

## CHURCH STAFF

St. John's United Methodist Church 452-5737

Paul Escamilla	Senior Pastor
Georjean Renquist	Associate Pastor
Pat Thomas	Associate Pastor Congregational Care
John Anderson	Certified Lay Minister
Sally Rodgers	Director of Communications
Amy Villwock	Director of Children's Ministries
Shelly Culbertson	Director of Student Ministries
Julie Sieverman	Business Administrator
Rick Beard	Facilities Manager

Grace Garden Child Development Center 371-5822

Kym Cooper	Preschool Director
------------	--------------------

# GRACE GARDEN

## WHERE LOVE GROWS

2140 Allandale Rd  
Austin, Texas 78756  
Office: 512-371-5822  
Fax: 512-452-6145

Email: [info@ggaustin.org](mailto:info@ggaustin.org)  
Saint John's United Methodist Church

### Mission:

Grace Garden Child Development Center seeks to offer a superior learning experience for preschool children while providing an invaluable service to our local community and beyond. Our school will provide a Christian environment that encourages development of the whole child – physically, cognitively, socially, emotionally, and spiritually. We will continually strive for excellence, embrace diversity, and have respect for one another.

*"Train children in the way they should go, and when they are old they will not depart from it." Proverbs 22:6*

Because math involves more than memorizing facts (like  $2+2=4$ ) and because it involves logical thinking, children shouldn't be pushed into paper and pencil arithmetic too soon. To acquire the foundation for logical thinking, children need many opportunities to count objects, sort them into piles, and add some to a pile and take some away. It is by playing games like these that they learn to truly understand addition, subtraction, division, and multiplication. Without these concrete experiences, children may give correct answers but probably won't understand what they are doing and why.

If children are rushed into academic subjects too soon, they may lose their enthusiasm for learning and lose their sense of themselves as learners. If children are told what to learn and memorize by their teacher, they may become more passive and dependent learners, and be less excited about learning something new. Children who are given plenty of time to play, however, learn to ask their own questions and figure out their own answers. They are responsible for their own learning. They see themselves as explorers, discoverers, problem solvers, and inventors.

#### PETS

Any classroom pets are required by DFPS to be certified in good health by a qualified veterinarian. The same criteria applies to family pets who may be brought to visit the school (e.g., as a "show and tell" opportunity).

## REPORTING CHILD ABUSE

Child abuse and neglect are against the law in Texas, and so is failure to report it. If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency. To report suspected abuse, call the abuse and neglect hotline at 1-800-252-5400.

## ABC'S AND 1,2,3'S

Many parents are concerned when their children aren't practicing letters and numbers. They feel that completing paper and pencil exercises will most effectively prepare their children for elementary school.

We could give your children workbooks. We could make them memorize the alphabet. We could drill them. We could test them. But if we do, your children may lose something very important.

Children who are rushed into reading and writing too soon miss important steps in learning and may suffer later on because they lack the foundation they need for using language. Children who are taught to read before they are ready may be able to sound out and recognize words, but they may also have little understanding of what they are reading. If they haven't been given time to play, they won't have explored objects enough to know what words (like "hard, harder, hardest") mean. If they aren't allowed to string beads, button, dress up, cut, paste, pour, and draw, they won't develop the small muscle skills they need for writing.

## WELCOME TO GRACE GARDEN

I am pleased that you have chosen Grace Garden as a place of learning for your child. Our goal is to provide your children with a superior, safe, and caring environment.

We believe in providing a supportive and nurturing learning environment where children can learn through developmentally appropriate activities and feel confident in taking on new challenges. Our hands-on approach will enable your child to explore and create in ways that encourage the full use of his or her imagination.

Our loving and enthusiastic teachers bring a wealth of experience and knowledge to our program. They are dedicated to enriching the lives of children and strive for excellence in all they do.

Please know that our door is always open for you to stop by and share any ideas, questions or concerns. We look forward to a terrific year and getting to know your family better. Thank you for entrusting your child to our care.

Blessings,

Kym Cooper  
Director

Dear Parents,

Welcome to Grace Garden at St. John's United Methodist Church. We are honored that you have chosen to share a very special part of your child's growing-up season with us. For nearly sixty years, St. John's has been nurturing young children and their families through weekday children's ministry. We're pleased that your family will be sharing in that well-established and trustworthy tradition.

