

**Grace Christian Preschool**  
**7510 East Broad Street**  
**Blacklick, OH 43004**  
**(614) 861-0724**

Welcome to Grace Christian Preschool. This handbook contains information regarding the preschool program. Please read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Grace Christian Preschool.

**About our School**

The Grace Christian Preschool spiritual and academic teaching philosophies are solidly rooted in those established by Grace Christian School, which was founded in 1981. Our preschool teachers are licensed by the Ohio Department of Education as Pre-K-3rd grade teachers and/or have a broad background in early childhood education.

The school is licensed to operate legally by the Ohio Department of Education. This license is posted in the elementary school office for review. Grace Christian School is also a member of the Association of Christian Schools International.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review upon request.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Education.

**Philosophy and Goals**

It is our goal that children are encouraged to learn and grow by providing developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. We offer a curriculum rooted in a God-centered Biblical world view. This view holds that the Bible is the inherent Word of God and God's truth is the standard for all truth.

Grace Christian Preschool supports parents who seek to obey the Biblical instruction that gives them the final responsibility for the education of their children.

For more in-depth information on Grace Christian School's Statement of Faith, Mission Statement and Philosophy of Education, please see the Grace Christian School Handbook.

**Administration and the School Board**

As a ministry of East Side Grace Brethren Church, the school operates under the authority of the Elder Board of ESGBC. In accordance with the Elder Board's rules and regulations, the school is administered under the jurisdiction of the Grace Christian School Board. All members of the School Board shall confess Jesus Christ as Lord and believe in their hearts that God raised Him from the dead (Romans 10:9) and shall agree

without reservation with the Statement of Faith/Beliefs and Philosophy of Education and Objectives. Further, they shall be members in good standing at their place of worship. Members of the School Board shall serve, not be served (Matthew 20:26-28). They shall be Christian role models not only within their families but in their churches and communities as well. School Board members are recommended by the Administrator and approved by the current School Board. Board members serve an indefinite term and may resign their post at any time. No full- or part-time GCS employee shall serve on the Board, except the Senior Pastor of ESGBC. At least one voting member of the School Board shall also be a member of East Side Grace Brethren Church. As an additional Board member, it is recommended that the Chairman of the School Board be a current or past member of the Elder Board of ESGBC.

### **Non-discrimination Policy**

Grace Christian Preschool admits students of any race, color, national and ethnic origin to all its rights, privileges, programs and activities generally accorded or made available to students at the school. Grace Christian Preschool does not discriminate based on race, color, age, gender, national and ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs.

### **Faculty**

The administrator carefully screens and interviews potential faculty members and the school board hires them on the basis of their testimony of salvation in Christ, their love for His Children, their sound academic education and their commitment to the goals, purposes, philosophy and standards of Grace Christian School.

All faculty and staff shall confess Jesus Christ as Lord and believe in their hearts that God raised Him from the dead (Romans 10:9) and shall agree without reservation with the GCS Statement of Faith/Beliefs and Philosophy of Education and Objectives.

### **Curriculum**

The academic program at GCS is designed to accomplish three things.

1. Honor God.
2. Respond to individual needs.
3. Meet or exceed state requirements.

Academics are skill-oriented with increasing opportunities for individual exploration and creativity. The classrooms have designated areas for reading, music, science, arts and crafts, dramatic play and building. Centers help preschoolers with problem solving, social skills and cognitive thinking. Special events, field trips and technology are used to expand the curriculum.

The GCS faculty works diligently to help students develop a strong Christian faith that when combined with developed skills like knowledge, judgement and leadership will help them become effective, responsible and caring adults who will honor our Lord in all they do. Ideally, each student who passes through our doors will have learned how to learn, so that they years beyond GCS will continue in the pattern of growing and developing.

### **Admissions Policies**

At least one parent must declare they have accepted and continue to acknowledge Jesus Christ as his or her personal Lord and Savior. When only one parent is a believer,

the non-believing parent must not oppose the Biblical teachings, policies and standards of Grace Christian School.

