

Train up a child in the way he should go, and when
he is old, he will not depart from it.

Proverbs 22:6



Parent Handbook

Updated: 08/01/2017

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Version Control

Version	Date	Section(s) affected	Change Description
1	08/2008	ALL	Initial creation
2	12/17/2010	ALL	Total rewrite and revision
3	1/21/2015	ALL	Licensing updates
4	08/01/2017	ALL	Licensing updates, Tuition, holidays

Grace Point Daycare and Preschool Ministry, at its option, may change, delete, suspend or discontinue parts of this policy in its entirety, at any time without prior notice or signature consent. In the event of a policy change, parents will be notified (*in writing or through email*). Any such action shall apply to existing daycare children, as well as to future children.

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1 ORGANIZATIONAL INFORMATION

Grace Point Daycare and Preschool Ministry is organized and operated by Grace Point Church, and is a part of the church's total ministry. The operation of the program is subject to church policies. Grace Point Daycare and Preschool Ministry will be operated in accordance with applicable state and local health, safety, and fire codes, as well as other codes and licensing standards.

1.1 Non-Discrimination Policy

Grace Point Daycare and Preschool Ministry does not discriminate due to race, religion, color or creed. Our ministry does reserve the right to determine if our program meets the needs of each child at their particular stage of development.

1.2 Purpose and Objectives

The purpose of Grace Point Daycare and Preschool Ministry is to provide care and development for each child spiritually, mentally, physically, emotionally, and socially. This is to be accomplished by providing learning and developmental experiences consistent with the Bible.

The objectives of our ministry are to help each child:

- learn that God created the world and everything in it
- know that the Bible is true & tells us about God and Jesus
- show love, respect, and acceptance for others
- think of daycare as a place of love and security
- make progress in solving problems, sharing, and expressing his/her feelings
- develop good feelings of self-worth
- associate God, Jesus, and the Bible with positive feelings
- prepare them for Kindergarten by teaching pre-math skills, language and vocabulary

These Christian objectives and concepts are taught through the use of the following: the Bible, A Beka Curriculum, art, blocks, books, manipulatives, home and family living centers, group and circle time, music and dance, nature, puzzles, puppet shows, outdoor play, various gross and fine motor activities, and other educational activities.

2 GENERAL INFORMATION

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal activity is subject to harsher penalties.

2.1 Hours and Days of Operation

- We are a year round facility (open January through December).
- Hours of operation are Monday through Friday 6:30 a.m. - 6:00 p.m.
- Our facility is closed for a limited number of holidays per year. Those dates are noted on our yearly calendar which you will receive at the time of enrollment.

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- In case of inclement weather, our facility follows the policies of Northside Independent School District (NISD) regarding closures and delayed start times.

2.2 Standards

Grace Point Daycare and Preschool Ministry is licensed by the Texas Department of Protective and Regulatory Services and complies with all of the standards put forth by that Department. To contact State Licensing or view the State Minimum Standards and our facility's most recent licensing inspection report, see information below:

Licensing website: www.dfps.state.tx.us

Licensing phone #: (210) 337-3399

Licensing Address:

PO Box 23990

3635 Southeast Military

San Antonio TX 78223

Child Abuse Hotline:

(800) 252-5400

www.txabusehotline.org

2.3 Registration & Enrollment

Our Preschool program is open to children ages 2-years-old through Pre-Kinder.

- Children must be 2-years-old by September 1st.
- Enrollment process includes a registration fee and enrollment documents. Documents are kept on file at the Daycare. (*State guidelines are followed concerning these forms.*)

FORMS TO BE SUBMITTED PRIOR TO ENROLLMENT:

- Enrollment Form
- Birth Certificate
- Medical Information Form signed by the child's physician
- Current Immunizations (Tuberculin is not required in TX)
- Authorization Pick-up List
- Parent Handbook Acknowledgement
- A minimum of 2 weeks' written notice is required for withdrawing your child or changing the days your child attends.
- Children's records are open to the Director, Assistant Director, Supervisors, child's teacher, an authorized employee of the licensing agency, or the child's parent or legal guardian.
- Court Orders- We desire to work with parents and guardians as much as possible. If all parties are agreeable, we do not require a copy of the court order. Please know by state law, we cannot withhold a child from their biological parent unless we have a court order. If you choose to give us a copy of the court order, we are required by law to follow it to the letter. Exceptions may only be made if we are given written permission by the legal guardian, sole-managing conservator or joint-managing conservator with primary possession. Please speak with the Director or Assistant Director regarding these matters when enrolling your child.

