

Gaarde Christian School

Parent/Student Handbook

2011/2012 School Year



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MISSION STATEMENT

Gaarde Christian School (GCS) strives to create a loving, Christian environment in which children are educated at a standard of excellence above reproach.

AFFIRMATION

1. GCS is founded on a firm commitment to God and faith in Christ. Students 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. GCS is committed to the Christian faith and our world. We see our role as a Christian school, not as a shelter from the world in which we live, but as a companion with the student as he/she encounters the world.
4. GCS students are encouraged to uphold the spiritual and moral values of the Christian faith that uphold and support the family, church, and nation.
5. GCS endeavors to help each student realize his/her full potential. High standards of discipline are expected. In return, we listen and respond to each student in an attitude of love.

PRINCIPLES OF CHRISTIAN EDUCATION

In addition to the preceding doctrines, we adhere to the following principles of Christian education demanded by the Word of God:

1. **GOD AND EDUCATION:** God is the one – of whom, through whom, and unto whom are all things (Romans 11:36).
2. **GOD AND MAN:** God is the one in whose image and after whose likeness mankind is made. Accordingly life must begin and end with being true to the image of God. Mankind being created in the likeness of God—must think God’s thoughts after Him; must ever will to do God’s will; and must love God because God requires it. (Gen. 1:26, I Cor. 2:16, Rom. 12:2, Lk. 10:27).
3. **MAN AND CREATION:** God has made mankind to have dominion over His creation, and therefore holds him responsible for it. He must love, sustain, and use it for the glory of God. The highest self-revelation of God in creation is mankind, made in His own image – an image in which all humanity shares. Therefore, God requires that mankind must love others as much as he loves himself. (Gen. 1:26-30).
4. **A WORLD IN SIN:** “With Adam’s fall we sinned all.” Because of sin, mankind (the pupil) by nature lives apart from God. For the image bearer of God to live apart from God is death—mankind is “dead in trespasses and sins.” Through the fall of mankind, creation (the object of school study) is “groaning” under the curse of sin (Ephesians 2:1; Romans 8:22).
5. **BELIEVERS IN A SINFUL WORLD:** Whosoever is in Christ is a “new creation”, but we still live in fleshly bodies as we travel the road of sanctification throughout life. Because of the conflict that exists between the old nature and the new nature, as stated in Romans 7, there exists the necessity for Christian training.
6. **CHILDREN OF BELIEVERS IN A SINFUL WORLD:** The fact that a child is born into a Christian home does not secure salvation. However, there are blessings to be received as children of Christian parents, one of them being given adequate knowledge of God through His word. This can be enhanced through a Christian education.
7. **EDUCATION IN A SINFUL WORLD:** In view of sin, all is in a state of disintegration. Education fundamentally is an integrating process, making for a God-centered life. (In and through this integrating process the students are being adjusted to their peers, to their environment, and to the times in which their lot is subjection to God what has been redeemed in and through Christ.)
8. **THE HOME AND EDUCATION:** God’s Word places upon Christian parents the responsibility for the type of education described above. But because in most instances parents have neither the time nor the training to do this, churches and Christian schools exist to assist parents in fulfilling this responsibility. The Christian school is thus an extension of the Christian home. This necessitates the closest cooperation between the school and the home. (Deut. 6:5-9).

SPONSORSHIP

GCS is a ministry of Faith Journey Church. As a ministry of Faith Journey Church, the Deacon board and Senior Pastor govern the school. The church sponsors the school. 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 GCS students is made. We do not require our teachers to subscribe to the beliefs of the church. We strive to maintain an inter-denominational atmosphere in the classroom and with the teaching staff.

STATEMENT OF FAITH

1. We **believe** 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).

SELF-DISCIPLINE GUIDELINES

The purpose of rules and guidelines is to make it possible for a large number of people to engage in activity without confusion and to protect the rights and property of individuals as well as to aid in providing an atmosphere for mutual respect and courtesy. The basic guideline for conduct is positive: Love God with all your heart, mind, soul, and strength and love your neighbor as yourself (Deut. 6:5). Clear biblical standards are the foundation for the rules governing conduct at Gaarde Christian School. The specific rules or guidelines are designed to both create and promote a Christ-centered environment for learning. It is neither asked nor expected that there be total agreement with every rule or guideline. **However, it is required that students will conform to all such rules and guidelines while enrolled at the school.** While it is impossible to have a rule for every situation, students at Gaarde Christian School will be expected to conduct themselves in harmony with both the letter and spirit of all rules and guidelines (Eph. 4:20, 21). Key factors in the maintenance of a Christ-centered environment for learning are courtesy and respect. (Phil. 2:3, I Peter 2:13-17).