At least one parent must state by signature that they have read and understand the Statement of Faith of the school, as well as the School Objectives, and must agree to have his or her child(ren) educated in accordance therewith.

A parent must state by signature that:

- The school has full discretion in the discipline of their children within the bounds of the discipline policy
- The parent(s)/guardian(s) will meet all tuition and other financial obligations
- The parent(s)/guardian(s) will willingly support the school in prayer and in lending practical help when possible
- All families must be involved in active fellowship with a Bible-believing church

### **Enrollment**

An application for each potential student must be completed and submitted with the non-refundable application fee before the admissions procedure may begin.

### **Re-enrollment**

The re-enrollment process begins in January and concludes for current school families at the end of February (date to be announced at the beginning of the re-enrollment period). Registration during the re-enrollment period assures a place for current students for the following year. School enrollment is not guaranteed for new families until after the February deadline.

### **Staff/Child Ratios and Maximum Group Size**

Grace Christian Preschool will maintain a class ratio of one adult per every twelve children.

### **Sample Daily Schedules**

#### **Half-Day Schedule (Afternoon time increments are the same as the morning)**

7:15-8:40: Morning extended care (optional)  
9:00: Morning meeting, Bible  
9:20: Social Studies/Science/Language Arts  
10:00: Restroom Break/Outside  
10:15: Phonics/Memory Verse  
10:30: Music/Physical Education/Health and Safety  
10:45: Math  
11:00: Lunch  
11:25: Dismissal

#### **Full-Day Schedule**

7:15-8:40: Morning extended care (optional)  
9:00: Morning meeting, Bible  
9:20: Social Studies/Science/Language Arts  
10:00: Restroom Break/Outside  
10:15: Phonics/Memory Verse  
10:30: Music/Physical Education/Health and Safety

10:45: Math  
 11:00: Lunch/Recess  
 11:40: Reading  
 12:10: Arts and Crafts  
 12:30: Snack/Restroom  
 12:50: Health and Safety  
 1:10: Rest time  
 1:45: Recess  
 2:00: Centers  
 3:00: Dismissal  
 3:20-5:30: Afternoon extended care (optional)

### Tuition

GRADE	Gross Tuition	Annual Payment (2% reduction)	Semi-Annual Payments (1% reduction)	Monthly Payments (July 2016-June 2017)
<b>Pre-school</b>				
Half day: T/Th	\$1,920	\$1,881.60	\$950.40	\$160.00
Half day: M/W/F	\$2,880	\$2,822.40	\$1,425.60	\$240.00
Half day: M/T/W/Th/F	\$3,900	\$3,822.00	\$1,930.50	\$332.50
Full day: M/T/W/Th/F	\$6,840	\$6,703.20	\$3,385.80	\$570.00

### Tuition Reductions

Besides the 1% discount for paying tuition semi-annually and the 2% discount for paying tuition annually, families are eligible for these reductions:

- Second (and each additional) child; 10%
- East Side Grace Brethren attendees; 10% (if the family regularly attends ESGBC and is actively involved in a church ministry program)

### Admissions-Related Fees

- **Application Fee** – A non-refundable fee due when the Application for Admission is submitted; the enrollment process is not complete until the application fee is received
- \$100 *per student* for current families if turned in by February 26, 2016; for applications and/or application fees turned in after February 26, 2016, the fee is \$125
- \$135 *for each new student*
- **Family Facility Fee** – A non-refundable fee due by April 29, 2016 or upon acceptance to GCS, whichever is later.

