



Parent Handbook

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Dear GLEE Families,

Welcome to Grace Lutheran Early Education which serves as an extension of Grace Lutheran Church. Our philosophy is that children develop mentally, physically, spiritually, socially, and emotionally. We are dedicated to providing biblically-based, age-appropriate experiences to help each child progress at their own pace while fostering feelings of success. . We aim to build a strong community of educators, church members, and parents who support and encourage one another during the busy demands of family life.

As Parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. GLEE is a ministry of Grace Lutheran Church, designed to provide a learning environment that will help preschoolers grow as Jesus grew. “And Jesus increased in wisdom and stature, and in favor with God and man” (Luke 2:52)

For over Thirty years Grace Lutheran Early Education has served this community providing outstanding care and education for preschoolers and their family and it is our privilege to continue for thirty more years.

Sincerely,
Laura Scott

Director
Grace Lutheran Early Education (GLEE)



General Information

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year in our weekday early education program. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as they grow and develop.

Curriculum

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas at their own level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christlike role modeling of the staff. Parent newsletters will keep you informed about each unit designed for your child's class. Our curriculum focuses on Biblical Growth, Cognitive Skills, Physical Health, Language Development, and Social/Emotional Skills, through the use of Learning Beyond Paper and One in Christ curriculum as well as supplementing with Creative Art, Dramatic Play, Number Readiness, and Music.

Enrichment

In addition to our classroom curriculum, we provide weekly Chapel, Spanish, Story Time, Physical Education, and Music to further their love of learning. Special events, classroom parties, in house field trips, and optional extra curriculums are also offered throughout the year.

Animals

Animals are not allowed on site unless parents have been notified in advance and have given prior approval of their child's contact with the animal.

Visiting

Parents may visit our preschool at any time during operating hours. We ask that all visitors, including family members, sign in with the director. Please conduct your visit in a way that does not disrupt regular activities.

Volunteers

All volunteers of the childcare program will have a background check in accordance with Minimum Standards section 746.1403.

Gang Free Zone

A gang-free zone exists within 1000 feet of our school building. Gang-related criminal activity or engaging in organized criminal activity within this zone is in violation of this law and is subject to increased penalties.

Notice of Policy Change

All policy changes will be made in writing. Parents will be notified 30 days prior to taking effect.

Standards


Grace Lutheran Early Education operates under the standards of Texas Health and Human Services and is inspected regularly by the Tarrant County Health Department the City of Arlington and The Arlington Fire Department.

Licensing Information

A copy of the Minimum Standards for Day Care Centers is available on site to always review. Our most recent licensing inspection report is displayed in our office. Childcare Licensing 1501 Circle Dr. Suite 210 Ft. Worth, TX 76119 1-800-582-8286 817-321-8604 DFPS Website: www.dfps.state.tx.us DFPS Child Abuse Hotline: 1-800-252-5400 Report of Abuse and Neglect: The employees of GLEE have annual training on abuse and neglect. We have a zero-tolerance policy prohibiting the abuse of our students. If an employee has any reason to believe that a child's physical, mental health, or welfare has been or may be adversely affected by abuse or neglect, we must report this immediately to the Child Abuse Hotline 800-252-5400. We are obligated to do this under state law. Because of this obligation we are to follow and cooperate with all cities, state, and federal officials. If you suspect abuse or neglect, call the Child Abuse Hotline and report as soon as you suspect. 800-252-5400.

Contact

Our director, Laura Scott, is available 8:00 a.m. to 5:00 p.m. to discuss any questions, concerns, or changes. You may also call or email the director at:

 817-554-4321

 LScott@Grace.lc

Admission & Attendance Policies

Admissions Paperwork

When applying for GLEE a file is created and paperwork and payments must be in our office prior to a child's first day of school. This paperwork is renewed every August. The following must be included and updated at the start of every school year that the child is in attendance:

1. A completed registration packet
2. Signed Parental Rights form
3. Signed Operational Discipline and Guidance Policy
4. Signed Safe Sleep form (For children under 12 mo)
5. Signed GLEE Handbook
6. Signed Physician clearance for participation in school
7. Current Immunization Records
 - a. Five year olds must also have Vision and Hearing reports from their physician
8. Any custody agreements if there are any in place

Any changes to the admission information such as, but not limited to, address, phone number, family dynamic, or approved pick-up must be updated with the office when they occur.

ProCare

GLEE utilizes ProCare for all parent/staff communication, daily tracking, and billing. Parents must download and create a ProCare account prior to the first day of school.