Grace Garden is committed to giving quality childcare to all children within our care. Our loving and devoted teachers and staff are eager to provide for their healthy growth and development, and the church staff at St. John's shares that commitment.

If Grace Garden has been your first point of entry into St. John's, let me invite you to enter by other doors as well! St. John's is a community of faith where we like to say that "God's love changes people, and God's people change the world." If you do not presently have a church home, we'd be pleased to have you come for a visit. We worship on Sundays at 9 and 11 a.m. Children are welcome and included in these worship services, and quality childcare is also provided. Small groups for all ages, including children, gather at 9:55 a.m. on Sundays as well as throughout the week. These groups provide wonderful opportunities for personal and spiritual growth, and are also great ways to get to know other young parents and families.

I hope your family has a truly rewarding experience at St. John's. If we can be of any other assistance to you in the course of the year, please know that our door is always open. May God bless your family's journey through Grace Garden.

Sincerely,

Rev. Paul Escamilla  
Senior Pastor

## OPEN DOOR POLICY

Communication between parents and Grace Garden staff is always encouraged. If parents have a question or concern, the Director will make every effort to be available immediately. **We do ask that discussions with teachers be scheduled for times when no children will be in the classroom (even the child concerned). It is best for all of our children if we keep adult conversations between adults, and reserve class time for class.** A classroom email address will be given to you at the beginning of the year for email communications with your child's teacher. You may always drop by the Grace Garden office to address any concerns.

## MINIMUM STANDARDS AND LICENSING INFORMATION

Parents may review a copy of minimum standards and our most recent Licensing inspection report during hours of operation. This information is also available online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The phone number for the local licensing office is (512) 834-3195.

## MUSIC, CHAPEL, AND GARDEN TIME

Each week, children attend special enrichment times in music, Chapel, and gardening. Chapel is held in the sanctuary of Saint John's. The children learn Bible stories through songs and other activities. We focus on a central theme of God's love for children.

## PARENT INFORMATION BOARD

We try to keep parents informed of our many activities. Information is posted on the bulletin board in the Grace Garden hallway. Also, please check your child's folder daily for information.

## CONFERENCES

Parent/teacher conferences for all children will be scheduled in the fall and spring semesters. However, parents or teachers may request a conference anytime there is a need.

## PARENT PARTICIPATION/VOLUNTEERS

**Parent participation is required.** Parents and teachers are working in a partnership for the greatest development of each child. We have many ways parents can volunteer in our program. Before the school year begins you will receive volunteer forms. The sign-up is first-come, first-serve. If you are unable to fulfill your commitment, you may opt to pay a fee of \$65.00/semester so that we can contract another individual to fulfill those duties.

Dear Parents,

Welcome to Grace Garden at St. John's United Methodist Church. Thank you for sharing your child with us! As Director of Children and Family Ministries here at St John's, I am pleased to work with our devoted and loving staff to nurture and strengthen each child's relationship with God. It is our goal that every child who comes through our doors feels welcome, loved and supported.

As the school's Chapel Leader, I have the privilege of spending time with Grace Garden children every Wednesday morning as we focus on nurturing their spiritual life. Through music, prayer, and a Bible lesson specially geared for young ones, I hope that the children will explore what it means to live in response to God's love.

I would be delighted to share more information with you about our programs for faith formation at St. John's. In addition to children's Sunday school, music, mission opportunities, and Vacation Bible School, we offer special family events throughout the year. If you have any questions about chapel, the resources we use, or any of our other ministries, please feel free to contact me by phone or email. My best wishes for a wonderful school year-- I look forward to getting to know both you and your child.

Grace and Peace,

Rev. Amy Villwock  
Director of Children's Ministries

## HEARING AND VISION SCREENING

All children who are four years of age as of September 1 must be screened for possible vision and hearing problems prior to the start of the spring semester. Proof of this screening must be turned in to the Grace Garden office **before the start of the spring semester.**

## HOME VISITS

To introduce your child to her/his teacher, a visit to your home will be scheduled in August. Children in all classes will be included in home visits. This is your child's time with the teacher. The teacher is interested in seeing the types of toys and play equipment that your child likes. The teacher will ask the child to show her/his room, or backyard, and will spend time visiting with the child. Due to time constraints, visits should last only about 15-20 minutes. Any parent concerns are to be discussed in private on the phone or in person at another time, not during home visits.

