

Grace Baptist Christian School

Accredited **with Quality** by Georgia Accrediting Commission
Member of Georgia Association of Christian Schools

Parent Handbook Nursery & Preschool *2011- 2012*

5790 Powder Springs-Dallas Road
Hiram, Georgia 30141
Phone (678) 384-6946

Grace Baptist School
Fax (770) 222-3321

www.graceedu.com

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STATEMENT OF FAITH

We Believe...

...there is one God, eternally existent in the Persons of Father, Son, and Holy Spirit. He is infinite in wisdom and power and is completely sovereign over all creation.

...the Bible to be the inspired, inerrant, infallible and only Word of God. The Bible is the final authority of all matters as far as the truth of God is concerned and cannot be interpreted apart from the illumination given by the Holy Spirit.

...in the virgin birth and deity of the Lord Jesus Christ, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal, pre-millennial return in power and glory.

... in the present ministry of the Holy Spirit. As the third Person of the Trinity, He is God who indwells the heart of redeemed man and works to bring the saint into the fullness of the will of God. The Holy Spirit draws man into salvation and convicts of

We Believe...

...that salvation is possible only through the Person of Jesus Christ. The Holy Spirit draws and convicts sinful man to repentance and total faith in Christ. Upon salvation through Christ man is redeemed. His account is settled and his name is written in the Lamb's Book of Life preserved there by Christ for eternity.

...in the resurrection of both the saved and the lost; they that are saved unto the resurrection of the pre-tribulation coming of Christ and they that are lost unto the resurrection of damnation.

...that the church is the local body of baptized believers who work together under the direction of the Holy Spirit to carry out the three primary functions of the church: exalt the Savior, equip the saints, and evangelize the sinner – this to be done both locally and worldwide through all appropriate opportunities. The Church is provided gifts from the Holy Spirit through its membership which enables it to carry out the full work to which it is called.

... the Bible gives clear definition of the kind of life-styles that are abominable to God and we embrace and agree with God that Homosexuality, Lesbianism, Fornication and Adultery are truly reflective of a person that does not agree with God about sin and stand firmly against such un-godly practices. We also believe that God has commanded that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman.



We Believe...

... that God is the creator of all things. (Genesis 1:1)

...that our sins are forgiven, by the grace of God, through the death and resurrection of His Son, Jesus Christ.

...that human beings are the most important creation in the world and that every individual is a child of God, blessed with unique gifts and talents.

...that children are people and therefore entitled to be treated with human dignity and respect at all times by providing a secure, nurturing Christian environment that facilitates the success of each individual.

...that **when any human being is lost or diminished, everybody loses because something is gone that cannot be replaced and that every adult and child can change, and change for the better, through the Holy Spirit and Christ**, as long as he or she lives.

We Believe...

... in building a cooperative support system between students, parents, teachers, the church, and community resources to maximize learning and growth.

...that teachers should continually seek inspiration and renewal from the perfect examples of the ultimate teacher, Jesus Christ, and that effective teaching and learning require a harmony of thoughts, words, and actions.

...in educating the body, mind, and spirit by providing a comprehensive academic curriculum, which involves integrating Biblical principles, creative arts, physical education, technology and foreign language. By integrating all aspects of our curriculum, we encourage critical thinking and promote cultural awareness.

...that the Bible is the inspired Word of God and that relating Biblical principles to daily life situations promotes the ability to make sound judgments in a rapidly changing world. **Freedom is a privilege of humanness:** -- freedom in Christ -- not freedom to do as one pleases, but the kind of freedom that takes other people into account and involves **self-discipline and the assumption of self-responsibility** for one's own actions.



STATEMENT OF PURPOSE

Grace Baptist Christian School, a ministry of Grace Baptist Church, was established in 2000 to respond to the needs of its membership and the community for a Christian school that would provide a quality academic education in a nurturing Christian environment.

The school is committed to providing a curriculum that is two-fold in nature. First, it strives to provide students with a working knowledge of God's Word, an understanding of God's unconditional love for every child, and the gift of eternal salvation through having a personal relationship with Jesus Christ. Secondly, it is our intent to provide both a challenging and stimulating academic curriculum that prepares our students to be independent thinkers, as well as successful and productive citizens and leaders.

GBCS is committed to its academic curriculum being aligned with and faithful to God's inspired Word, the Bible. The curriculum is to be congruent with the Statement of Faith of Grace Baptist Church.

A comprehensive, well-balanced educational program is offered that meets the needs of academically and behaviorally qualified students.

GBCS encourages all students to apply for admission regardless of race, color, nationality, gender, or ethnic origin.

MISSION STATEMENT

To help prepare each young person to accept God's purpose for their life, and provoke them to pursue that plan with passion; To educate, equip, and engage them in the life-long mission of bringing glory to God.

ALMA MATER

THE GLORY OF THE LORD IS FOUND
WHERE THE EAGLE FLIES.
GOD USE OUR SCHOOL A TRAINING GROUND
SO GRACE CAN FLY SO HIGH.
WITH GOD'S WORD AS A LAMP
MAY WE SPREAD THIS FLAME AFAR;
THAT THE STUDENTS OF MAROON, WHITE, AND BLUE
WILL SERVE THE LORD WHEREVER THEY ARE.

SCHOOL BIBLE VERSE

*Trust in the Lord with all thine heart and lean not unto thine own understanding;
In all thy ways acknowledge Him, and He shall direct thy paths. Proverbs 3:5-6*

Admissions Policies and Procedures

Admissions Policy

A student may be admitted to Grace Baptist Christian School only after established requirements and conditions have been fulfilled.

A family commitment form will be signed annually by the parent and/or legal guardian stating that he/she has read, understood, and agrees with the policies, goals, discipline, and statement of faith of Grace Baptist Christian Nursery and Preschool.

All students and families are expected to conform to the standards of excellence as described in Grace Baptist Christian Nursery and Preschool's Philosophy, Mission, and Vision statements.

A student or family who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in the school.

Grace Baptist Christian Nursery & Preschool cannot accept any student who cannot benefit from our academic program or who interferes with another student's benefiting from our program.

Grace Baptist Christian School is not equipped to accept students with learning disabilities and/or behavior disorders.

Nursery and Preschool Placement

| | |
|---|---|
| <p><i>Nursery:</i> 6 weeks—24 months</p> <p><i>Age Requirement:</i> Students are placed in Nursery rooms based on individual student development and age.</p> | <p><i>Preschool:</i> K2, K3, K4</p> <p><i>Age Requirement:</i> GBCS requires that all students be the appropriate age (on or before September 1st) for the class for which they are applying.</p> <p><i>Other Placement Requirements:</i> All students entering K3 and K4 must be completely potty trained before the first day of school. See page 15 for additional details.</p> |
|---|---|

Admissions Procedure

Application:

A completed application, all required paperwork, as well as the \$50.00 **non-refundable** registration fee, must be received before an interview will be conducted. Application forms are available on our school website (www.graceedu.com) or available in the Preschool office and can be provided upon request.

Admissions Interview (K2-K4 Students):

A personal, confidential interview will be scheduled with the parents of the prospective student. Both the parent(s) (and/or legal guardian) as well as the prospective student(s) must be in attendance for this interview. The purpose of the interview is to get to know the student and his/her family, as well as to have the student and his/her family to learn about the school. Grace Baptist Christian Nursery and Preschool is a ministry that addresses the needs and spiritual life of the entire family.

