

Grace Pre-School Calendar 2008—2009

September 2

First Day of Pre-School

October 9 - No School

Parent/Teacher Conferences

October 30 - No School

Teacher's Convention

November 27 - No School

Thanksgiving Break

December 18

Family Christmas Celebration

December 23-January 1-No School

Christmas Break

January 6

Classes Resume

January 15

First Semester Ends

January 20

Second Semester Begins

February 26 - No School

Parent/Teacher Conferences

April 7-9 - No School

Spring Break

April 14

Classes Resume

May 21

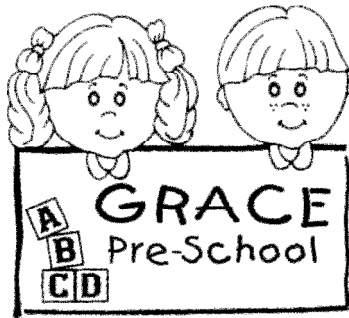
Last Day of Pre-School

May 21

Four Year Old Pre-School

Graduation @ 6:30 PM

GRACE PRE-SCHOOL
(920) 748-5465



A Fun Place to Learn
430 Griswold Street
Ripon, WI 54971
920-748-5465



2008—2009 Parent Handbook



MISSION STATEMENT

Grace Pre-School is a non-profit, non-denominational, Christian school for children from three to five years of age.

The mission of Grace Pre-School is to provide children and their families with a quality educational experience in a nurturing, faith-based environment.

The goals of Grace Pre-School are to help three, four, and five year olds develop a positive self-image and to gain social, emotional, intellectual, and physical growth through age-appropriate activities.

The positive experiences students have at Grace Pre-School will prepare them for kindergarten and set the stage for future years of schooling.

Serving the Ripon community since 1977.

TUITION

Tuition for the 3 year old class is \$600 and is \$720 for the 4 year old class.

There are three different ways you can choose to pay your child's tuition. You can pay in one yearly payment, two semester payments, or eight monthly payments. Payments are due on the payment schedule that you choose.

There is a 10 day grace period allowed.

Any payments received after the 20th of the month will be charged a \$35.00 per month late fee.

If you pay your child's tuition in-full or pay half before September 10, 2008, your child will receive a free Grace Pre-School t-shirt of their choice.

Please make your check or money order payable to Grace Pre-School.

You can mail your payments to the Church, the Pre-School Treasurer, or drop them off at the church office. If the office is closed, just put them in the metal box next to the church office door. Please do not give your tuition payments to the teachers.

Grace Pre-School * 430 Griswold Street * Ripon, WI 54971
Heather Schuetz * 1089 Newbury Street * Ripon, WI 54971

FUN-RAISING

As a parent of a student enrolled in Grace Pre-School, you are expected to participate in fundraisers throughout the year. Tuition alone does not cover the expenses of the preschool budget. Please, help to ensure that Grace Pre-School will be here for future generations.

Grace Pre-School participates in the Pick N Save "Wee Care" program.

Simply sign up at Pick N Save to have a portion of your grocery dollars donated to Grace Pre-School.

It doesn't cost you a thing!



Grace Pre-School collects aluminum cans throughout the year. When you have a bag full, please leave it in the box in the church coat room.

THREE YEAR OLDS

Laura Albright, Lead Teacher

Tuesday, Wednesday, Thursday
9:00 till 11:00 am

FOUR YEAR OLDS

Wendy Toutant, Lead Teacher

Tuesday, Wednesday, Thursday
12:30 till 3:00 pm



Our daily routine includes free play and exploration, whole group carpet time, small group projects, individual teacher time, prayer and snack. Both a lead teacher and an assistant teacher are always present in the classroom. Students are provided with opportunities to explore God's world through stories, games, projects and play. A major emphasis is on social interaction and developing a sense of routine.

Students are introduced to God's word through monthly bible lessons. A Parent Home Faith Newsletter is sent home monthly.

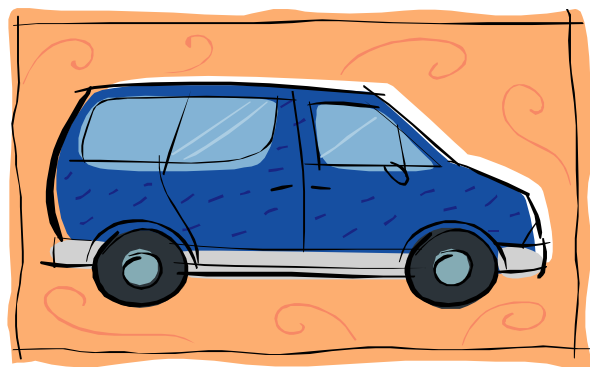


CHILD VISITATION DAY

The child visitation day will provide you and your child the opportunity to tour the classroom, hand in required forms, select and label your child's coat hook and locate your child's mailbox before the first day of school. This will allow your child to feel more at ease on their first day at Grace Pre-School.

FIELD TRIPS

Parents will be notified in advance of particular field trips. We will ask for parent volunteers to help in transporting children for the field trips. The driver(s) must have a valid driver's license and be at least 18 years of age. All drivers must fill out a Field Trip Driver Form prior to the field trip. Vehicles used for field trips must be registered in Wisconsin, have valid insurance, and provide seat belts for all passengers. Parents transporting children for field trips shall pick up all students from the classroom and return all students to the classroom. There will be two adults in each vehicle.



