

Grace United Methodist Preschool
201 West 7th Street
Rochester, IN 46975
gracepreschool201@gmail.com
574-223-8332

OUR PURPOSE

Our desire is to provide a safe, loving, Christian environment for the children of our community and create a learning environment appropriate to each child's stage of development which will help them grow spiritually, socially, intellectually, physically and emotionally. Our goal is to serve the people of our community by strengthening the children and their families.

OUR TEACHERS

Laneaia Strasser is our Pre-K and Wee Ones teacher. Mrs. Strasser and her husband, Andy, have 3 kids and live in Rochester. She is a member of the Church of the Heartland. She had taught iPads at Grace Preschool 6 years before becoming our head teacher.

Scarlett Strasser is our teaching assistant. She lives in Fulton with her husband, Adam, and has 4 daughters. Scarlett attends the Fulton United Methodist Church and has actively volunteered in the Caston School system for several years, including leading the Caston PTO.

CURRICULUM

Our curriculum is an accredited Christian based program created by "A Beka Book", a company that has created home school programs for the pre-school age through the 12th grade. Their programs are committed to developing leaders by integrating a Biblical world and life view through a curriculum that meets and exceeds national and state standards. The main areas covered in our curriculum include language arts, math/science, fine motor skills, gross motor skills, and basic computer skills.

Language Arts: Listening skills, stories and rhymes, and verbal skills with sharing stories, thoughts, ideas, as well as writing names and learning addresses.

Math and Science: Classifying and sorting, patterning and sequencing, counting, matching, and nature observations.

Fine & Gross Motor Skills: Using glue, paste, pencils, crayons, paints, scissors, buttons, and zippers. Children also learn physical skills such as skipping, hopping, and jumping. They are taught physical awareness and knowledge of the body.

Bible: The Children are read bible stories and learn bible verses throughout the year. They also have short "chapel" sessions once a month with our minister.

HOURS

- **Pre-K Early** class will meet on Monday, Wednesday, and Thursday from 8:00 to 10:45.
- **Pre-K Late** class will meet on Monday, Wednesday, and Thursday from 12:00 to 2:45.
- **Wee Ones Early** class will meet on Tuesday and Friday from 8:00 to 10:30.

Use of the alley for pickup and drop off is allowed only during the times listed above and then the alley doors are locked. If your child will be late or needs to leave early, you will need to make arrangements to escort them to/from the pre-school room. When pre-school is in session, the teachers are not readily available to leave the classroom. It will be your responsibility to see that your child safely arrives/departs from the classroom.

If your child will be absent from school, please call Grace Preschool at 223-8332 to inform the teachers. If they are not available to answer, please leave a message.

If you are walking or biking with your child to school, enter from Jefferson Street to the south side church parking lot. Having bikes or pedestrian traffic in the alley during the drop off and pickup time is hazardous.

To ensure the safety of our students, we have provided a card with your child's name. We ask that you or the authorized person picking up your child put this in your windshield. If the person picking up your child does not have the card, the teachers may ask them for their license and check your transportation form to see if they are authorized. Your child will only be released to an authorized individual. The transportation form includes spaces for you to authorize those who are allowed to pick up your child. If someone other than individuals listed is to pick up your child, a written authorization note must be sent with your child. Pre-school staff members are not allowed to transport children after school.

A \$15.00 fee will be imposed if your child is not picked up within 15 minutes of the scheduled pick up time.

WEATHER

If weather conditions cause public schools in Rochester to close, Grace United Methodist Preschool will also close. **If Rochester schools utilize a two-hour delay, our class schedule is as follows:**

- **Pre-K early** class will begin at 10:00 a.m. and dismiss at 12 p.m.
- **Pre-K late** class will begin at 12:45 p.m. and dismiss at 2:45 p.m.
- **Wee Ones Early** class will begin at 10:00 a.m. and dismisses at 11:30 a.m.

CALENDAR

We generally follow the Rochester Community School calendar for breaks and holidays with a few exceptions. School will be in session as follows:

August 25	First Day School – Pre K
August 26	First Day School – Wee Ones
September 5	Labor Day Observed – No School
Oct 6 - 14	Fall Break
Nov 23 - 25	Thanksgiving Break
Dec 19 - Jan 3	Christmas Break
Mar 13 - 24	Spring Break
May 9	Last Day for Wee Ones (Recognition ceremony)
May 10	Last Day of School Pre-K
May 11	Graduation Ceremony 6:00 p.m. (for Pre-K students only)

SNACK TIME

Children will be given snacks daily. Parents will be asked to provide **snacks and drinks** on a rotating basis. To adhere with health codes, snacks must be pre-packaged, store bought items. Extra snacks will be kept on hand if you forget about your snack day. If you do forget, please send a snack the following school day to replenish the supply.