Final Acceptance:

Parent(s) and/or legal guardians will be notified as soon as possible regarding the student's acceptance. No acceptance will be finalized until all applicable documentation has been received, all necessary fees paid in full, an appointment is scheduled with our Financial Director, and enrollment with FACTS management company is complete.

Other Admissions Policies:

- GBCS requires all K2-K4 students to wear school uniforms. Uniform shirts must be purchased from our uniform supplier. See Dress Code section for details.
- A field trip t-shirt is required for all K2-K4 students. These can be purchased from the Preschool office.

A notarized court order must be on file if custody is an issue. Other official court documents may be required depending on family status.

Grace Baptist Christian Nursery and Preschool requires a Waiver of Liability, Emergency Medical Form, and Photography Release to be signed and submitted as part of the application.

All tuition and fees are non-refundable. All fees must be current in order for a student to remain enrolled in our Nursery and Preschool program.

Registration Fee

A non-refundable registration fee must be paid at the time that the application is filled out for each prospective student.

Material Fee

Nursery students are required to pay an annual non-refundable material fee. This includes student accident insurance, ACSI Membership, InfoDirect, and activity supplies.

Matriculation Fee

K2-K4 students are required to pay a non-refundable annual matriculation fee. This includes their Abeka workbooks, curriculum required supplies, ACSI Membership, student accident insurance, student yearbook, foreign language, music, physical education, InfoDirect, activity supplies, and a GBCS identified book bag.

Methods of Payment

Money orders, cashier's checks, personal checks, cash, or credit cards are acceptable methods of payment for fees, field trips, extra curricular activities, and fundraisers. These may be made payable to GBCS and given to the Preschool office. The financial office deposits all checks electronically. Please itemize on the check or payment slip the respective area(s) to which payment should be applied. Parents, it is to your advantage to retain all cancelled checks and/or receipts of payments made to the school. Please include your child's name and your telephone number on your checks. Any insufficient funds will be charged a \$40.00 fee from GBCS, along with a \$30 fee from FACTS for each attempt of payment.

Delinquent Financial Accounts

All fees must be current in order for a student to remain enrolled in our Nursery and Preschool program and to receive a re-enrollment contract or for a student to receive his/her progress report. Fees included in this policy are: material and/or matriculation fees, tuition fees, aftercare fees, etc. In addition, all returned check issues must be resolved. Student records will be released as soon as all financial obligations are met.

Tuition Information

- Tuition paid in full during registration will receive a 5% discount on the total yearly rate.
- We offer a 5% multiple child discount that may be applied to tuition only.
- All tuition transactions not paid in full are processed through FACTS, a tuition management service. Payments are due on the 5th or 20th of each month for ten months, beginning in June by automatic bank account drafts. There is a \$40.00 fee for insufficient funds.
- An outline of the FACTS payment program is available online at www.factsmgt.com or you may call (800) 624-7092.
- A student that enrolls in school after the school year has begun, tuition and fees are pro-rated according to the number of months remaining in the school year.
- An Electronic Check Conversion form is part of the application, and must be signed to be kept on file.
- Tuition deductions will not be made for absences during the school year, regardless of the cause of such absence. If after enrollment your son/daughter is voluntarily withdrawn, suspended, or dismissed, no part of the fees or tuition paid to the school shall be refunded. GBCS reserves the right to collect tuition and fee balances associated with the remainder of the school year. Financial reimbursement will only be considered for employment relocation or a financial hardship. When final payment is made by check, transcripts will be released after the funds have been cleared by the financial institution. There is a \$500.00 withdrawal fee by GBCS for anything other than relocation.

Financial Policies, Cont.

Withdrawal Procedures

Any student desiring to withdraw from school should report to the school office to receive a withdrawal form. Parents are requested to meet with the administration for an exit interview before a student is withdrawn from Grace Baptist Christian School. Student information cannot be forwarded to another school/or released to the parent until all financial obligations have been met. This, of course, includes remaining tuition, or extended care, late payment charges, etc. School records will be sent upon request of other schools after the parents have signed a release for such transmission of records. Official school records are always sent to other schools through the mail; they cannot be released to individuals.

If after enrollment your son/daughter is voluntarily withdrawn, suspended, or dismissed, no part of the fees or tuition paid to the school shall be refunded. GBCS reserves the right to collect tuition and fee balances associated with the remainder of the school year. Financial reimbursement will only be considered when submitted in writing by the student's parent/guardian for review by the administration. After a student(s) final acceptance for enrollment to Grace Baptist Christian School, you will be responsible for the Early Withdrawal Fee if you choose for your child/children not to attend Grace Baptist Christian School. When final payment is made by check, records will be released after the funds have been cleared by the financial institution.

Returned Check Policy

Parent(s) will be billed \$40.00 if a check they have submitted to GBCS is returned from the bank. If a second check is returned, parent(s) will have to submit cash, a money order, or a cashier's check to replace the returned check.

GBCS will no longer accept checks from a family who has had three (3) returned checks in one school year. That family will have to pay all future fees with cash, a money order, or a cashier's check – this includes field trips, after school activities, etc.

Donations

Donations to Grace Baptist Christian Nursery and Preschool are tax deductible and may be given to purchase needed school supplies and equipment. Monetary and other donations of educational items are also welcomed as they may enhance the quality of education for all students in the school.



Nursery and Preschool Facility Procedures

Nursery and Preschool Facility Information

Facility Hours

Facility hours are 6:30 AM to 6:30 PM Monday through Friday.

Office Hours

Nursery and Preschool office hours are 8:00 AM to 4:00 PM Monday through Friday.

| <u>Fax Number</u> | <u>Phone Number</u> | <u>Physical Address</u> | <u>Mailing Address</u> |
|-------------------|---------------------------------|---|---|
| 770-222-3321 | 678-384-6946 or 678-384-6947 | 5790 Powder Springs Dallas Rd. Hiram, GA 30141 | P.O Box 578 Powder Springs, GA 30127 |

Telephone Communication

If the office needs to be reached before or after the office hours, calls will be transferred to voicemail. After hours voicemail is checked first thing in the morning. On occasions during the day, calls may go to voicemail. Voicemail messages will be checked frequently throughout the day to insure prompt reply. Periodically, it is necessary to broadcast information to all parents, guardians, and staff. An automated phone message will be sent via our calling system. Please make sure the office has current telephone information on file.

Electronic Communication

Email is one way that our teachers and staff can stay in touch with parents. Feel free to email your child's teacher during the day with the understanding that the teacher will reply as promptly as possible, depending on the class schedule. In addition to your child's teacher, feel free to contact Mrs. Bates at tbates@graceedu.com or Mrs. Covington at pcovington@gracega.org.

Visitor Policy

All visitors, including parents, must sign in at the front office to receive a visitor's pass. Parent visits are encouraged and welcomed after the first few weeks of school and before the last few weeks of school. Arrangements to visit classrooms should be prearranged through the front office. Parents are also welcome to have lunch with their student. A visitor's pass must be worn at all times while on campus. GBCS does not allow visits for any reason, including lunch, to anyone other than a parent, guardian, or grandparent. This includes siblings, former students or friends.

Emergency Drills

Fire, severe weather, and disaster drills are conducted monthly.

Pet Policy

For the safety of our children, prior approval must be obtained before pets are allowed in the building, or on any school grounds including the athletic fields. Individual classroom policies regarding pets will be pre-approved by the administration.

Lost and Found

All lost and found items such as jewelry or apparel should be turned in at the Reception Center. **A student's name should be clearly put on all clothing such as outerwear, clothing, book bags, etc., for purposes of identification.** Lost and Found items not claimed that cannot be identified may be given to Goodwill or re-sold in the used uniform sale. Lost and found is cleaned out monthly.