Respect for Authorities

1. Obey the rules.
2. Obey all teachers and staff members.
3. Show courtesy in conversation:
 - a. Students may talk to any of their teachers on any matter of concern at a mutually agreed time. However, teachers and staff members are to be respectfully addressed by their surnames.
 - b. Students may not under any circumstances speak in a rude, discourteous, or impolite manner to teachers. Disrespect to teachers and staff members may cause removal both from class and school.

Respect for Peers

1. Courtesy is really just Christian respect toward others.
2. Play safely. Don't physically endanger others.
3. Build others up; don't put them down.
4. Have a clean mouth – do not use bad language.

Respect for Property

1. Be honest, don't steal. Don't borrow textbooks, library books, school or other people's personal property without permission.
2. Take care of your school – keep it clean.
3. Be careful. Don't bend, fold, staple, mutilate, or write on textbooks, school property, walls, or desks.
4. Protect the floors and carpets.
5. Anything posted in the hallways must be cleared by the administration.

Respect Time

1. Be on time to school and classes.
2. Use time wisely. Don't waste time.
3. Be prepared to work – bring books, pencils, notebooks, etc. to class.

Respect Yourself

1. Be honest – don't cheat.
2. Dress neatly, cleanly, and modestly. This applies not only in the classroom, but at extra-curricular activities as well. Note guidelines for clothing.

GENERAL SCHOOL INFORMATION

Gaarde Christian School Administration reserves the right to amend this handbook as needed.

ACHIEVEMENT TESTS

Stanford Achievement Tests are given on campus to 1st – 8th grade students annually, near the end of April. Test results may be picked up at the office.

ADDRESS & TELEPHONE NUMBER CHANGES

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

ADMISSIONS

GCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and an activity generally accorded or made available to students at the school and does not discriminate in administration of its educational policies and other school-administered programs. GCS reserves the right to select students on the basis of academic performance, religious commitment, and personal qualifications - including a willingness to cooperate with the GCS administration and to abide by its policies.

GCS is open to anyone interested in securing a Christian education from preschool (three years + potty-trained) through the eight grade. It must be understood that attendance at GCS is a privilege and not a right. The privilege will be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment. Each student must desire to attend GCS and agree to honestly and wholeheartedly apply him/herself to "study to show yourself approved unto God." He/she agrees to be courteous and respectful to his/her peers, staff, and faculty.

GCS is not a corrective institution. Consequently, we ask that you do not enroll your student 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. Students who are presently on suspension from another school, or who have been expelled, will not generally be accepted. When a student's attitude is not in accord with school policies and principles, the student 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 student will be withdrawn.

Admission to GCS is age appropriate by September 1. New students will be required to take a placement test before guaranteed grade placement. All placements are at the discretion of the administration.

ATTENDANCE

We at GCS believe that regular attendance is essential for excellence in learning. Therefore, we discourage absenteeism. When your student must be absent, we request that you call the school in the morning, unless you have a pre-arranged absence. Excused absences are allowed for illness, doctor or dental appointments, and family emergencies. On return, the student should bring a written excuse from home, signed by his/her parent(s), to his/her teacher. This excuse must state the reason and date for the student's absence.

Teachers are not obligated to provide make-up work or credit for un-excused absences. Students will be considered tardy at 8:31 am.

School/Business hours are:	Preschool AM Programs		8:30 am - 11:30am
	Preschool PM Programs		12:30 pm - 3:15 pm
	Pre Kindergarten Program	M-F	8:30 am - 11:45 am
	½ Day Kindergarten (am)	M-F	8:30 am - 11:45 am
	Grades K – 8th	M-F	8:30 am - 3:00 pm
	<i>Business Hours</i>	M-F	8:00 am - 4:00 pm
	<i>Summer Hours</i>	M-TH	9:00 am - 4:00 pm

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 school, 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. Students are to use wholesome language that is edifying and encouraging (Ephesians 4:29; 5:4).

