

**Grace Weekday School**  
Grace United Methodist Church  
Growing in God's Love



1601 Sam Rittenberg Blvd., Charleston SC 29407  
843-766-1621 ext. 1

**Parent Handbook 2025-26**

Early Childhood Education

Website: [www.mygraceumc.org](http://www.mygraceumc.org)

Facebook private page: Grace WDS Family

**Our Mission**

The mission of Grace United Methodist Weekday School is to provide the best conditions possible to promote the growth of your child in a loving Christian environment. Each child is guided to attain their own potential-emotionally, mentally, physically, socially, and spiritually; strengthen each child's capacity to establish healthy relationships with children their own age; to find joy and satisfaction in creative work and learning; to respect themselves and others; and to encourage a greater understanding awareness of God as our Creator.



Dear Parents,

Welcome to Grace Weekday School. This parent handbook is designed to provide comprehensive information about our program. Involved, informed parents are essential to a thriving school community. Therefore, we kindly ask you to read this handbook thoroughly and contact us if you have any questions or concerns.

The teachers and staff at Grace Weekday School are committed to serving and educating your preschooler, reflecting the values of Christ in all our actions. We have planned a year enriched with new experiences, education, and care for your child. We strongly believe parents are our partners in education. By collaborating closely, we can ensure a fulfilling and exciting year for your child. We encourage you to actively participate in the daily life of our school and support your child's educational journey.

If your family is seeking a church community, we invite you to visit Grace United Methodist Church.

Thank you for entrusting us with your child's preschool years. May God continue to bless your family.

Sincerely,  
Kristie Johnson  
Director - Grace Weekday School

**Classes/Days**

K4 Preschool	5 days
K3 Preschool	5 days/3 days
K2 Preschool	5 days/3 days
K1 Preschool	5 days/3 days/2 days

Children must be the age of the class they are in on or before September 1<sup>st</sup> of the year they're entering Grace.

**School Hours**

Grace Weekday School is open from 8:50am to 12:00pm, Monday through Friday. The preschool day begins at 9:00am. Days off and teacher workdays are published on our parent calendar. The 26-27 school calendar will be on our website in March.

Attendance and punctuality are very important for your child's routine. Please be on time. If you are habitually late, there will be a \$10 per day charge.

**Early Arrival and Extended Day**

Early Arrival is offered Monday through Friday from 8:00am to 8:50am for children enrolled in our K1-4-year-old classes. Our extended day program allows your child the opportunity for further enrichment and play in their school day. The program adds two hours to the school day, ending at 2:00pm. All children must be picked up no later than 2:00pm.

This early arrival and extended day class is a separate class that you must register for in August. If you wish to add the program at any point during the school year, please contact the director. Early arrival class and extended day will begin the Tuesday after Labor Day.

**Chapel**

Pastor Ben Burt will lead our weekly chapel services during the school year. The chapel takes place on Wednesday mornings at 9:15am inside the church for all ages except for the K1 classes. They will experience chapel time in their classroom space until we feel they are ready for the transition into the sanctuary.

In accordance with our Mission Statement, preschool students will be referred to by their birth gender.

## **Enrollment Process**

### **Registration Fees**

There is a **\$125** registration fee for each child enrolling. The fees for families with more than one child are \$125 for the first child and \$50 for the additional child with the maximum being \$175. The registration fee **must** be paid at the time the child is officially enrolled for the 2024-2025 school year. **This fee is non-refundable.**

### **Discounts**

#### **Grace United Methodist Church Members Only:**

A 20% tuition discount for participating active members will be given to each child enrolled into GUMC Weekday School.

5-day Church Members tuition: \$292 a month - \$2682 a year

3-day Church Members tuition: \$264 a month - \$2376 a year

### **Withdrawals**

If you need to withdraw your child from the program for any reason, please give a **\*30-day written notice.** This allows us ample time to fill the space being vacated by your child. You are responsible for paying tuition through the end of the 30-day notice.

### **Tuition**

Tuition is due on the first of the month. The yearly tuition is divided into 9 payments and is paid from **July through March** by the 10<sup>th</sup> of each month. Late tuition payments after the 10<sup>th</sup> of the month are \$25. We accept cash or checks and Venmo is available for an additional fee.

There are no credits for illnesses, absences, holidays, or school closings in accordance with Charleston County School closings. There are no make-up days so the ratios each day will be within the guidelines.

There is **\$25 for returned checks.** Checks should be made payable to **Grace Weekday School or GWDS.**

Programs	Yearly Tuition	Monthly Tuition
K1/5 days	\$3285	\$365
K1/3 days	\$2970	\$330
K1/2 days	\$2295	\$255
K2/5days	\$3285	\$365
K2/3 days	\$2970	\$330
K3/5 days	\$3105	\$365
K3/3 days	\$2835	\$330
K4/5 days	\$3105	\$365

Class ratios:      K1 6:1      K2 8:1      K3 10:1      K4 12:1

### Early Arrival and Extended Day Fees

This fee must be added to your tuition check.

#### Early Arrival

All year price = \$800

Each month = M-F \$125

Each day = \$10

#### Extended Day

All year price = \$1040

Monthly pricing Monday through Thursday \$150 per child

2 days a week=\$120 per child

1 day a week=\$70 per child

Daily price \$25

There will be **NO Friday** extended day.

