



Handbook  
2011-2012

11265 SW Gaarde St.  
Tigard, OR 97224  
(503)639-5336

# TABLE OF CONTENTS

Mission Statement.....	2
Affirmation.....	2
Sponsorship.....	3
Statement of Faith.....	3
Address and Telephone Changes.....	4
Admissions.....	4
Attitudes and Language.....	4
Clothing.....	5
Conflict Resolution.....	5
Discipline.....	5
Fire and Earthquake Drills.....	6
Financial Policies.....	7
Hot Lunch.....	7
Hours of Operation.....	7
Illness and Prescription Medication.....	8
Immunization.....	8
Inclement Weather.....	8
Lost and Found.....	8
Personal Items.....	9
Potty Training.....	9
Playground Rules.....	9
Rest Time.....	9
Staff.....	10

## **MISSION STATEMENT**

Gaarde Christian Day Care strives to provide a nurturing and safe environment for the development of children through a loving Christ-centered, bible based exploration of life through fun and creative venues.

## **AFFIRMATION**

1. Gaarde Christian Day Care is founded on a firm commitment to God and faith in Christ. Children learn that the content of the Bible is related to all areas of human understanding. They are taught to discover the significance of His Word in their daily lives.
2. The academic emphasis is to create an excitement for learning in an atmosphere where there is a conscientious search for truth and excellence.
3. Gaarde Christian Day Care is committed to the Christian faith and our world. We see our role as a Christian day care, not as a shelter from the world in which we live, but as a companion with the child as he/she encounters the world.
4. Gaarde Christian Day Care children are encouraged to uphold the spiritual and moral values of the Christian faith, which uphold and support the family, church, and nation.
5. Gaarde Christian Day Care endeavors to help each student realize his/her full potential. High standards of discipline are expected. In return, we listen and respond to each child in an attitude of love.

## SPONSORSHIP

Gaarde Christian Day Care is a ministry of Faith Journey Church. As a ministry of Faith Journey, the Deacon board and Senior Pastor govern the Day Care. The church sponsors the day care. Faith Journey Church is a voluntary cooperative fellowship with the Assemblies of God. If anyone wishes to have a copy of the doctrinal statement, it is available in the front office.

No attempt to teach Assemblies of God doctrinal distinctives to Gaarde Christian Day Care child is made. We do not require our Day Care teachers to subscribe to the beliefs of the church. We strive to maintain an inter-denominational atmosphere in the Day Care and with the staff.

## STATEMENT OF FAITH

1. We that every person is a sinner, but Jesus died and rose again to provide salvation for all who believe in Him and receive Him as their Lord and Savior. (Jn. 1:1-3, Matt. 1:23, II Cor. 5:21, Jn 2:11, Heb. 9:11-14, Col. 3:1, Matt. 16 :27-28, Jn. 10:30, Jn. 3:3, Titus 3:5-8, I Jn. 2:3-6)
2. We **affirm** the deity of Christ together with God the Father and the Holy Spirit. Not three Gods, but one God, triune in nature (Matt. 3:16, Eph 4:6, Ex. 20:3).
3. We **believe** the Holy Scriptures of both the Old and New Testaments to be inspired of God and entirely trustworthy. We **affirm** the relevance of the Scriptures (The Bible) for instruction in Christian living for those of today and of all time (Heb. 4:12, I Peter 1:25, Jn. 17:17).
4. We **believe** that the Holy Spirit of God is given to each true Christian to enable one to live a life pleasing to God, increasingly so as one grows in the Lord over time (Eph. 3:17-18, Rom. 8:9).
5. We **believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (Jn. 3:36).
6. We **believe** in the spiritual unity of believers in our Lord Jesus Christ (Eph. 4:3).

## **ADDRESS & TELEPHONE NUMBER CHANGES**

It is extremely important that you notify the Day Care office immediately if your address or telephone number changes. It is essential that all information be kept up-to-date.

## **ADMISSIONS**

Gaarde Christian Day Care admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and any activity generally accorded or made available to children at the day care and does not discriminate in administration of its policies and other day care-administered programs. Gaarde Christian Day Care reserves the right to select children on the basis of religious commitment, and personal qualifications - including a willingness to cooperate with the Gaarde Christian Day Care administration and to abide by its policies.

