates and times.

Parent Visits and Participation

Parents are welcome to observe their child and the preschool's operation without prior approval. To limit classroom disruption, the preschool may recommend observing through the hallway window rather than entering the classroom. All visitors must check in with the Preschool Office. Parents are asked to consider any transitions their child may be experiencing and postpone a visit if it may be upsetting. During a pandemic, State Licensing may issue emergency standards that restrict building access to those with a legitimate need to enter.

Parents are encouraged to participate in Grace Preschool special events and programs and may share their time and talents with students. Special class visits should be arranged through the teacher and approved by the Director.

Parents have the right to breastfeed or provide breast milk while their child is in Grace Preschool's care. If needed, the preschool will provide a comfortable seating area for breastfeeding.

Student Directory

Information from the Directory form in the enrollment packet will be used to create a student directory for Grace Preschool families. If the authorization form is not completed and returned, only your child's name will be included. Requests to omit a phone number and/or address will be honored. Please submit any updates or new information to the Preschool Office in writing.

STATE REGULATIONS

State Licensing

Grace Preschool is regulated and monitored by Texas Health and Human Services. HHS publishes "Minimum Standards," which all licensed facilities must follow. A copy is available for review in the Preschool Office or online at <https://www.hhs.texas.gov/services/safety/child-care>.

A State Licensing Representative conducts an unannounced inspection of the preschool each year. Inspection results are posted on the bulletin board in the main hallway and are also available online.

Local Licensing Office: 713-287-3238

Texas HHS Website: <https://www.hhs.texas.gov/services/safety/child-care>

Texas HHS Child Abuse Hotline: 1-800-252-5400

Child Abuse and Neglect

State law requires Grace Preschool staff to report suspected child abuse, including physical, emotional, sexual abuse, or neglect, to the appropriate authorities within 48 hours.

Child Care Licensing requires each staff member to complete one hour of annual training on preventing, recognizing, reporting, and responding to child abuse and neglect. Information from the Texas Department of Family and Protective Services about abuse, neglect, reporting procedures, prevention, and public awareness will be provided to staff and shared with parents. "Keeping Children Safe," Form 2958, will be posted on the preschool parent information board.

Parents of children who are victims of abuse or neglect may find support and information at preventchildabuse.org. Training and community resources are also available through the National Center for Community-Based Child Abuse Prevention at <http://friendsnrc.org/>. Parenting classes, tips, and support are available at learntoparent.org, and HelpAndHope.org offers videos, articles, and practical parenting resources. Grace Fellowship Church can also provide a list of counselors, Care Ministry assistance, and individual Stephen Ministers.

Grace Preschool coordinates with ESCAPE Family Resource Center, a local and global organization that provides child abuse prevention programs, court-ordered and CPS-approved parenting classes, parenting tips, and tools for positive parenting and appropriate discipline.

To make a report, call the Texas Abuse Hotline at 1-800-252-5400 or report online at txabusehotline.org.

Gang-Free Zones

Under House Bill 2086, Grace Preschool, and the area within 1,000 feet of the facility are designated as a gang-free zone. Gang-related criminal activity is prohibited, violates the law, and may result in increased penalties under Texas law.

Open Carry Law

In accordance with Child Care Licensing, firearms, including concealed or open carry, are prohibited on preschool and church property unless carried by a trained and certified law enforcement official. As the property owner, Grace Fellowship has chosen to prohibit firearms on its property.

Liability Insurance

Grace Preschool carries liability insurance in the amount required by Child Care Licensing.

If the staff or center cannot adequately meet a child's needs for structure, safety, or overall program support, Grace Preschool reserves the right to dismiss the child.

Parental Rights as Defined by Child Care Licensing

A parent of a child in care at Grace Preschool has the right to:

- (1) Enter and examine your center during its hours of operation without advance notice.
- (2) File a complaint against your center.
- (3) Review your center's publicly accessible records.
- (4) Review your center's written records concerning the parent's child.
- (5) Receive from your center:
 - (a) HHSC's inspection reports for your center.
 - (b) Information regarding how to access your center's compliance history online.
- (6) Have your center comply with a valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from your center.
- (7) Be provided with contact information for Child Care Regulation, including the department's name, address, and telephone number.
- (8) View any video recordings of an alleged incident of abuse or neglect involving the parent's child maintained by your center as long as:
 - (a) Video recordings of the alleged incident are available.
 - (b) The parent is not allowed to retain any portion of the video depicting a child who is not the parent's child; and
 - (c) Your center notifies in writing the parent of any other child captured in the video recording, before allowing the parent to inspect the video recording.
- (9) Obtain a copy of your center's policies and procedures.
- (10) Review, upon request of the parent, your:
 - (a) Staff training records; and
 - (b) In-house training curriculum, if any; and
- (11) Be free from any retaliatory action by your center for exercising any of the parent's rights.



2026 – 2027 STUDENT CALENDAR

August 1 - Paperwork and May Tuition Due to Preschool Office

August 12 & 13 - Introduction Phone Call from Teacher

September 3 - Meet the Teacher

September 8 & 9 - First Day of School

October 6 - Mr. Tom, Musical Guest (All Ages)

October 12 - NO SCHOOL: KISD/Grace Preschool Closed

October 13 - NO SCHOOL: KISD/Grace Preschool Closed

October 19 or 20 - Firetruck Visit (All Ages)

October 21 or 22 - Donuts with Dad 9am-9:45am

November 2 - NO SCHOOL: KISD/Grace Preschool CLOSED

November 9 or 10 - Fun Bus (all ages)

November 11 & 12 - Fall Progress Reports Sent Home (All Students)

November 18 or 19 - "We Are Thankful"/Fall Celebrations and Feasts

November 23-26 - NO SCHOOL: KISD/Grace Preschool Closed for Thanksgiving Holidays

December 9 or 10 - 3's, 4's and Transition Christmas Programs

December 14, 15, 16 or 17 - Classroom Christmas Parties

December 21 - January 4 - NO SCHOOL: KISD/GRACE PRESCHOOL - Christmas Break

January 5 & 6 - First Days Back from Break

January 18 - NO SCHOOL: KISD/Grace Preschool - Student Holiday

January 19-21 - Registration for Current Students Fall 2027-2028

January 25, 26 & 27 - Grace Fellowship Church and Public Registration 2027-2028

January 27 - Mr. Tom, Musical Guest (All Ages)

January 29 - Developmental Conferences for 3, 4 & 5 Year Olds 8:30am-12pm

February 10 or 11 - Classroom Valentine's Day Parties

February 15 - NO SCHOOL: KISD/Grace Preschool - Student Holiday

TBD - Dental Hygienist Visit (4's & 5's)

March 1 or 2 - All School Petting Zoo

March 3 or 4 - All School Rodeo Parade 9:25am-9:45am (after morning drop off)

March 8 -11 - NO SCHOOL: KISD/Grace Preschool - Spring Break

March 23 or March 24 - Easter Parties

March 25 - NO SCHOOL: Grace Preschool Closed

March 29 - NO SCHOOL: KISD/ Grace Preschool Closed

April 21 or 22 - Muffins with Mom 9am-9:45am

April 28 or 29 - Toddlers, 2's, & 3's Water Day

May 5-6 - Spring Progress Reports (Toddlers and 2's)

May 12 - Transition Graduation

May 13 - 4 -Year-Old Graduation

May 17, 18 or 19 - End of the Year Parties

May 19 - Last Day of Preschool (Wednesday)