



9001 N 145th E Ave
Owasso, OK 74055918-212-1196
www.grandcentralkids.com

Welcome and thank you for choosing Grand Central Kids Preschool for your child. Enclosed are the necessary forms that are required to enroll your child. Once the enrollment form and payment are received, your child will be placed on the enrollment list. Be sure and “LIKE” our Facebook page so you will receive announcements, reminders, and pictures from Grand Central Kids before school starts and throughout the school year. This year, “Meet the Teacher Night” will be on Thursday, August 31, 2023. You will find out at that time which class your child is in. Please include the following forms to complete enrollment:

- Completed enrollment forms within packet (two last pages front/back)
- **NON-REFUNDABLE** enrollment fee: \$290 (for 2 days) OR \$375 (for 3 days) per child, This will include a t-shirt for SPIRIT days (please mark size on enrollment form)

If you have any questions, please feel free to contact me by phone or email. I am looking forward to a wonderful year.

God Bless!

A handwritten signature in black ink that reads "Jana Oder" with a small smiley face drawn above the letter 'e'.

Jana Oder
Grand Central Kids Preschool Director
918-212-1196 (office)
grandcentralkids@cbcowasso.org



Policies & Procedures Handbook

MISSION STATEMENT

The mission of Grand Central Kids Preschool is to serve our community by providing families with an excellent early childhood education that lays a spiritual foundation for a life-long relationship with Christ.

PROGRAM SCHEDULE

Tu/Th OR Tu/Wed/Th

9:30am to 2:30pm


Ages: 2 years to 4 years (by September 1st)

Class sizes are limited

School will start on Tuesday, September 5, 2023

REGISTRATION

There is a non-refundable enrollment fee of \$290 (2-day program) OR \$375 (3-day program) per child. This fee reserves a spot for your child in our preschool and purchases the needed supplies. Registration will begin each year in February for those students and their siblings who currently attend GCK. Registration for non-GCK children will open in March.



TUITION IS BASED ON THE NUMBER OF SCHOOL DAYS PER YEAR,
NOT PER MONTH.

THERE IS NO DEDUCTION IN TUITION FOR ABSENCES.

TUITION RATES FOR 2023-2024 SCHOOL YEAR

Tuesday, Wednesday, and Thursday

Tuition for all 3 days is \$2,400.00 for the year, which can be paid in 8 installments of \$300. These 8 installments are to be paid from September to April. Payments are due no later than the 10th of each month. If payment is not received by the 10th an additional \$10.00 will be added per child. If the tuition and late charges are not paid by the first of the next month, the student will not be able to attend class until paid.

A discount for tuition paid in full is as follows:

Payment in full by August 1 receives a 10% discount (\$2,160.00 per student).

Payment in full by September 1 receives a 5% discount (\$2,280.00 per student).

Tuesday and Thursday

Tuition for 2 days is \$1,720.00 for the year, which can be paid in 8 installments of \$215. These 8 installments are to be paid from September to April. Payments are due no later than the 10th of each month. If payment is not received by the 10th an additional \$10.00 will be added per child. If the tuition and late charges are not paid by the first of the next month, the student will not be able to attend class until paid.

A discount for tuition paid in full is as follows:

Payment in full by August 1 receives a 10% discount (\$1,548.00 per student).

Payment in full by September 1 receives a 5% discount (\$1,634.00 per student).

A \$20.00 fee will be charged for any returned check, and all future payments will be required in cash.

Once officially enrolled, your child has a spot saved for the entire school year. **Please know that if you pull your child out of the program before the end of the school year, you are expected to give 2 weeks notice AND you are responsible to pay tuition for the month that you are currently attending.**

Checks can be made out to Grand Central Kids (GCK) and dropped in the box down the main hallway. If you pay with cash or credit card, please see the Director, Assistant Director, or the Financial Assistant for correct documentation.

****There will be a 5% convenience fee for all credit card transactions.**

HOLIDAYS:

Our holidays and vacations are similar to that of the Owasso Public Schools (**EXCEPTIONS:** see the master calendar given at “Meet the Teacher Night”). Our program is from September to May. We will close due to bad weather when Owasso Public Schools are closed. There will be no reduction in fees due to bad weather.

WHAT TO WEAR TO SCHOOL:

Washable play clothes are recommended for weekday activities. Parents should send an extra set of clothes labeled with the child’s name for emergency purposes. We recommend close-toed and close-heeled shoes for playground safety. Sandals and flip-flops are not recommended.

ILLNESS:

Children should not come to school if they are sick. If your child has had any of the following symptoms in the past 24 hours please do not bring him/her to school.

1. Fever (must be fever free without medicine for 24 hours)
2. Vomiting or diarrhea
3. Any symptoms of childhood diseases: chicken pox, flu, strep throat, bronchitis
4. Common cold
5. Any rash or skin infection (boils, ringworm, impetigo, etc.)
6. Yellow/Green discharge from eyes, nose or ears
7. If your child has head lice, you will need to treat the problem and then see the director for permission to return to class.