GRADE	Family Facility Fee – One Student at GCS	Family Facility Fee – Two students at GCS	Family Facility Fee – Three or more students at GCS	Family Facility Fees paid after April 29, 2016, add:
Full day (Pre-school – 8 <sup>th</sup> )	\$500	\$525	\$550	\$50 *

Grade)				
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*Families with half-day pre-school students only enrolled at GCS pay 50% (half) of the annual costs listed above. \* \$50 late fee is not reduced for half-day pre-school students.*

### **Tuition Payment Options**

1. **Annual Payment** – Due in full by July 1, 2016 or within 10 days of enrollment.
2. **Semi-Annual Payments** – First payment is due in full by July 1, 2016 or within 10 days of enrollment. The second payment is due in full by December 31, 2016.
3. **Monthly Payments** – Payments made through FACTS beginning July 2016 through June 2017.

### **Additional Costs\***

Additional costs to GCS families may include fees for:

- Student supplies
- Class field trips
- School pictures
- Before school and/or after school extended care
- Lunch

\*This list is not all-encompassing and may not apply to all students

### **Grace Christian School Tuition Policies**

Annual and Semi-Annual Payments

- Annual and semi-Annual payments must be paid in full by the aforementioned dates; late payments will result in conversion to a 12-month payment plan and will not include a tuition discount

### **FACTS**

- The FACTS tuition management plan offers the convenience of an automatic electronic
- bank payment; there is a minimal annual enrollment fee, which is **paid to** FACTS
- Collection is attempted by FACTS on the 5<sup>th</sup> or 20<sup>th</sup> of the month as directed by your FACTS Agreement (your choice of dates)
- If you need to miss a payment due to a personal financial problem, you must request a payment suspension by contacting the administrator **at least five days prior to the next automatic withdrawal** (i.e. by the 1<sup>st</sup> or the 15<sup>th</sup>) and request a payment suspension
- Payment suspensions may be requested two times per school year; additional requests will be handled on a case-by-case basis and, if granted, may result in a \$25 additional service fee
- If a payment is suspended, a plan to make up the arrearage must be arranged
- If FACTS payments are denied (missed), a missed payment fee is charged by FACTS and usually by your financial institution as well
- FACTS will re-attempt payment on the next FACTS withdrawal date; for example, if you chose the 5<sup>th</sup> as your payment date and the withdrawal is denied, FACTS will re-attempt withdrawal on the 20<sup>th</sup>
- You will be notified by letter of each missed payment; if two monthly payments are missed (i.e., three unsuccessful withdrawal attempts) and arrangements have not been made with the administrator to settle your account or initiate a

revised payment plan, your child will be suspended from school until your account is current

- A late fee of 5% of the total amount overdue may be added to the delinquent account and services like extended care and lunch may be suspended—please, if a problem arises, contact the school to immediately for assistance so we can work toward a solution together

### **Change of Payment Plan**

- \$20 charge will be added for any changes made to payment plans after July 1, 2016.

### **Withdrawing from GCS**

- After June 15, 2016 a withdrawal fee of 1/6 of the annual tuition for the student's grade level will be assessed
- It is the policy of Grace Christian School to hold the transfer of any and all school records until all financial obligations are current
- The balance of tuition is determined on a pro-rated daily schedule
- Upon written request, and if financial obligations are met, school records will be sent to the school where a withdrawn student is enrolled

### **Returned Checks**

- Checks written to the school and returned because of insufficient funds necessitate an additional service charge of \$25.00
- The original check amount plus the \$25.00 fee are due within two weeks after notification by GCS

### **School Office Hours**

The school office is open during the school year Monday through Friday from 7:30 a.m. – 3:30 p.m. The office is closed when school is not in session, including on inclement weather days.

### **Arrival/Dismissal Procedures**

**Arrival:** Students may be dropped off at the west door between 8:40-8:55. Students should exit their cars ONLY when they are in the semi-circle and should walk on the sidewalk to get to the door. A teacher will be outside to escort the children safely to their classrooms.

**Half-day Dismissal:** Students will be dismissed at the west door between 11:25-11:30. The person responsible for picking up should pull up to the semi-circle and wait in the car. Students will only be permitted to enter the car once it is in the semi-circle. If a child is not picked up by 11:35, the child will be brought to the office and a parent will be called. There will be a charge of \$1 per minute for every minute after 11:35 that a child is not picked up.