## PARENT/TEACHER COMMUNICATION

Please inform your child's teacher of any changes in your daily routine (such as a family illness, move to a new home, addition of a sibling, death or divorce/separation) which might affect your child's day at Grace Garden. Teachers will send home a written report each day for the younger children and weekly report for the older children. For your information, lesson plans and the daily schedule are posted in each classroom.

## TOYS

**Children should leave toys at home.** Valued possessions from home can cause problems with sharing and may be lost or broken. Any items brought from home will be put away, at the teacher's discretion, until dismissal time. Toy weapons such as, but not limited to, swords, guns, knives, and light sabers should never be brought to Grace Garden.

## LABELING

Please label all clothing and items that your child brings (including coats, lunch kit items, etc.) with your child's first name and last initial.

## SAFETY

Every effort is made to safeguard your child and to provide a happy and healthy environment for your child. We have specific written guidelines regarding fire and emergency procedures. Our entire staff is professionally trained in First Aid and CPR to handle medical emergencies. Our building is equipped with a fire alarm system, fire extinguishers, carbon monoxide detectors, smoke detectors, and evacuation route maps. Annual inspections are conducted in accordance with licensing requirements. In addition to classroom instructions, a school-wide fire drill is performed monthly. Inclement weather drills are also performed every three months. In the event that our building must be evacuated, the children will be taken to the Youth House located across the street at 5908 Wynona Avenue.

## TABLE OF CONTENTS

Calendar	8
Registration/Withdrawal	9
Probationary Period	9
Tuition and Fees	10
Tuition Payments	10
Payment Penalties	10
Arrival	11
Departure	11
Before and After School Care	12
Weather	12
Emergency Preparedness Plan	13
Discipline Policy	14
Medications	15
Medical Emergencies	15
Health	16
Snack	17
Lunches	18
Nutritional Lunch Ideas	19
Celebrations	20
Birthdays	20
Outside Play	21
Clothing	21
Toys	22
Labeling	22
Safety	22
Hearing and Vision Screening	23
Home Visits	23
Parent/Teacher Communication	23
Parent Information Board	24
Conferences	24
Parent Participation/Volunteers	24
Open Door Policy	25
Minimum Standards and Licensing Info	25
Music, Chapel, and Garden Time	25
Reporting Child Abuse	26
ABC's and 123's	26
Pets	27

## 2011-2012 CALENDAR

Grace Garden will generally follow the AISD schedule. Classes will be held Tuesdays, Wednesdays, Thursdays, with optional Fridays from 9:00 a.m. until 1:30 p.m. Classes will begin on August 30, 2011 and will conclude on May 24, 2012.

### AISD WORK HOLIDAYS

November 11<sup>th</sup>, 2011 (No Friday Classes)  
February 17<sup>th</sup>, 2012 (No Friday Classes)

### IMPORTANT DATES

Back To School Night August 25, 2011  
First Day of School August 30, 2011  
Coffee Chat October 4, 2011  
Parent/Teacher Conferences November 14, 2011  
Thanksgiving Feast November 17, 2011  
Thanksgiving Break November 22–25, 2011  
Coffee Chat December 6, 2011  
Breakfast with Santa December 10, 2011  
Winter Break December 20<sup>th</sup>–January 6<sup>th</sup>, 2012  
Daddy–Daughter Dance February 9, 2012  
Coffee Chat February 28, 2012  
Spring Break March 12–16, 2012  
Easter Break April 6, 2012  
Coffee Chat April 24, 2012  
Pre–K Graduation May 19, 2012  
Last Day of School May 24, 2012  
Summer Sessions in June, (3) week long camps

## OUTSIDE PLAY

Children will go outside every day unless it is raining or the wind chill is freezing or below. This means that on cold days, children should wear warm outside clothes. Children should bring a water bottle labeled with child's first name and last initial to school every day so they can stay hydrated while on the playground. Water is the best drink since juice attracts bees.

Before returning to school after an illness, your child needs to be well enough to play outside.

### CLOTHING

Children should be dressed in comfortable, washable play clothes every day for all activities. Clothing should be simple enough for the child to manage alone. Please keep in mind that clothes will be subjected to paint, glue, the playground, etc. Shirts should cover the child's mid-drift. Please be sure that your child's shoes fit correctly. Poor fitting shoes may inhibit your child's physical development.

**Please do not send your child in western boots, sandals, or flip flops as they are inappropriate for pre-school activities.** Sneakers or tennis shoes are best for climbing, playing and going on field trips.

