



Dear Families,

Welcome to the 2018-19 School Year at Grace Children's Learning Center. We are ready and waiting for your child. Your child is registered in our Extended Day Program. I wanted to give you some simple guidelines to help you understand how your child's day will flow and make drop off and pick up easier for you.

Building Entrance- You have been assigned a family security code. This code is 5 digits and will grant you access to the building from 7am-5pm. The security panel is located on the side of the building at the main weekday entrance. Enter your code followed by the # sign to gain access to the building. Should you encounter difficulty with your code please phone us and we will help you. Please do not share your code with anyone other than your emergency pick up folks. Also, use caution and do not grant access to others you do not know when entering and exiting the building. Your cooperation in keeping our center and your child safe is appreciated. Your code will be sent to you in an email. If your child attended Grace last year or this summer, your code will remain the same.

Important Phone Numbers of Opening and Closing Staff

School Office- 703-393-2345
Teacher- Lori Woods 703-895-0515
Teacher- Ada Ayala 571-379-4560
Teacher- Luisa Villarreal 703-398-6997
Teacher- Leila Garnett 703-403-8470
Teacher- Kristin Ellis- 703-475-5790
Teacher- Ebony Boyd- 571-529-2474
Teacher- Asime Pamie-George- 703-895-6121
Teacher- Stephanie Nelson- 703-609-4913
Resource Teacher – Belinda Ryberg 703-919-5576
Assistant Director Shannon Pendelton- 703-597-2470
Director Susan Bardwell- 703-477-4234



These staff members will be present during the before and after care portion of the days, M-F. The school office will open at 7:30 daily. If you need assistance prior to 7:30am please phone one of the teachers on this list and they will be able to assist you.

Let's Get Our Day Started

Drop Off For Preschool and Jr. K will be in Room 9 between 7 AM and 8AM. After 8AM or when numbers have reached a point where it is best to separate, Jr. K children will go to the 2nd floor. During the mornings and afternoons we rotate the rooms the before and after care use so the children are always in a stimulating room with new experiences. Please hang your child's backpack and coats on their labeled hook outside their primary classroom. Lunches should be placed in or by their backpack and hook. At 9:00 am children will go to their regular classrooms. If you come in and we are not in our normal space look for a sign on the door letting you know where to find us. You are welcome to bring breakfast items for your child to eat at school, especially if they prefer to be up for a while prior to eating or you find you are running late. *Please remember no peanut products.*

Drop Off For Infants and Crawlers will be in Room 2 between 7AM and 8AM. After 8 AM or when there are over 8 children we will divide into our classrooms. Please hang your child's items on their hooks so the opening staff will know where to locate their items. Please have your My Day Form filled out for the day. If you have a preference for which foods your child eats during snack time please label them so the teachers are aware, in addition to writing it on the My Day Form.

Drop Off For Toddlers and 2's will be in room 3 between 7 and 8 am. As the number of friends increases we will divide into our regular classrooms. Please hang your child's items on their hook so teachers will know where to locate their items. Please complete your My Day Form for all toddlers.

Nap Time-

Preschool, Toddlers and 2's- Children nap between 1:30 and 3 daily. We have cots for the children to nap on. Your child will need to bring a napper with built in pillow or a blanket and small pillow for nap time. All children are welcome to bring a special "lovey" or stuffed animal for nap time. We encourage you to send one which can stay at school during the week. If it is a "lovey" your child needs at night time perhaps a duplicate one for school or a new special friend for school would be helpful. All nap items must be within a sealable plastic bag when the items are within the bag. The oversize zip lock bags work great and can be found in most department stores, grocery stores and on Amazon. Nap items are sent home on Friday to be cleaned. Our staff disinfect the cots daily prior to stacking them. Cots are labeled with the child's name and they are given the same one daily. All personal items and your child's bag must be labeled with his/her first and last name. If we find items without names on the first day we will label them with a permanent marker.