Parent Communication

In addition to messages sent through ProCare, we also notify parents of important information in the following ways:

1. Verbal communication
2. Daily communicator notes posted on the entrance door
3. Special notes from the office or teacher sent in daily folder or by mail
4. Phone calls to the child's parents.
5. Parent/teacher conferences.
6. Posts on our GLEE Facebook Page

We offer many opportunities for parents to help with special activities and events throughout the year these include but are not limited to, Teacher Lounge sign-ups, Grandparent's Day, Fall Costume Parade, Thanksgiving Feast, Christmas Program, Egg Hunt, Spring Sing, Donuts with Grown-Ups, Sundaes with Superheroes and Teacher Appreciation Week. We also offer several GLEE Community Nights throughout the year. Information about these activities will go home in your child's take-home folder, Grace Lutheran Early Education Facebook page and ProCare messages.

Special problems or occurrences affecting the child, and serious communicable diseases will be brought to the attention of the parents through written communication which will be sent home in the child's folder and posted outside their classroom as well as notes via ProCare. Parent/Teacher/Director conferences can be arranged by calling the childcare office at 817-554-4123 and speaking with the Director.

Attendance and Absence

We open in the morning at 7:00 am and our academic school day begins at 8:30. We ask that all our students who are attending class for that day enter the building before 8:30 so that they can take advantage of every minute of learning in our Academic schedule.

Your child will be counted absent for the entire day at 9:00 am. Please call and notify the office of any absences by 9:00 a.m. or use the ProCare app. We ask that if your child will be coming into our program late that they are accompanied by a note from a medical professional.

Sign-In & Out

Our Parents/Guardians must sign their child in daily using the personal PIN or signature via ProCare. Dismissal time is based on what schedule you have registered your child. At dismissal, all children must be signed out by a designated pick-up person using the PIN or signature via ProCare.

Should an emergency occur and a non-listed person is needed to pick up your child you must call the office and notify the Director of the name of the person. They must be at least 18 years of age and present a copy of their drivers license to ensure they are the designate person.

Late Pick-Up

Our school day ends at 5:30 p.m., and we must charge a late pickup fee regardless of circumstances. At 5:35 p.m., a \$5.00 fee will be charged, with a \$1.00 fee charged every minute after. Fees are determined by our office clock and are due the following school day. After 3 Late pick-ups we will determine if the Grace Lutheran Early Education program is the best fit for your family's needs. This also applies to students on an Academic schedule who are not registered for the afternoon care hours. (2:30 for Toddlers and older.)

Tuition & Fees

Tuition is based on your child's age and schedule chosen. It is automatically billed, through ProCare, and sent the week before the month it is due. (Meaning, Feb tuition will be sent the last week of Jan). Activity fees are billed on the first day of school for the first semester and on the first day back in January for the second semester.

A late fee of \$25 will be applied to unpaid tuition after the 15th calendar day. Tuition not paid within 60 days will result in dismissal.

Discounts and credits due to any closures will be at the discretion of the director and considered on a case-by-case basis.

Tuition is subject to change each school year.

Withdrawal

Please notify the director two weeks prior to the withdrawal of your child. Tuition, enrollment, and supply fees are non-refundable.

Hours, Tuition, & Fees

Hours

Full Time Hours: 7:00 - 5:30

Morning Care: 7:00 - 8:30 Academic Hours: 8:30 - 2:30 Afternoon Care: 2:30 - 5:30

Toddler & Preschool Nap: 12:00 - 2:30 Pre-K Nap: 12:30 - 2:30

Yearly Registration Fee- \$200 Activity Fee (per semester)- \$180

Monthly Tuition

Infant Department- Cuddlers & Movers (6 wks to 17 mo) \$1100

Toddlers (18 mo-2 yrs)	Academic Hours Only	\$700
	Academic Hours + Morning Care	\$830
	Academic Hours + Afternoon Care	\$1000
	Full Day	\$1010

Partial Week is Full Time Only

Tuesday/Thursday	Monday/Wednesday/Friday
\$465	\$550

Preschool (2's, 3's, & Pre-K)	Academic Hours Only	\$575
	Academic Hours + Morning Care	\$705
	Academic Hours + Afternoon Care	\$875
	Full Day	\$885

Partial Week for 2's & 3s is Full Time Only

Tuesday/Thursday	Monday/Wednesday/Friday
\$475	\$590

Pre-K lessons are planned for a full 5 day program

YEAR AT A GLANCE

2026-2027

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Summer Camp Begins				

KEY

- First/Last Day of School
- Special Events
- Teacher Workday
- Holiday and Closures