Gaarde Christian Day Care is open to anyone interested in securing a Christian child care from preschool (three years + potty-trained) through age twelve. It must be understood that attendance at Gaarde Christian Day Care is a privilege and not a right. The privilege will be forfeited by any child who does not conform to the day care's standards of conduct and/or who is unwilling to adjust to our environment.

Gaarde Christian Day Care is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him/her. We are here to work with the home, not take the place of the parents in their God-given role. When a child's attitude is not in accord with day care policies and principles, the child may be placed on probation, and a parent conference will be called. If the administration feels the situation has not changed within a reasonable time, the child will be withdrawn.

Admission to Gaarde Christian Day Care is age appropriate by September 1.

## **ATTITUDES & LANGUAGE**

***Attitude*** - The Bible has much to say about the believer's mental attitude and its effect upon speech and actions. All Christians are well aware of the prevalence of non-Christian attitudes and resulting actions displayed throughout our society. These attitudes and actions often have a very powerful influence in the lives of Christian people (Proverbs 23:7).

Therefore, scornful and scoffing behavior should never characterize one of God's people (Ps. 1:1). Scorners and scoffers generally agitate one person against another and stir dissension and cause dissension wherever they go. Such behavior is generally manifested by expressions of contempt, disobedience, pride, haughtiness, and a disregard for those in authority, and a disregard for the counsel of God's Word (Proverbs 13:1, Proverbs 21:24, Proverbs 1:22, Proverbs 9:7, Proverbs 24:9, Proverbs 6:19, Acts 23:5, Proverbs 22:10, and Romans 16:17).

***Language*** - In a society where cruel and profane language has become the norm, it is imperative that the Christian day care, home, and church unite in promoting Christ-like character and attitudes toward appropriate speech. Speech is the main way ideas are communicated.

A Christian's speech must be considerate and coherent. Profanity, swearing, vulgar language, gossip, filthy words, and unkind words proceed from an unclean heart and grieve the Holy Spirit of God. Children are to use wholesome language that is edifying and encouraging (Ephesians 4:29; 5:4).

## **CLOTHING**

Comfortable, washable play clothes are a must for day care. Dress your child for an active day. Please keep in mind that we do many fun things and sometimes children get messy and dirty. Other tips worth remembering include having your child dress in clothing that is easy for them to remove to tend to their own toileting needs. Provide appropriate outerwear as most days include outside play. All jackets and sweaters should be clearly marked with your child's name. "Sunday" shoes and flip flop type sandals are dangerous on active feet and inappropriate for day care except on special days. Loose-fitting jewelry, especially necklaces, is also a hazard for young children and therefore best not worn to day care. We ask that children not wear clothing representing violence, sorcery or supernatural power. Since young children have difficulty distinguishing between reality and pretending, this type of clothing often leads to violent play in day care.

## **CONFLICT RESOLUTION**

We believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church. (I Cor. 6:1-8; Matt. 18:15-20)

1. Matters of concern should first be handled individual to individual in accordance with the Lord's commands in Matt 18.
2. Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the Day Care Director.
3. Further examination may be requested from the Chairman of the Board in cases involving serious disagreement, to determine the necessity for external mediation. Step #3 is appropriate only when Steps #1-2 have failed to bring resolution to the matter.
4. External mediation will be sought through steps suggested by the Christian Legal Society.

## **DISCIPLINE**

Since we see our day care as an extension of home, we reinforce positive attitudes and behavior patterns that will benefit the child for his whole life. We base this on an understanding of the child's needs and stage of development. Discipline helps the child develop inner control, acceptable behavior and respect for the rights of others. Discipline is viewed as corrective and instructional, not merely punishment.

This day care uses indirect guidance techniques:

1. We give warnings: "You have five more minutes to play before it's time to clean-up."
2. We give redirection: "You need to play over here for awhile. After circle time you may play in the block area again."
3. We give choices: "You may paint with the other children or may read a book in a quiet corner."
4. We have regular routine: "We always wash our hands before snack. After snack is story time."