**Full-day Dismissal:** All students enrolled in the full-day program will dismiss with the rest of the school. Dismissal will be from 3:00-3:20. The teacher's computer will be turned on to the SchoolPass website during dismissal. As children's names appear on the computer screen, children will go to the following doors:

- Preschool – 3: East (staff parking lot) door
- 4 – 8 (and younger sibling of 4-8 students): West church lobby (turnaround) door.

As the children exit the building to get into their cars/buses, the duty teacher will mark the children as dismissed on the iPads. At the end of dismissal, all children who are marked as Extended Care children or not picked up yet will go to the Extended Care rooms.

### **Daily Dismissal**

If your child has permission to go home with a person other than his or her usual driver, please make the change in SchoolPass. Notes and/or phone calls to the office indicating a change in dismissal for students will not be accepted. Please note, you may make changes on School-Pass until 2:00 p.m. and after this time, no changes can be accepted.

### **Early Dismissal**

Approved and acceptable reasons a student may be dismissed early include:

- Medical and dental appointments
- Other appointments approved in advance by the administrator

Early dismissal must be recorded by a parent/guardian in School-Pass before 2:00 p.m. No early pick-ups can take place after 2:00 p.m. To retrieve your student, please go to the school office before 2:00 p.m. and we will call him or her to the office to meet you.

### **Required Doctor's Excuses**

If a student must miss any school due to a medical or dental appointment, an excuse from his or her doctor is required in order for the absence to be considered excused. Excuses for appointments in the morning resulting in a tardy must be presented to the school office upon arrival. Excuses for appointments that require a student be taken out of school early (before 2:00 p.m.) must be presented to the school office the following morning. Appointments considered unexcused count toward the eight day unexcused absence per semester policy.

### **Attendance**

One of the keys to successful academic achievement is regular attendance at school. Even the absence of one or two days can have a surprisingly disruptive impact on progress. Therefore, students are expected to be at school every day unless they are ill or because of personal or family needs.

Grace Christian School discourages families from taking extra days before or after a scheduled vacation and for anytime while school is in session, including before and during examination periods. In these cases, the school is not obligated to offer extra help or make-up tests to students. Scheduling make-up tests is at the determination of the teacher. Serious violations could result in loss of academic credit. Doing well academically is never a permissible excuse for missing school.

### **Missing Child Act of 1990**

Parents must adhere to state laws governing student absences. The Missing Child Act of 1990 states:

“A parent must report all absences to the school authorities and must state the reasons for the absence. Failure to do can result in criminal charges being brought against the parents.”

### **Tardiness**

As we prayerfully and steadfastly provide a Christ-like education for your children on a daily basis, the scope of what we study each day in the classroom is extensive and requires us to begin our day promptly at the designated start time for each grade. The following tardy policy is in place to insure a consistent and timely start to each school day:

Tardiness is defined as being in the classroom, at a desk with appropriate materials for the school day, **after:**

- 8:15 a.m. for 6-8 grades
- 8:30 a.m. for 3-5 grades
- 8:45 a.m. for K-2 grades
- 9:00 a.m. for preschool

This means that students must arrive in time to go to their lockers and get their required materials before the aforementioned times. **Please do not drop off your student at his or her designated start time** because it will result in a tardy. Students must have time to retrieve their classroom materials prior to the start of the day.

On the eighth tardy occurrence:

- Preschool-5 grade students: the child’s parents will be called and detention will be served on the next scheduled detention day. The child and the parent must report to the school office at 7:45 a.m. where the detention will be served until the start of the school day. **A parent must stay with the child during the detention period.**
- 6-8 grade students: the student will serve detention on the next scheduled detention day. The student must report to the school office where the detention will be served until the start of the school day.

### **Absences**

Students are considered absent for half of a day if they arrive at school after 11:30 a.m. (3 ½ hours.) If more than 3 ½ hours are missed, students will be counted as absent for an entire day.