PARENT HELPERS

Parents are always welcome as helpers in the classroom.

To avoid having too many parent helpers on a given day and none on another, we ask that you please sign up on the calendar hanging on the bulletin board in the hallway.

As a parent helper you may be asked to assist with a project, make copies, cut out up-coming project materials, set out and clean up snack, play games with the children, read a book to a child, etc.

Please remind your child that she/he will need to share you with classmates while you are a parent helper.

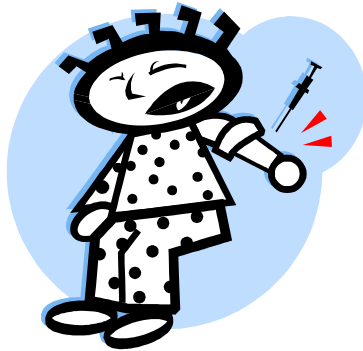
Parents are invited to take part in decisions on policies and procedures of the preschool by being a part of our Board of Directors. Your input and involvement is very important. Our board meets the second Thursday of the month at 6:30pm.

MAILBOXES

Each child has a mailbox in the classroom. Please be sure to check this box each day to take home projects and notes.

AGE REQUIREMENTS

Children must be three years old prior to the start of the semester to enroll in the three year old class. Children must be four years old prior to the start of the semester to enroll in the four year old class. Individual circumstances for early entry will be reviewed by the Board of Directors.



HEALTH RECORDS

- CHILD ENROLLMENT FORM
- HEALTH HISTORY
- CHILD HEALTH REPORT
- CHILD IMMUNIZATION RECORD

These forms must be completed and returned prior to the first day of school as required by state law.

If someone other than the parent or guardian will be picking up your child, his/her name must be written on the Child Enrollment Form. Other forms required are the Field Trip & Press Release Form and the Snack & Beverage Notice.



Halloween Party 2007



Christmas Program 2007

CLOSINGS

In case of inclement weather, listen to Ripon radio station WRPN (AM 1600) for Grace Pre-School closings.

If Ripon Public Schools close due to weather, Grace Pre-School will automatically close, too.

If there is a weather related delayed start in the public schools, the three year old class will be cancelled. If there is an weather related early release the four year old class will be cancelled.

On occasion, even if the public schools are open Grace Pre-School might close.



EXTRA CLOTHING

In case of an accident, we ask that each child have a set of extra clothes at school at all times. **Please include a shirt, pants, underwear, and socks in a zip lock bag with your child's name clearly written on the outside.**

Please label each item of clothing with your child's name, also.

Grace Pre-School provides paint smocks for the children to use. You do not need to send one to school for your child.



Dairy Farm Field Trip 2008



Graduation 2008

SNACKS

Families are asked to sign up to bring daily snacks for a week at a time. There are 35 weeks in our school year, so we ask that each family sign up to bring snacks at least two weeks during the school year. A snack sign up calendar for each class is on the bulletin board hanging in the hallway.

By state law, a nutritious snack containing food and drink from two different food groups must be provided each day.

When it is your turn to provide the snack, please consider the following ideas:
apple or orange slices,
grapes, melon, bananas,
raisins, carrots,
celery with peanut butter,
whole-grain crackers w/cheese slices,
sausage slices, yogurt, string cheese,
lunch meat wraps, whole-grain cereal,
banana bread, pumpkin bread,
applesauce, pretzels,
blueberry or cranberry-orange muffins
and granola bars.
Juices must be 100% fruit juice.

The following items are not considered nutritious and therefore should not be served as a snack at preschool:
pudding, jell-o, fruit snacks, fruit roll-ups,
popcorn, and chips.

BIRTHDAYS

Birthdays are very special days at Grace Pre-School.

Rather than children bringing in a cake or cupcakes, etc to share on their birthday, we would like to suggest that children donate a book to our classroom library.

We will read the book at carpet time and then write on the inside front cover that it was donated from the child in honor of his/her birthday. It will then be placed on our bookshelf for children to enjoy for many years to come.



ATTENDANCE

Whenever your child is absent, we ask that you phone 748-5465. If an absence has not been called in within 20 minutes of the start of school, a staff member will need to call the child's home to notify the parent that their child is not in school.

ARRIVAL & DEPARTURE

We ask that children for the three year old class arrive no earlier than 8:55am, and the four year old class arrive no earlier than 12:25pm.

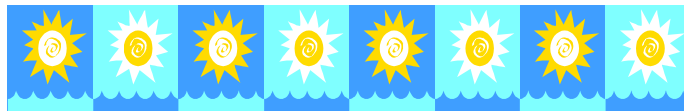
Grace Pre-School staff is not responsible for children prior to these times.

Please pick your child up promptly at 11:00am for the three year olds and 3:00pm for the four year olds.

Parents must park and walk into the building to both drop off and pick up children.

The preschool doors will be locked daily at 9:15am for the three year old class and 12:45pm for the four year old class.

We invite you to come and visit our classroom at anytime. Please just enter the building through the main church doors and let the Office Manager know you are coming down to the preschool.



Thank you for your cooperation in helping to maintain a safe environment for everyone in the building.