2.4 Open-Door Policy

Parents are welcome to visit anytime during the day. Our curriculum time is very important to us. We ask that you view the class through the window during teaching and group times. We will provide you with a daily schedule so you may better choose the hours you would like to visit.

2.5 Parent Activity & Class Participation

Throughout the year we have activities we encourage parents to join us for. Notes will be placed in your child's folder regarding dates and times. You may plan a time to participate in child's classroom, by contacting the Director or Assistant Director to schedule an appropriate time. Parents that visit 2 or more times within a 30 day period will be required to submit a background check with State Licensing. Background checks are \$2 and paid at the front desk.

2.6 Parent Communication & Notifications

We will communicate and notify parents in the following ways:

- Phone Call/Text Message
- Memos/letters in child's file
- Email
- Signs/notices
- Newsletter
- Daily reports

2.7 Drop-Off and Pick-Up

- Upon enrollment, each *authorized pick-up* person will receive an entry code. This code is unique to each individual and is not be shared with anyone including children.
- Each child must be signed in and out each day. Sign-in sheets are located by the classroom door or with the teacher when they are out of the classroom.
- Children should be brought to class no earlier than 6:30 a.m. Parents or individuals dropping off a child must stay with the child until it is time for class to start and the teacher is ready to receive him or her. Please do not leave your children alone. Your child is to be dropped off with a staff member.
- Only authorized pick-up person specified by parents to pick up the child will be permitted to sign children out, unless legal guardian gives written permission. All visitors and guests unknown to teachers and staff are required to present a picture identification card.
- We reserve the right to decline the release of a child to a person who appears physically, emotionally or mentally unable to provide adequate care for the child. Example if an adult appears intoxicated or otherwise impaired. In the event that this situation should arise, staff will release child to another authorized individual on the pick-up list who is able to provide appropriate care for the child. The Supervisor will make the decision.

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- As a precaution, please turn our vehicle off and lock it when picking up or dropping off your children. We are not responsible for any lost or stolen items on church grounds or in church parking lots.

3 FINANCIAL AGREEMENT

Registration and tuition fees are listed on the Daycare brochure and are subject to change annually.

3.1 Tuition Payments and Late Fees

- Tuition is paid on a weekly basis. All tuition is due on the first day of the week. Tuition is **due** on **Monday** for all **full time** students and **M-W-F** students. Tuition is due on **Tuesday** for all **Tuesday/Thursday** students.
- A **\$15.00 Late Fee** will be assessed for all late tuition payments. If weekly tuition payment arrangements have not been made by **Friday** at 6 pm, your child **will not** be able to return to the Daycare the following Monday.
- Tuition is due for the entire week regardless of absences, vacations or calendar holidays. If a calendar holiday is prorated, you will receive notification. *After your child has been enrolled with us for 1 year, you will be eligible for 1 consecutive week of vacation* without paying tuition, provided the Daycare is notified in writing two weeks in advance.

3.2 Payment Options

- Payment options are as follows: Automatic withdrawal using debit/credit card or bank account, online payments, Point of Sale transactions. VISA, MASTERCARD, and DISCOVER debit/credit cards are accepted.

3.3 Late Pick-up Fees

Children are be picked up no later than 6:00 p.m. A \$5.00 late fee that will be charged if a child is not picked up by 6:05 pm and \$1.00 each minute after.

3.4 Refunds

- Registration fees are non refundable after July 1st for fall enrollment, except in cases of relocation from the San Antonio area due to military transfers. A copy of the transfer order is required.
- Registration fees are not refunded after the child's first day at the Daycare.

4 CURRICULUM

4.1 Preschool

- All ages use A Beka Curriculum as their primary curriculum source. Teachers focus on a specific theme/topic and element of Christian character (fruit of the spirit from

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Galatians 5:22-23) per month. Children are taught a weekly Scripture memory verse. Please refer to section 1.2 for more information about our teaching objectives.