BIBLE

For the sake of conformity all students will be encouraged to memorize Scriptures from the New International Version (NIV) of the Bible. Scripture memory and class study will be from the NIV.

Bible study is recognized as fundamental and is a required subject at Gaarde Christian School. It augments the work in English, History, Geography, and all other subjects. Without the Bible, a student can hardly be considered educated in the true sense. The Bible gives the only true light for this life and the only hope for eternal life to come. Each student is encouraged to make a personal commitment to Christ the Giver of abundant life.

Knowledge of the Bible is the greatest educational asset any man or woman can have. The moral and spiritual values resulting from the study are essential for knowing and fulfilling God's plan for one's life. Character development is the most important work of both parents and the school. No other subject offered in the school affords so great an opportunity for laying the foundation for a good and sound character.

BIRTHDAYS

It is a privilege to help celebrate your student's birthday. We ask you to contact your student's teacher at least one week in advance to set a date and time for the party. For your student's personal birthday party, birthday invitations may be passed out at school, providing all students in the class are receiving one. This avoids unnecessary hurt feelings.

CAR LINE PROCEDURE

All students must use the car line system unless the student is escorted by the parent/guardian into the main building and into their classroom.

Car Line Procedure: All vehicles must enter the premises via the upper driveway marked "ENTER." Follow the arrows around, staying to the back of the parking lot, until they meet the double white lines by the modular building. No student is to get out of the vehicle until a staff member opens the door for him/her. For the safety of our children, the speed limit on the premises is 5 MPH. No one is to pull their vehicle out of the car line to pass other cars. If this does occur, the administration will contact the individual and readdress this safety issue. If you choose not to use car line, the parent is to walk the student into the building (front entrance only). This procedure is required by any and all individuals dropping off/picking up students. All vehicles must exit from the premises from the lower driveway marked "EXIT." Any student not picked up within 15 minutes of the end of their school day will be escorted to daycare and charged accordingly.

11:30/11:45 am Pick Up Procedure: Due to recess in progress, the above procedure is changed to the following: All vehicles must enter the premises via the upper driveway marked "ENTER." As you pass the circle island (you are on the left), go around the island (which is now on your right) and the student will be picked up at the side door. A staff member will assist your child. Remember, cars need to stay close together so traffic will not get backed up on to Gaarde Street.

12:30 Drop Off/3:15 Pick Up:: Parents must park and walk their child into class at 12:30. To pick up at 3:15 vehicles enter the premises via the upper driveway marked "ENTER". As you pass the circle island (you are on the left), go around the island (which is now on your right) and the student will be picked up at the side door. A staff member will assist your child.

CHAPEL

Gaarde Christian is vitally interested in the spiritual development of its students. This gathering together of the Gaarde Christian family allows for times of spiritual growth, sharing of needs, hearing different guests, ministers, and speakers. Attendance is required for All Day Kindergarten through eighth grade students. Parents are invited to attend chapels. No prior arrangements need to be made.

CHRISTIAN SERVICE

Students at Gaarde Christian School are encouraged to participate in Christian service throughout the school year.

CHURCH ATTENDANCE

We highly recommend and encourage faithful church attendance for all GCS families. (Hebrews 10:25)

CLASSROOM

The classroom is a Bible-based, Christ-centered learning environment relevant to the student's world. It is teacher-structured and pupil-oriented providing an environment which helps motivate the student to his/her maximum spiritual and intellectual development.

CLASSROOM OBSERVATION

We want to provide prospective parents with an opportunity to view the classroom. Classrooms are available for observation when scheduled through the administration. Classrooms are not open to observation the months of September and December, the last two weeks of school, or on test days.

CLASS SIZE

We attempt to maintain small, personal classes in each of our grade levels. Individual class size is determined by the administration.

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 Senior Administrator
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.