HOLIDAYS & IMPORTANT DATES

July 28- August 1-Teacher In-Service

July 30- Open House/Parent Meeting

August 3- First Day of School

August 29- BOY Assessment

September 7- Labor Day

October 12- Columbus Day

October 30- Costume Parade

November 2-3 - AISD School Closure

November 20-Family Feast

November 23-27- Thanksgiving Break

December 16- MOY Assessment

December 17- Christmas Program

Dec 18-Jan 4-Christmas Break

January 18- Martin Luther King Jr. Day

February 15- President's Day

February 25-26- Conference Days

March 15-19- Spring Break

March 25- Egg Hunt

March 26- Good Friday

May 20- Spring Sing & Pre-K Graduation

May 24- Assessment

May 25- Memorial Day

May 26- Last Day of School

May 27- Teacher In-Service

May 28-31- Closed

We follow AISD decisions for all school closings and early dismissals including holiday breaks and bad .

Health & Safety Policies

Illness

For the protection of all children, parents must keep their child home if they show any signs of illness such as:

1. Fever of 100.0 or higher
2. Persistent cough, sore throat, croup, or colored nasal discharge
3. Vomiting and/or diarrhea
4. Any symptoms of Covid 19, the flu, or any other communicable disease such as strep throat, chicken pox, pink eye, or hand/foot/ mouth disease
5. Any unexplained or contagious skin rashes or infections such as impetigo, ringworm, or boils

To return to school after an illness or infection a child must:

1. All children must be 24 hours free of fever, vomiting, and diarrhea, or related symptoms without the assistance of medication.
2. Possess a Doctors note stating the condition is no longer contagious (Allergies require a statement from physician that the condition is not contagious)
3. Be able to participate/function in a classroom or outside activity

In-School Illness

Children who become ill while at school will be removed from the classroom until a parent arrives. A parent will be called to pick up their child within 30 minutes. If a parent cannot be reached the school will call one of the emergency numbers listed on the child's enrollment paperwork. Please notify the office if your child has exposed other children to a contagious illness so the proper steps can be taken.

Medication

We will administer medication that has been specifically prescribed by a doctor to the child whose name is on the label and will distribute only as stated on the label. All medication must be brought to the director or assistant director and a release form must be signed in the office naming the medication and the amount/time given. Prescription medications must be must be in the original container, current, and in English. Injectable medications must be administered by a parent or legal guardian. Do not put any medication in a child's backpack.

Allergies

If a child has an allergy to any substance or food, both the teacher and the Director must be notified, with a note from a physician, as to ensure the safety of that child. What the child is allergic to, any known reactions, and any medications the child will need should an allergic reaction happens must be communicated. Any emergency medications such as an EpiPen, Auvi-Q, Neffy, etc, prescribed by a physician to treat an allergic reaction must remain in the office while the child is at school. Should a severe allergic reaction occur, we will follow our Medical Emergency plan and a parent will be notified.

Injuries

If a child sustains a minor injury such as a small cut, scrape, bump, or bruise, while at school, appropriate first aid will be administered and a parent will be notified.

Topical Creams

All topical creams such as lotion, hydrocortisone, and sunscreen must be turned into the office and a Topical Ointment Form signed. They cannot be left in the child's backpack.

Immunizations & Health Requirements

All children must receive childhood immunizations as specified by the state of Texas to be accepted into our program. A doctor's approval to participate in the program must also be on file. We follow all state health department regulations regarding Tuberculin testing of staff members and currently no vaccines are mandated by the state for employees. Notarized Exemptions are accepted.

Vision & Hearing

All children five years of age or older must have a record of vision/hearing testing on file as the state requires.

Medical Emergencies

In case of medical emergency, the preschool director will:

1. Call 911 EMS and have the child transported to the hospital listed on the medical information form.
2. Contact the parents at work or home.
3. If parents cannot be reached, contact the child's primary physician and emergency guardian as listed on medical information.

Abuse & Neglect Policy

Our teachers and staff are mandated reporters for abuse and neglect. As such, they are trained annually on abuse and neglect of children. This training includes warning signs, procedures for reporting, prevention techniques, and how to coordinate with school and community organizations, in addition to actions that the parent of a victim should take to obtain assistance and intervention.

Health Checks

Our staff perform daily health checks on all students to ensure the continuous physical and mental wellbeing of all children in our care.