Please do not allow your child to wear dangling jewelry (necklaces, earrings, etc.), as it may be a safety/choking hazard.

All children should have an extra set of weather appropriate clothing in a Ziploc bag clearly labeled with the child's name. Parents must furnish disposable diapers and/or training pants as well as wipes for children not yet toilet trained. The Pre-K classroom is not set up for diaper changing.

## CELEBRATIONS

Our center will have special celebrations throughout the school year. In keeping with our good nutrition policy, candy and foods high in sugar, salt, fat and preservatives are not permitted. DFPS requires that all food items must be prepared/purchased at a commercial store.

**Please do not push teachers for a "party".** Young children in group care do not benefit from over-stimulation. Goodie bags with candy or cookies are **not permitted** to be passed out by classmates as part of a celebration.

## BIRTHDAYS

Simple recognition is given to each child on his/her birthday. If you wish to bring a special birthday snack, please coordinate this with your child's teacher. This is not intended to be a birthday party for your child. (No decorations, party hats, balloons, etc.) You may bring your child's favorite fruit, vegetable or healthy muffins to share. Do not bring "sugary" snacks or traditional birthday cupcakes. **DPRS requires that all food items must be prepared/purchased at a commercial store.**

Please check with your child's teacher or the Grace Garden office for suggestions and allergies. No gifts are to be exchanged, but the honoree's family may donate a hard-cover book to the classroom to commemorate the occasion. If you bring invitations to a birthday party inside the building, there must be one for every child in your child's room.

## REGISTRATION / WITHDRAWAL

With your child's application, a **non-refundable** registration fee is due. Children are placed in classes according to their kindergarten entry age group, which is their age as of September 1st of the current year.

We hope that every child will spend the whole year with us. However, we realize that for various reasons, families may have to withdraw from the program. The Grace Garden pre-school program requires a **30-day written notice** before withdrawing from our program. If you do not give this written notice you will be charged for that month's tuition.

## PROBATIONARY PERIOD

All children will initially be enrolled in Grace Garden Child Development Center on a two-week trial basis. At the end of this time period, parents and staff will meet to decide if Grace Garden can adequately meet the needs of each child.

As children grow and learn, so do their needs. Therefore, if the Teacher and Director agree that a child's needs must be reevaluated, parents will be notified and the child will be put on probation during the evaluation period. A child may be put on probation at any point during his/her enrollment at Grace Garden CDC.

## 2011-2012 TUITION AND FEES

Registration \$125  
Supply Fee \$75 per year  
Monthly Tuition for 3 days/week \$285  
Monthly Tuition for 4 days/week \$375  
Waiting List Fee \$45

## TUITION PAYMENTS

**We require payment of each month's tuition in full on the first of the month.** Families will receive a 15% sibling discount on each additional child enrolled in the program.

Tuition may be paid by check or money order and can be mailed to the office or placed in the tuition box provided on site in the main hallway. We strongly discourage cash payments. The Director will provide receipts for all tuition payments, upon request.

## PAYMENT PENALTIES

Any payment received after the 5<sup>th</sup> of each month will be charged a \$20.00 late fee. An additional \$5.00 per day will be added for each day after the 10<sup>th</sup> day of the month. There will be a service charge of \$35.00 on all returned checks. After the second returned check, in a calendar year, all tuition payments will be required to be made by money order.

## NUTRITIONAL LUNCH IDEAS

**Fresh fruit:** oranges, grapefruit, tangerine, or apple wedges (peeled for younger children), pineapple chunks, banana slices, seedless grapes (cut in quarters lengthwise for toddlers and twos), seedless watermelon chunks cantaloupe or other melons. Try apple wedges with cheese spread, fruit kabobs (use spaghetti noodles instead of a toothpick), peaches, pears, plums, strawberries or kiwi slices.

**Dried Fruit:** apricots, banana chips, prunes stuffed with cream cheese, cranberries, raisins, apples and pineapples.

**Vegetables:** carrots (cooked and cubed for little ones), celery (stuffed with cream cheese and raisins), cucumber slices, cherry tomatoes (cut in quarters for toddlers and twos), or fresh, canned or cooked zucchini, broccoli, cauliflower, peas, corn or green beans. Add ranch or other salad dressings for dipping vegetables. Try using a variety of cutting techniques to give vegetables an appealing appearance.