SPECIAL DAYS

Birthdays may be celebrated at school with special treats and are generally coordinated with assigned snack days. Be sure to make arrangements in advance with the teacher. No party invitations are to be brought to school for distribution and understand that for privacy purposes the teachers are not allowed to distribute any child's personal phone number or address. Summer birthdays will be celebrated in the spring. Children typically want to celebrate with cupcakes on their birthday. Please **do not** bring any large cupcakes, however, the mini (preschool size) cupcakes are welcome!

ADMISSIONS

Grace United Methodist Preschool recognizes August 1st as the day to determine a student's age. This is the same day recognized by all public schools in Indiana.

Children **must be potty trained** and we need the following forms completed and fees paid prior to admission:

1. Enrollment Application
2. Information Sheets including:
 - Personal Health Record
 - Liability Waiver and Emergency Medical Care Authorization
 - Contact Information and Pick up Authorization
 - Consent for Photographs
3. Non-refundable registration fee of \$30.00
4. Student Kit Fee of \$30.00 refunded only if student is withdrawn by July 1st.

5. Vanco form and a voided check.

FEES AND PAYMENT

- A non refundable registration fee of \$30 is due at the time of enrollment.
- A student kit fee of \$30 is also due at the time of enrollment. This includes all curriculum and supplemental material.
- Yearly tuition can be paid all at once at the beginning of the school year or we can prorate over a period of nine months. This will be done through Vanco and directions will be provided at registration. If you choose to pay monthly, your payment will automatically be deducted on the 10th of every month starting in September. Tuition is as followed:
 - Pre-K - \$810 (\$90/month)
 - Wee Ones - \$585 (\$65/month)

WITHDRAWALS

We ask that you give a two-week notice prior to withdrawing a student. Be aware that in the case of a withdrawal, tuition is generally not pro-rated for the month, thus if your child is present for the 1st week of the month, you are still responsible for a full month's tuition.

HEALTH POLICIES / MEDICATIONS / EMERGENCIES

Our ministry has been approved by the State Fire Marshal and the State Board of Health and complies with state and sanitation standards concerning preschool and day care ministries. Furthermore, all staff members are CPR certified.

Please do not send your child to school if he or she is sick. Our staff will not administer any medications. If your child becomes ill while in our care, you will be notified immediately. Your child will be cared for in a designated area until your arrival. In case of a minor injury, our staff will administer first aid. Emergency Information and Authorization for Medical Care forms for each child shall be submitted at time of enrollment.

PARENT / TEACHER CONFERENCES

Parent / Teacher Conferences will be held during the second semester for **Pre-K classes** only. Should you feel a conference is needed at any other time, contact the teachers and they will schedule a conference with you accordingly.

TEACHER / STUDENT RATIO

The legal teacher / student ratio is one teacher per twelve students. We will always have a teacher and an assistant in the classroom. We limit our Pre-K class to 16 students and our Wee Ones classes to 12 students.

DISCIPLINE

The staff will use positive methods of discipline. We will encourage self-control and cooperation. Our expectations will complement your child's stage of development.

If a child repeatedly disobeys or causes harm to other children or their possessions, a conference with the parents will be called in order to find the best solution to solve the problem. If no solution is found and the child's behavior remains disruptive or harmful, the child may be removed from the class.

No form of corporal punishment will be used. No type of discipline that could frighten or humiliate will be used.

SOCIAL MEDIA

We realize the vast majority of us now communicate through social media. Our Facebook page is meant as a tool for sharing information about the Pre-school and upcoming events. Its primary purpose is to be *informational* and should not be relied upon as a method of communication. If you have a question or concern and want to speak with the teachers or relay a message, call or email the preschool. Our phone number is 223-8332 and our email address is gracepreschool201@gmail.com. Please do not send the message via Facebook.

FIELD TRIPS

On occasion we do take field trips and must have a signed permission slip for your child to participate. Field trips for the Wee-one's class are generally limited to locations the children can walk to and car transportation is not necessary. The Pre-K class may take a field trip for which car transportation is necessary. In that situation, all children are required to abide by state law and may participate only if traveling in the appropriate car seat.

Let the children come to me, and do not stop them, because the Kingdom of God belongs to such as these.

Mark 10:14

Revised 8/22