5. We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he or she remembers what we asked, and then offer to help the child do what he or she was asked.
6. We are consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use direct guidance techniques:

1. We use affirmation: “We use walking feet indoors” rather than “Don’t run!” or “Use your words to tell us you’re angry” rather than “Don’t hit.”
2. We get the child’s attention by crouching down to his or her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
3. We try very hard to be fair. We examine our expectations to make sure they are age appropriate and we do not make rules just because an activity is too noisy or messy.
4. We avoid arguments by following through with solutions that address the problem by also offering the child a way to exit gracefully from the problem: “You can choose a quiet place to calm down or I can choose one for you.”

If a child is unable to demonstrate self-controlling behavior, a brief time-out results for the child to regain control. Time-out occurs when other measures fail and it functions as an opportunity for the child to re-group, not as a punishment.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we may need to contact a parent. A child requiring one-to-one attention may have to leave the day care temporarily for safety’s sake. Repeated uncontrollable behavior can lead to discontinuation of the child attending Gaarde Christian Day Care.

## **FIRE & EARTHQUAKE DRILLS**

***Fire Drills*** - When the siren sounds, students should walk immediately and quietly through the nearest outside exit. The last person from the room should always turn out the lights and shut the door. All children must leave the building regardless of their activity and assemble quietly with their assigned teacher and group. Children may return to the building when directed to do so by their teacher or when signaled by the buzzer or administration.

***Earthquake Drills*** - When the siren sounds three times, students should respond immediately in the procedure of drop, cover, and hold. After two-three minutes of silence, students may return to their seats for review of earthquake characteristics.

Other drills such as lock down, power outage, and student or teacher injured will be conducted routinely throughout the year.

## **FINANCIAL POLICIES**

The cost of day care is \$4.25 per hour, per child. If your child uses day care from 7:00am – 8:10 am a flat fee of \$4.25 will be assessed. If you are late to pick up your child (after 6:00pm) there will be a \$5 charge assessed for the first ten minutes and a \$10 charge for every five minute period of time thereafter.

Schedules for day care must be submitted two weeks in advance with payment. In the event your child doesn't use the scheduled hours, you are still responsible for payment on those hours. Please note day care is not a drop in situation. If your child comes to day care without 48 hours prior notification, you will be charged an additional \$1.00 per hour. If use is the same each month, a permanent schedule can be filed.

## **HOT LUNCH PROGRAM**

Gaarde Christian Day Care will make available to all children a hot lunch program on Mondays, Wednesdays and Fridays. Parent volunteers are encouraged to come and help serve hot lunch. Tickets should be purchased, in advance, at the front office. Hot lunch is available to those children with pre-purchased tickets only.

## **HOURS OF OPERATION**

### Daily Sign-in and Sign-Out

Parents or authorized persons are responsible to escort children into the Day Care Center. Children are signed in by the time recorded on the check in sheet. Children must be properly signed out with parents or authorized person using the correct code on the time clock. Only persons noted on the registration form, or persons with written authorization from the parent, are authorized individuals to remove children from Day Care.

### Day Care Hours

Gaarde Christian Day Care is open Monday - Friday from 7:00 am – 8:10 am and 11:30 am - 6:00pm

### Schedule

Gaarde Christian Day Care is open the Wednesday following Labor Day until the date posted on the calendar, which is typically the last Friday in June.

Gaarde Christian Day Care is closed the following holidays:

November	Thanksgiving and the Friday after Veteran's Day Observed
December	Christmas Vacation as noted on the calendar
January	Martin Luther King Jr. Day
February	President's Day
March	Spring Break as noted on the calendar
April	Good Friday and the Monday after Easter
May	Memorial Day

## **ILLNESS AND PRESCRIPTION MEDICATION**

Because no nurse is available, children who become ill during day care should go to the front office and make arrangements to go home. The day care cannot provide internal medication, including aspirin, for students. If your child is ill and under doctor supervision, medication will be administered under the following guidelines: No prescription medication or non-prescription medication including, but not limited to, aspirin, cough syrup, or nose drops, may be given to a child except under the following conditions: (a) A signed, dated, written authorization by the parent(s) is on file, per prescription; (b) Prescription medication is in the original container and labeled with the child's name, name of the drug, dosage, directions for administering, date of administration, and physician's name; (c) Non-prescription medication is labeled with the child's name, dosage, and directions for administering and (d) A written record of all medications administered listing, the name of the child, type of medication, the signature of the person administering the medication, date, time, and dosage given, shall be kept by the front office manager.