Infants & Crawlers will sleep in cribs. Nap items will remain at school M-F and we will send them home with you Friday for laundering. Should your child's blanket become soiled during the day we will send it home for cleaning. Mondays you can hang the bag on the hooks in the hallway and the teachers will take of them. Infants and Crawlers nap on their own personal schedule. If they awaken early they will be able to play in another space while their friends continue sleeping. Cribs are labeled with the child's name and are not shared with other children. All personal items and your child's bag must be labeled with his/her first and last name. If we find items without names on the first day we will label them with a permanent marker.

Lunch and Snacks-

VA State Licensing requires meals and drinks brought from home, "The food container shall be sealed and clearly dated with the day's date and the owners first and last name. We need your assistance to remain in compliance with the State regulations. You will receive a tag for your child's lunchbox in his/her folder during Parent Orientation. Your child's name will be written on one side and we need you to write the current day's date on the other side. Please use a wet or dry erase marker. If you do not have the opportunity to mark the date before arriving please let the teacher know and she will provide you with a marker.

We have a micro-wave available for warming lunches. When packing your child's lunch please remember to put in ice packs to keep your child's food safe. All children are encouraged to bring a water bottle or cup. Keeping our body and brains hydrated is something we teach the children. Please make sure you label all of your child's lunch containers, lunch boxes, water bottles, cups, etc with his/her first and last name.

Please remember we are a peanut sensitive school and cannot serve any items which contain peanuts.

Our infants, crawlers and toddlers will bring all their own food from home. Please pack enough food for AM snack, PM snack and a lunch. When packing foods for your toddler or 2 year old, we find they need two morning snacks if they arrive early and 2 afternoon snacks if they are staying until 5 and a lunch. Be sure to include milk, formula, etc.

2 year olds will need to bring their lunch and an afternoon snack, but AM snack will be included in their class.

Preschool and Kindergarten children will need to bring a lunch and a PM snack. AM Snack will be provided during the school day. Lunch will be between 12:30 and 1:15. Afternoon snack will be about 3:30 and morning snack is typically between 10:30 and 11:00.

We respect the individual schedule of infants and will feed them and lay them down as needed.

Pick Up- During the afternoon we will be in various areas of the building. The children enjoy playing outdoors and we will visit different classrooms. In the afternoon you will typically find us:

- Infants- Nursery Suite
- Toddlers- Room 8
- 2's- Room 3 or 4
- Preschool- A 1st floor classroom
- Jr K & Kindergarten- a second floor classroom (this room will vary)

Back to School



If you arrive and we have left our room a sign will be posted where you can find us. If you are unsure of where we are please stop by the school office for directions. Please note our center closes at 5pm. Children not picked up by 5pm will be waiting for you in the

school office. Late fees will be applied to your account if you are late picking up. When we go to other areas the children's backpacks and lunch boxes will be on their hooks by their classroom. Please be sure to pick their items up.

Tuition Payments- Full day families can choose to pay tuition weekly, semi -monthly or monthly. Please notify the office of your preference so we can bill your account accurately. You can choose to pay tuition using cash, personal check or Tuition Express. If you would like to use the Tuition Express your funds will be automatically debited on the day(s) you choose. We have forms in the school office and would be happy to share more information with you regarding this payment option.

If you have any questions please don't hesitate to contact myself or any of your child's teachers. We are here to make this transition to a new school year as smooth as possible for you and your child. Thank you for entrusting your precious little one to us.

Blessings,
Ms. Susan
GCLC Director

Don't Leave Home Without It!

Infant & Crawler Check List

Diapers & Wipes (can store at school)
All Foods, Formula, milk etc
Nap Items
2 Changes of Clothing
Backpack/Bag
My Day Form
Ice Pack

Toddler Check List

Diapers & Wipes (can store at school)
All Foods and drinks
Nap Items
2 Changes of Clothing
Backpack
My Day Form
Water Bottle
Ice Pack

2's Check List

Diapers & Wipes (can store at school)
Lunch, PM Snack, Juice/Milk
Nap Items
Change of Clothing
Backpack
Water Bottle
Ice Pack

3's, 4's and AM Pre-K Check List

Lunch
Nap Items
Backpack
PM Snack
Change of Clothing
Water Bottle
Ice Pack

Jr. K Check List

Lunch
Change of Clothing
Backpack
PM Snack
Water Bottle
Ice Pack

