



*This handbook is provided for you by:*

**GRaCe PoiNt CHURCH  
Wee WoRLD PResCHOOL**

*So that you may know the guidelines and better understand the program as we work together to help your child grow as Jesus grew in wisdom and stature, and in favor of God and man.*



**GRaCe PoiNt CHURCH  
PaREnt HaNDbOOK**



1201 NE McCollum RD  
Bentonville, AR 72719  
(479) IN-GRACE  
[www.gracepointchurch.net](http://www.gracepointchurch.net)

*Dear Parents:*

*Welcome to the Wee World Preschool Program at Grace Point Church. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.*

*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. We sponsor this preschool program as a ministry of the church 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).*

*This handbook has been prepared so that you may know the guidelines and better understand the program as we work together to help your child through a successful year in our preschool program.*

## **MINISTRY PHILOSOPHY**

At Grace Point Church WEE strive to ENJOY the kids of Northwest Arkansas. We want to:

**E**ncourage children to learn about God and his love for us. (Matthew 19:14)

**N**urture and care for children so that they may grow as Jesus grew. (Luke 2:52)

**J**oin with parents in teaching children God's Word and God's commandments. (Deuteronomy 6:7)

**O**ffer a safe and secure environment for the children. (Matthew 18:6)

**Y**ield and show God's love to His children so that they will know God through our actions.

(Deuteronomy 6:5-9)

We want each of our preschoolers to learn the fundamental truth that "God so loved the world that He gave His son" (John 3:16). To that end, each room of the preschool has a Bible verse motto that will be emphasized throughout the year.

These verses are:

Maker Land: Birth-8 months, AKA cuddlers

- "God made us." Gen 1:27

Critter Land: 9-16 months

- "God made the animals." Gen. 1:20

Wonder Land : 17-24 Months (turned 2 after Sept. 15<sup>th</sup>)

- "God is good to us." Ps. 73:1

Handy Land: 2 years (turned 2 before Sept. 15<sup>th</sup> )

- "God helps us." Ps. 46:1

Heart Land: 3 years (turned 3 before Sept. 15<sup>th</sup> )

- "God loves us." Ps. 107:1

Connection Land: 4 years (turned 4 before Sept. 15<sup>th</sup>)

- "God hears your prayers." Luke 1:13

Grace Land : 5 yrs & Kindergarten (turned 5 before Sept. 15<sup>th</sup>)

- "God gave us Jesus." John 3:16

For children 2 years and older, the child must be the age listed on or before September 15<sup>th</sup>. They will stay in that room year-round until promotion Sunday. Promotion Sunday is June 7<sup>th</sup>, 2009.

## Meeting Times

Our preschool meets during both services of Grace Point Church, 9:00-10:15 and 10:35-11:50 every Sunday morning. If your child will be in the preschool through both services, we offer an Extended Care Session during the 10:35 service so he/she will not hear the same lesson twice.

## CURRICULUM

We use David C. Cook's Bible-in-Life curriculum. Your child will participate in a variety of learning center activities which include art, books, blocks, puzzles, manipulatives, nature, music, and dramatic play. Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories, thoughts, and verses are included in each teaching unit. Each week your child will receive a take-home sheet with ideas for you to reinforce that week's lesson at home.

## TeaChERs

Our teachers are church members who have a heart for children and an enthusiasm for sharing the love of God. All our teachers have gone through a background check and screening process. In addition, each teacher must agree to the following Statement of Policy and Code of Ethics.

### Statement of Policy for Workers with Children

- Adults who have been convicted of either sexual or physical abuse of a child should not volunteer service in any church-sponsored activity or program for children.
- Adult survivors of childhood sexual abuse need the love and acceptance of the church family. Individuals who have such a history should discuss their desire to work with children with the Pastor prior to engaging in any volunteer service.
- All adult volunteers working with children are required to be active members at Grace Point Church. Any exception must be reviewed by the Pastor or Associate Pastor.
- Two adults should be in the room at all times.

- Adult volunteers should immediately report to the Pastor any behaviors which seem abusive or inappropriate.