**Proteins:** hard boiled eggs (peeled), pieces of turkey, chicken, ham, or beef (sliced or cubed), cubes or slices of natural cheese (string cheese is a favorite among preschoolers), cream cheese, pimento cheese, or tuna.

**Grains:** bagels, natural fruit bars, rice cakes, bread sticks, tortillas, crackers, sandwich bread (spread with protein), unsweetened cereal, seeds or popcorn (not for toddlers or twos), Goldfish, or pasta (with or without sauce).

## LUNCHES

Grace Garden CDC serves children with life-threatening allergies to peanuts and tree nuts. Please be mindful of this when packing lunch for your child(ren). Please do not send your child(ren) with any foods that contain peanuts or tree nuts, or foods that have been processed in factories that also process nut products.

Grace Garden is committed to good nutrition as an integral part of the early childhood experience. Not only do children benefit physically, but they are also learning the principles of good nutrition. Our center does not provide lunches to the children. Parents are responsible for meeting the nutritional value and for meeting the child's daily food needs.

We appreciate your cooperation in sending non-perishable foods in your child's labeled lunch container. Please include milk, 100% natural fruit juice, or water as your child's beverage. Metal rimmed containers (ex. fruit cups, Vienna sausages) are prohibited because of the sharp edge.

Bottles, pacifiers, cups and all lunch and snack containers must be labeled with the child's first and last name.

Please be aware of food-related choking in young children. Grapes, hot dogs, apples, popcorn and carrots are all potential dangers. If you do send these foods in your child's lunch, be sure to cut them into small pieces.

For your convenience, we have included a list of nutritional lunch ideas on the following page.

## ARRIVAL

Arrival time is 9:00 - 9:15 a.m. If your child is going to be late, please call ahead to the Grace Garden office at 371-5822, so that we may inform the teacher of his/her arrival. Parents are required to sign each child in and out every day. The sign-in sheets are located in each classroom. We are required by the Department of Family and Protective Services (DFPS) to keep these records of your child's attendance. Ill siblings should not be in the pre-school area at arrival or departure. Please make arrangements with a friend to watch the ill child. Do not leave unattended children in your car.

Some children do experience separation anxiety at arrival. If this occurs, it is important to establish an arrival routine with your child and then leave the room quickly. **Staying in the room often makes the separation more difficult.**

## DEPARTURE

Departure time is from 1:15-1:30 p.m. Any time someone other than parents will be picking up a child, the Grace Garden office **MUST BE NOTIFIED** in person by calling and speaking with the Director. Any person picking up a child must be authorized in writing. At 1:30 p.m. Grace Garden closes. Any remaining children will go to room #102, where a staff member will wait with them until a parent arrives. **There is a late charge of \$1 for each minute starting at 1:30. You must pay the late fee at time of late pick up.** Please make a check payable to Grace Garden. If there is an emergency, please call the Grace Garden office at 371-5822. You will still be responsible for any late payment.

## BEFORE AND AFTER SCHOOL CARE

Each day Grace Garden is in session, limited before and after school child care will be available in room #102. Before-school care begins at 8:30 a.m. each day. At 9:00 a.m. children are escorted to their classrooms. After school care begins immediately at 1:30 pm, and the children are again escorted to room #102 from their classroom. After school care lasts until 2:00 p.m. sharp. Both services are an extra \$5.00 per day, per visit, whether it is in the morning or afternoon. Please note that this is strictly childcare, with combined age groups and no preplanned curriculum.

## WEATHER

Grace Garden will follow AISD's plan of closure during severe weather, however closing the center will be at the discretion of the Director. In the event that AISD has a delayed opening, Grace Garden will open one (1) hour later than AISD, and this will be at the discretion of the Director.

Children **cannot** legally be in care at any licensed facility without a working phone. If telephone service is interrupted, we will close the center. If the electricity goes out during the school hours, we will close the center if power cannot be restored in one hour.

Mumps*	9 days after swelling began
Pertussis* (whooping cough)	after 5 days of antibiotics
Strep	24 hours after antibiotics

\*Reportable Disease Form must be completed before re-admission.

Parents must keep their child home when their child:

- ◊ Gives evidence of a fresh cold or sinus infection
- ◊ Has red, sore, or discharging eyes
- ◊ Has an unexplained rash
- ◊ Has had vomiting, diarrhea, or fever within 24 hours

**CHILDREN MAY RETURN TO CLASS IF THEY HAVE BEEN FREE OF ALL SYMPTOMS/FEVER FOR 24 HOURS WITHOUT THE AID OF MEDICATION.**

## SNACK

Parents will alternate providing **NUT-FREE** snacks for their child's classroom. A monthly calendar of the snacks will be posted on the bulletin board in each classroom. Detailed information will be provided regarding snack rotations at the beginning of the school year by the classroom Room Parent.

