



## **Giggles-N-Grace Daycare**

**Director: Emily Shaw**

527 E Cleveland Ave.

Monett MO. 65708

(417)737-9762

DVN: 002781100

## **Little Giggles-N-Grace Daycare**

**Director: Cloe Brattin**

531 E Cleveland Ave.

Monett MO 65708

(417)737-9256

DVN: 002955057

## **Giggles-N-Grace Preschool**

**Director: Lara Denney**

815 N Lincoln Ave.

Monett, MO 65708

(417)476-1010

DVN: 003037725

Owner: April Thomas

Email: [mrs.aprilthomas@yahoo.com](mailto:mrs.aprilthomas@yahoo.com)

Cell: (417) 342-9129

Welcome!

I am so thrilled you have chosen Giggles-N-Grace Daycare for your childcare needs!

My name is April Thomas, and I am the owner of Giggles-N-Grace. Recognizing a significant need for high-quality child care in Monett, I took initiative and established our centers. It is my earnest hope that we can positively impact the community, and that everyone who enters our doors experience the love of Jesus.

I am actively involved across all our locations and thoroughly enjoy interacting with all the children. Together with my husband Steven, we are blessed with six children: Gavin (8), Khloe (11), Bryson (14), Jeremy (15), Jonathan (16), and Hope (17). Additionally, we are licensed foster parents through the state of Missouri.

Our commitment extends beyond our family; we are deeply engaged in our church's children's ministry, which brings us immense joy. With over a decade of experience in early childcare, including roles in various daycare centers and running an in-home daycare, I hold a CDA in Infants and Toddlers. Working with children is not just a profession but a true calling, and we cherish every moment of it.

Emily is the director of Giggles-N-Grace. She has recently graduated from Crowder College with an Associate's degree in Psychology. Her plan is to become a child psychologist. She has 2 years' experience with children through the Scott Tech Preschool. She has been working for us since March 2022.

Cloe is the director of Little Giggles-N-Grace. She graduated from Crowder with her associates in Teacher Education in May of 2024! She is currently enrolled at Drury with the intent to obtain her Bachelor's in Elementary Education. She has worked with children for many years, and volunteers at her church within the children's ministry. During the school year 2023-2024, she was a paraprofessional. She is so excited to work with your little ones!

Megan is the assistant director for Little Giggles-N-Grace & Giggles-N-Grace. She graduated from Cassville Crowder Community College in 2021 with her associates in early childhood education/paraprofessional. She has been working for us since September 2023.

Lara is the director of Giggles-N-Grace Preschool (she was also the director of Giggles-N-Grace before she transferred facilities). She has recently graduated from Crowder College in May 2023 with an Associate's degree in Teacher Education. She is taking a break from school but her plan is to continue her education and major in either Elementary Education or Child Development. She has been working for Giggles-N-Grace since 2023.

Kandice is the assistant director of Giggles-N-Grace Preschool. She graduated from Trinity Bible College with a Bachelor's in Children's Ministry. She has been working with children in many settings (including children's ministry and childcare) since high school. She has been working for Giggles-N-Grace since February 2024.

We look forward to getting to know every single one of your children!

Signed,  
April Thomas



## **Daily Schedule**

### **All Ages 3 and Up**

6:00A.M.-7:30A.M.- Free Play

7:30A.M.-8:00A.M.-Table activities Potty break/Wash hands

8:00A.M.-8:30A.M.- Circle time

8:30A.M.-8:40A.M.-Wash hands

8:40A.M.-9:00A.M.- Breakfast

9:00A.M.-9:15A.M.- Wash hands/ brush teeth

9:15A.M.-9:30A.M.-Table activities

9:30A.M-10:00A.M.- Groups (½ Learning activity, ½ bible lesson)

10:00A.M-10:10A.M.- Potty break/wash hands

10:10A.M.-10:40A.M.- Groups (½ bible lesson, ½ learning activity)

10:40A.M.-11:10A.M.- Outside recess

11:10A.M.-11:20A.M.-Water break/Potty break/Wash hands

11:20A.M.-11:45A.M.- Watch educational clip

11:45A.M.-12:00P.M.- Wash hands

12:00P.M.-12:30P.M.- Lunch

12:30P.M.-12:45P.M.- Clean-up/Potty break/wash hands

12:45P.M.-1:00P.M.- Cots out/ story time

1:00P.M.-2:45P.M.- Nap time

2:45P.M.-3:00P.M.- Potty break/Wash Hands

3:00P.M.-3:15P.M.- Snack

3:15P.M.-3:45P.M.- Outside recess

3:45P.M.-4:00P.M.- Wash hands/Water break

4:00P.M.-5:00P.M.- Groups educational activities (split into two groups and rotate after 30 minutes)