Accreditation

Grace Baptist Christian Nursery and Preschool is Accredited with Quality by the Georgia Accrediting Commission. GBCS is a member of the Association of Christian Schools International.

Nursery and Preschool Facility Procedures, Continued

School Facilities and Property

Grace Baptist Christian Nursery and Preschool is owned and operated by Grace Baptist Church. Students are expected to value the school properties. School equipment is not available for loan or personal use. The parents of the student(s) responsible for damage to property or equipment will pay for the damage whether intentional or accidental. This is done to ensure that the student learns responsibility for the property of others. Damage of school or church property will result in an automatic charge on student's account.

Facility Traffic

Our traffic is one way around the buildings Monday through Friday from 6:30 AM to 6:30 PM. Please do not drive straight down. Please drive around the buildings, observing the one way traffic rule. This is for the safety of our students. Please drive with caution as we have parents taking small children in and out of the Preschool building.

Record Review Policy

The school's administrative office and support staff are responsible for maintaining the records on each student. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records. Outside of the school community, the only person(s), usually the parent, who has legal responsibility for the student, may have access to the student's records. Any parent desiring to inspect the records shall address the request to the administrator in writing. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. According to the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

Health Policy

The school's health policy has been established to safeguard the health of the children and the staff; and to minimize illness and the spread of communicable disease.

A school nurse is currently not on duty as part of our personnel; however, all of our staff members are trained in first aid and CPR certified.

The school is a place for well children. Children who become ill at school will be kept as comfortable as possible in the school office until a parent arrives. We have no facilities to isolate sick children.

Please do not bring your child to school if he/she is sick. Do not bring your child to school if he/she has had any of the following symptoms in the past twenty-four (24) hours:

Diarrhea

Diarrhea is contagious in a group setting: (a) The parents will be notified when a child has diarrhea; defined as watery stools of abnormal consistency or abnormal frequency. (b) If a second episode occurs, the parent will be asked to take the child home. (c) The child must be diarrhea free for 24 hours before returning to the center/school.

Fever

The state requires that children who have fevers not attend school. A child with a fever must remain at home until his temperature returns to normal. If the child develops a fever at school, the parent will be called to remove the child as soon as possible. Fever is defined as temperature at 100.5 degrees or over. We take students' temperature under the arm and add a degree to the thermometer reading. The child may return to school when he/she is fever-free and medication-free for 24 hours.

Draining Skin Lesion

Children with chicken pox, impetigo, etc., will not be re-admitted until sores have dry scabs.

Pinkeye or Conjunctivitis

Pinkeye is extremely contagious. Please check your child carefully before bringing him/her to school. You will be asked to take your child home immediately if pinkeye is suspected. A doctor's note will be required to re-admit your child.

Regurgitation

If a child regurgitates (vomits) one or more times and exhibits other symptoms of illness, i.e. irritability, stomach cramps, headaches, sore throat, etc., you will be asked to take your child home. If these symptoms occur during the night, do not bring your child to school the next day. If it occurs two days in a row, a child cannot return until a doctor's note is received.

Health Policy (continued)

Infestations

Children with infestations, such as lice or scabies, must not be in attendance at school until their pediatrician certifies in writing that they are totally free from infestation.

Bad Colds

Children with bad colds should not attend school. A bad cold has some or all of the following symptoms: (a) heavily running nose, discolored mucus; (b) uncontrollable coughing; (c) hoarseness; (d) general listlessness; (e) frequent sneezing.

Infectious Diseases

For the safety of students and staff, all parents with children that have infectious diseases such as Hepatitis A, mumps, meningitis, tuberculosis, HIV/AIDS, etc. must disclose this information to the school administrators immediately (upon being informed by the health care professional).

Biting Policy

Biting is not acceptable behavior in our program. However, it is unfortunately common for toddlers who have not learned to verbally communicate their feelings and emotions. Our expectation of parents who have children that bite is to take biting very seriously and assist us in dealing with this situation to promptly change this unacceptable behavior. Every time a child is bitten, an Incident Report is filled out on both children. Appropriate medical attention is then given to each bite. If the skin is broken, the parents of both children are notified immediately. Our course of action for these incidences will be determined by the frequency and severity of the bite.

Illness or Injury During School Hours

Students who become ill or hurt during school hours should tell their teacher. If necessary following the teacher's evaluation of the student, the teacher will send the student to the office to be evaluated or for additional assistance. The receptionist will contact the parent immediately if medical attention appears to be necessary. If a child is running a fever or has visible signs of being ill, he/she will have to go home. The parents will be contacted and are responsible for having the child picked up from the clinic as soon as possible. Parents will be provided with an accident or incident report at the end of day or a maximum of 24 hours should anything happen during the school day.

Communicable Diseases

We cannot diagnose rashes; suspected contagious diseases such as chicken pox, impetigo, measles, scarlet fever, ring worm, pinworm, etc. (a) If rash is noted, the child will be isolated in the classroom until a parent can come and take the child home and to a doctor. (b) The student will be re-admitted when an untreated rash has completely disappeared or when a physician's note states that the rash is not contagious. For a complete list of communicable diseases, see the front desk.

Communicable Diseases, continued

Any child who is diagnosed, either by appropriate laboratory testing or through the diagnosis of any licensed health care provider, as having an infectious communicable disease will be evaluated for suitability to remain in the classroom. This determination shall be based on whether or not the individual is otherwise qualified to remain in the classroom and whether or not he/she presents a health danger to himself/herself or an increased risk to others with whom there may be contact. The administration will assess the need and availability of other educational alternatives if it is determined that the individual should be removed from the classroom. The administration will respect the confidentiality of all individuals suspected of or diagnosed as having an infectious, communicable disease. The number of personnel who will be advised of an individual's condition will be kept to the minimum needed to assure proper care and/or to detect situations where the potential for transmission of an infectious disease may increase. Decisions regarding the type of educational and/or general care provided will be based on behavior, neurological development, physical condition, and the type of interaction with others expected in the particular relevant setting. The risk and benefits to both the infected individual and others will be weighed in this process. Please notify the office immediately of any case of communicable disease.

Children must have a note from a pediatrician to return to school when they have had any type of contagious disease.

Immunization

As the state requires, children's immunization records with an exact expiration date must be on file with an annual update. Submitting the immunization record is part of the application process. An updated immunization record must be turned in by every expiration date. If current immunization records are not on file for your child, he/she will not be allowed to attend until it is submitted. These may be faxed or handed in personally at the Preschool office.

Reporting or Suspected Child Abuse or Neglect

It is our intent to build a partnership with parents to provide the most suitable environment possible for children. It is also important for parents/guardians to be aware that State laws require that any and all incidents of suspected child abuse or neglect be reported to the appropriate agency. It is the responsibility of this agency to investigate each reported case.

Medication Procedures

The school prefers not to give children medication; however, if a child has recovered from an illness but needs to continue taking medication until completion, parents may bring the medicine to the school to be administered once a day at 11:00 AM. If the medication can be given before you bring the student to school, please do so.

Medication Procedures

- The parent must request, in person, that the student be given the medication.
- The parent must sign a release form allowing school personnel to administer the medication.
- Medication Authorization forms are only valid for a one week period, unless medication is held for allergic reaction reasons.
- The parent will provide instructions including the dosage and the time medication is to be given to the student.
- Medication must be in the original container. (Directions from the parent should not exceed the medication instructions on the label.)
- The parent must provide all needed items to administer the medication such as medicine dropper, cup, spoon, etc. School does not provide these items for sanitary reasons.
- Students **WILL NOT** be allowed to transport any form of medication.