### Code of Ethics

- 1) Teachers shall understand and agree with the mission and purpose of the Grace Point Church General Purpose Statement.
- 2) Teachers shall not abuse children, including:
  - a) Physical Abuse - strike, spank, shake, slap
  - b) Verbal Abuse - humiliate, degrade, threaten
  - c) Sexual Abuse - inappropriate touching and exposure
- 3) Teachers must adhere to the following conditions regarding children's personal hygiene:
  - a) At no time should a teacher and child be alone in a bathroom with the door closed.
  - b) Teachers should only change diapers in the presence of another adult.

## **Policies**

### **Health & Safety**

Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, or a suspicious-looking rash) may not attend. If your child becomes ill during the service, he/she will be isolated from the group and you will be called to pick him/her up immediately.

If an accident occurs and your child is hurt, the teacher will fill out an accident report detailing what happened. You will be asked to sign this report so that the preschool director can verify you have been notified of the circumstances.

The program exercises reasonable care and judgment in all matters related to safety. In all emergencies the program has permission to take such reasonable measures as are, in the judgment of the teacher or director, necessary for the welfare and safety of the child until a parent can be reached.

## **Sanitation & Equipment**

- All tables, floors, and chairs should be clean when children arrive. After children leave, teachers will sanitize all the toys, wipe down the tables and chairs, and spray disinfectant throughout the room.
- Teachers will use gloves for any cleanup of bodily fluids, including changing diapers, and wash their hands afterwards.
- If a child puts a toy in his/her mouth, teachers will wash the toy with a kid-safe disinfectant and cleanse with water.

### **Toys**

No toys may be brought from home unless requested by a teacher in writing.

### **Check-in**

We desire to keep a secure environment for our children. When you arrive at our ministry campus, you will be asked to register your child and provide any information you want us to know about allergies, potty-training, bottles, and more. Our trained

personnel will check your child in through our electronic security program.

Each child will receive a tag to stick on their back that has a unique security code on it, their name, their classroom, and any of the information about your child you wished to disclose. You will receive a receipt that only has the unique security code of the child and the date of the event. In the case you are checking in more than one child, a single security code is used for all children so you do not have to juggle multiple receipts.

Should a parent be needed during the Worship Service, the child's number will appear on a screen in the auditorium. When picking up your child from the classroom, you will be asked to show the corresponding number to the child's teacher.

### **Food**

Because of the prevalence of food allergies, no outside food (except baby formula) is allowed in our preschool area. This includes our indoor playscape, Wiggle Land. We are also a peanut-free facility.

Please label baby bottles with the child's name and give the teachers instructions for when and how the bottle should be given. The nursery is equipped with bottle warmers; no microwaves will be used to heat baby bottles.

Children 13 months and up will be served a snack of raisins and water. If your child needs a different snack for health reasons, you may talk to the Preschool Director about providing your child's snack.

If teachers plan to include a food-based craft or a food reward in the week's lesson, they will post a sign outside the room listing the foods involved.

### **Outdoor Play**

If there are any excursions outside of the classroom, the teacher will put a poster on the door of the classroom to announce the location of the children.

### **Indoor Play**

Each preschool room may spend 15 minutes each session playing in Wiggle Land, our indoor playscape.

as determined by the teachers. Dress your child appropriately to enjoy climbing and playing.

Before and after the service, we ask that Wiggle Land be restricted to our preschoolers, for their safety. Please do not bring food or drink into Wiggle Land.

### **Discipline**

In order to insure that each child receives the full benefit of our program, we desire that each one begin to learn the value of being attentive to God's Word:

*Proverbs 16:20* - Whoever gives heed to instruction prospers, and blessed is he who trusts in the Lord.

*Proverbs 3:1* - My son, do not forget my teaching, but keep my commands in your heart.

The following are our classroom guidelines to aid this process for each child:

- 1) Listen quietly when others are speaking.
- 2) Follow leader's directions the first time they are given.
- 3) Respect others' property.

- 4) Keep hands, feet, and other objects to yourself.
- 5) Speak politely to others.

If these guidelines are not followed, there are consequences as follows:

- 1) Verbal warning.
- 2) Time out from next activity (separated from class activity with adult supervision).
- 3) Inform parents of child's behavior if more than one time out occurs per session.

Children who follow the guidelines will be rewarded with:

- 1) Verbal praise.
- 2) Stickers or other items.
- 3) Special privileges (helper to teacher, etc.).

The program reserves the right to dismiss any child if, after entering, his/her behavior prevents participation in group experiences.