5:00P.M.-5:30P.M.- Potty break/Wash Hands/Free play/pick up

## Daily Schedule

### 2 YEAR OLDS

6:00A.M.-7:30A.M.-Free play  
7:30A.M.-8:00A.M.- Circle time/Devotional  
8:00A.M.-8:15A.M.- Diapers/Potty Breaks/Wash Hands  
8:15A.M.-8:35A.M.- Breakfast  
8:35A.M.-8:50A.M.- Clean up and Wash Hands  
8:50A.M.-9:05A.M.- Brush teeth  
9:05A.M.-9:35A.M.- Outside  
9:35A.M.-10:00A.M.- Potty Breaks/Wash Hands/Water break  
10:00A.M.-10:30A.M.-Groups (½ lesson, ½ free play)  
10:30A.M.-11:00A.M.-Groups (switch ½ lesson, ½ free play)  
11:00A.M.-11:15A.M.- Diapers/Potty Breaks/Wash hands  
11:15A.M.- 11:45A.M.- Lunch  
11:45A.M.-12:00P.M.- Wash Hands  
12:00P.M.-12:15P.M.- Story time  
12:15P.M.-2:45P.M.- Nap time  
2:45P.M.-3:00P.M.- Wake up/Diapers/Potty Breaks/Wash Hands  
3:00P.M.-3:15P.M.- Snack  
3:15P.M.- 3:45P.M.- Groups (½ lesson, ½ table activities)  
3:45P.M.-4:15P.M.- Groups (Switch ½ lesson, ½ table activities)  
4:15P.M.-4:45P.M.- Outside  
4:45P.M. 4:55P.M.- Diapers/Potty Breaks/Wash hands  
4:55P.M.-5:30P.M.- Free play

## **Daily Schedule**

### **BABIES 0-2**

6:00A.M.-7A.M.-Free play

7:00A.M.-7:30A.M.- Tummy time

7:30A.M.-8:15A.M.- Free play

8:15A.M.-9:35A.M.-Diapers/Wash Hands/Bottles/Morning nap

9:35A.M.-10:05A.M.- Outside recess

10:05A.M.-10:15A.M.-Diapers/wash hands

10:15A.M.-11:00A.M.-Baby learning activity

11:00A.M.-11:25A.M.- Wash hands/Lunch/bottles

11:25A.M.-11:35A.M.- Diapers/wash hands

11:35A.M.-2:35P.M.- Afternoon nap

2:35P.M.- 3:00P.M.- Diaper/Wash hands/Snack

3:00P.M.-3:45P.M.- Crafts

3:45P.M.-4:15P.M.-Outside recess

4:15P.M.-4:45P.M.-Tummy time/diapers/wash hands

4:45P.M.-5:30P.M.-Free play/pick up

## **Philosophy**

I believe every child is special exactly as God intended them to be, each arriving with unique abilities and personalities. Our goal is to make them each feel loved and nurtured, and to tailor the learning style to fit the needs of each child. We want to provide an environment in which the children look forward to coming each day and going home feeling accomplished and having learned something new. We offer play-based learning and introducing or reiterating teachings of the bible. As well as preschool readiness. We want to have a hand in raising kind and respectful members of the community and hope to actively partner with parents to help every child thrive.

## **Enrollment**

Currently ages birth through 12 years are eligible for enrollment. There is an enrollment fee of \$25 and must be turned in along with your enrollment packet to secure your spot. This is a one-time non-refundable fee.

## **Tuition**

Weekly tuition for full time is \$200 for children 0-2, \$165 for 2-year-olds, \$139 for 3-12 year-olds, and remains so regardless of a child's absence. We also have part time options of either Monday, Wednesday, Friday OR Tuesday, Thursday for ages 2 and up. MWF part time tuition is \$99 for 2-year-olds, \$84 for ages 3-12 year-olds, and remains so regardless of child's absence. TT part time tuition is \$66 for 2-year-olds, \$56 for 3-12 year-olds, and remains so regardless of a child's absence. Due to limited space, we do not offer a sibling discount. We offer before school and after school care at the rate of \$50/week morning and afternoon. Tuition must be paid on a weekly basis.