Prescription Medication

- Medication must be prescribed by a doctor to be given during school hours.
- Medication must be in the original container with the pharmacy label attached and will not be administered if not on the original container.
- The parent will provide instructions on our form, including the dosage. This information should also be on the prescription label from the doctor.
- Medication will be administered according to the prescription label and/or instructions given in writing by the parent.

Medication prescribed 2-3 times a day should be given at home unless the child is in Extended Care.

Non-Prescription Medication (Over-the-counter)

- Cough drops, teething tablets, and diaper rash creams are considered non-prescription medication.
- Medication must be in the original container. Medication will not be administered if it is not in the original container.
- Directions from the parent should not exceed the medication instructions on the label.

Metered Dose Inhalers for Students with Asthma and Epi-Pens:

- Georgia statues authorize students to carry a metered dose inhaler on their person when they have approval from their parents and their physician.
- Epi-Pens are kept in our 911 bags for teacher immediate access if needed.
- The Director shall be provided a copy of the parent's and physician's written statement of approval for inhalers and Epi-Pens.
- Metered dose inhalers and Epi-Pens may also be kept in the school office and administered under the "prescription medication" guidelines.
- **PLEASE NOTE: All medications not picked up by the parent at the end of the school year will be discarded.**

Schedule Information

| | |
|-----------------------|----------------------------|
| 6:30 AM– 7:45 AM..... | Before Care |
| 8:30 AM— 3:30 PM..... | School Hours |
| 8:30 AM..... | Late Arrival, Marked Tardy |
| 3:30 PM—6:30 PM..... | After Care |

We encourage consistent daily attendance because it is important to proper learning. Every effort should be made by the parents to arrange students' appointments (medical, dental, etc.) after school hours.

All before care and after care is included in tuition fees.

Before care will be held in a designated classroom each day. The receptionist will notify parents of the location. Parents are welcome to bring the student's breakfast to eat during before care. We serve a breakfast snack from 8:00 AM to 8:45 AM. Any child arriving after 8:45 AM will not receive a morning snack. Parents are welcome to walk their students back to the classroom up until 8:30AM. After 8:30 AM, K2, K3, and K4 students will be required to walk back without parents accompanying them as official class instruction has begun.

After school is in a designated room. Snack is provided and served during after school hours of 3:30-6:30. After the students are checked out, a call will be made, and you may have your child sent up or go back and pick your child up.

Our school's traffic is one way around the buildings Monday through Friday from 6:30 AM to 6:30 PM. Please do not drive straight down. Please drive around the buildings, observing the one way traffic rule. This is for the safety of our students. Please drive with caution as we have parents taking small children in and out of the Preschool building.

All nursery and preschool parents must escort your child/children in and check them in and out daily with the front receptionist.

Students will only be released to the parent/guardian or person with authorization whose name is listed on the enrollment form. For security purposes, we ask that you provide the birthdates of everyone that is on your pickup list. People picking up students must tell us their birthdate as a security question. If a student needs to be picked up by someone not on the enrollment form, written permission must be brought in that morning by the parent and the person picking up must show picture I.D. Your child will only be released to people that you put on the pickup list.

Notification of any change in the normal form of transportation for your child must be **sent to the school office, in writing, before 12:00PM**. These rules are designed to ensure your child's safety. We take this responsibility seriously and expect our students and parents to do the same.

During our open hours, our school store is available for you to purchase items for your student. Support our school with spirit wear!

Schedule Information, Continued

ABSENCES

There is no reduction in tuition for absenteeism. Advance notification for planned student absences must be received in writing one week before the absence. An absence that is initiated by the school such as school-scheduled field trips or activities will not be counted in the student's total absences.

Whenever students are absent, the Parent or Legal Guardian must present a written excuse to the receptionist at check in the day the student returns to school stating the reason for the absence.

SEVERE WEATHER CLOSING

Unless previous notice is given, parents may expect Grace Baptist Christian School to be closed for the day on severe weather days when the Cobb County Schools announce that they are closed.

Please do not phone the school or school personnel; Grace Baptist Christian School will follow Cobb County's decision as announced by the broadcast media.

HOLIDAYS

Please refer to the 2011-2012 school calendar for a complete list of holidays observed by Grace Baptist Christian Nursery & Preschool. Childcare will not be offered on holidays.

TARDIES

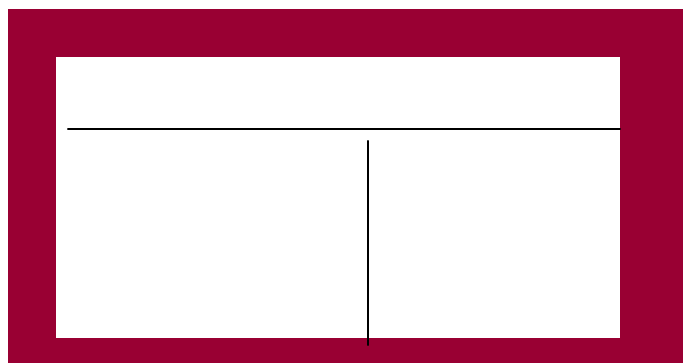
Any child arriving to class after 8:30 AM is marked tardy. If a doctor's or dentist's note is received, the tardy is excused.

Tardiness disrupts the entire class, in addition to affecting the late student's school routine. Parents are encouraged to assist in making sure that students are prompt in arriving at school. For Preschool students it is very distracting to have a child enter while class is in session. It is also often upsetting to the child who arrives late to have missed directions or instructions regarding a lesson. Arriving at school on time allows the student the opportunity to have a positive beginning each morning as he/she embarks upon a day of discovery and learning.

Tardies due to doctor or dentist appointments are always excused when accompanied by a note from the doctor or dentist office.

LATE PICKUP

If you must pick your child up after closing time at 6:30 PM, you will be charged a late fee of \$25.00, and \$1.00 for every additional minute after the first 15 minutes. Payment is due at time of pick up. The time will be governed by the school's clock in the respective facility. Per state regulations, we may be required to contact local authorities after a certain amount of time. If you are running late, please call the Preschool office to notify us of what time you will be arriving.





Preschool Academics



Curriculum

Grace Baptist Christian Nursery and Preschool administration and faculty have developed a curriculum which reflects the school's philosophy of Christian education, vision, and mission. GBCS utilizes the academically challenging A Beka curriculum. A Beka sets the standard of excellence for Christian schools. The intent of A Beka is to provide Christian schools with God-honoring high quality textbooks and teaching aids to help each school fulfill the goal of its ministry. The A Beka curriculum is Biblically integrated and incorporates a strong academic base for learning. Our core subjects include Bible, Phonics, Handwriting, Reading, Math, Science, and Language Arts. All subjects are taught using a well-planned curriculum guide containing the Georgia PreK standards along with our Abeka Standards. We offer center activities which provide a "hands on" learning experience. The Reading program uses phonics with comprehension and stresses reading for enjoyment as well as information. All of our staff is required to submit weekly lesson plans, as well as complete 10 hours of training per year.

Biblical Integration

Biblical integration is a vital part of every class. Teachers stress fundamental teachings of the Bible and the development of Christ-like attributes. The Bible course is designed to encourage the spiritual growth of each student and to lay a foundation for a basic knowledge of the Old and New Testaments. A daily Bible lesson plays an important role in helping students relate Biblical principles to daily life situations. GBCS uses and teaches the King James Version only.