Absences are considered either excused or unexcused. If a student is absent for any of these reasons, he or she will be excused:

- Sickness
- Death in the immediate family
- Doctor, dentist or other health appointment
- Court proceedings
- State emergencies
- Inclement weather (if in accordance with the GCS inclement weather policy)
- Other instances approved at least five days in advance by the administrator

If a student is absent for any of these reasons, it is considered unexcused:

- Oversleeping
- Missing the bus or ride to school
- Hair appointments
- Suspension



- Take Your Child to Work Day (we encourage children to visit their parents' workplace during the summer break)

### **Unexcused Absence Policy**

Students who have accumulated more than eight unexcused absences during a semester will receive failing grades for that semester.

Grace Christian School discourages extended absences from the classroom. Consistent attendance is highly correlated with academic success. Parents desiring to take a child out of school for any reason other than personal illness, death in the family, court proceedings or family emergencies, must contact the school office in advance. If the unexcused absence is planned, parents must submit a Family Absence form to the school office at least one week in advance of the planned absence. Please note, these unexcused, yet approved, absences still count toward the eight day unexcused absence per semester policy.

As with any absence, students are responsible for their missed school work. Teachers are not responsible to re-teach the material missed during the unexcused absence.

### **School Visitors**

People other than registered students, faculty, staff and school board members must obtain a visitor's pass from the school office permitting visitation. Upon entering the building, visitors should report to the school office to receive their pass. The pass must then be returned and the visitor must sign out upon departure. This is for the safety of our students as well as our visitors. Should we have a safety drill, or real emergency, it is important to know who is in the building at all times.

If you must bring something to school for your student (a forgotten lunch, musical instrument, homework, etc.), please do not go directly to your student's classroom. Simply drop the item off in the school office and a staff member will deliver it to the classroom.

### **Before and After School Extended Care**

Grace Christian Preschool provides before and after school extended care for all students (hourly fees apply). Preschool extended care hours are Monday through Friday from 7:15 a.m. – 8:40 a.m. and 3:20 p.m. – 5:30 p.m. No extended care is provided during scheduled breaks and inclement weather days.

**There will be no before school extended care on late arrival days and no after school extended care on early dismissal days.** Further, on parent/teacher conference days, no after school extended care will be offered. Please plan for these days accordingly. Students will not be allowed to enter the building prior to 10:30 a.m. on late-arrival days. On early dismissal days, if a student is not picked up by the dismissal time, modified extended care fees apply.

Extended care is \$5.50 per hour, per student. There is NO pro-rating of time during an hour. For example, if a student is in extended care for 10 minutes, the cost will be \$5.50.

Families will be emailed separate statements for extended care the first of each month. Balances will be due in full by the 15th of that same month. Family accounts with tuition payment plan III (FACTS), will have delinquent extended care fees charged to

their credit card on file or have the amount withdrawn from their FACTS account on the 16th of each month. An additional \$25.00 late fee will also be charged if the balance due is not paid in full by the 15th of the month.

Families using tuition plans I or II who are delinquent on payment of their extended care bills will also have a \$25.00 late fee added to their bill and the credit card on file will be used to fully satisfy the outstanding balance.

Returned checks are subject to a \$25 fee and must be satisfied within five days of receiving notification from your bank; after two returned check occurrences, participation in extended care will be suspended.

After 5:30 p.m., \$1.00 per minute will be charged for extended care services; after three late pick-ups, the fee is \$5.00 per minute. If your child is late past five times, it will result in suspension from extended care services.

### **Home and School Communication and Problem Resolution Process**

GCS is committed to appropriate, meaningful and timely communication with parents regarding policies, student progress, and if necessary, disciplinary measures.

We expect parents also to be active participants in the education of their child(ren) and encourage them to communicate with teachers and administration. As Christians, we expect all parties, parents and teachers alike, to handle communication in a way that is both loving and constructive.

There will be times when those in the school community choose to express a concern. Scripture acknowledges this need and offers principles to guide the sequence of such communication and the temperament needed by those engaged in resolving the concern. Matthew 18 is a clear guideline for proper communication and these principles can be applied to parental concern.