Children with Disabilities

At GLEE it is our passion to include all students regardless of race, ethnicity, or ability level. We will make any reasonable accommodations and work with families to ensure your child receives the best care. If your child does have a suspected or diagnosed disability and does require accommodations to the classroom, we will meet prior to your child starting school and discuss what those accommodations might be. We will work with you to the best of our abilities to ensure your child's needs can be met. Should there be a situation in which we are not equipped, we will discuss next steps or options relevant to the situation. We do not have a nurse on staff and cannot administer injections or provide any medical procedures but do allow parents to come to school to provide those.

At GLEE we do allow therapists to conduct their sessions at the school in either a private room or an inclusion based setting inside the classroom so long as it does not disrupt the class as a whole. ID's and background checks are required as well as advance notice of their arrival or schedule. GLEE does not pay for or provide therapy of any kind.

Our School

Class Placement

Cuddlers- Infants may enter our Seedlings room as early as 6 weeks. Once they are consistently crawling and pulling to stand they will be moved up to our Cedar room dependent on available space in the class.

Movers- Infants who are mobile and consistently crawling and pulling up will be placed in our Cedar room until they are 18 months of age. At such time they will be moved to our Toddler room dependent on space in the class.

2's through Pre-K placement is determined by age as of Sept. 1st and at our director's discretion. Fees must be paid, and paperwork completed prior to enrollment. Available openings will be filled on a first come basis.

Birthday Celebrations

Parents are encouraged to make their child's birthday a special event at our preschool. You may bring a birthday treat and/or party favors to share with the whole class. We do require a 72 hour notice of the treat that you will be bringing so that we can adhere to the State Minimum Standard requiring us to give families a 48 hour notice to serve food from an outside source to their child. Special cookies, donut holes or brownies without nuts from a commercially prepared kitchen would make an excellent choice. Private birthday party invitations may not be passed out unless all children in the class are invited.

Special Event Snacks

Any time a special food or snack is served at school, staff will notify parents 48 hours prior to the food being served. If you would not like your child to participate you must notify teachers prior to the time the food is served. We ask that you provide an acceptable substitute that they can eat during that time.

Dress Code

We have planned physically active and messy activities for your child to engage in throughout their learning day. Children should be dressed in clothes that can be easily washable, provide freedom of movement, and be weather appropriate. Closed toed, non-slip, and weather appropriate shoes are required for all walking students. Slippers or flip flops may not be worn while at school. Clothes should be easily taken on and off by the child if they are of potty training age.

Spare Clothes

Please provide a complete change of clothes daily, including socks and underwear, labeled with your child's name. Clothing should be washable, provide freedom of movement, and be weather appropriate for our year-round outdoor activities.

Toys

No toys or dress up clothes may be brought from home unless requested by a teacher in writing. This also applies to dress up jewelry. Stuffed animals are permitted to be kept in their backpack for use during naptime only.

Outdoor Play & Physical Activity

The children at GLEE go outside every day, weather permitting. Dress your child appropriately to enjoy God's beautiful world. All children who are walking will engage in 30 minutes of outdoor play, two times a day (morning and afternoon). These times are found on the classroom schedule posted on the wall. If the weather prohibits outdoor play, alternative options for physical activity will be provided. Infants will be given daily opportunities for outdoor experiences as the weather permits. In addition to outdoor play, each classroom with children who are walking will engage in 30 minutes of moderate or vigorous activity daily in addition to outdoor activities.

Technology

The use of technology may be used in classrooms as a learning tool and is sometimes used to enhance preplanned lessons used by the classroom teacher. Students in our Preschool Three's, Preschool Four's and Pre-Kindergarten classrooms may be given the opportunity to use engaging, age-appropriate applications, such as an iPad, for no more than 30 minutes a day. While we do believe that children can learn a great deal from the use of technology, we believe that hands on learning is still the best form of learning for a child.

Assessments

Written developmental assessments are provided 3 times each year. Parent conferences are scheduled twice a year and as needed. A parent may request a conference with the director by scheduling by phone call at 817-554-4123, email LScott@Grace.lc or ProCare message.

Discipline & Guidance

Discipline must be:

1. Individual 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 caregiver 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 age of the child. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Challenging Behavior

When any child in our program presents with challenging behavior such as causing physical harm to teacher, friends or themselves, teaching staff shall follow the standards listed below:

- Observe the children, and then identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.
- Rather than focus only on eliminating the behavior, teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support and other teaching strategies to support the child's appropriate behavior.
- Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the safety of the child and the safety of others in the classroom. Our response will be calm, respectful and provide the child with information on what is acceptable behavior and what is not.
- We will document the challenging behaviors and the intervention methods that were attempted in a behavior tracking log.
- Teacher-parent discussions regarding a child's behavior shall be held in private and shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success. If necessary, intervention shall ensure that parents are provided with a list of community resources that may help with challenging behavior.