Handwriting

Three times during the school year, our K4 students are evaluated for their handwriting. The results are filed for future reference.

Class Schedule

Classroom schedules may be obtained from the student's teacher or online. Program event reminders are sent home prior to each activity. A school calendar is provided on our website.

Daily Folders and Homework

Each day, students will take home a folder in their bookbag. It contains a behavior chart, a payment envelope, and occasionally homework. Please check the folders daily, and sign the behavior chart. You can also include notes to the teacher in the folder. This is just one vital method of communication. This is the method by which the teachers keep you informed of the student's progress. Acknowledge it diligently every day.

Grading

Progress reports are issued each quarter during the school year via InfoDirect. The progress report reflects the student's progress in the areas of academic achievement, work habits, attitudes, social characteristics, and conduct. Students are only rated on academics that have been introduced during this review period. Progress reports are only one way of informing parents of a child's progress. We encourage parents to know their child's teacher and to keep informed about the many aspects of growth.

Make Up Work

Make up work is not required for Preschool students. However, work may be requested if a child will be out of school. Please give the teacher a week's notice when requesting makeup work.

Awards

At the end of the school year, an awards ceremony is held for K2, K3, and K4 students. Each child receives a character award certificate. We also give awards to recognize students that excel in our special classes (foreign language, music, etc.) A child from each class also receives the Christian Character Award. This is determined by the teacher, and given to the child demonstrating the most Christ-like character. The Eagle Award is presented to the student who's family has participated in all of our fundraisers, dress down days, etc., and who supports our school.

Supplies

GBCS provides the students' supplies, including workbooks, curriculum required supplies, ACSI Membership, InfoDirect, student accident insurance, activity supplies, sheet, mat, and a GBCS identified book bag.

We ask that each student be provided a Bible for chapel. All students are required to have a Bible. Parents may find a list of classroom supplies to donate on our website. Also, please send a thin receiving type of blanket for your child's nap. This will be sent home every Friday to be cleaned.

Change of Clothes

Due to the age of the children in our program, accidents are inevitable. Therefore, please provide ample clothing that is washable, sturdy and seasonally appropriate. Please label all garments with the child's first and last name, including coats, hats, and shoes.

Every child must have at least one extra set of LABELED clothing, including undergarments, in a clear plastic gallon sized ziplock bag that will remain in your child's classroom at all times. The extra clothing does not have to be a school uniform for Preschool students. Remember to change the size and season about late October and April. **The center does not have extra clothing.** If no extra clothing is available for your child the parents will be contacted to either bring the proper clothing to change into or take the student home.

LUNCH / SNACK PROGRAM

GBCS has partnered with the **SLA Management Company**, an Orlando, Florida based private school foodservice management and support company.

They create custom designed school lunch programs tailored to the individual schools they serve. SLA is dedicated to providing a high quality, nutritious and cost effective school lunch program. Nutrition is a vital component of SLA's school lunch program. All of SLA's school lunches mirror the National School Lunch standards for daily values of protein, vegetables, fruit, dairy and grain. SLA recognizes the financial and operational challenges facing our schools today. Their management staff is comprised of seasoned food executives motivated to make a positive contribution the development of students.

A hot lunch and snack program is available five days a week. The cost of lunch and two snacks daily is included in your child's tuition. A menu will be available at the end of each month for the next month on our website. If students bring their lunch or snack due to allergies, etc., please make sure you do not include the following foods: peanuts, peanut butter, raw carrots, popcorn, fish with bones, hot dogs or grapes unless they are cut up into small bite size pieces. Also, no gummy snacks such as fruit roll-ups, gummy bears, etc., as they present a choking hazard. Due to allergies, please check with your student's teacher if an allergy sign is posted on their classroom door prior to bringing food/snacks for the class.

We also invite our parents to come and have lunch with their child/family during their scheduled time. If you wish to have lunch with your child, the cost of meals for adults is \$4.00. Please do not take your child/family outside without letting the teacher or the cafeteria assistant know. Your child's/family's safety is always our first concern.



PARTIES



Class parties will be held on designated days and times during the school year. Parties will still be limited to students in that specific class.

Teachers will work with parents to recognize a student's birthday but will need advanced notice. Birthday celebrations will be during lunch time only and limited to dessert or treat only. Due to the large amount of allergies that children in our program have, we ask that you work with the teachers and discuss the best item to bring. We encourage Popsicles, however if you bring in another item it must be purchased at a store and be in a sealed container with ingredients displayed for the teacher to view. The only drinks that are allowed are clear drink items such as Sprite or juice. This applies to all class parties as well. Flowers, balloons, gifts, stuffed animals, etc. may only be delivered to the Front Office. Office personnel will then deliver these items to the student at lunchtime or the end of the school day.

POTTY TRAINING

Potty training must be initiated at home and working consistently for at least two weeks before beginning at school. **All students entering K3 and K4 must be completely potty trained before the first day of school.** K3 and K4 students must be independent in the restroom and able to go to the potty without teacher assistance. For more detailed expectations in this area, please contact the Preschool Office.

Pull Ups (children under 3 yrs old only): At school, children must continue to wear pull-ups until they are completely potty trained, which means using the toilet for both urinating and bowel movements, as well as communicating their need to go to the bathroom. Once the teacher feels the child is completely potty trained, they will graduate to underwear. We will provide regular communication regarding progress and any issues with potty training. Toilets in the classroom bathroom are used for potty training. No additional potty training equipment is permitted.

Activities

CHAPEL

Chapel at GBCS features pastors, GBCS staff and students, youth pastors, missionaries, musicians, and guest speakers of special interest to our students. Through these chapel times, we want our students to have a clearer understanding of God's Word, gain a broader concept of the many facets of individuals in the Lord's work, and experience spiritual growth and commitment in their lives. The children become familiar with the Bible by using their personal Bibles to look up verses during chapel. Children are also taught the importance of tithing and giving through our offering program. The offering money is given towards a local need, or missions overseas. Parents are welcome to attend any chapel services..

PHYSICAL EDUCATION/RECESS

Physical Education activities are planned weekly for K2-K4 students. Coordination, balance, and basic sports skills are taught. In addition to P.E., the children (including nursery students) spend time outside daily, weather permitting. Fresh air and exercise is an important part of their development. If a student must be exempt from P.E. or recess due to illness or injury, please submit a note from a doctor or parent.

LIBRARY

The GBCS Library is open for 4 hours daily, Monday through Friday.

- Students are allowed to borrow one book for a period of one week.
- Students with an overdue book will be given a written notice. Additional books may not be checked out until overdue books are returned.
- Students will be charged for lost or damaged books. The librarian should be contacted in reference to lost or damaged books.

The library is a place of learning and growth. We encourage the use of this resource by every student. Parents are welcome to visit. Please contact the office for this opportunity. Parents are also appreciated as volunteers. Please contact the Librarian if interested in sharing your talents.

MEDIA ROOM

In addition to having computers in all of the classrooms, we are excited to open our new media room this year. This room is on the K3/K4 hallway. It is equipped with a Wii, projector, TV (used for learning games), and several computers for the students to use.

Courses of Study

Core Subjects

K2, K3, K4

Bible
Phonics
Handwriting
Reading
Math
Science
Language Arts
Health/Safety/Manners

Additional Subjects

K2, K3, K4

Foreign Language:

Toddlers through K4 students will have the opportunity to participate weekly in a foreign language class. We begin by teaching introductions, greetings, colors, songs and Bible verses. We progress to conversing in the foreign language.

