



2016-2017
PreSchool Handbook

Table of Contents

Philosophy	3
Purpose	3
Admission/Enrollment	3
Withdrawal	4
Financial Policies	4
Staff	5
Class Size	5
Curriculum	5/6
Class Schedule	6
Lunch Bunch/Extended Care	6
Facilities	7
Field Trips	7
Arrival and Dismissal	7
Parent Involvement	7
Nutrition	8
Responsibility of Preschool	8
Birthdays	8
Show and Tell	8
Clothing	8
Insurance	8
Health	9
Emergency Information	10
Transportation	10
Discipline	10
Parking Lot Procedures	11/12
Preschool Calendar	13
Tuition and Fees	14
Campus Map	15

Grace Christian Academy PreSchool Philosophy

We, at GCA PreSchool, embrace the Age Appropriate/Teacher Directed philosophy of education. We recognize that a child's growth is made up of a series of predictable and universal stages as well as each having their individual timing as they are all uniquely designed and created by God. In light of this, we attempt to provide a classroom environment in which the children can explore, experiment, discover, and practice their abilities and skills as well as to encourage them to stretch their boundaries and discover new areas of learning.

Our teacher directed program allows the teacher to plan and set goals for her class based on individual and class assessment and the understanding of the developmental stages of children. The teacher establishes an active, fun, and stimulating classroom environment using a variety of methods and techniques to allow the children to experience hands on learning. We believe children learn best when they are involved in the experience and when they participate using their five senses. We believe a teacher's God-given responsibility is to guide, model, disciple, and impart information permeated with Christ's love to help "train up a child in the way they should go."

PURPOSE

Grace Christian Academy PreSchool (formally known as Grace Community Christian Preschool) was established in 1967 as a service to the families and children of our community and as a ministry of Grace Community Church. Our school grew out of a sincere love for children and a desire to provide a positive Christian education experience for the young child in a safe, warm, friendly and loving atmosphere.

Our school is equipped and staffed to present the best possible preschool experience for your child. We want each child to experience balanced growth; therefore our program provides opportunities for the social, emotional, mental, physical and spiritual development of each individual.

Grace Christian Academy believes that all truth is found in God and that every discipline must be viewed through God's only word, the Bible. We exist to help parents fulfill their divine responsibility as stated in:

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

PROCEDURE OF ADMISSION & ENROLLMENT

Enrollment is open to all preschool age children in the community. For three year old enrollment, a child must be three years of age before September 1 of the current school year. For four year old enrollment, a child must be four years of age before September 1 of the current school year. All children must be potty-trained. Our school offers a Pre-K 5's class also. This class is designed to meet the needs of a child who turns five years of age before September 1 and who would benefit from an added preschool year before entering Kindergarten.

Registration begins in January for the new school year and will continue until each class is full. Current school families will get first priority for registering for the new school year until the end of the first week in February.

Children who have special needs shall not be accepted, unless it is determined that:

- a) There will be no adverse effect upon other children, either through direct behavior of the child or through requiring staff time needed by other children.
- b) The preschool is able to meet the needs of the child.

The preschool is operated on a non-discriminatory basis and no one shall be excluded from enrollment because of race, color, religion, or national origin.

WITHDRAWAL PROCEDURE

To withdraw (during the school year) you must notify the office in writing of your intentions and complete the necessary paperwork. It is also necessary to make sure that any outstanding balance is paid in full.

FINANCIAL POLICIES

- A. **Commitment Fee:** The commitment fee must be paid at the time of enrollment. This fee is non-refundable and covers the cost of administrative records.
- B. **Tuition Fee:** The yearly figure is divided into ten equal installments for your convenience (with the first payment due by August 1). The full month tuition is due for each month your child is enrolled. No allowances are made for short months due to days school is not in session or early withdrawal.
- Tuition fee covers:
- | | |
|--------------------------------------|---------------------------|
| 1. Professional care and instruction | 4. Daily snack |
| 2. Use of all facilities | 5. Supplies and equipment |
| 3. Accident insurance | |
- C. **Payments:** Statements will be delivered by email by the end of each month. Payments are due the 1st of each month. If not received by the 15th of the month a \$30.00 late fee will be applied to your account. Payments should be made payable to GCA. When mailing payments, please include: ATTENTION: GRACE CHRISTIAN ACADEMY on the envelope. To help us to properly credit your account, please put your FAMILY ID number on the check. A \$30 fee will be assessed for any returned checks or auto pay. Three returned checks in a one year school period will require that all future payments be made in cash, money order, or cashier's check.
- D. **Delinquent Accounts:** When an account is 30 days past due, the bill must be paid or satisfactory arrangements made within 30 days. If financial arrangements are not made within 30 days (60 days overdue) the child may be dismissed from school.