If your child is brought to school with any of these symptoms, the teacher or director has the right to not allow your child to attend school that day. If your child becomes ill at school we will remove the child from class and your child will need to stay home the following day. We will contact you to come and pick up your child, so please make sure we have current phone numbers for you on file.

MEDICATION:

Teachers of Grand Central Kids Preschool will not be allowed to administer medication to their students. If your child needs medicine during preschool hours, he/she should stay at home until he/she is able to be without medication. Never put any type of medication in a diaper bag or a backpack and send it to preschool.

EMERGENCIES/INJURIES:

We will make every effort to contact parents in the event of an emergency. Any financial responsibility incurred will be the responsibility of the parent or guardian of the child injured. It is the parents’ responsibility to fill out an emergency form, provided by Grand Central Kids Preschool in this packet, and return the form to the director.

SECURITY:

The doors will be locked from 9:40 A.M. to 2:20 P.M. for the safety of your child. If you need to enter during those times, there is a doorbell between the two sets of double doors in which you enter, or you can call GCK’s office at 918-212-1196 to be let into the building.

ARRIVAL AND DEPARTURE:

Our teachers need to have time before and after school to prepare their classrooms and get their own children to/from school. If you arrive early please remain in your car until the doors are opened at 9:30A.M. We ask that you have all of your children picked up by 2:30 P.M. (2:35 P.M. at the latest). **There will be a \$5.00 fee if your child is not picked up by 2:35 P.M. After 2:45 P.M. it will be \$1.00 per minute.** We realize that doctor appointments run late and traffic occurs, so please let the office know. Obviously the fees are for our “repeat offenders.” Use the North entrance of the building (double doors under the covered circle drive).

The following procedures will be followed if someone other than a parent must pick up your child:

1. Please notify your child’s teacher if someone other than yourself will be picking up your child.
2. When a child needs to be released to a person other than someone listed on the pick-up sheet, please notify your child’s teacher and/or director.
3. The person picking up the child must come prepared to show a photo ID.

If you have custody of your child, and have a court order for the non-custodial parent or anyone else NOT to have access to your child, please provide us with a copy of the court order. If we do not have a copy in your child’s file, we are unable to keep the non-custodial parent from taking your child. A court order gives us the power to protect.

ABUSE:

Grand Central Kids Preschool must, by law, report physical or sexual abuse cases to the Department of Human Services. Oklahoma Statutes define child abuse as harm or threatening harm to a child’s health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect.

PERSONAL ITEMS:

We request that parents not allow your preschoolers to bring toys to school. This helps avoid a wide variety of problems. We do, however, encourage a child to bring a personal item, which may be needed for security or required for rest time. Please make sure that any and all items are labeled with your child’s name.

POTTY TRAINING:

If your child is potty training, please discuss his/her needs with the teacher. We have scheduled potty breaks throughout the day. We will take your child at other times if he/she tells us they need to go. Please be assured that we will do the best that we can to insure your child does not have an accident. We expect all students in our 3s classes to be self-sufficient in the restroom which means they are able to pull up and down their underwear and/or pull-ups as well as wipe themselves. After January of 2024 all 3s must be potty trained which means they must be in underwear and able to sufficiently take care of their potty needs in the bathroom. If there is a medical condition that makes this difficult for your child, please notify the director and **provide appropriate medical documentation.**

LUNCH:

Parents should send a lunch and drink each day. Please do not send anything that needs to be heated or refrigerated. Please include a cold pack, if necessary. Label all lunch boxes, cups, food containers and utensils.

SNACKS:

A snack will be provided to your child each day. **PLEASE make sure that your child's teacher is aware of any food allergies.**

REST TIME/BRAIN BREAK:

All children will be required to rest during rest time. This does not mean that they are required to sleep, but they must lie down and let their brains rest. Please discuss this with your child. We do not have the staff available to give them an alternative during rest time. You will need to provide a nap mat and a blanket for your child to rest. Make sure that all of your child's rest time belongings have his/her name on them.

DISCIPLINE GUIDELINES:

In a combined effort to ensure our preschoolers are successful in the classroom and to learn self-discipline, Grand Central Kids Preschool teachers will:

1. Have age appropriate activities to help all preschoolers remain interested and occupied.
2. Provide structure to help our preschoolers have a basic routine that is followed every day.
3. Try to anticipate difficult situations and adjust plans to help alleviate problems.
4. Work with parents to discover what approaches work best to help each preschooler have a happy and successful day at school.

Because this is a combined effort, we must establish the following expectations:

We know that the characteristics of preschoolers may include biting, hitting, saying "no," taking away toys, etc. The discipline policy we use in the classroom is redirection, removal from the situation, verbal apologies, and timeouts. If at any time, the classroom teachers and/or the director feels that any of the above actions are becoming a physical danger to self, other children, or any adult, your child will be sent to the director's office. We feel that each child should learn and show the proper respect at all times. All children will be disciplined on an individual basis according to their needs. Our teachers are kept up to date and receive training on new teaching practices on a regular basis. Our desire is that your child will leave Grand Central Kids Preschool academically and socially ready to be a valuable citizen in their community.