If your child has had a fever, vomited or has had diarrhea they must be kept home for 24 hours before they can return to day care.

## **IMMUNIZATIONS**

By law, all children must complete an Oregon Immunization form to attend day care. These forms must be completed and returned to Gaarde Christian Day Care prior to the first day of attending day care. It is the parent's responsibility to fill out and keep updated. The records of all preschool children will need to be updated annually until they are complete. An Oregon Health Department Report is filed in January of each year. If immunizations are not complete or up-to-date, exclusion orders are filed with the State and enforced in February.

## **INCLEMENT WEATHER/EMERGENCY PREPAREDNESS**

Gaarde Christian Day Care follows the direction of Tigard/Tualatin School District for delays and closures. If there is a two hour late start, Day Care will open at 9:00 am. Hot lunch will not be served. If there is a one hour late start Day Care will open at 8:00 am. Hot lunch will be served.

If inclement weather occurs after the start of a day, the Emergency Procedure Phone Tree will be initiated. This procedure consists of a primary and secondary caller. On the Student Information Form we request that you put a phone number of an out-of-state friend or relative. In the event of a major power outage, earthquake, flood, etc. this number would be a contact for both day care and parent.

## **LOST & FOUND**

Articles of clothing, and children's personal property should be marked with the children's name. Name or identifying marks may be placed on labels with permanent ink or sewn or embroidered on items. Children's personal property, coats, lunch items, and back packs must be taken home regularly. Items found lying around, left behind, or misplaced will be placed in the lost and found. Items in the lost and found will be donated to a nonprofit each month.

## **PERSONAL ITEMS**

We ask that toys not be brought from home. No buying, selling, or trading of personal items is permitted. Electronic devices are not allowed at Day Care including, but not limited to, cell phone, handheld games, mp3 players. These devices will be collected by the teacher and may only be retrieved by the parent. Gaarde Christian Day Care is not responsible for lost, stolen or broken items.

## **POTTY TRAINING**

All children are to be potty trained before enrolled in Gaarde Christian Day Care. Potty training includes that the child is able to use the bathroom without the help of an adult. No “pull ups” or other disposable underwear is to be worn. If there is a potty training issue, wet or soiled clothing, we will attempt to contact the parent before a Gaarde Christian Day Care staff member cleans up the child. If the parent cannot be reached the child will be taken care of and the parent will be notified. If a child has a continuing problem with potty training, there will need to be a parent/teacher conference to address the issue.

## **PLAYGROUND RULES**

All children must be visible to the playground supervisor during outdoor play. No child can leave the play area without permission. Gaarde Christian Day Care playground rules are as follows:

### ***General Rules***

- Do not bounce balls off of gym lights and duct work.
- Play in sight of duty teacher
- Do not drop litter on school grounds
- Do not go to the playground area unless permission is given
- Do not play with branches from trees
- No fighting or play fighting (Including Karate/TaeKwonDo)
- When whistle sounds: line up quickly

*Slide:* Slide sitting down

- Do not walk up the slide
- Only one person on slide or platform at a time

*Swings:* Only one person on swing at a time

- No twisting chains
- Sit to swing
- Do not run under swings when pushing
- Do not throw swing over top bar

## **REST TIME**

There will be a rest time each afternoon. Children are expected to rest for at least a portion of this time. Those not resting the entire time may look at a book. Children will be provided with a mat to rest on. Each child needs to provide their own blanket.

## **STAFF**

Gaarde Christian Day Care put their staff through a vigorous screening process. They go through several interviews and undergo a reference check, Oregon State criminal background check, and nation wide (and international if warranted) background check. All staff, including substitutes, must meet state requirements and go through an orientation process before starting work. Once on staff, personnel continue their education by participating in workshops and seminars.