CURRICULUM

The curriculum is Christ-centered and progressively developed, providing a variety of methods and materials to meet individual needs. It is designed to stimulate the student intellectually and to lead him/her into a new life of growth in Christ. This is encouraged by providing opportunities for total, personal response to Christ as He is revealed in His Word and world. Curriculum is also designed to enable each student to integrate the Word of God with each subject area, as well as to maintain a definite period for the exclusive study of God's Word. The individualized packet approach to instruction is used where expedient. Individual or small group attention is directed toward students demonstrating special skills, talents, or needs. GCS maintains a high quality academic program drawing on a number of curriculum publishers. Annual curriculum reviews are conducted to ensure quality.

DISTRIBUTION OF MATERIALS

Handbills, leaflets, newspapers, and other material may not be distributed or posted by students or non-students on the Gaarde campus without the express permission of the administration. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual. This precaution is taken because the administration desires to have positive influence in the things advertised to the student and to eliminate any cross purpose to the nature of the school and needs of its students.

FIELD TRIPS

All school-sponsored trips are considered an extension of the classroom; therefore, students are expected to follow all school rules for conduct and attitudes while on field trips or representing the school in other fashions. Students are reminded that radios, mp3 players, Walkmans, headsets, and other music paraphernalia are not to be brought to school activities. If chaperons or teachers wish to play music, it is their prerogative to do so, accepting responsibility for the content of what is shared. Students are to treat chaperons with the highest respect. Obedience and quick compliance to their requests is expected at all times. All GCS students must wear a Gaarde T-shirt or sweatshirt on every field trip.

Each teacher will be arranging the field trips for his/her own class. Siblings or small children are not to accompany mothers or fathers on any field trips. We will not take field trips without adequate supervision. Please make yourself available to make this a successful year. Field trip permission forms are part of our Student Information forms that are to be completed and returned prior to the start of school. If that form is not on file, the child will not be allowed to go on a field trip. In that event, the children will stay at school and do school work.

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. Students sitting by windows should close the windows. All students must leave the building regardless of their activity and assemble quietly with their assigned teacher and group. Students may return to the building when directed to do so by their teacher or when signaled by the 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.

FUND RAISING

Our major fundraiser for the year is our annual fall Walk-a-thon. All parents are encouraged to participate during this fun event. Other fund-raising projects may arise from time to time. Any fund-raising projects must be approved in advance by the administration.

GIFTS

Financial gifts to the school are necessary to continue capital improvements, maintain a high quality of instruction, and to help keep tuition from being prohibitive to families desiring a Christian education for their children. All gifts are gratefully received and wisely used. Donations are tax deductible. Further information can be obtained by calling the administration (503) 639-5336.

HOT LUNCH PROGRAM

GCS will make available to all students a hot lunch program on Mondays, Wednesdays and Fridays. Parent volunteers are needed to come and help serve hot lunch. Tickets should be purchased, in advance, at the front office.

ILLNESS AND PRESCRIPTION MEDICATION

Because no nurse is available, students who become ill at school will go to the front office and make arrangements to go home. The school office 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 of 100 degrees or higher, vomited or has had diarrhea they must be kept home for 24 hours before they can return to school.

IMMUNIZATIONS

By law, all students must complete an Oregon Immunization form to attend school. These forms must be completed and returned to GCS prior to the first day of school. It is the parent's responsibility to fill out and keep updated. The records of all preschool students will need to be updated annually until they are "complete" at age 5. 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

GCS follows the direction of Tigard/Tualatin School District for school delays and closures. If there is a two hour late start, morning car line will begin at 10:10 am and classes will start at 10:30 am. If there is a two hour late start morning preschool and ½ day Kindergarten will not have class. Day Care will open at 9:00am and be open all day to preschool and ½ day Kindergarten students. Hot lunch will not be served. If there is a one hour late start, car line will begin at 9:10 am and classes will start at 9:30 am. Day Care will open at 8:00 am. All classes will have school. Hot lunch will be served.

If inclement weather occurs after the start of a school day, the Emergency Procedure/Parent Phone Tree will be initiated. This procedure consists of a primary and secondary caller (volunteer parents from each class) who contacts the parents from the class. 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 school and parent.

