Grace Infant and Child Care Information Packet

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.

-All drop offs and any pick up before 1:00 is done in the lobby. If you arrive to pick up before 1:00, please wait in the lobby and we will bring your child out to you so that afternoon activities are not disrupted. If you are picking your child up after 1:00 please go to their class to get them.

Snacks:

-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.

Lunch:

-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 have filtered water and sippy cups that your child can use when here if you would like, however, most kids prefer to bring their own cups.

-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 and can re write names if necessary.

GICC is a NUT FREE school.

Please, for the safety of our students with severe allergies, DO NOT send ANY NUTS or products containing nuts in your child's lunch. These items WILL NOT be given to your child here.

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 pack 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.

-For potty trained children, please send at least 1 change of clothes and clean underwear to be kept at school in case of an accident.

-We prefer for children that aren't potty trained 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 typically follow regular school holidays. Schedules for upcoming holidays will be announced at least 2 weeks before the holiday and will be included in the monthly updates.

Correspondence and billing:

GICC uses the Procare app for correspondence and billing. When your child begins attending, you will be sent an email with a pin to set up your account. Monthly updates as well as other announcements are sent out through Procare.

It is important that you sign up so that you don't miss any important information.

-You can message your child's teachers on Procare if necessary.

-Tuition and fees may be paid on Procare (fees apply) or via check (made out to GICC) or cash.

If you have any questions or are having trouble setting up Procare,

please contact Lauren, our director. gicc@gracenola.org (504)333-1553

Withdrawal:

-GICC is a year-round program. When children are leaving our program,parents must inform us VIA EMAIL prior to the 1st of the month that they will be leaving (before tuition is charged) or the family will be responsible for that month's charge.

Tuition Rates and Fees as of June 2025

Days per week	Monthly payment:
2	$265
3	$365
4	$465

Registration fee: $250 Drop in rate: $45

Drop-ins must be pre-arranged and are only for children already enrolled and attending regularly. Please check with Lauren (504-3331553) or message on Procare to make sure we have room for your child before bringing them for a drop in. If a drop in is not rearranged, it is likely we will not have space & your child will not be allowed to attend on that day.

Drop-in fees will be charged when a drop-in is scheduled and not based on attendance.

-Tuition payments are due the 1st of each month and are late by the 15th. A late fee of $15 will be added to any tuition payments not made by the 15th of the month.

-Tuition and drop-in fees are invoiced via Procare and may be paid via check, cash or through the Procare app (fees apply).

- Please make tuition checks payable to GICC and include your child's first and last name in the memo section.

-All tuition, fees, etc. are non-refundable, no exceptions.

-We offer 1⁄2 off the second tuition for families with more than one child attending, third child returns to full price. Registration fees must be paid in full for all children.

-A reenrollment fee of $75 will be charged annually in September to all students enrolled prior to January of that year.

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 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)

* 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.