DAILY DEPOT:

Every Tuesday and Thursday we have an all-school (2 yrs and up) assembly in the sanctuary beginning at 9:40. It is a time that we meet together to pledge to our flags, sing songs, learn recitations, talk about life principles, etc. Parents are always welcome to attend. It is a fun and interactive time. (Daily Depot will begin the 2nd week of school.)

Grand Central Kids Preschool



“Train a child in the way he should go and when he is old he will not turn from it.” – Proverbs 22:6

Child’s Name _____ Birth Date _____

Name child is called _____ Please circle: Girl Boy

Please list any known allergies: _____

Child lives with (please circle): Mother/Father Mother Father Other _____

T-shirt size (please circle) onesie (12 month) XS S M

Select Program: Tu/Th (*Monthly Tuition Cost: \$215) Tu/Wed/Th (*Monthly Tuition Cost: \$300)

Father’s Name _____ Home/Cell Phone _____

Home Address _____ City _____ State _____ Zip _____

Occupation _____ Employer _____ Work Phone _____

Mother’s Name _____ Home/Cell Phone _____

Home Address _____ City _____ State _____ Zip _____

Occupation _____ Employer _____ Work Phone _____

Family religious preference _____ Church Membership _____

Other sibling(s) attending GCK _____

Previous school(s) attended _____

Enrollment and Tuition Agreement

Acceptance of this form **AND** verbal confirmation with a \$290 (2-day program) OR a \$375 (3-day program) non-refundable enrollment fee per child assures your child(ren) a place in our program. We are thrilled to serve your family. Grand Central Kids Preschool is a non-profit, weekday ministry of the Central Baptist Church congregation. We seek to enrich a child’s world by providing outstanding basic Christian, educational, and social experiences developmentally appropriate to that child’s age. We seek to forever touch a child’s heart by modeling faith in God through Jesus as an integral part of each minute of every day.

I have read the policy book and I understand the policies & procedures expectations and the tuition rates for the 2023-2024 school year.

Date _____ Parent’s Signature _____

OFFICE USE ONLY

PAID BY: Check # _____ Cash Receipt # _____ Credit: Confirm # _____

Enrollment Fee \$ _____ Paid in Full \$ _____

PERMISSION TO PHOTOGRAPH

I, _____, give permission to Grand Central Kids Preschool to
(parent or guardian)
photograph my child, _____, for the following purposes:
(name of child)

Still Photograph:

		(circle one)	
Memory book made throughout year	YES	or	NO
Display on the preschool website and/or Facebook page	YES	or	NO
Display on bulletin boards and Publications	YES	or	NO

Videos:

Christmas and End of the Year music program links given to parents	YES	or	NO
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Only first names and possibly last initials (in the event that there are two or more children with the same first name) will be displayed on the Preschool website.

I understand that it is my responsibility to update this form in the event that I no longer want to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Signed: _____
(parent/guardian, and date)

Emergency Contact and Medical Information

_____ Child's Name		_____ Date of Birth		M	F
				Sex	
_____ Parent's/Guardian's Name		_____ Parent's/Guardian's Name			
_____ Home Phone	_____ Work Phone	_____ Home Phone	_____ Work Phone		
_____ Address		_____ Address			
_____ City, ST ZIP Code		_____ City, ST ZIP Code			

Alternative Emergency Contacts (other than parents/guardians listed above)

_____ Primary Emergency Contact		_____ Secondary Emergency Contact			
_____ Home Phone	_____ Work Phone	_____ Home Phone	_____ Work Phone		
_____ Address		_____ Address			
_____ City, ST ZIP Code		_____ City, ST ZIP Code			

Medical Information

Hospital/Clinic Preference

Allergies/Special Health Considerations

In case of accidental injury, we will immediately attempt to contact the parents and then your emergency contact numbers. If necessary, we will call an ambulance to take your child to the hospital you have requested on this form.

The parents/guardians of the minor listed above, are legally entitled to give Grand Central Kids Preschool authorization limited to the below defined powers:

- To seek emergency medical care for the child in the event a parent/guardian cannot be notified.
- To authorize medical treatment or medical procedures in the event of an emergency situation.

This grant of authority is effective from September 2023 to May 2024 in the County of Rogers, State of Oklahoma.

Parent's/Guardian's Signature

Date

Approved Pick-up List

Name of child

Date

The following people are approved to pick up my child:

Name (as shown on identification), relationship to child, and phone number NOT **mom** and/or **dad**

Name (as shown on identification), relationship to child, and phone number NOT **mom** and/or **dad**

Name (as shown on identification), relationship to child, and phone number NOT **mom** and/or **dad**

Name (as shown on identification), relationship to child, and phone number NOT **mom** and/or **dad**

If the director needs to call and confirm the authorization of a person picking up your child, what would be the best number to contact you?

Parent/Guardian

Phone Number