No student may be enrolled in the school unless past accounts are brought current or arrangements are made with the administrator.

- E. **Absences:** We are unable to make adjustments for days of absence. Your tuition payment assures your child a space in his/her class with supplies, etc. to use whether or not he/she is present.

STAFF

The preschool staff consists of loving, dedicated Christian teachers who have a heart for children. They either have a degree in education, ACSI certification, or have Child Development Associate training. All are experienced in working with children.

CLASS SIZE

3/4	16 students
4/5	16 -18 students
Pre-K 5/6	14 students

PreSchool class enrollment is limited to the number stated above, with a teacher and an assistant in each classroom.

Curriculum

The preschool curriculum is a combination of Core Knowledge curriculum and thematic units which have been researched and implemented by our preschool staff. Core Knowledge meets and exceeds current state standards and is a set of model guidelines describing fundamental competencies and specific knowledge for children ages 3-5 in the areas of movement, social skills, work habits, language, emerging literacy skills in reading and writing, scientific and mathematical reasoning, music, orientation in time and space and visual arts. These competencies provide a coherent foundation for Kindergarten and beyond.

3/4 PreSchool Curriculum

The 3/4 program is largely thematic in nature. Incorporated into these themes are academic concepts such as numbers, shapes, colors, counting, name recognition, beginning letter sound recognition using Zoo-phonics, etc. We use ABeka Book Bible curriculum to foster spiritual growth as the children hear Bible stories, learn God's Word through memorization, and see God's principles taught and modeled throughout the school day. The curriculum is used to aid in incorporating science, math, art, language arts, movement, and music activities. We make every effort to make this a positive, happy, safe, and loving experience in which they can grow socially, emotionally, physically, intellectually, and spiritually. The children are given many experiences and opportunities to use and develop their large and small motor skills in and out of the classroom. Circle time, small group, and cooperative play are all part of their day to encourage social and emotional growth. It is our desire in the 3's program that the child becomes confident and successful in meeting daily routines and expectations as well as gains a positive and secure feeling about the classroom environment while learning about the world around them.

4/5 PreSchool Curriculum

The 4/5 program revolves mainly around the introduction and study of the alphabet in a fun, creative way. Zoo-phonics is used as part of our literacy program. Each week a letter is presented using various hands on learning experiences including art media, music, science, math, movement, cooking, etc. The recognition, phonemic awareness, and formation of upper and lower case letters are presented through hands on experiences. Themes are incorporated within the context of each letter. To enhance the social and emotional development of the child, cooperative play, small group centers, and partnership activities are planned. In the daily routine of the class, individual responsibility and leadership are emphasized. Small and large motor skill activities are used to increase the child's strength and development. Spiritual growth comes as they hear Bible stories, learn God's word through memorization, and see God's principles modeled throughout the school day.

Pre-K 5/6 Curriculum

The Pre-K 5/6 program focuses on developmentally appropriate, hands-on learning activities with the goal of developing pre-reading and writing skills, social and emotional growth, independence and self-confidence. The program revolves around the study and review of the alphabet with an added emphasis on phonemic awareness and literacy based learning experiences. Literacy based learning will be supported through a variety of activities including phonics, letter books, class book projects, story dictation and journaling. Foundational learning is enhanced through music and movement, math, art, science, and geography. Spiritual growth is encouraged through Bible stories, scripture memorization, and character development. Social skills are refined through group projects, classroom responsibilities, and leadership roles.

CLASS SCHEDULE

3/4	M/W/F	8:30-11:30	M/W/F	8:30- 3:00	T/TH	8:30-11:30	T/TH	8:30- 3:00
4/5	M/W/F	8:30-11:30	M/W/F	8:30- 3:00	T/TH	8:30-11:30	T/TH	8:30- 3:00
4/5	M – F	8:30-11:30	M – F	8:30- 3:00				
Pre-K 5/6	M – F	8:30-11:30	M – F	8:30- 3:00				

LUNCH BUNCH (11:30-1:00)

An extended lunch program is offered Monday through Friday from 11:30-1:00. Children bring their own lunches and have indoor and outdoor free play time. They are supervised by a staff member. Registration for this program is on a day to day basis. Sign-up is available outside your child's classroom. Program fee is \$6 per day. A late fee of \$5 per 15 minutes will be assessed if the child is not picked up by 1:00 pm. Your account will be billed monthly for Lunch Bunch days attended.

EXTENDED CARE (3:00–5:00)

Extended care is available from 3:00-5:00pm to full day students signed up ahead of time. Program fee is \$5 for 3:00-4:00pm and \$10 for 3:00-5:00pm. A late fee of \$5 per 15 minutes will be charged after 5:00 pm. Your account will be billed monthly for the days attended.