### Immunizations

All children are required to have a current South Carolina Certificate of Immunization (DHEC-1148) or a certificate of exemption on file at the school. You have until **September 15th, 2025**, to submit a copy. Failure to provide a copy by this deadline will result in your child being temporarily removed from the program until the certificate is received. It is the responsibility of the parents to ensure an updated copy is provided when new immunizations are administered during the school year.

Immunizations Requirements for School Attendance are published by DHEC annually see:

<http://www.scdhec.gov/health/disease/immunization/immunizations.htm>

## **Medications**

Grace Weekday School does not have a nurse on staff. The director and teachers use contactless thermometers. We do not give out medications like Tylenol, Motrin, bug spray, or sunblock. Only liquid Benadryl, Neosporin, and Bactine are available on campus. You can fill out a permission form for us to administer Benadryl. If your child shows signs of an allergic reaction and we have your permission, we'll try to reach you first and then give them a one-time 5ml dose.

## **Illness Guideline**

Students exhibiting contagious diseases or symptoms will be sent home, returning only when they are no longer infectious. This includes COVID-19, conjunctivitis, hand, foot and mouth disease, chickenpox, pneumonia, scabies, measles, pertussis, ringworm, head lice, mumps, pinworms, impetigo, streptococcal pharyngitis, fever, vomiting, and diarrhea.

Please ensure your child remains at home if they have:

- **Fever:** 99.5°F or higher. They must be free from fever for 24 hours without medication before returning.
- **Vomiting/Diarrhea:** Wait for 24 hours after symptoms cease.
- **Pink Eye:** Require 24 hours of treatment prior to return.
- **Contagious Skin Conditions:** No new scabs or blisters for 24 hours or after 24 hours of antibiotics. Cover open scabs.
- **Yellow/Green Nasal Discharge:** Improvement from the previous day and absence of fever.
- **Head Lice:** Treated thoroughly with no nits present.
- **Bacterial Illnesses:** Feeling well and on antibiotics for 24 hours.
- **Hand, Foot, and Mouth Disease:** No appearance of new spots for 24 hours (rash may persist non-contagiously for 1-2 weeks).

Thank you for contributing to the health and safety of our students.

## **Biting and Aggressive Behavior Policy**

Biting and aggressive behavior is not acceptable as it creates an unsafe environment for students and distracts teachers from the rest of the class. Aggressive behavior can include, but is not limited to bullying, hair pulling, biting, hitting with objects, hitting, punching, and pushing. Our teachers and the director

work directly with students and families experiencing these behaviors to determine how to modify them and meet the students' needs.

Reasons for biting and aggressive behavior may include:

- Biting can relieve discomfort for teething children.
- The child wants something but does not know how to obtain it.
- The child feels threatened by another child.
- The child is frustrated or overwhelmed and lacks the words to express a need or desire.

Once a child has bitten another student or teacher or has demonstrated aggressive behavior towards another child or teacher three times, they will follow the biting protocol. An incident report will be provided for each offense.

4th Offense: The student will be immediately removed from the classroom and picked up by a parent. They may return to school after one week.

5th Offense: The student will be immediately removed from the classroom and picked up by a parent. They may return to school after four weeks.

### **Inclement Weather Policy**

In case of inclement weather, GWDS will notify you as soon as possible by email and text if we must cancel school, need to have a delayed start, or need to close early. School days missed due to the weather will not be made up during the school year.

### **Drop off and pick up Procedures**

**Drop off – 8:50am-9:00am**

**Pick up – 12:00pm** Students must be picked up by 12:00pm.

Parents walk their child to their classroom door and drop them with their teacher.

You will also come to the classroom door to pick your child up.

If you need to talk to your child's teacher, please plan to do this by appointment.

(Not at drop off or pickup)

### **Student Dress Code**

Children are advised to wear comfortable clothing suitable for the weather and school activities. Outdoor times are scheduled daily, except on rainy days and extremely cold days (40 degrees or below), so dressing accordingly is recommended.

Shoes with rubber soles that lace, buckle, or have Velcro closures, and are closed-toed, are preferred. Crocs, sandals, or flip-flops are not recommended due to safety concerns about climbing equipment and wood chips. Labeling everything brought to school, including removable items like sweaters and jackets, can help in keeping track of belongings. An extra, labeled set of seasonally appropriate clothing, shoes, and socks in a Ziploc bag in the classroom is also suggested.

### **Peanut/Tree Nut Sensitive Policy**

We are a peanut/tree nut sensitive school. We supply snacks for all the children. A list of safe snacks can be found online at <http://snacksafely.com>.

### **Class Parties/Birthday Parties and Events**

A schedule of classroom holiday parties will be available at Meet the Teacher. If you are able, kindly consider signing up to host a party.

If you wish for your child to celebrate their birthday at school, please coordinate with their teacher in advance.

Teacher Appreciation is celebrated in May; please contact the director if you would like to volunteer.

Please feel free to ask to join our private **Grace WDS Family** Facebook group.

Email: [gumcwschool@gmail.com](mailto:gumcwschool@gmail.com)

Phone Number: 843-766-1621 ext. 1