#### How to apply the Matthew 18 principles

- If concerns arise, parents should go directly to their student's teacher
- Principle: Keep communication private, simple and direct, involving only the people directly involved in the situation
- If the initial communication does not accomplish the desired purpose or resolution, parents should request the administrator accompany them on a second visit with the teacher
- Principle: Confirm the details and importance of the concern to those Assembled
- If the two conversations previously explained do not bring forth the desired purpose or resolution, the concern should then be taken to the school board
- Principle: In addressing concerns Biblically, there is a sequential increase of the authority/responsibility response mechanism until the concern is resolved

- There may be times, albeit infrequent, when concerns are not positively resolved; when this happens, the person, or people, involved may be removed from the school—anyone found to be perpetuating discord among school families and/or faculty and staff will be dismissed
- Principle: God desires unity of his people and will remove those who are the cause of strife
- The ultimate purpose of applying the Matthew 18 principles is reconciliation, which may involve parents and/or faculty members saying, “I am sorry; please forgive me”—this action is rooted in Scripture and demonstrates the highest level of integrity and respect for one another
- Principle: God desires unity of His people; when this unity is a reality, He will bless and be with His people

### **Health Services**

We are blessed to have a school nurse on duty four days a week. The school provides only basic first aid in case of injury and basic comfort when a student becomes ill. Each student must have an emergency contact card on file so a parent or other designee can be contacted if needed because of injury or illness. This card also includes any health issues and concerns such as allergies and/or medications taken.

Parents are asked to provide the school with all home and work numbers so parents can be contacted immediately in case of an emergency. Please notify the school of any changes in telephone numbers, address, name of doctor, names and phone numbers of designees to call if parents cannot be reached. Please have a back-up plan in case of illness so that a sick child can be picked up as soon as possible. The school does not have adequate facilities to keep sick children for an extended period of time.

### **Illness and Injury**

Students who become ill during the school day are to report to the school office after obtaining permission from their teacher. The nurse will call you to pick up your child if they have:

- A temperature above 99 degrees with symptoms
- A temperature above 100 degrees without symptoms
- Vomited
- Experienced diarrhea

To avoid spreading illnesses, please wait 24 hours from the break of a fever before returning your child to school because a child with a fever is considered contagious. And please keep children home who are experiencing diarrhea and/or abdominal cramps. The school nurse is unable to assess or treat injuries that occur off campus. An exception will be made if a written physician’s order, providing specific treatment instructions are provided to the nurse.

### **Medication**

Every effort should be made to minimize the administration of medicine in school. If at all possible, parents are urged to administer medication before school and/or after school. **The school is not permitted to administer any medication, including Tylenol or**

**cough drops, during the day unless the required written permission from parent and physician is on file in the nurse's office.** Medication refers to drugs prescribed by a physician as well as all over the counter, non-prescription drugs like cold/cough medicine, analgesics, lotions, ointments, cough drops, etc.

If a physician deems it necessary for a child to receive any medication during the school day, parents must provide the school with a completed Parent Request to Administer Medication at School and Physician Order form, which includes both the physician's and parents' signatures. All medication sent to the school must be delivered in its original container by a parent or responsible adult. The medication will be kept in the nurse's office and administered by the school nurse or other designated staff member.

### **Lunch**

Students enrolled in full day preschool may either bring their lunches to school or they may purchase a hot lunch. Hot lunches are purchased one month in advance through [www.orderlunches.com](http://www.orderlunches.com). The order period is the 1<sup>st</sup> through the 15<sup>th</sup> of the month. Orders and payments must be received online by the 15<sup>th</sup> in order to receive a hot lunch for the following month. Beverages, including white milk, chocolate milk and water are available for students who pack lunches for \$0.50.