Music:

Toddlers through K4 students will have the opportunity to participate in weekly music classes. This will teach them basic rhythm, knowledge of various instruments, movement to music, etc. K2 – K4 will have two performances during the year which will include some of their music skills, singing, and some drama.

Bon Appetit-Cooking is Cool!

K2-K4 students will participate in a monthly cooking class. In this class, they will learn about kitchen safety, recipes, cleanliness, nutrition, basic kitchen tools, and how to cook basic foods.

Art/Art Appreciation:

K2-K4 students participate in weekly art classes with GBCS' art teacher. Additionally, they participate in a monthly art appreciation class where they learn about different artists, time periods, and techniques. They will also learn to recognize various famous paintings.



F I E L D T R I P S

Field trips are a vital part of a well-rounded instructional program and offer many opportunities for enhanced teaching. **Each trip is considered to be a vital part of the curriculum and all students are expected to be present.** Administration must approve all trips. Field trips will not be scheduled on Wednesdays due to Chapel. **Under no circumstances is swimming permitted on any field trip or school event, without prior administration approval.**

Transportation for field trips will be by GBCS school buses. All children under the age of three are required to travel on our bus in a child safety seat. Therefore, a car/booster seat, labeled with your child's name must be left in the classroom. Please do not leave extra straps or parts that can come off and/or be misplaced from the car/booster seats, as we can not be responsible for missing parts. Students may ride home from a field trip with their parents if the student is signed out by their parent with the student's teacher. If you do not wish for your child to go on field trips or if your child is excluded for any of the below reasons, you must keep your child home on the day of the field trip. It is the intent that every child enjoys and profits educationally from these experiences, but a child may be excluded from a field trip for any of the following reasons:

- Failure to meet the deadline for funds,
- Repeated behavioral problems in the school environment, or
- Behavioral problems on a previous field trip.

A school field trip t-shirt is required for every student. These may be purchased in the Preschool office.

PARENT CHAPERONES:

All chaperones participating in ANY GBCS field trip(s) involving minor children **MUST HAVE** a background check. It shall be the responsibility of the chaperone to obtain and cover the cost of this background check. A copy of this completed background check must be on file with our office before attending the event.

The number of parent chaperones must sometimes be limited due to the location and nature of the field trip. Each teacher will strive to allow every parent an opportunity to attend at least one field trip during the year. **When serving as chaperones, parents may not bring other children with them.** It is important for chaperones to give their full attention to the safety of our students.

After School Activities

Grace Baptist Christian Nursery and Preschool offers a variety of programs for our students to participate in during the afternoons. For information regarding these programs, visit our website or inquire for information at the Preschool office.

Examples of these programs may include Tap and Ballet, Playball, and Martial Arts.

Girls – Tap and Ballet for girls K2 through 12th grade, Martial Arts for children between age 3 and twelfth grade, and Playball for children between 2 – 9 years of age.

Boys – Martial arts for children between age 3 and twelfth grade, and Playball for children between 2 and 9 years of age.

All of the after school programs require registration and additional fees.

All dress code policies apply while participating in our programs.

Payments may be made in the preschool building. Payment methods available include cash, personal check, or money order.

Parent(s) will be billed \$40.00 if a check that they have submitted to GBCS for the fee is returned from the bank. If a second check is returned, parent(s) will have to submit cash, a money order, or a cashier's check to replace the returned check, plus the fee. GBCS will no longer accept checks from a family who has had three (3) returned checks in one school year. That family will have to pay all future fees with cash, a money order, or a cashier's check – this includes field trips, after school activities, etc.

We will post information about after school programs on our website. As other after school programs are added, they will be advertised in the Preschool office and added to our website. Information and registration regarding current after school programs are available in the preschool office.

Dress Code

Please label all articles of clothing and other items sent to school with your student.

PARENT/GUARDIAN DRESS CODE

Parents/guardians are asked to dress appropriately and modestly when visiting our school or attending school functions. We would also ask that our parents/guardians adhere to our general standards of conduct when visiting the school or school related functions (i.e. no drinking, smoking, offensive language, etc.) The Administration reminds both students and parents that your enrollment states your complete agreement with the application of all code enforcement to your child. To be less than supportive that then murmur and complain about how your child was dealt with erodes your child's understanding of respect for authority, and shows a lack of harmony with our clearly stated Biblical standards (Philippians 2:14 and 15, and Matthew 18).

STUDENT DRESS CODE

All students are required to wear the school uniform each day unless parents are notified differently. Our desire is that the students of Grace Baptist Christian School portray principles of modesty, appropriateness and distinction of sexes. Students will be required to dress neatly and cleanly. Uniform clothing is required for all students in K2 through K4. All uniform shirts worn by our students must be purchased through our school clothing supplier—Buckhead Uniforms— and MUST have the correct GBCS logo. Please notify the school if you encounter difficulty while shopping at the uniform store (obtaining and/or fitting) any item of the uniform. Navy and khaki colored pants, shorts, skirts, and skorts may be purchased at a retailer of your choice. Items purchased from our school/church bookstore, shall be worn as well.

The administration of Grace Baptist Christian School reserves the right to determine that any article of clothing is inappropriate for school wear. This may include clothing items that have been purchased through Buckhead Uniforms, but are too tight, too short (way above the knee), immodest, or worn inappropriately.

After attendance is taken in the morning, dress code is checked. Violations are documented. The first violation, a courtesy note is sent home. The second time of the same violation, students are inappropriately dressed, parents will be contacted to either bring the proper uniform clothing to change into or take the student home. Students will not be allowed to return to class until they are dressed in compliance with the uniform policy. If you have any questions regarding the uniform or how to purchase needed items, please call the Preschool office.

AFTER SCHOOL EVENTS

Students are expected to dress, at all school functions, representing Christ as well as Grace Baptist Christian School. Students dressed inappropriately may be refused admission to the event.

PROHIBITED ARTICLES

It is the parent's/guardian's responsibility to check diaper bags and book bags daily for items that could be deemed harmful to children such as, but not limited to, medications, small objects that could cause choking and clip-on pacifier holders. Please do not allow children to bring toys from home, unless it is for Show and Tell. This creates confusion in keeping toys separated. We will not be held responsible for destruction or loss of toys, jewelry, etc. brought from home.

Dress Code, Continued

Boys

- Boys are required to wear socks that coordinate with their uniform. (white, navy, brown, or khaki)
- Shirts must be properly buttoned and tucked in. If shirt is not long enough to tuck in it must be replaced.
- Pants must not be too baggy or worn pulled down below the waist.
- Boys must have a traditional, gentlemanly haircut. Any style which causes undue attention will not be allowed. Faddish or eccentric haircuts or hair colors are not permitted.
- Students are to wear fully enclosed shoes. No sandals or flip flops allowed.

Girls

- All items of clothing must be worn modestly and appropriately.
- The length of skirts, shorts and skorts must be no shorter than the top of the knee.
- Due to the age and activities of preschool students, girls should wear shorts or tights under all skirts and dresses.
- Girls are required to wear socks and/or tights that color-coordinate with their uniform: (white, navy, light blue, khaki, or brown).
- Shirts must be properly buttoned and tucked in. If shirt is not long enough to tuck in it must be replaced.
- Girls are allowed to wear one set of matching earrings.
- Girls must have neat, clean hair styles. Any hair style or hair color which causes undue attention will not be allowed.
- Students are to wear fully enclosed shoes. No sandals or flip flops allowed.