FACILITIES

We are extremely thankful for the excellent facilities we have here at Grace Community Church. All of our classrooms are spacious, fully carpeted, air-conditioned, have bathrooms, and well equipped for preschool use. We have a fenced play area equipped with preschool age appropriate equipment. We also have use of Grace Community Church's library and gym. Our preschool is licensed and regulated by the AZ Department of Health Services (150 N. 18th Ave., Suite 400, Phoenix, AZ 85007, phone 602-364-2539). Inspection reports are available upon request in the school office.

Asbestos Hazard Emergency Response Act (PL 99-519; USC 2641 et seq.)

Asbestos has been identified in the existing classrooms and has been removed. A detailed asbestos management plan and report can be obtained from the school office. The annual management plan: Constituents will receive annual notification of this information through the inclusion of the above in our annual PreSchool Handbook.

Pesticide Application – Parents will be notified by way of posted notice on their classroom bulletin boards 72 hours before a pesticide is applied on the school campus.

FIELD TRIPS

There will be several on campus field trips throughout the year. Parents will receive information ahead of time regarding each of these "on campus" field trips. Permission slips are required to be signed prior to each event and will be available on the sign in tables. Each student is required to wear their class t-shirt to participate in the field trip.

ARRIVAL AND DISMISSAL

Children must be signed in and out on the sheet located on the table outside each classroom. **A first initial, last name, and time of day are mandatory.** Tardy children will be required to follow Grace Christian Academy policy and report to the nurse's office prior to being admitted to class. No one under 18 years of age may sign out and take a child. A child can only be released to the parent or adult listed on the EIIR card and listed on the Student Pick up Authorization Card retained by the teacher. In a case where the adult is unknown, picture ID may be requested. We must have written permission for your child to be released to anyone other than those listed on the cards, or let us know by way of a telephone call at which time we may ask some personal questions about your child to verify identity of the caller. The shaded area of the sign in sheet is for staff use only.

PARENT INVOLVEMENT

Parents have full access to all areas on campus where their child is attending. We encourage parent involvement in the classroom as much as possible. It is our goal to have at least one parent helper per session. Teachers will provide monthly sign up sheets. There will be a parent helper training session at the beginning of the school year to help parents feel more comfortable in their child's classroom before volunteering.

NUTRITION

A nutritious snack is served each day with 2 food groups represented. The snack calendar is posted in the classroom window and can be seen on RenWeb. We strive to be a nut free campus and therefore ask that no food be sent to school containing any nut products.

RESPONSIBILITY OF THE PRESCHOOL

Grace Christian Academy cannot be held responsible for damage to personal property or lost articles.

BIRTHDAYS

A child's birthday is a special day and they will enjoy sharing it with their friends at school. You may send a treat to go home with the children after class. The treats, if food, need to be purchased **individually wrapped** and store bought. It does not have to be a food item. It could be stickers or a small toy. If providing an edible treat, please provide something that is low in sugar and considered a healthy snack, no nuts please.

SHOW AND TELL

A child is permitted to bring toys or other items of interest to school for Show and Tell, but it is necessary to exclude valuable or fragile toys, mouth toys, guns or knives. Most children's books are acceptable, but check with the teacher first. Show and Tell is scheduled on a thematic basis. Parents will receive a monthly calendar or individual note with information regarding the theme.

CLOTHING

Roomy, washable play clothes are best for school wear. For the child's safety and comfort, shoes that are completely enclosed front and back are best because of the woodchip bedding on the playground area. The clothes should be easy for the children to undo so they can take care of their own bathroom needs. No one piece outfits or overalls – they are difficult for the children and often end with an accident. All coats, jackets or sweaters should be marked plainly with the child's name on the label. All shirts should fully cover the upper torso. If dresses are worn, shorts should be worn underneath.

INSURANCE

Grace Christian Academy does meet the minimum liability coverage requirements set forth by the State Health Department. A copy of the liability coverage is available for review in the school office.

HEALTH

The State Department of Health Services requires a complete and documented immunization record and health record card before your child may attend class.