Our hours are 6:00am to 5:30pm, Monday through Friday. There is a strict \$1 per minute late fee if children are not picked up by closing time. Please be here in plenty of time so that you are able to be leaving with your child by 5:30 and not pulling into the drive at 5:30. Sometimes it takes a few minutes for gathering belongings from cubbies and talking about any housekeeping items from the day. Please be respectful of the staff's time at closing, as some of the girls have college classes they are attending or have their own children they need to pick up.

## **Payment**

Cash, check or card are acceptable forms of payment. If it's cash or check, please send in a labeled envelope, with checks made out to "Giggles-N-Grace". Please be aware we have no set day that checks will be deposited. If that is an issue for you, please arrange to pay by cash or card to avoid conflicts, as we will not be able to hold checks until a certain day. Payment is due ahead of the week, on Monday at the time of drop off or by 9am. If payment is late, there will be a fee of \$10 per day late. Returned checks will be considered late payment and will also result in checks no longer being accepted from the individual. We have the option to and recommend setting up automatic payments through Quickbooks (to help avoid late fees).

## **State Subsidy**

Regular tuition pay is due on time and in full until approval for subsidy. This is on a case-by case basis and parents will be informed as soon as possible for the amount in which they are approved. The remainder of the weekly fee that is not covered by the state will be required by the

parents. The exception to this being foster children, who are not required to pay the remainder of what is not covered by the state. However, foster children may only attend the number of days they are approved for.

## **Withdraw and Dismissal**

If you wish to withdraw your child from daycare, two weeks' notice is required. This means that regardless of absence, 2 weeks tuition will still be required from the time of notice.

The director reserves the right to cancel enrollment for the following reasons, including but not limited to: (in these instances payment will not be required for services not used)

- Nonpayment or excessive late payment
- Excessive late pick-ups
- Lack of rule observation by child and/or parent
- Physical or verbal abuse from child and/or parent to staff or other children
- Being unable to resolve excessive behavior issues

## **Communication**

Keeping parents informed is vital to the success of each child, along with good communication. Some of the ways we like to keep parents up to date are bulletin boards, private Facebook group posts, and calls and/or texts throughout the day. We ask that you please do your best to keep us informed of any changes to your child's daily needs, and to please update your paperwork as needed.

## **Drop Off/Pick Up Procedure**

Parents are required to walk in with their child to sign them in each morning. Some children may need a little help getting settled in. Please have children here no later than 9am. If you are unable to have your child here by this time, please let us know. This is to help avoid disruptions at drop off, as we will begin our day at this time. At pick up, please use your door code (if you have one) or ring the doorbell and a teacher will let you in to sign the child out. Please check the cubby for any belongings, crafts, or notes to be sent home. If someone other than a parent or approved person from your list will be picking up, please call or text ahead to let us know. A photo ID will be required. For anyone not on the child's approved list for pick up, staff will need to call and confirm with a parent before the child is released.

## **Emergency**

At Giggles-N-Grace Daycare and Little Giggles-N-Grace Daycare, if there is an emergency—flood, fire, or otherwise— we will evacuate via a short walk to the 1st Presbyterian Church on Sycamore. If it is a more widespread emergency, we will drive to April's house, 616 W Cleveland. In the event of evacuation, the child's parent or emergency contact will be notified.

At Giggles-N-Grace Preschool, if there is an emergency-flood, fire, or otherwise- we will evacuate to the Hub on Lincoln Ave. If it is a more widespread emergency, we will drive to April's house, 616 W Cleveland. In the event of evacuation, the child's parent or emergency contact will be notified.

## Attendance

If your child has a planned absence such as a doctor's appointment or family vacation, please let us know as soon as possible. For unplanned absences such as for illness, please call or text us by your child's typical drop off time to let us know. If we happen to miss your call, please leave a message. Please remember, payment is still required in these instances.