UNIFORM REQUIREMENTS

GIRLS (Grades K2 – K4)

| | |
|--------------------------|--|
| SKIRT | Navy or Khaki (may be purchased at a retailer of your choice) – <i>(Khaki required for Chapel)</i> |
| SHIRTS | Dark Burgundy, Light blue or Bright Navy, Short or Long Sleeve Knit shirt with School Logo – <i>(Bright navy required for Chapel)</i> |
| SKORTS | Navy or Khaki Skort (may be purchased at a retailer of your choice) – (Khaki may be worn to Chapel) Must be no shorter than top of knee |
| SHORTS | Navy or Khaki Skort (may be purchased at a retailer of your choice) Must be no shorter than top of knee |
| SLACKS | Navy or Khaki Slacks (may be purchased at a retailer of your choice) <i>(Khaki required for Chapel)</i> |
| SHOES | Black, Brown, Navy, Tan or Tennis Shoes (Students must have toe and heel enclosed) |
| SOCKS/ TIGHTS | Girls are required to wear socks and/or tights that color-coordinate with their uniform. (White, Navy, Light Blue, Khaki, or Brown) |

BOYS (Grades K2 – K4)

| | |
|--------------------|--|
| SLACKS | Navy or Khaki Slacks (may be purchased at a retailer of your choice) <i>(Khaki required for Chapel)</i> |
| KNIT SHIRTS | Dark Burgundy, Light blue or Bright Navy, Short or Long Sleeve Knit shirt with School Logo – <i>(Bright navy required for Chapel)</i> |
| SHORTS | Navy or Khaki Skort (may be purchased at a retailer of your choice) Must be no shorter than top of knee |
| SHOES | Black, Brown, Navy, Tan or Tennis Shoes (Students must have toe and heel enclosed) |
| SOCKS | Boys are required to wear socks that coordinate with their uniform: (white, navy, brown, or khaki) |

Dress Code, Continued

There are designated school days when students will not have to wear their uniforms. Parents will be informed of the appropriate attire for the day. However, under no circumstances should any of the following items be worn to GBCS:

- Thongs/flip-flops or bare feet
- Tight pants
- All see-through, low-cut, midriff, falling-off-the-shoulder tops, tank tops
- Short shorts, biking shorts (no spandex)
- Mini-skirts
- T-shirts with profane or controversial words, pictures, or other derogatory characters, or anti-Christian symbols, etc.
- All spandex clothing items
- Gang symbols-gang paraphernalia
- Body piercing

Dress Down Days

Once a month, GBCS Nursery and Preschool has a dress down day, typically on a Friday. For students to dress down (i.e. not wear uniforms), a \$3 donation is required. This fee is paid directly to the classroom teacher as the student arrives on Friday morning. This is a fundraiser that sponsors two children from the Cambodian Orphanage.

Theme Days

Periodically throughout the year, the Preschool has theme days. On these days, your child is allowed to dress up according to the theme (i.e. farmer day, Spirit week, etc.). These are not free dress down days. Students must either participate by dressing up according to the theme, or wear their uniforms.

Other Dress Down Times

Your child's teacher will inform you of other dress down times that your child is not required to wear a uniform.

Students may dress down during the weeks that the upper school is closed—spring break, summer camp, and Christmas holiday.





Grace Baptist Christian Nursery Program

DIAPER/SUPPLIES

The annual material fee for nursery students includes student accident insurance, ACSI Membership, InfoDirect, and activity supplies.

The parents/guardians are required to provide wipes, diapers, pull-ups, training pants, etc. for their child. It is the responsibility of every parent/guardian to keep supplies replenished. Notification will be sent home or emailed when supplies are needed.

CHANGE OF CLOTHES

Due to the age of the children in our program, accidents are inevitable. Therefore, please provide ample clothing that is washable, sturdy and seasonally appropriate. Please label all garments with the child's first and last name, including coats, hats, and shoes.

Every child must have at least one extra set of LABELED clothing, in a clear plastic ziplock bag that will remain in your child's classroom at all times. For nursery students, this is in addition to providing daily needed changes of clothes. Remember to change the size and season about late October and April. **The center does not have extra clothing.** If no extra clothing is available for your child the parents will be contacted to either bring the proper clothing to change into or take the student home.

FEEDING PLANS NURSERY

Feeding of children less than one (1) year of age requires a signed, written feeding plan from the parents/guardians. These instructions shall be updated regularly by the parents/guardians as new foods are added or other dietary changes are made. These plans are posted in the child's assigned room and must include the child's feeding schedule, the amount of formula to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type or types of commercially premixed formula which may not be used in an emergency due to food allergies. Honey shall not be served to any child under the age of one (1) year of age. Baby bottles, formula or expressed milk, and all other baby food supplied by the parents/guardians must be clearly labeled with the individual child's name and marked with the current day's date. Only the current day's dated formula will be served.

DRESS CODE

Nursery students are not required to wear school uniforms.

Parent Information

Grace Baptist Christian Nursery and Preschool is made up of people-parents, administrators, teachers, and students. Like any other collection of individuals, the people associated with a Christian school have the potential for misunderstandings and disagreements. Nevertheless, it is God's will that we live and work together in harmony. In Matthew 18:15-17, Jesus gives us a formula for solving problems. Here is our solution for solving people to people problems at GBCS:

- Keep the matter confidential.
- Talk with your child's teacher.
- Be straightforward.
- Be forgiving.
- Parent and teacher should share the matter with a school administrator if the matter has not been resolved satisfactorily with parent and teacher.
- Most of all, please do not share about the incident with other parents and families that are not involved.

PARENT-TEACHER CONFERENCES

We believe that an optimal educational experience only happens when parents and teachers work together. Teachers and parents are encouraged to schedule periodic conferences with each other to keep the lines of communication open.

Parents or teachers may request conferences at any time. Concerns should be addressed as soon as they arise. Please call the school and leave a message requesting the teacher to call. **Teachers should always be contacted before requesting a conference with the administration.**

"Drop-in" conferences are discouraged because teachers have other responsibilities that do not allow the necessary preparation time for a conference. We request that parents refrain from stopping by to chat briefly about a child's progress without making prior arrangements. This often disrupts routine duties or distracts a teacher from student-related responsibilities. There will be one day set aside specifically for parents to meet with teachers and then on an as-needed basis.

SUGGESTIONS FOR FAMILY INVOLVEMENT

- Volunteer
- Volunteer to be a room parent.
- Participate in special projects/events/field trips.
- Donate needed paper goods and other items.
- Participate in fundraising opportunities
- Donate money for needed school supplies.
- Share ideas or child-oriented materials with teacher.
- Donate books or money to the school library.

FAMILY INVOLVEMENT

We believe that the Christian philosophy of education is based on a proper relationship between the family and the church. The Bible is quite clear on the fact that the family is the basic unit of Christian education, and it also stresses continually the responsibility of the parents to teach and train their children (Proverbs 22:6). In light of this GBCS expects parental involvement from each family in the educational process (i.e. following school rules and assisting their child(ren) in doing the same, helping students with their assignments, attending school meetings, etc.).

PARENT TEACHER PARTNERSHIP

The PTP sponsors and/or facilitates a number of activities. There are many opportunities for parents to volunteer. Please check with the PTP Officers or your child's teacher to ask how to volunteer as a homeroom parent, library assistant, cafeteria assistant, computer assistant, or in any school program or activity in which you have a special interest or skill to share with our school. Together, parents and teachers can truly make a difference in making this a wonderful school for our students.