Your child's health is a matter of major importance to all of us. A visual health check is given by the teacher and/or aide upon each child's arrival to school. Please keep your child at home if he or she exhibits any of the following symptoms:

- FEVER – Axillary (under the arm) or oral temperature 100 degrees F or higher. Your child may return when he/she has been fever free for 24 hours without the use of a fever reducer such as Ibuprofen or Tylenol.
- VOMITING – Two or more episodes of vomiting in the previous 24 hours.
- DIARRHEA – Two or more abnormally loose stools in the previous 24 hours.
- EYE/NOSE DRAINAGE – Mucous or pus draining from red eyes or thick, cloudy drainage from the nose.
- SORE THROAT – Sore throat when fever or swollen glands are present.
- SKIN PROBLEMS – Rash – Undiagnosed rashes with fever, or other sign of illness.
Infected sores – Sores with crusting or yellow or green drainage which cannot be covered by clothing or bandages.
Persistent itching (or scratching) of body or scalp.
- UNUSUAL COLOR – Eyes or skin – yellow (jaundice)*
Stool – gray or white*
Urine – dark or tea colored*
*These symptoms suggest hepatitis and should be evaluated by a doctor.
- DIFFICULTY BREATHING OR HARD COUGHING
- FUSSY – cranky and generally “out of sorts”.
- IS JUST TIRED – Rest at such times may prevent the development of serious illness.
- LICE – Our school has a nit free policy.

A child becoming ill after arrival at school will be brought to the nurse's office and the parents will be notified. Each September our preschool families will receive information pertaining to recommendations for influenza vaccinations for their children.

If a child has a communicable disease such as chicken pox, you must report it to the nurse. If your child has an allergy or is recovering from an illness (no longer contagious) and still requires medication, it may be given if:

- A. Medicine is sent to school in the original container, AND
- B. A permission slip is signed in the nurse's office giving the school permission to administer the medication.

If your child is absent, please call the nurse's office (480-966-5022 x249) and email your teacher as to the reason for the absence.

EMERGENCY INFORMATION

In case of a medical emergency or accident during school hours parents will be notified within 30 minutes by phone and given a written notification of the incident within 24 hours. Because of this, it is **imperative** that we have current address, home and work phone numbers, as well as cell phone numbers of the parents and your emergency contacts on file at all times. If any of this information changes please notify the school office immediately.

TRANSPORTATION

Parents must provide transportation to and from school. All adults involved in picking up your child must sign your child's pick-up authorization form. You may obtain this form from your child's teacher.

DISCIPLINE PROCEDURES

In any group of children discipline issues will arise. These opportunities will allow the child to develop the skills of self-discipline, self-control, and how to handle situations. Positive or preventive guidance techniques are the basis of our discipline approaches, which involves being sensitive to classroom happenings. Intervention before the problem exists is our goal. Along with this, we as a staff will focus on:

1. Creating an atmosphere of respect, warmth and trust for each individual child.
2. Cueing appropriate behavior – before doing a new activity, talking about what the activity involves. Discussing rules regarding the activity and the expectations of the children.
3. Positive reinforcement – “catching” the children acting appropriately, calling attention to positive behavior and giving sincere verbal praise
4. Modeling appropriate behaviors and verbal strategies to address behavior issues.
5. Manipulating the environment – making simple changes in the arrangement of the physical environment.

The second part of discipline is “After the Fact Discipline”. When a child continues to behave inappropriately, some intervention may be necessary. The child will be given a warning, and then taken out of the situation if the behavior continues. The child will be allowed to re-enter after the teacher talks to him/her, prays with them, and is assured the child is able to correct the behavior. If another child is involved the teacher will assist the children in talking about what happened, feelings and resolution. Every effort is made to reassure the child that they are loved even though their behavior was not appropriate. If continuous discipline problems do arise, parents, teachers, and the director will work together on a positive program for the ultimate benefit of the child.

Our goal as a staff is to assure your child God created them in a special way and He desires us to make the right choices toward others and ourselves. We use God's Word, the Bible, to teach the children God's ways to control behavior and assure them of God's continued and unfailing love for them. Prayer is used to ask for God's help to change the behavior and help make the right choices.



GCCS PARKING LOT POLICY AND PROCEDURE

To ensure a more **safe, secure, and efficient** school campus, the following procedures are required.

TRAFFIC DIRECTION AND TIMES – See map

- All traffic will flow from **east to west** from 7:45 – 8:45am and from 2:45 – 3:45pm
- **Drop-off** time is 8:10am for grades K-8
- K-8 students arriving before 8:10am are to be at Before-School Care or participating in a school program (music, sports, etc.)
- No parking behind E-Building on K-8 school **half-days from 11:00am – 12:30pm**

ENTRANCE

- **ALL TRAFFIC FLOW IS EAST TO WEST!!** Enter campus from Dorsey Lane.
- **Form two lanes as you enter the parking lot** – left lane for Zone A; right lane for Zone B and Zone C.

DROPOFF / PICKUP ZONES

All students in grades 1-8 will be dropped off and picked up in one of the two loading zones: (1) By the Information Center or (2) Behind the E-Buildings. Kindergarten – see Zone C below for pickup.

Students may enter / exit vehicles in the following zones:

- **ZONE A:** After turning at the Connection Center, the right lane is used for unloading/loading, which is located adjacent to the sidewalk at the Worship Center and going all the way to the stop sign. Pull forward as spaces open up (never crossing into handicapped spaces.)

