

## Grace Infant & Child Care General Information

### Hours, Drop-off/Pick-up

-Our hours are 9AM-1:30PM Monday-Thursday.

-Drop-off time is 9-9:30AM and pick-up is 1-1:30PM.

-Late pick-ups will incur a fee of \$2 per 5 minutes late.

-Please sign your child in and out on the sheet in the hallway. If someone other than Mom or Dad will be picking up, please put their name on the sign in sheet.

-We find that children adjust & settle into their routine here if dropped off & picked up in a timely manner (if Mom/Dad doesn't "linger"). We know that it is sometimes difficult to leave your child, especially if they're upset or crying but, in our experience, the longer Mom or Dad stays, the harder it is for the child. Feel free to call or text to check on them as many times as you would like throughout the day.

### Lunch/Snack

-We provide a morning snack. Our snacks usually consist of Cheerios, Goldfish, crackers, Veggie Straws and other kid-friendly foods, sometimes coordinating those snacks with our theme or lessons.

-Occasionally we will celebrate a birthday or holiday with a treat (cupcakes, cookies, etc.). Please inform us of any allergies your child may have or if there is something in particular you would rather them not have. Children with allergies are encouraged to bring snacks to leave here so that we have something to give them if in doubt about a snack we may be serving.

-The children bring their own lunches. We have a refrigerator, microwave, silverware & dishes so you really aren't limited as to what you can send. We suggest that you send a few snacks or "finger foods" with their lunches. Please cut grapes, hot dogs and other "wind pipe shaped" foods so as to lessen the risk of choking. We also have filtered water and sippy cups that your child can use when here if you would like.

-Please make sure that all lunchboxes and cups are labeled. We know that labels come off easily when cups are washed so we keep Sharpie markers here if you need to re-label.

-When your child (class 2 & 3) arrives, please hang their bags on their hooks and bring their lunch and cup into the classroom.

### What to send

- When your child starts, you will bring 2 packs of baby wipes (preferably fragrance free or sensitive skin) per child. There will be slips sent home periodically when wipes need to be replenished. If your child is potty trained & will be in the big kid rooms, you will only need to bring 1 box of wipes as we still use them to clean up after art projects and messy lunches.
- Each child should have at least 1 change of clothes, enough diapers for the time they will be here and pacifier, bottles, etc. as needed.
- We prefer for children in classes 1 & 2 use a bin that we have here to leave diapers and things in. We will inform you when supplies are running low so that you can replenish.

### Holidays

- We are typically open more days than most other programs during holidays. Schedules for upcoming holidays will be posted near the sign in sheet at least 2 weeks before the holiday and will be included in the monthly updates.

If you have any questions, please contact Lauren, our director.

[gicc@gracenola.org](mailto:gicc@gracenola.org)

(504)333-1553

## GICC Tuition Rates as of January 2017

- There is a one-time \$100 registration fee to be paid prior to first day of attendance.
- Kids in class 2 & 3 will pay a one-time \$50 supply fee to offset costs for crafts, activities, etc.

Days per week	Monthly payment
1	\$120
2	\$200
3	\$280
4	\$350

- Drop-in fee is \$30 per day. **Drop-ins must be pre-arranged with the director.** Please check with Lauren (504-333-1553) to make sure we have room for your child before you bring them for a drop in.
- Tuition payments are due the first week of each month and are late by week 2.
- Drop-in fees are paid at drop off on the morning of the drop-in.
- Please make tuition checks payable to GICC and include your child's name in the memo section.
- All tuition, fees, etc. are non-refundable, no exceptions.
- We offer ½ off the second tuition for families with more than one child attending. Registration fees must be paid in full for all children.

## GICC Illness Policies

GICC operates a “WELL-CHILD” facility. Please DO NOT bring your child when he/she is ill or if you believe they may be becoming ill. Staff will not admit children who are ill and possibly contagious. Admission is at the discretion of the caregiver.

If your child is sent home due to illness or possibly contagious symptoms, they will not be allowed to return the following day. If they have a fever, they are not to return for 24 hours after their fever has broken. If a child is ill, a parent will be notified and will be required to make arrangements for the child to be picked up.

Children will be considered ill and not able to attend/return to school if displaying any of the following symptoms:

- \* **Fever** of any kind-must be gone for 24 hours without suppressant (Tylenol, Motrin, etc.).
- \* **Vomiting**
- \* **Diarrhea** (more than twice)
- \* **Rash** (unexplained and/or with fever or behavior change)
- \* **Strep throat** (until 24 hours after treatment begins and no fever for 24 hours without suppressant)
  - \* Strep throat with rash (until 48 hours after treatment begins)
- \* **Common cold/cold-like symptoms** (when accompanied by inability to participate in all regular activities, persistent coughing, difficulty breathing, extreme irritability, continuous green drainage from nose, fever)
- \* **Ear infection** (when accompanied by inability to participate in regular activities, or any fever)

It is our goal at GICC to keep all our children safe and healthy and that means not exposing them to undue illnesses. We understand that it may become a hardship on families, however, it is the parent’s responsibility to make arrangements if alternate care is needed for a sick child.