DISCIPLINE GUIDELINES

The Grace Baptist Christian School Handbook provides the general conduct parameters and the discipline philosophy for our school. It is our prayer to see our students mature adequately in the areas of self-discipline and personal accountability. For GBCS to accomplish all that is possible in the lives of its students, several essentials must be established:

1. *Respect for authority, which leads to*
2. *Obedience to rules/regulations*
3. *Clear boundaries for acceptable behavior and*
4. *Definite consequences for violation of standards*
5. *Unconditional forgiveness for genuine repentance*

Numbers 1 and 2 above speak to the heart of our task as parents and teachers. We are to raise our children in the “fear and admonition of the Lord.” Creating and maintaining discipline in the student’s life is crucial in developing his/her later submission to the Heavenly Father. Hebrews 12:17 instructs, “Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account.”

Numbers 3 and 4 above speak to the necessity of this particular document. Sadly, it is part of the human nature that demands that we know our boundaries. While God handled this original task with ten positively worded commandments, history has proven that more concise and specific parameters are essential.

Number 5 emphasizes the necessity of genuine forgiveness, restoration, and forgetting what is behind. This is only possible through the power of Christ in the life of a believer.

As Christians, it should be our goal to be Disciples of Christ in attitude and action. This behavior is summed up in Matthew 22:37-39; “Jesus replied:” ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’”

While we all may work on this general, yet all encompassing goal for our lives, more specific guidelines are needed for students. This document helps to clarify the boundaries and standards of student’s behavior at GBCS.

While students are not always expected to tell on other students who violate any school discipline guideline, it is important to realize that we have Scriptural accountability, the testimony of our school in the community, and the safety of our school family to consider.

Discipline Guidelines, when it comes to Control

Normally, classroom guidelines for behavior and work may vary slightly among teachers. Students are expected to adjust and accommodate these differences. While enrolled at GBCS, students are expected to be a good example and testimony 24/7/365 both on and off campus. The school expects FULL cooperation from both STUDENTS and PARENTS in the education and discipline of the students.

Respect for authority and obedience results in God's blessing in our lives.

Parents should feel free to consult with the school about anything that concerns the welfare of the student. Since we desire to serve parents and students, each teacher welcomes a conference with parents concerning discipline. We do urge, however, that such conferences be made by appointment with the teacher for a convenient time before or after school.

Discipline will be administered in a firm, fair, and consistent manner without respect of persons. Parents will be informed when repeated disciplinary measures are necessary.

The school is mandated by law to report suspected child abuse.

Each student is entitled to a safe, peaceful, and healthy educational environment. Intimidation, harassment, bullying, and threatening behavior of any kind, at any age will not be tolerated.

Teachers establish classroom procedures and discuss school-wide rules with students at the beginning of the school year.

We believe parents bear the primary responsibility for teaching their children right behavior and attitudes.

We believe that students want to be honest and trusted.

Our system is a combination of discipline loving, prayerful, consistent administration.

Most discipline problems are initially taken care of by the classroom teacher.

Parents are notified of any problems. (See daily behavior reports, email, etc.).

Repeated infractions (patterns) will be dealt with by the administration and they will work with all involved to correct the problem.

Consequences will be swift in coming and appropriate for the infraction.

A series of steps will be taken to correct the problem; however, the seriousness of the infraction may require a skipping of steps to get to the appropriate consequence.

The ultimate goal is to get the student to a point of "self-control and self-discipline."

The discipline policy applies to students on campus, field trips, and at all school related functions.



Nursery and Preschool Motto:

There is never a wrong time to do the right thing!

THE PRINCIPLE OF HONOR

The principle of honor rests on the belief that a student can and will be trusted. Honor is maintained through a student's understanding of his/her responsibility to tell the truth at all times and to make sure that, at all times, the truth is known. *This principle relates to the prevention of lying, cheating, stealing, and dishonorable conduct.*



Forms of Discipline

The following is a basic list of class rules, consequences, and rewards used by the Nursery and Preschool classes as applicable by age.

Basic Classroom Rules

- Follow the teachings of Jesus.
- Follow directions.
- Raise your hand and wait to be called on before you speak.
- Stay in your seat unless you have permission to get up.
- Keep your hands, feet, and objects to yourself.
- Respect yourself and others.

Basic Classroom Rewards

- Stickers
- Certificates
- Verbal Praise
- Praise Letters/Notes to Parents/Praise Phone Calls
- Class Treat
- Free Privileges

Basic Consequences

- Verbal warning
- Name on board
- Checks by name indicating minutes in time away
- Time away (number of minutes in time away equals the child's age)

The following are instances that will be addressed; measure and type of discipline will be determined depending on type of infraction, severity, and frequency:

- Throwing rocks or other objects
- Playing or disruptive behavior—buildings, grounds, or bus
- Running in buildings
- Chewing gum—buildings, grounds, or bus
- Refusing to carry out instructions of faculty or staff
- Vandalism/theft
- Inappropriate bodily contact between or among students, or anyone else, including but not limited to, sexual conduct.
- Lying, and providing false information
- Failure to accept disciplinary action

Other Discipline Notes

Classroom teachers handle most discipline issues. If the circumstances listed above occur frequently, the administration may assist the teacher in determining appropriate consequences. Depending on the type of situation, severity, and frequency, the student may be removed from class for the day to spend time in the office. The student may also be prohibited from participating in class activities, such as field trips. Such instances are evaluated on a case by case basis as they occur. GBCS teachers and administration will consistently communicate discipline issues with the student's parents. Discipline issues are documented by behavior charts, email to parents, and/or incident reports.

GBCS is not obligated to extend special consideration or hold repeated conferences for students who are found in violation of school rules. Any student who disrupts regular instruction by having to be sent to the office seriously jeopardizes his/her enrollment at the school. Parents are hereby notified of the possibility of suspension or expulsion from GBCS.

Parental Agreement

My signature below declares that all information contained on my child's application, student information, emergency information, and permanent record forms are complete and accurate.

I declare that any and all information pertaining to the physical, emotional, psychological, and/or learning ability of my child, that may otherwise prevent or hinder him/her from entering and successfully completing this educational program, has been made known to Grace Baptist Christian Nursery and Preschool. Should any information provided to the school prove to be false or misleading, GBCS reserves the right to deny or rescind acceptance to the applicant.

In signing this agreement, I fully recognize that GBCS was founded to be and is committed to being a Christian school, and that it offers a life-style of commitment to Jesus Christ. I further understand that in order for GBCS to safeguard its ideals of scholarship, and to uphold its spiritual and moral atmosphere, I pledge to keep my child from participating in any and all immoral and illegal acts and habits, whether at school or away from school; taking of illegal drugs, committing illicit sexual acts; drinking of alcoholic beverages of any kind; using tobacco products; and engaging in any other behavior that is contrary to GBCS' statements of faith, philosophy, and mission, or the rules and regulations listed in the handbook.

My signature below also declares that I/we have read, understand, and agree with all policies and procedures, including the Financial Agreements, Discipline Policy, Christian Philosophy of Education, Education Program, and Goals of GBCS. My signature below declares that I have entered into and agree with the policies and procedures outlined in this handbook. As parents/legal guardians, we are responsible to adhere to the prescribed program of GBCS.

If you have more than one student attending GBCS, please list each student and teacher name.

(Please print.)

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Student's Name

Grade/Teacher

Student's Name

Grade/Teacher

Please note: There may be situations or circumstances not covered in the Parent Handbook. The Administration at GBCS reserves the right to exercise Administrative Privilege in dealing with such situations. GBCS policies may be modified at any time without notice.