Dismissal of a Child

We reserve the right to dismiss a child who does not adapt to our program in a reasonable amount of time. Discussions of a child's progress will always be made with parents before a child is dismissed from our program. Again, tuition, enrollment, and supply fees are nonrefundable. Parents will be provided with alternative resources before dismissal occurs.

Emergency Preparedness

Drills

Our school has monthly Fire Drills as well as Shelter In Place, Lock-Down, and Severe Weather drills to ensure staff and children are prepared should the need occur. During these drills all people inside the school at the time of the drill is required to participate. This includes all children, staff, and parents who are in the school at the time of the drill.

Evacuation Plan

In case of emergency, our staff's first responsibility is to walk children to a safe environment (either within or outside the building). Children with limited mobility, without the use of a wheelchair, will be placed into an emergency crib and rolled across the parking lot. Upon arrival in the safe area, a head count will be taken and matched to the attendance list. Parents will be notified using contact information provided to us. During the evacuation, staff will have information sheets and medical authorization forms on each child. Cell phones will be used to communicate with local authorities (fire, police, medical services, health department), parents and state licensing. An evacuation plan is posted in each classroom. In case we must evacuate from our property we will evacuate to Rush Creek Church Green Oaks Campus 2350 SW Green Oaks BLVD Arlington Tx. 76017. If it is found that it is not a safe location and we are moved by the local authorities, we will relocate to St. John Lutheran Church at 1218 E Debbie Ln, Mansfield, TX 76063. Should such relocation be required, children will ONLY be released to parents at the designated relocation point to ensure proper counts, safety, and security of the children.

Preschool Policies

Rest Time

All children observe a rest period. Please provide a nap mat and a comfort item, labeled with your child's name, for this purpose. If your child does not have a nap mat for the day, we will require you to bring one to school for them before 11:00 am. Rest time for Movers and Toddlers 12:00-2:30. Two's, Pre-K 3, and Pre-K 4 is 12:30-2:30

Food Program

GLEE provides breakfast, lunch, and two snacks that are balanced and follow FDA nutrition guidelines. A child registered for Academic Hours will receive a morning snack and lunch. A child registered for full time hours will receive all 4 meals. Allergies and religious diets are always taken into consideration when serving meals.

Infants- formula is provided by GLEE however parents may opt to provide their own pre-measured and mixed formula or breast milk. Parents must provide clean bottles daily and feeding amounts to teachers. When beginning solids, GLEE will only feed an infant a food that has been previously tried at home to avoid surprise allergic reactions while at school. Parents may opt to use the food provided or send their own. Feeding times are dependant on the child 6 wks to 11 mo.

For 12 mo and older, meals times are:

- Breakfast - 7:15-8:15
- AM Snack - 9:30
- Lunch (Movers and Toddlers) - 11:30-12:00
- Lunch (2's - PreK 4) - 12:00-12:30
- PM Snack - 2:30-3:00

Water

In a separate container you will place your child's water bottle or cup, making sure that it is clearly labeled with the child's first name and last initial. We will ensure a supply of clean, sanitary drinking water: (1) Is always available to each child at every snack, mealtime, and during and after active play and (2) Is served in a safe and sanitary manner. Please do not send soda, candy, or food that needs special refrigeration. If your child has come to school without a cup or water bottle, we will expect you to return within 30 minutes with a cup or water bottle for your child.

Extra-Curricular Activities

GLEE offers the opportunity in for children, starting at the age of two, to participate in Dance through outside organizations. They will meet on campus during the school day. Exact schedule and fees are determined by the organization and paid to them.

Field Trips and Travel

We will not be transporting children to and from Grace Lutheran Early Education or on field trips. All field trips will be onsite and advance notice will be given.

Potty Training

If your child is potty training, you must provide pull-ups (not diapers) and wipes as well as additional changes of clothes. All clothes must be able to be easily pulled up and down by the child as we work with them on autonomy in the bathroom.

Infant Policies

Infant Classroom

Sanitation and loving care are our top priorities in our Infant rooms. For us to ensure that the classroom remains safe for our infants, please remove shoes or put on the provided shoe covers before entering the classroom and keep older siblings from entering. Toys, surfaces, and crib sheets will be cleaned and sanitized on an as needed basis in addition to our pre-scheduled times.