Students can only load into a vehicle from a loading zone – no crossing through parking.

Once students are unloaded / loaded, pull out into continuously moving lane to your left. There will be **NO drop-off or loading from this moving lane**. Proceed to stop sign and alternate turns.

Zone A has three exit options: (1) Turn right at crosswalk and proceed to Southern Avenue, (2) Turn right past basketball court and proceed to Southern Avenue, (3) Proceed to Dorsey Lane.

- **ZONE B:** The left lane behind the E-building is used for unloading/loading. The zone starts at the lockers. In the morning, be prepared to unload immediately to facilitate a smooth continuous traffic flow. Pull forward toward the stop sign as spaces open up. (Please, no multiple stops within a zone to unload different grade level students.)

Once students are unloaded/loaded, pull out into continuously moving lane to your right. There will be **NO unloading/loading from this moving lane**. Proceed to stop sign and alternate turns. Zone B exits onto Terrace Road.

- **ZONE C - KINDERGARTEN PICKUP:** Kindergarten students will be picked up in the secure, gated, shady area next to the Terrace Center. Only Kindergarten drivers are allowed in this drive area.
 - 1) Enter at Dorsey Lane (even at midday pickup).
 - 2) Continue behind the E-buildings (Zone B) and turn left to proceed toward the Terrace Center.
 - 3) Your child will be walked to you by a staff member and loaded into your vehicle.
 - 4) Students in grades 1-8 with a sibling in Kindergarten Full-Day may be picked up with the Kindergarten students in Zone C.
 - 5) Exit at the Terrace Center driveway.

PRESCHOOL PARKING

All Preschool parents will bypass Zone A by the Worship Center to access the designated Preschool spaces east of the Worship Center. Students are encouraged to hold their parent's hand in the crosswalk.

Choose one of two exit options: (1) Turn right past basketball court and proceed to Southern Avenue, or (2) Proceed to Dorsey Lane.

Preschool can park behind E-Building to pick up at 11:30am or 1:00pm except on K-8 half day dismissals.

HANDICAP PARKING

There will be **no parking in any handicapped spots** between the Connection Center and the crosswalk behind the Worship Center directly south of the median (without official insignia permit) for the following reasons:

- 1) It is against the law to park in a handicap spot. By ignoring the law, we are giving a very negative message to our children and to campus visitors.
- 2) We share our campus with the church. During the week and at unscheduled times these parking spaces are needed for handicapped visitors.

TEACHER PARKING

The spaces north of loading Zone B and the gym are designated teacher/staff parking **only**. No parking at any time please.

PARKING NOTES

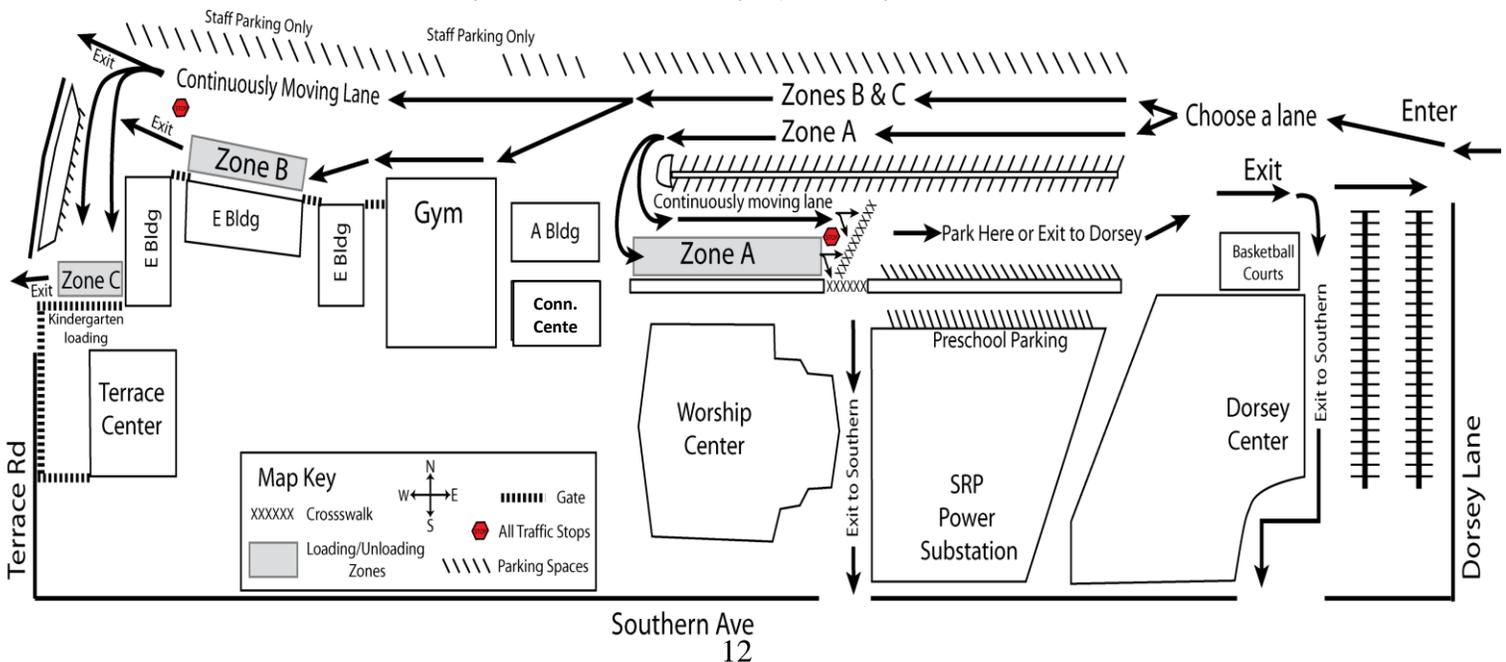
- In loading zones, stopped cars must always be placed in Park. Driver must always remain behind the wheel.
- No parking in Zone B behind E-Buildings during unloading/loading times (7:45-8:45am & 2:45-3:45pm).
- No parking in the spaces reserved for teachers/staff.
- No parking in the designated Preschool parking spaces east of the Worship Center unless you are a Preschool driver.
- No backing in. Parked cars should always pull forward into spaces.
- Never leave cars **unattended** in loading zones.