## Closings

Tuition during holidays remains the same, as our expenses and staff payroll throughout the month remain the same. Other unexpected closings such as inclement weather days or for illnesses are highly unlikely, but in the event, tuition remains the same. Closures due to construction or unforeseen events unrelated to holidays, weather, or illnesses, will not be charged to parents. If there is an event that we do not charge for, a note will be sent home and your account will be credited for this. However, you can expect daycare to be closed for the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after
- Christmas Eve and Christmas Day

## Illness

Please keep your child home if they are feeling unwell. The best place for a child to recuperate from an illness is in the comfort of their own home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the symptoms below, please keep them home until they are well enough to participate in normal everyday activities:

- Fever greater than or equal to 99.5F.
- Excessive drainage (clear or otherwise) from the mouth, nose, ears or eyes.
- Red discoloration to the whites of the eye(s) or yellow discharge coming from the eyes.
- Skin rashes, as they are difficult to diagnose unless seen by a physician.
- Severe abdominal pain, vomiting, or diarrhea.
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- An unusual yellowing of the skin
- Cuts or openings on the skin that are pus-filled or oozing
- Lice or nits

In the event a child becomes ill during the day to the point where they are not able to participate in regular activities, parents will be contacted immediately and pick up will be required within 30 minutes. If the parents cannot be reached, or cannot pick up the child within 30 minutes, emergency contacts will then be contacted.

If your child is sent to daycare with any of the above symptoms listed, or develops during the day, they will be sent home. Children should not be medicated and then sent to daycare (i.e.



given Tylenol to break a fever).

If you have more than one child enrolled (including if they are enrolled at separate locations) and one is sent home due to illness, you are required to take all of them home.

## **Medications**

If your child requires prescription medication, you will need to send a doctor's note and fill out a medication form. Medications will be stored in a locked cabinet that will be inaccessible to children. Things such as sunscreen and bug spray will need to be brought from home and will require a medication form on file as well.

If a child is on antibiotics, please do not send the child until they have taken the medication for 24 hours minimum and are no longer contagious.

## **Child Abuse/Neglect**

We are all mandated reporters. With that being said, if there is any abuse or neglect suspected of any children in our care, we are required to report it.

## **Potty Training**

Some key signs of readiness for potty training include:

- The child is able to pull their own pants up and down on their own with little to no assistance.
- The child is able to communicate to you when they need to go to the bathroom.
- The child's diaper is dry after bed/nap time and also dry for long periods of time during the day.
- The child is able to hold their bowels and bladder until they get to the potty once they state that they need to go.

We strive to support your efforts of potty training at home through the day here at daycare. If your child is showing signs of readiness, and you are ready to start potty training at home, we are here to help! You may send your child in underwear when they are mostly accident free. If a child has more than two accidents in a day at daycare, they will be placed back in a pull up and can try again the next day. We ask that during this time you be sure to send plenty of extra clothing in case of accidents.

At Giggles-N-Grace Daycare, Children who are not potty trained will remain there until they are potty trained. Then they may move up to the 2<sup>nd</sup> location, "Little Giggles-N-Grace". Diapering and potty training will only be in "Giggles-N-Grace" and "Little Giggles-N-Grace" will consist solely of potty-trained children. Parents are to be aware of this rule and will be notified of this at the time of enrollment.

At Giggles-N-Grace Preschool, children who are not potty trained will stay in a classroom with a diaper changing table. Once they are potty trained and we have a spot, they will be moved up to a classroom that has other potty trained children. If we do not have a spot in that classroom, they will move up once we do.

## Discipline

At all Giggles-N-Grace facilities we use the redirect approach:

Upon a first incident we will redirect the child.

Upon the second, a verbal warning will be given.

After a third incident, time out will be used, one minute per age.

After a time out, if the issue persists, we will contact the parents to find a solution. If a child is having extreme behaviors such as excessive hitting, kicking, biting, fighting, or tantrums that cannot be resolved via the listed approach, parents will be called to pick up the child. This is a last resort as we do not want to create the impression that bad behavior equals going home, but will be necessary if needed to keep the other children in the facility safe. No corporal punishment or negative, hurtful, or threatening comments will be made toward the child at any point. If the child is having issues with behaviors, we will encourage them to use the quiet corner to take a minute to calm down and use tips we teach them to self-regulate when they begin to get overwhelmed.

If behaviors continue to happen where they are hurtful to self or others. We will have to start the 3 strikes policy. Where after the third time the child has the behavior, parents will be called to pick their child up for the rest of the day.

Behaviors Include but not limited to:

- Hitting
- Running out of classroom
- Biting
- Pinching
- Kicking
- Cursing
- Scratching
- Breaking of Property
- Undressing (showing privates)

In addition to our three strikes policy, there may be other reasons that we send a child home for the day. This includes (but is not limited to) if a child tries to run out of the building, or if a child touches another child inappropriately.