LOST & FOUND

Articles of clothing, and students' personal property should be marked with the students' name. Name or identifying marks may be placed on labels with permanent ink or sewn or embroidered on items. Students' personal property, coats, lunch items, and backpacks must be taken home regularly. Items found lying around, left behind, or misplaced will be placed in the lost and found. You may come to retrieve them before or after school. On the first of each month, items in lost and found will be donated to a nonprofit organization.

PARENT ASSOCIATION

We desire our parent's input in regards to GCS. We have Gaarde Parent Association Meetings on a monthly basis at which time this group will discuss and plan for their involvement in many different activities of GCS.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be scheduled at the end of the first and third quarter. At the end of the first quarter a parent must attend the conference in order to pick up their child's report card. A parent, teacher, or administrator may call additional conferences.

PARENT INVOLVEMENT HOURS

You may choose one of the following 2 options:

Option #1 Working a minimum of 10 hours per school year per child in a variety of positions, i.e., hot lunch program, classroom helpers, Walk-a-thon, room parent, school carnival, and summer maintenance projects. If you do not complete your 10 hours by April 1, you will be billed for the \$100 work fee on your May billing. Please realize that you are responsible for finding ways to volunteer. We will try to notify you of needs within the school through notes sent home, occasional phone calls, etc. However, all volunteer assignments are made according to the discretion of the classroom teacher or school administration.

Option #2 Pay a \$100 work fee (per family)

PARENTS IN THE CLASSROOM

All parents visiting or volunteering in the classroom must have a scheduled time that has been pre-approved by the teacher. All visitors must check in at the front office. If you wish to have a conference with the teacher, these appointments can be set up after school hours.

PERSONAL ITEMS

The school is not responsible for personal items which students bring, i.e., sport cards, legos, collectibles, etc. No buying, selling, trading, or exchanging of personal items is permitted.

PETS

Students are not allowed to bring pets to school.

SCHOOL EQUIPMENT

No school equipment is to be used without the specific permission of those who are in charge of that equipment. It should always be used in accordance with school policies. Any malfunction during use should be reported when the equipment is returned.

SCHOOL PARTIES

There are two scheduled parties during the school year - a Christmas party and a Valentine's Day party. As extra help is often needed for school parties, your student's teacher will be contacting parents for help. Parties may be enjoyed in classrooms when the teachers make arrangements. Students may bring treats on their birthdays. Arrangements need to be made with the teacher for the best time to celebrate.

SCHOOL PICTURES

Each year pictures of the individual student are made available for purchase. Individual pictures are usually received before Christmas. Class pictures are usually taken in the spring.

SHOW & TELL

Show & Tell is always encouraged in the preschool and early elementary grades. We do ask, however, that the student only bring one item per Show & Tell day.

SICKNESS

If your student is ill (fever, vomiting, or diarrhea), please do not send him or her to school. Contagious diseases (i.e., chicken pox, strep throat), should be reported so that we can notify other parents to be on the lookout for symptoms. Students may not return to school until 24 hours after vomiting or diarrhea and 24 hours after a fever is gone (100 degrees or higher).

SIGN-OUT POLICY

Gaarde Christian School is a closed campus and students are expected to remain on the Gaarde Christian campus, from their time of arrival until the end of the day. Students leaving during the school day for any reason require parent permission in advance of leaving, and must be signed out by the parent at the front office. Any exceptions to this policy require administrative approval. Failure to sign out when leaving constitutes an unexcused absence. Any student leaving and then returning to school during the school day must be signed back in by the parent at the front office upon returning to school.

SNACKS

GCS will allow a nutritional snack time for the student each day during school hours. Because of allergies and special diets, we ask that the parents furnish the snacks. This should be something, which does not require refrigeration and can be eaten in about five minutes. All snacks need to be healthy.

STUDENT RECORDS

Each teacher will keep records of attendance and tardiness. All academic records are kept in the Administrative Assistant's office. Parents of all new students (1st-8th Grade) need to complete a "Records Request" form to have their student's records transferred to GCS. All students must have an up-to-date immunization record on file to be admitted to class.

