

Mission

Our mission is to provide each child the opportunity to grow emotionally, spiritually, physically, and academically through activities which strengthen their minds, bodies, and love of God.

Grace Child Development Center offers a Christian learning environment for your child's early childhood experience. Through a warm, accepting climate and a rich program, we hope to give your child a natural step from home to school. Under the leadership of qualified teachers, our classes will include a balance of subject lesson time, guided play activities, creative art work, music, outdoor play, story times, dramatic play, seasonal activities, and field trips. Each child will be helped to grow in independence, social development, and the development of his or her own unique talents and abilities.

School Schedule

We follow Aiken County Public School schedule (with the exception of beginning and ending dates), including when foul weather causes schools to close. When school opening is delayed in Aiken County, please tune in to any local news station for further information. It is also possible that further instructions can be obtained by calling the school office and listening to the answering machine message.

Drop off and Pickup for 3K and 4K

Parents should enter the carline from Spring Grove Ave. and turn onto East Ave. Please see the map in your child's folder. If possible, your child should be seated on the passenger side of the car so they will not need to cross traffic. If you arrive after the paraprofessionals have gone in, please walk your child into the room. Morning carline will begin the second week of school. Afternoon carline will begin on the first day.

Drop off and Pickup for 5K

Enter the same as preschool. Instead of stopping at the sidewalk, continue around until you reach the side entrance of the CDC. A paraprofessional will be outside from 8:20 to 8:30 to bring children inside. Kindergarten begins promptly at 8:30am. For pickup, please see the map in your child's folder.

Young 3's Drop off and Pick up

Parents need to walk with their children to the classroom and also walk in to pick them up. There is not a car line for Young 3's, due to safety concerns.

Rainy Day Drop off and Pickup

Parents should enter the drive as they normally would and continue on to the side entrance of the CDC. A paraprofessional will bring your child to the car with a large umbrella and a smile. Please be certain to have your child's name card in the passenger window so teachers can see whose car is next. Rainy day pickup will take longer than normal, so please be patient!

Permission to Go Home with Others

Please send a dated written note if someone else will be picking up your child. Their identification will be checked when they arrive if we are not familiar with them.

Field Trips

Parents are encouraged to take part in field trips. They are a very important learning tool and would not be possible without you! If you plan to drive and take other children in your car, please stop by the office so that your driver's license and insurance information can be copied. Please read and sign the FIELD TRIP form in your child's folder concerning car seats and other field trip safety concerns. Any child under six must be in an age appropriate car seat.

Birthdays

Each child's birthday will be recognized during the school year. If your child's birthday does not fall during the school year, you may coordinate a day to celebrate with your child's teacher. Please contact your child's teacher for any special arrangements.

If a party is being planned away from school, we will be glad to pass out invitations if there is one for everyone in the class. If the whole class is not invited, please DO NOT send invitations. We can not pass these out.

Book Bags, Folders, and Possessions

Each child is asked to bring a book bag to school each day. Folders and daily work will be placed in them daily, so be sure your child's bag is large enough to accommodate these items. Also, a change of clothes should be kept in each child's book bag. Accidents can happen anytime, and we want to be prepared! Please be sure that clothing items are appropriate for the season and are labeled.

All book bags, jackets, lunch boxes, and belongings must be clearly labeled with your child's name. Also, remember to remove strings from jacket hoods before wearing them to school.

Your child's folder is an important communication tool between the school and home. All letters and correspondences are always approved through the office. Please do not send in

any type of letter, flyer, or solicitation for teachers to hand out. If you wish to send a general letter to other parents concerning parties, holiday activities, or teacher appreciation type activities, please bring it to the office FIRST. You are welcome to then make copies in the office if it is approved.

Accidents

If an accident occurs during the day an Accident Report Form will be completed. One copy will be sent home and one copy will be kept on file in the Office.

Discipline

Our philosophy shall be consistent with our beliefs and actions as Christians. Disciplining methods shall be taken in the order listed below. The following are the only modes of discipline permitted in our program:

1. Talking with child.
2. Removing child from activity for a short time out.
3. When the above actions have been used several times, a conference will be required at the discretion of the director. The conference must be attended by the director, the teacher, and a parent. A specific behavior plan will be developed for the child to hopefully resolve the behavior issue.
4. Removing the child from the program.

Health and Safety

All staff members are required to have TB testing and CPR instruction every two years. They also follow specific guidelines for all health and hygienic practices to protect the health of other staff and the children.

All children are required to wash their hands before eating, after restroom breaks, and after recess.

The classrooms and bathrooms are cleaned and sanitized on a daily basis. Major cleaning of classrooms and toys are also periodically performed.

Please keep your child at home when he/she is sick. This is so important to the safety of both your child and the other children. Children must be fever free (without fever reducing medicine) and symptom free for at least 24 hours before returning back to school.

If your child should become sick at school, you will be called immediately to pick him/her up. Your child will be well cared for in the office until you arrive.

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Drop off and Pickup

Children should be walked in with parents beginning at 9:00am. Children in the CDO Program cannot be dropped off at the main door. Please do not bring children to the rooms any earlier than 9:00am. Always sign children in on the sign-in sheet with a phone number. If someone different will be picking up your child, please let the teacher know.

Birthdays/ Handouts

Please contact your child's teacher for any special arrangements.

If a party is being planned away from school, we will be glad to pass out invitations if there is one for everyone in the class. If the whole class is not invited, please DO NOT send invitations. We can not pass these out.

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What to bring?

Infants:

- Diapers
- Special comforting item (pacifier, blanket)
- Food/Formula/Juice
- Extra clothes

****Remember to label all items!**

Toddlers:

- Diapers
- Special comforting item (pacifier, blanket)
- Juice cup with a lid
- Lunch
- Extra clothes

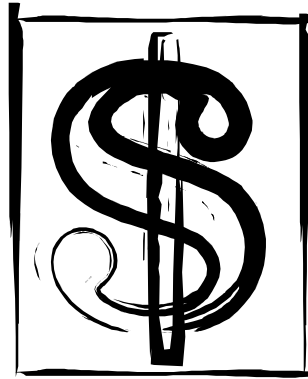
Twos:

- Diapers/Pull-ups
- Juice cup with a lid
- Lunch
- Extra clothes

Toddlers and Twos: Lunchtime is more enjoyable for teachers and children with foods that can be easily given

to the children. Items that need mixing, cooking, cutting, etc. should try to be avoided if possible.

Financial Information



General Information