- Morning circle time begins at 8:00 a.m. with pledges, prayer & song. If you are dropping your child off during this time, *please enter the room quietly so it will not disrupt this time*. We encourage you to bring your child prior to 8:00 a.m.
 - Please note that breakfast is served from 7:00-7:30 a.m. Children, who are not finished eating breakfast by 7:55 a.m. can finish eating after Circle Time. If you bring breakfast for your child, they may continue eating after Circle Time or at morning snack time.
- **2 & 3-year-olds** are introduced to concepts and skills that prepare them for our 4-year-old Pre-Kinder program. Concepts and skills include but are not limited to: colors, numbers, and shapes, alphabet, standing in line, potty training, following directions, eating properly, and various other educational activities.
- **4-year olds** are taught using a Pre-Kinder curriculum which prepares them for Kindergarten. Children are taught phonics, reading, writing, numbers and pre-math skills.

5 DISCIPLINE & GUIDANCE POLICIES

Guidance and redirection is used instead of discipline in our classrooms. However, there are times when action must be taken to ensure the safety and well-being of the children. At these times, redirection and/or time away from the class may be necessary. The “Thinking Spot” is used instead of “Time Out”. Children who repeatedly have disciplinary concerns will be referred to the Daycare Director and/or Assistant Director. A parent/teacher conference may be required. Parents may be asked to remove the child from the program if disciplinary issues are not resolved. We cannot enforce disciplinary actions or consequences from home.

Grace Point reserves the right to remove the child from the program if disciplinary issues continue or if we feel your child is unsafe to themselves or others. We also reserve the right to contact a parent to pick up their child if unacceptable behavior persists.

5.1 Behavior Expectations

These are basic expectations of our children (but are not limited to):

- Being kind, respectful & safe to others
- Treat others’ belongings/property in an appropriate manner
- Treat Grace Point property respectfully - do not damage
- Listen and obey teachers
- Do not be disruptive in the classroom
- Children should not bring cell phones or electronics to class
- Toys are not to be brought from home unless approved by the teacher (show and tell days or nap time comfort is allowed)

5.2 State Minimum Standards

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- 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:

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

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline are prohibited:

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

6 HEALTH & SAFETY

6.1 Illness

- An ill child will not be admitted for care if one or more of the following conditions exists:
 - Temperature of 100 degrees Fahrenheit or greater accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the program's activities. A child must be **fever free for 24 hours (without medication)**.
 - Signs and symptoms of possible severe illness such as lethargy, difficulty breathing, uncontrolled diarrhea and/or vomiting (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior changes, or other unusual signs until medical evaluation indicates that the child can be included in the program's activities.

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- The child has been diagnosed with a communicable disease until medical evaluation determines that the child is no longer communicable and is able to participate in the program's activities.
- The illness prevents the child from participating comfortably in the program's activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- If a child becomes ill while at Daycare, parents will be notified and asked to pick the child up within 30 minutes. If parents cannot be reached, alternate names from the Authorization Pickup List will be called.
- In case of a serious illness, we will call 911. *We will not transport your child to a medical facility. You will be responsible for any/all related transportation and medical fees.*
- If your child is diagnosed with a communicable disease, please notify the Daycare as soon as possible. Upon notification that a child has been diagnosed with a communicable disease, we will notify parents of all the children in the sick child's classroom in writing within 24 hours.
- If questions arise concerning illness, the State Minimum Standards will be followed.

6.2 Medication

Our daycare will administer medications when necessary. All medications are required to be signed in at the front desk and will be administered as follows:

- Prescription medications must be in the original container labeled with the child's name, date, directions, and the physician's name. All medication will be administered according to the directions on the label. No medication will be administered after the expiration date.
- Over-the-counter medication must be in the original container, labeled with the child's name, and the date. Over-the-counter medication will be administered according to label directions when approved in writing by the parent or healthcare professional.
- For children with diagnosis Asthma – we must have an “Asthma Action Plan” to follow instructions that are different from the prescription on the medication.
- For children with diagnosed allergies – we must have an “Allergy Emergency Action Plan” from a medical health care professional.
- Medication will not be given in bottles, cups or food.
- Our staff documents each dose of medication given. These records are kept on file during your child's enrollment.
- All medications must be kept out of children's reach. Medication is not to remain in diaper bags or backpacks. Parents must turn in medication to the front desk and take it home at the end of the prescribed time period. Our daycare will not be responsible for keeping medications for extended periods of time.
- Medications requiring refrigeration will be kept separate from food.