IMPORTANT

- To ensure the safety of all students and the efficiency of the loading process, the school desires that all students wait in a designated loading zone when being picked up after school. This will decrease foot traffic through the parking lot and in the crosswalks.
- It is understood that some students walk to and from school. These students will walk in appropriate crosswalks when leaving the campus.
- When the need arises for parents to park and come onto the campus, please use appropriate crosswalks.
- When school is dismissed, students should go directly to the loading zone that their parents have determined to insure an efficient pick-up time (Zone A or Zone B). Kindergarten students (and their siblings) go directly to Zone C.
- When school is dismissed, students who participate in After-School Care should go directly to the After-School Care area.
- All athletes going to Jason Field after school are required to use the crosswalks and sidewalks instead of walking within the parking lot.
- Students on campus after 3:30 pm must go to After-School Care unless they are participating in a school activity. Students may NOT wait at Dorsey Center to be picked up at the end of the school day.

IF YOU NEED TO PARK, PLEASE PARK

- Anywhere beyond the crosswalk; a crossing guard will assist students in the afternoons.
- To the north of the median by the Connection Center. If you park here, you **MUST** use crosswalks.



2016-2017 PRESCHOOL CALENDAR



August

8/9 Meet Your Teacher 2:00 p.m. - 4:00 p.m.
10/11 Parent/Student Orientation 8:45 a.m. – 10:45 a.m.
15/16 PreSchool first full day of school

September

2 **NO EXTENDED CARE** (3:00 DISMISSAL)**
5 **NO SCHOOL** - Labor Day
13/14 Individual/Class Pictures
29/30 Dad's Day (10:00 a.m. - 11:30 a.m.) 4/5's and 5/6's only

October

3-7 **NO SCHOOL** - Fall Break
19/20 Pumpkin Patch
21 **NO EXTENDED CARE** (3:00 DISMISSAL)**
27 Jog-a-thon – 3/4's / 4/5's (Hungerford, Neal)
28 Jog-a-thon – 3/4's / 4/5's / 5/6's (Hungerford, Neal, Buck, Garver)
28 **11:30 DISMISSAL** – No Lunch Bunch, P.M. Class, Extended Care.

November

3/4 **NO SCHOOL** – ACSI Teachers Training
11 **NO SCHOOL** - Veteran's Day
21/22 Thanksgiving Feasts
23 **11:30 DISMISSAL** – No Lunch Bunch, P.M. Class, Extended Care
24/25 **NO SCHOOL** - Thanksgiving Break

December

13/14 Christmas Program & Party - **Dismissal after Program / Party** (Christmas Break begins)

January

3/4 Classes Resume
13 **NO EXTENDED CARE** (3:00 DISMISSAL)**
16 **NO SCHOOL** - MLK Day
19 Vehicle Day all preschool / Dad's Day 3/4's only
27 **11:30 DISMISSAL** - Grandparent's Day (All School)