### **Emergency Lunches**

If a student forgets their lunch, they will receive an emergency lunch. Emergency lunches are \$10.00. Parents will be notified when their student receives an emergency lunch. Families with tuition plans I and II, will be billed for the emergency lunch. Families with tuition plan III will have their FACTS account deducted for \$10.00 immediately.

### **Lunch Credits**

Once lunches have been purchased for the month, refunds cannot be issued. This includes refunds for inclement weather days, field trips and if a child is absent on a day that a hot lunch has been purchased.

### **Food Allergies**

Our food services director is happy to work with parents of children with food allergies. However, the responsibility lies with the parent when it comes to whether or not to order a particular lunch.

### **Packed Lunches**

Students who bring a packed lunch are encouraged to bring healthy food items including a meal rich in protein and containing fruits and vegetables. Please do not send pop/soda in your child's lunch. Pop/soda will be confiscated and the student will receive water instead. We also ask that you do not send excessive amounts of sweets such as cookies or candy.

### **Snack**

Children may bring a snack each day. We recommend a healthy snack such as fruits or vegetables. Please do not send in sweets such as cookies or candy.

### **Birthdays**

A treat, such as pencils, stickers, erasers, may be sent to school as a celebration of your child's birthday. **Due to safety issues associated with food allergies, no food treats will be accepted.**

**Dress**

There is no dress code for preschool. Dress your children in comfortable clothing as they must be able to manage their clothing by themselves. All clothing should be neat and clean, pants cannot be ripped or have holes. No apparel with sayings or slogans that are unchristian-like or deemed inappropriate by the administrator. Closed-toed shoes must be worn.

**Hair**

Boys shall keep their hair above the collar of the shirt. It should be neatly groomed around the ear and should not be longer than the base of the eyebrow. It should be neat, clean and well-groomed. Unnatural color (i.e., pink, purple, blue, etc.) is not permitted. No designs may be trimmed into hair nor mohawks (any length) permitted. Braiding of hair, cornrows and twists are not permitted in boys hair.

Girls' hair should be neat, clean, well groomed and not obstruct their vision. Unnatural hair color is not acceptable nor are trendy adornments like feathers.

**Field Trips**

We believe that "hands on" learning experiences are an essential part of education. To give meaningful experiences, we will plan two field trips throughout the school year. Field trips are made possible by volunteers to transport and chaperone the children. If driving, you will transport your child and 2-3 of his/her classmates. Siblings will not be permitted to attend field trips. All students less than 40 pounds must be in a car seat; over 40 pounds in a seat belt positioning booster seat as required by law. Students will bring their own car seats to school in the morning. Any parent wishing to chaperone a field trip must complete a background check, submitted and paid for by the school.

Field trips will be all day events, even for children enrolled in the half-day programs.

**Discipline Policy**

The Grace Christian Preschool staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the school.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary for the child to be removed from the preschool program. Every attempt will be made to work with the parent and child to correct the behavior prior to this happening. The administrator would be in communication with the parents prior to this occurring.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of the preschool staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

### **Rest Time**

Children enrolled in the full day program will have a scheduled rest time every afternoon. Children will bring blankets and pillows from home to use during rest time. The blankets and pillows will be stored at the school and sent home on a regular basis for laundering.

### **Chapel**

Chapel services are held every Wednesday for all students in K-8<sup>th</sup> grade and are conducted by GCS faculty and staff, the pastoral staff of East Side Grace Brethren Church and by guest speakers. Each service gives students the opportunity to worship through Scripture, song, prayer and praise. Children enrolled in preschool on Wednesday mornings will have the opportunity to attend chapel on the first Wednesday of every month. Parents are welcomed and encouraged to attend.

### **Special Classes**

Students will participate in P.E., Music and Art coursework throughout the school week. Part-time preschool students may have opportunities to participate in one or more of these courses, depending on the day of the week they attend Grace Christian Preschool.

### **Bathroom Assistance**

All students must be potty trained. We understand that some children may need assistance, however, because of liability issues, we cannot assist children in cleaning themselves. Children need to practice these skills at home. Please send a change of clothes in your child's backpack each day in case of an accident.