Child must be picked up within an hour of our call. If not picked we will have to implement our Late Fee Policy, which is one dollar per minute that you are late.

If a child is having recurring behavior issues, a suspension may be given at our discretion. The length of suspension will be based on the severity of the offense, and the child's disciplinary history.

## Items to Send

Please dress your children appropriate for the weather and in clothes you are okay with getting messy. We play hard at daycare and our clothes often get dirty. Weather permitting, we go outside for a minimum of an hour a day, but often longer. Children need to have shoes, jackets, and hats if you so wish.

Please send these items to keep at daycare and please label ALL items you bring in with child's name:

### 2 years and older

- Two spare outfits in a Ziplock bag. This should include underwear, socks, shirt and bottoms.
- A small blanket, and a \*small\* pillow (optional)
- Diapers, wipes, and rash ointment (if in diapers)

### Infants

- Several changes of clothes
- A crib sheet and small blanket (If over 12 mts)
- Diapers, wipes, and diaper cream
- Formula (or breast milk) and 2 bottles/sippy cups
- 1-2 extra pacifiers
- Any extra snacks your child may want

### Items not to bring

- Backpacks or diaper bags.

Only bring in items that can stay at the daycare. We are limited on space, and it makes things easier for transitions to just have the needed items at daycare.

- Toys from home

Toys can get easily lost or broken. Sharing toys from home is often a gray area and hard for children to understand.

If your child requires a comfort item, that will be allowed. However, if it becomes an issue, it will be put away. This item needs to easily fit in the child's cubby.

### Mealtimes

We provide breakfast, lunch, and snack. Milk will be served with all meals and snacks. Each child will have their own labeled water bottle/cup to be left at the center to encourage frequent hydration. For any child not in the infant room, please do not send in a personal sippy cup. We will use "big kid" cups at mealtimes.

We follow the CCAFP food program for the state of Missouri. We offer healthy and nutritious snacks and meals every day. Your child will be offered and encouraged to try new foods but will never be forced to eat anything they dislike. If there are any allergies or dietary concerns, please let us know in writing, and bring a doctor's note for their file. We will be happy to accommodate however we can.

Please have your child finish any breakfast or snack they may have had on the way to daycare before they enter the building. Outside food is not allowed, nor is sharing.

We encourage all children to arrive a few minutes prior to breakfast, in order to get settled and have time to eat. If your child arrives after a scheduled meal time, they will not be able to have a plate saved back for them and will have to wait until the next scheduled meal time (this does not apply to infants)

## **Social Media**

As mentioned above, we have a Facebook page for posting updates and photos of kiddos throughout the day. There is a separate Facebook page for each daycare. There is Giggles-N-Grace Daycare, Little Giggles-N-Grace Daycare, and Giggles-N-Grace Preschool. On the other hand, if they are not comfortable with your child being on social media, please let me know, so that we can make sure to censor them.

**Social Media Release**

Name of Child: \_\_\_\_\_

I give permissions for my child(ren)s photo to be taken and/or posted to social media for daily updates, and advertising purposes, including but not limited to the private daycare Facebook group.

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**OR**

I do not wish for my child(ren) to be posted to social media. Please censor all photos that include my child(ren) to cover his or her face.

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Parent/Family Handbook and Fee Agreement**

Name of Child: \_\_\_\_\_ . We (the undersigned) have read the parent handbook for Giggles-N-Grace facilities and understand all the information, policies, and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our own records and reference. By signing this agreement, we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement, we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Owner/Operator's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## Drop Off and Pick Up Policy

Please notify me if an unauthorized person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorized on the registration form. We will not allow your child to leave with an authorized person without previous permission. This is for the safety and protection of your child.

A parent or guardian must authorize up to 3 individuals to pick up their child from childcare. Authorized individuals will be required to present valid identification to pick up any child from the childcare.

I authorized the following individuals to pick up my child from the childcare:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If an authorized individual without a valid identification or an unauthorized individual comes to pick up my child from childcare, I can be contacted at this number:

\_\_\_\_\_

All parents and guardians must make sure that a staffer recognizes that the child has been dropped off or is being picked up from childcare.

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

*\*Please send a copy of your child's  
shot record for us to keep on file.\**