February

17 **NO EXTENDED CARE** (3:00 DISMISSAL)**
20 **NO SCHOOL** - President's Day
21/22 Patriotic Parade
23 **NO SCHOOL** for Mrs. Hungerford's & Mrs. Neal's Classes - CONFERENCES
24 **NO SCHOOL** - - All Classes - PARENT/TEACHER CONFERENCES
28/3/01 Spring Pictures

March

3 **11:30 DISMISSAL** – No Lunch Bunch, P.M. Class, Extended Care
6-10 **NO SCHOOL** - Spring Break

April

14-17 **NO SCHOOL** - Easter Break

May

3/4/5 Mother's Day Teas
11/12 Water Day
15/16 PreSchool Certificate Presentation Days (Last full days on campus)
17 Park Day - Meet @ Kiwanis Park 8:30-10:00 am

****NOTE: Our preschool calendar differs from the grade school calendar at times.**



GRACE CHRISTIAN ACADEMY

2016-2017 TUITION / FEE SCHEDULE

PRESCHOOL

COMMITMENT FEE - \$150 (includes activities & T-shirt)			<u>ANNUAL TUITION</u>	<u>MONTHLY TUITION</u>	<u>CLASSES OFFERED</u>
2 Half Days	T/TH	8:30am - 11:30am	\$2,070	\$207.00	3's, 4's
2 Full Days	T/TH	8:30am - 3:00pm	\$3,070	\$307.00	3's, 4's
3 Half Days	MWF	8:30am - 11:30am	\$3,020	\$302.00	3's, 4's, 5's
3 Full Days	MWF	8:30am - 3:00pm	\$3,550	\$355.00	3's, 4's, 5's
5 Half Days	M-F	8:30am - 11:30am	\$3,910	\$391.00	4's, 5's
5 Full Days	M-F	8:30am - 3:00pm	\$5,060	\$506.00	4's, 5's

LUNCH BUNCH Available for all **half day** preschool classes listed above
M-F 11:30am - 1:00pm \$6 per day on as needed basis

EXTENDED CARE Available for all **full day** preschool classes listed above
M-F 3:00pm - 4:00pm \$5 per day on as needed basis
M-F 3:00pm - 5:00pm \$10 per day on as needed basis
(Late pick-up fees apply after 5:00pm)

- Preschool monthly tuition is payable for 10 months from August – May. **Commitment Fee is due at time of enrollment and is non-refundable, if the student is accepted.** Tuition includes low student/teacher ratio, general education services, most school supplies, daily snack, on-campus field trips and introductory Spanish.

KINDERGARTEN – ELEMENTARY (Grades 1-5) – MIDDLE SCHOOL (Grades 6-8)

			<u>COMMITMENT FEE</u>	<u>ANNUAL TUITION</u>	<u>PREPAID TUITION</u>	<u>BALANCE</u>	<u>MONTHLY</u>
KINDERGARTEN							
Half Day	M-F	8:30am - 11:45am	\$150	\$4,468	\$200	\$4,268	\$388
Full Day	M-F	8:30am - 3:15pm	\$150	\$6,998	\$200	\$6,798	\$618
GRADES 1-5	M-F	8:30am - 3:15pm	\$150	\$7,185	\$200	\$6,985	\$635
GRADES 6-8	M-F	8:30am - 3:15pm	\$150	\$7,680	\$200	\$7,480	\$680

- Monthly tuition is payable for 11 months from July – May. **A Commitment Fee of \$150 is due at time of enrollment & is non-refundable, if the student is accepted. This fee is not eligible to be paid with STO funds. Prepaid Tuition is due by June 9, 2016 and is eligible to be paid with your available STO funds.** Tuition includes all fees for basic educational enhancement services, computer & technology courses, science camp, field trips, PE and fine arts.

FAMILY DISCOUNTS (Preschool - 8th grade)

1 st Child	Regular Price
2 nd Child	5% discount
3 rd Child	10% discount
4 th Child and additional children	15% discount

The oldest child pays full tuition then discounts are determined by the descending ages of the children based on the tuition balance amount.

PRESCHOOL EARLY PAYMENT DISCOUNT:

- \$50 discount when total tuition is paid by Thursday, July 7, 2016
- \$25 discount when total tuition is paid by Friday, August 5, 2016

K-8th EARLY PAYMENT DISCOUNT:

- \$100 discount when total tuition is paid by Thursday, June 9, 2016
- \$ 50 discount when total tuition is paid by Thursday, July 7, 2016

MISCELLANEOUS FEES (Kindergarten – 8th grade)

Before School Care (7:00-8:15am)	\$5 per day
After School Care (3:30-5:00pm)	\$6 per day
After School Care (3:30-6:00pm)	\$10 per day
(Late pick-up fees apply after 6:00pm)	