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6.3 Head Lice

- Head lice sometimes occurs in programs with children because it is contagious and easily passed from child to child. You can go to this website for more information and examples of what lice looks like <https://www.cdc.gov/parasites/lice/>.
- Please check your child's head on a regular basis to avoid any outbreaks.
- Inform the front desk immediately if your child has head lice. We are required to follow certain procedures within the classroom.
- We also reserve the right to implement head checks.
- If head lice is found on your child, you will be required to pick them up within 30 minutes. They can return to Grace Point when they have had the treatment and with the removal of all lice.

6.4 Injury

- We do everything we can to prevent accidents. The daycare staff will administer minor first aid when necessary.
- Parents will be notified of any accident or injury that occurs at daycare. Accident reports will be completed on all incidents requiring first aid treatment. Forms will be kept on file in the office. Any accident that requires a physician's treatment must be reported to State Child Care Licensing.
- Parents are required to sign an authorization for emergency cases, which identifies the physician and hospital preferred in the event that parents cannot be reached. Parents should keep this information current by notifying the front desk of any changes. In case of a serious accident, we will call 911. *We will not transport your child to a medical facility.* You will be responsible for any/all related transport and medical fees.
- Our staff will briefly check your child daily upon entering the classroom for any ouches that they have as well as make a note if they are not feeling well.

6.5 4-Year-Old Hearing and Vision Screening

If your child is 4 as of September 1st of the current school year, the state requires that they have hearing and vision screening. We will schedule an onsite screening during the school year. You may choose to decline and have the screening done on your own. If you do so, you will be required to provide us with the results of the screening in writing.

6.6 Abuse & Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement.

Child Abuse Hotline: (800) 252-5400 or www.txabusehotline.org

- All employees are required to receive annual training on abuse & neglect in order to increase employee awareness of warning signs that a child may be a victim and prevention techniques.
- Parents will receive an abuse & neglect informational flyer upon enrollment.
- The Director or Assistant Director is available to help parents find intervention & assistance if their child is a victim of abuse & neglect.

6.7 Emergency Drills

We conduct monthly fire drills. Severe weather & lock-down drills are conducted four times in the calendar year. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency. In the case of a fire evacuation, our facility will relocate to:

Grace Point Church – West campus Daycare & Preschool Ministry
8531 W Loop 1604 N
San Antonio, TX 78254
210-396-7884

6.8 Emergency Preparedness Plan

We have an emergency preparedness plan in each classroom as well as at the front desk. This plan goes into detail about how we will respond in different emergency situations as well as where we will relocate if necessary. The emergency preparedness plan is available for review upon request at the front desk.

6.9 Employee Vaccinations

The staff is not required to obtain vaccinations.

7 NUTRITIONAL INFORMATION

Our meals and snacks are monitored by the State. It is a requirement and our responsibility to ensure that your child is receiving healthy and nutritious food that meets the state requirements for their age.

7.1 Preschool

- We adhere to a **“Peanut and Tree Nut Free”** policy in our preschool program. Peanuts, tree nuts, nut products, foods with traces of nuts, and foods processed in a facility that processes nuts are not allowed in our facility.
- Breakfast is served daily between 7:00 a.m. and 7:30 a.m. If you will be arriving after 7:30 a.m., please ensure that your child has had breakfast before coming to school.
- A lunch is served daily between 11:00 a.m. and 11:30 a.m.
 - If your child will be arriving after 10:00 a.m. and will be eating lunch, call the front desk at 447-0032 and ask that your child be placed on the lunch count. (Leave a message if someone does not pick up.)
 - If your child has a food intolerance/sensitivity or allergy to the lunch that is provided that day, we will serve a lunchmeat or cheese sandwich as an alternative.
 - If you bring your child’s lunch from home, you must adhere to our “peanut and tree nut free” policy (i.e. no peanut butter or almond butter sandwiches).
 - We cannot heat up or refrigerate any items in your child’s lunch.
- Two snacks are provided mid-morning and late afternoon.

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- Menus are provided monthly, any changes to the menu will be posted.
- Classes occasionally have holiday and birthday parties. When bringing food for parties, please read all labels in order to adhere to our **"Peanut and Tree Nut Free"** policy.

8 FIELD TRIPS

We do not take the preschoolers on Field Trips outside of the Daycare. We have special activities for them at our facility.