## HEALTH

Health policies for Grace Garden are developed from guidelines set by the State of Texas Department of Family and Protective Services and the Health Department. If your child contracts any illness diagnosed by a doctor as a contagious disease, please notify the office so that other parents can be alerted. Your child's privacy will be protected.

After any surgery a child may be readmitted with a doctor's release 24 hours after the surgery if the child is fully able to participate in all activities.

<u>DISEASE</u>	<u>RE-ADMISSION</u>
Chicken Pox*	after 7 days and all blisters healed
Conjunctivitis	note from physician
Hepatitis*	after one week from onset of illness
Impetigo*	after treatment for sores
Head Lice	after special shampoo has been used and all live nits have been removed, as verified by the Director
Measles*	after 4 days from rash outbreak

## EMERGENCY PREPAREDNESS PLAN

In the matter of a natural event (ie.: flood or tornado), a health event (ie: medical emergency or communicable disease outbreak), and/or a human-caused event (ie: explosion or gas leak), the staff of Grace Garden is prepared to evacuate the building with all children in attendance and to relocate to the house across the street at 5908 Wynona, phone number (512) 453-8222. The first responsibility of the Grace Garden staff is to move the children to the designated safe area at the above address. The children will be walked across the street with their teacher(s) where a head count will be performed prior to crossing the street, and again upon entering the Youth House. The teacher(s) will carry with them their binder of personal files for each child, which include parent phone numbers, allergy information, authorization for emergency care, and emergency contact information. The Director will assist in the evacuation, ensuring the children cross the street safely and arrive with their group/teacher inside the Youth House. The Director has packed emergency item bins, which are also located in the Youth House. These bins are updated on a quarterly basis and are stored out of the reach of children. The Director will be able to contact parents either via phone located in the Youth House, or via personal cell phone.

## DISCIPLINE POLICY

The word "discipline" is from the root word "disciple" and truly means "to teach." We take our policy directly from the guidelines set by NAEYC (the National Academy for the Education of Young Children). Grace Garden uses a positive approach to discipline by helping children understand age-appropriate behavior. Teachers help the children to develop self-discipline or inner control over their actions by setting limits, redirecting the children when necessary, using patience, love and understanding, and by talking about the acceptable ways of handling situations as they arise.

Teachers will set clear, consistent and fair limits. Teachers will anticipate and eliminate potential problems, redirecting children to a more appropriate behavior or activity. Teachers will listen and acknowledge children's feelings and frustrations and respond with respect. Teachers will encourage appropriate behavior, patiently reminding children of rules and their rationale as needed. Teachers will assign logical or natural consequences in problem situations.

Children who are actively involved are rarely discipline problems. If a child is behaving in an inappropriate or unsafe manner, the teacher will attempt to redirect. If the behavior continues, the child will be asked to sit in an area where he/she can watch the activities but not participate for a limited amount of time. During this time, the teacher will discuss the behavior with the child. If the behavior persists, the child will be escorted to the Director's office. The Director may then call a parent to ask for assistance in dealing with the situation.

Teamwork between family and school is imperative in helping children learn appropriate behaviors.

It is our hope that the Grace Garden staff and parents will establish a relationship that will foster close communication and support in dealing with all aspects of a child's behavior. Grace Garden will call a conference with the parents if a child does not respond to our discipline efforts. We reserve the right to request a professional consultation for a child and/or withdrawal of a child who cannot adapt to this group environment after repeated attempts to resolve behavior issues.

## MEDICATIONS

No medication, whether prescription or over-the-counter, will be administered to any child by the Grace Garden staff. Do not put medication in bottles or juice cups.

Diaper rash cream permission forms, as well as sunscreen permission forms are available in your child's classroom. You must complete these forms for the staff to be able to apply either lotion.

## MEDICAL EMERGENCIES

In the case of a critical illness or injury, your physician will be contacted for instructions and you will be contacted as quickly as possible. If you or your physician cannot be reached, your child will be taken to the Emergency Room at Dell Children's Hospital. EMS will be contacted when appropriate.