Lunch Fee	\$5 per lunch
Testing Fee	\$30

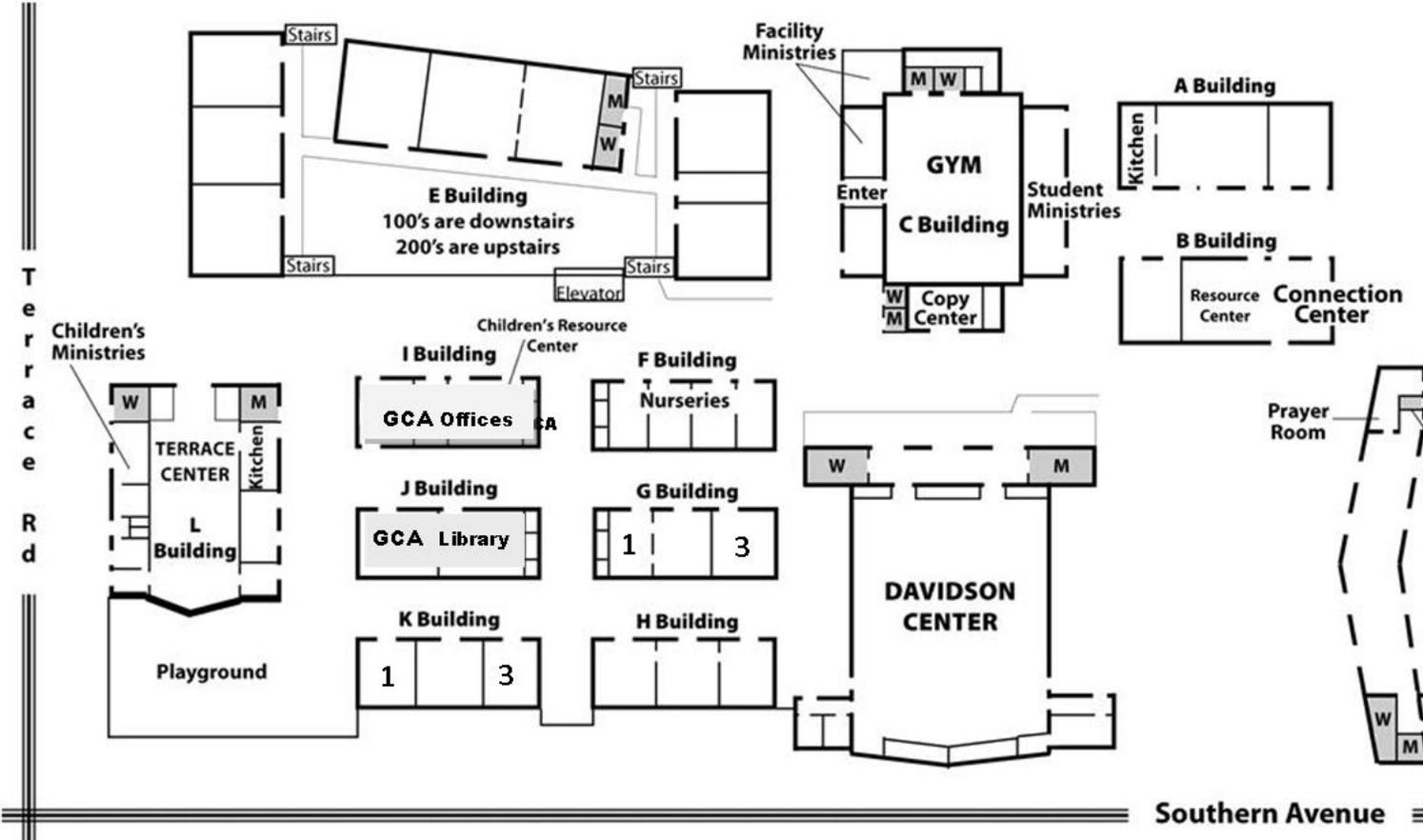
Other Fees:

Middle School Sports	Varies by sport
6 th & 7 th Grade Camp, 8 th Grade California Trip	TBD
8 th Grade Graduation – cap and gown	TBD
Yearbook (Optional)	TBD

- All payments are due on or before the 1st of the month.
- Students in K-8 enrolled after August 1st must bring account balance current to reflect the 11 month billing cycle.
- A \$30 late fee is assessed on the 16th of the month to any account not paid in full.
- A \$30 fee is charged for any check or Autopay returned by the bank.

GCC/GCA CAMPUS

Grade	Room #	Preschool Teacher
Pre K- 3/4	K1	Mrs. Hungerford
Pre K- 4/5	G1	Mrs. Buck
Pre K- 4/5	G3	Mrs. Neal
Pre K- 5/6	K3	Mrs. Garver



JoLynn Moten
PreSchool Director



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