Diapers & Wipes

Enough disposable diapers and wipes will need to be provided to meet daily needs and will not be shared between infants in our care. Teachers will notify you when we are running low. Non-prescription rash ointment and lotion may be sent and applied on an as needed basis. (For prescription cream, please see the Prescription section of the handbook.)

Clothing

Two weather appropriate changes of clothes must be sent to school daily in case and outfit change is required. Once a child begins walking they must be sent to school in closed toed shoes daily.

Safe Sleep

We follow all infant safe sleep standards in Texas Health and Human Services Minimum Standards for Child Care Regulation. §746.2427.

- Always put infants to sleep on their backs
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non full-size cribs
- For infants who are younger than 12 months old, cribs play yards should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib or play yard include: soft or loose bedding, such as blankets, quilts or comforters; pillows; stuffed toys and animals; soft objects; bumper pads; liners; or sleep positioning devices .
- Infants must not have their heads, faces or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult
- Place only one infant in a crib to sleep
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord or other attaching mechanism that might be a suffocation or strangulation risk
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations
- Actively observe sleeping infants by sight and sound
- If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position
- Do not swaddle an infant for sleep or rest

Pacifiers & Teething Toys

Pacifiers and teething toys may be labeled with your child name and sent to school to be used on an as needed basis for comfort.

Bottles

Breastmilk or formula must be provided for infants under the age of 12 months. Bottles will be warmed using a bottle warmer inside the classroom and must be pre-measured and pre-mixed if not served by GLEE. We cannot mix, measure, or transfer milk or formula inside bottles. If using the GLEE provided formula, enough clean bottles must be sent daily to match the number of feeds. They will be sent home at the end of the day to be washed.

Breastfeeding

Mothers that are still breastfeeding are welcome to do so at Grace Lutheran using the church nursery in the Main Church Hall for privacy. By state law you have the right to breastfeed and provide breastmilk for you child while they are in care.

Table Foods

Developmentally appropriate foods and utensils will be provided daily with for child. Two snack times and a lunch are scheduled daily for children who have begun eating solids. All foods must be trailed at home before being served or sent to school. Due to the risk of unknown allergies, Grace Lutheran Early Education will not feed a child any foods that have not been trialed at home first.

Daily Infant Schedule

Each month a new Infant Schedule must be updated and signed by the parent. This schedule keeps us up to date on any changes that are happening in their quickly growing and every changing bodies and development.

Cuddlers Nap

Naps will occur at both scheduled times and as needed dependent on the developmental and individual needs of the infant. We expect younger infants to nap more frequently and will respond to their cues and needs.

Movers Nap

Two naps a day are scheduled for children under 12 months in a crib, morning and afternoon decided by the classroom schedule. At 12 months they will transition to a nap mat and 1 nap per day.

Transition from Cuddlers to Movers

When a child is consistently crawling and beginning to pull to stand they will move from the Cuddlers room to our Movers room. This move is not based on age but rather development.

Transition from Movers to Toddlers

At 18 months, so long as they are walking, they are ready to transition to our Toddler classroom. We will meet with you prior to begin working on skills required at that level so the transition is as smooth as possible. Such skills may include:

- Learning to nap on a nap mat rather than in a crib.
- Decreasing from two naps to one nap after lunch.
- Using a water bottle in the classroom.
- Eating finger foods without teacher assistance.
- Sitting in a chair at the table during mealtimes.

Parent Handbook Agreement

I, _____, whose child _____ is enrolled in the **2025-2026** school year of Grace Lutheran Early Education, have received a copy of the Parent Handbook. I have read and understood the policies and guidelines as described in the Handbook and I agree to abide by them.

Signed

Dated

Receipt of Written Operational Policies

I acknowledge receipt of GLEE's facility and operational policies, including those for:
(Check all that apply)

- Discipline and guidance
- Suspension and expulsion
- Procedures for conducting health checks
- Procedures to visiting without securing prior approval
- Procedures for parents to participate in operation activities
- Procedures for release of children
- Emergency plan
- Illness and exclusion criteria
- Procedures for dispensing medications
- Immunization requirements for children
- Meals and food service practices
- Safe sleep
- Procedures for parents to discuss concerns with director
- Medications prescribed for long-term use
- Promotion of indoor and outdoor physical activity including criteria for extreme weather condition

Signature - Parent or Legal Guardian

Date Signed