9 OTHER INFORMATION

9.1 Personal Items

- **Label everything** to help ensure that belongings are returned.
- Do not bring toys from home unless requested by the teacher (i.e. Show N' Tell). We are not responsible for lost, stolen, or broken toys. Please be respectful to the teacher's request if an item is not appropriate or is causing conflict within the classroom.
- Bring a blanket for your child to lie on during naptime. We provide a mat as required by the state. You may also bring a small pillow. Please do not bring a bed size pillow.
- Keep a change of clothes at the Daycare in case your child's clothes get wet or soiled.
- All personal items (blankets, pillows, stuffed animals) must be taken home and washed on Friday of each week (Thursday for children who attend Tues/Thurs.)
- Our Show N' Tell days are Thursdays (for the Tues/Thurs children) and Fridays for Full Time children. Items that are age appropriate and no weapons. *Ideas:* stuffed animals, cars, dolls, or items that go along with the topic and letter of the week. Please be respectful to the teachers request if a show n' tell item is not appropriate or is causing conflict within the classroom.

9.2 Appropriate Dress

- Children are to be dressed appropriately for play.
- Girls are required to wear shorts under their dresses.

9.3 Rest Time

Rest time is every day from 12:00 p.m. to approximately 2:30 p.m. If your child is still awake after one hour of resting, they will be allowed to engage in a quiet activity until rest time is over. Every child is required to rest according to State Minimum Standards. There will be no drop off during this time period.

9.4 Water Activities

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Preschoolers: Splash days are during the summer using sprinklers, water tables, toys and wading pools. Signs and memos will be posted letting you know which days, times, what to wear & what to bring.

9.5 Holiday Celebration Policies

We are a Christian facility with the goal of providing learning and developmental experiences consistent with the Bible, we have policies regarding certain holiday celebrations;

- **Easter:** Focus is on the resurrection of Jesus Christ. Easter eggs, and bunnies represent new life, which is part of the Easter story. We do not teach children about the Easter Bunny.
- **Halloween:** Our annual Fall Festival is held during Halloween. We do not celebrate Halloween. Please refrain from sending your child with Halloween related items (i.e. costumes, scary items, black cats, bats, witches, spiders, ghosts, or similar items).
- **Christmas:** Strong focus is on the birth of Jesus Christ with Happy Birthday Jesus theme parties. We do not teach children about Santa. If your child believes in Santa, we will not discourage what you teach them. We will teach them that Santa is addition to Jesus' Birth and place the focus back on Jesus during the Christmas season.

9.7 Videos: Preschoolers

- The following are our guidelines regarding the length and time that preschool children may watch a video.
 - 6:30 a.m.-8:00 a.m. (for 30 minutes only)
 - Right before lunch for 30 minutes /or while the children are waking up from rest time for 30 minutes (optional)
 - 5:00 p.m. – 6:00 p.m. (for 30 minutes only)
- We are very selective about the videos that your children watch. Our goal is to instill Godly values in the children and also to teach them academics through visual media. Non-Christian videos that we show are based on good moral values and/or to supplement our curriculum teaching.
- We do not show Disney videos to our preschoolers.
- Below is the list of acceptable video examples but not limited to:

Christian Videos:

Veggie Tales
Bible Stories – Moses, Noah's
Ark, Jonah....
The Amazing Story
Patty Cake
Psalty
NaNa Puddin
Tommy's Tree House
Precious Moments

Prayer Bear

Donut Man

Boz

Hermie

Non-Christian Videos:

Little Bear

Blue's Clues

Sesame Street

Barney

Science Animals

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Richard Scarry's Best Learning
Dr. Seuss
Learning videos

Care Bears
Backyardigans

9.6 Breastfeeding Area

If you are breastfeeding your child, you may use room 200 or 207 in the Daycare building. In addition you may provide breastmilk for your child while they are in our care.

9.8 Parent Handbook Question and Concerns

If you have any questions and or concerns about our policies and procedures outlined in this handbook you may contact the Director or Assistant Director by calling (210)447-0032.

*Thank you for giving us the privilege & joy of serving
your family & ministering to your children.*

*"Train up a child in the way he should go and when he is old, he will not depart from it."
Proverbs 22:6*

GracePoint Daycare & Preschool

I have viewed a copy of the “Grace Point Daycare & Preschool Ministry Parent Handbook”. I acknowledge that a copy is accessible at www.gracepoint.org/daycaremedical.

I agree to abide with all the terms, conditions and policies contained therein.

Child’s Name _____

Parent/Guardian #1

Printed Name _____ Date _____

Parent Signature _____ Date _____

Parent/Guardian #2

Printed Name _____ Date _____

Parent Signature _____ Date _____

Director/Assistant Director _____

Date _____