### **Check-In Day Meeting**

Check-in day will be on August 7, 2016. Preschool parents and children will meet the preschool teachers and attend an informational meeting about the upcoming school year.

## **Open House**

There will be an Open House in the fall. This is an opportunity for parents to visit the classrooms, ask questions and for children to showcase their work.

## **Parent/Teacher Conferences**

Conferences will be held twice per school year, in the fall and spring. Teachers will be available to discuss your child's progress or needs throughout the year. If you have any questions or concerns, please contact your child's teacher to arrange a phone call or meeting.

## **School Pictures**

Students have their pictures taken in the fall of each school year. Details and procedures are sent home prior to the scheduled sitting.

## **Valuables**

Students are discouraged from bringing toys or other valuables to school. They will be asked to leave those items in their backpacks during the school day.

## **Parental Custody/Non-Custody**

The guidelines regarding parental custody call for all school records and/or related information to be shared with the parent designated as custodian by a separation agreement or court order. A copy of current legal custody documentation must be on file in the school office.

Non-custodial parents have the right to review student records and be informed about the student's educational progress, if so designated by the court agreement. The non-custodial parent, however, may not visit the child in school or take the child from school unless a court order or written consent of the custodial parent stipulates otherwise. Please notify the administrator of any changes in custody arrangements as soon as they are in place.

## **Child Safety**

GCS takes the safety of your child seriously. GCS has instituted many internal controls to ensure that we provide appropriate and adequate protection for students enrolled at GCS. Our staff is well trained and GCS takes very seriously our responsibility as mandatory reporters under the State laws for Child abuse and neglect. Consequently, GCS will not employ nor continue to employ any person who has admitted to or been convicted of criminal sexual misconduct. GCS will not employ nor continue to employ any person whose spouse has admitted to or been convicted of criminal sexual misconduct.

It is the policy of this school that the **staff, faculty and parents of GCS immediately notify** the school administrator/principal if they become aware of any person, parent of GCS student, relative of GCS student that is on school grounds or at a school function that meet any of the following three criteria:

1. Registered sex offenders.
2. Individuals who have been convicted of an offense against a Minor.
3. Individuals who have admitted to conduct which would be a criminal offense against minors.

This policy understands that Jesus redeems sinners, but it also expects redeemed sinners to act in humility recognizing their sin has real world consequences. Therefore, when GCS is notified of an offender, a plan will be implemented that puts the safety of

the GCS children before an offender's ability to participate in their own child's Christian educational experience.

### **Accidents/Emergencies**

The school has devised several procedures to follow in the event that an emergency would occur while a child is in our care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the school conducts monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, our emergency destination is the playground. If the immediate area must be evacuated we will evacuate to the Meijer parking lot on the corner of Broad Street and Waggoner Road. Parents will be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occurs: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 business days of the incident.

### **Weather Emergencies**

During extreme winter weather, the school will notify the radio and TV stations listed that **Grace Christian School - Blacklick** will be closed, or delayed. We will also post school closings on our Website.

Generally, but not always, if Reynoldsburg City Schools are closed, so is Grace Christian School. The school will monitor and take into consideration weather conditions in other school districts as well. In the event that it becomes necessary to close or delay school before the start of the day, every attempt will be made to make the decision by 6:30 a.m.



If inclement weather arises during the day, please monitor the stations listed below for an early school dismissal.

Television Stations

WBNS (CBS) – Channel 10

WCMH (NBC) – Channel 4

WSYX (ABC) – Channel 6

WTTE (FOX) – Channel 28

Radio Stations

104.9 FM

610AM

97.9 FM

92.3 FM

94.7 FM

107.9 FM

103.5 FM

105.7 FM

97.1 FM

1460 AM

**Delay**

In a situation where Grace Christian School is on a one or two hour delay, the children enrolled in the A.M. session will be cancelled. Children enrolled in full day preschool will report at the delayed time.