STUDENT TRANSFER PROCEDURE

Parents finding it necessary to withdraw their child from school any time before the end of the year will observe the following procedure:

1. Written notification to the administration stating the date and reason for withdrawing from school.
2. Turn in all books to each teacher.
3. The checkout sheet for first through eighth grade students will be signed and returned to the office. Bookkeeping will be notified, and a final statement prepared. Any balance owing on an account and the appropriate Early Withdrawal Fees will be due upon receipt of the final statement. (Please refer to the early withdrawal policy in the financial section of this handbook) If there is a refund due, it will be processed by our bookkeeping department as soon as the above procedure has been completed.

SUPPLIES

Each student is expected to furnish his/her own basic school supplies. It is unfair to count on borrowing pencil, paper, etc. from other students. Students must inform parents when supplies begin to run low, as teachers will expect students to be equipped for work at the start of each class. In August you will be mailed a supply list for your child's class.

TEACHER

The teacher is the authority, confidant, counselor, and disciplinarian of each student. He/she has the responsibility of setting an academic and spiritual atmosphere of acceptance, encouragement, warmth, and high expectations for the development of each student's potential.

TELEPHONE USE

The telephones are for church and school business and may be used by students only in cases of emergency. Telephone messages to students will be taken only from parents in an emergency situation. You should take care of personal business outside of the school days.

VISITORS

Any individual visiting the school premises during school/business hours is to sign in and out at the front office. Visitors will usually be restricted to those interested in attending Gaarde Christian or out of town guests. There will be no visitors on test days, the last two weeks of school, or months of December and January.

FINANCIAL INFORMATION

Registration and fees are annual non-refundable fees established to help cover the cost of participation in the GCS program.

Registration fee (for all grades)	New Student:	\$200.00
	Returning Student:	\$125.00
	After February 18 th :	\$175.00
	After May 31 st :	\$200.00
Billing Fee (if you choose to pay using monthly payment plan)	Family Total:	\$150.00
Activity/Gym Fee (All day Kindergarten to 8th grade)		\$100.00
T-Shirt		\$10.00

PRE-SCHOOL TUITION RATES

Pre-school 3 year olds (students must be 3 by September 1st)		
2 days per week (Tuesday and Thursday) 8:30 to 11:30		\$1,295.00
10 month payment plan (begins Aug.1 and ends May 1)		\$129.50
<i>Payment in full received by Aug. 1 receive 4% discount and not required to pay billing fee of \$150</i>		\$1,243.20
Pre-school 3 year olds (students must be 3 by September 1st)		
3 days per week (Mon, Wed, & Fri.)		
Morning 8:30 – 11:30 or 12:30 – 3:15		\$1,545.00
10 month payment plan (begins Aug.1 and ends May 1)		\$154.50
<i>Payment in full received by Aug. 1 receive 4% discount and not required to pay billing fee of \$150</i>		\$1,483.20
Pre-school 4 year olds (students must be 4 by September 1st)		
3 days per week (Mon, Wed, & Fri.)		
Morning 8:30 to 11:30		\$1,785.00
10 month payment plan (begins Aug.1 and ends May 1)		\$178.50
<i>Payment in full received by Aug. 1 receive 4% discount and not required to pay billing fee of \$150</i>		\$1,713.60
Pre-K 4 year olds (students must be 4 by September 1st)		
5 days per week (Mon.-Fri.) 8:30 to 11:45 or 12:30 – 3:30		\$2,190.00
10 month payment plan (begins Aug.1 and ends May 1)		\$219.00
<i>Payment in full received by Aug. 1 receive 4% discount and not required to pay billing fee of \$150</i>		\$2,102.40

KINDERGARTEN TUITION RATES

Half day Kindergarten (student must be 5 years old by September 1st)		
5 days per week (Monday-Friday) 8:30 to 11:45		\$2,525.00
10 month payment plan (begins Aug.1 and ends May 1)		\$252.50
<i>Payment in full received by Aug. 1 receive 4% discount and not required to pay billing fee of \$150</i>		\$2,424.00
Full day Kindergarten (student must be 5 years old by September 1st)		
5 days per week (Monday-Friday) 8:30 to 3:00		\$3,535.00
10 month payment plan (begins Aug.1 and ends May 1)		\$353.50
<i>Payment in full received by Aug. 1 receive 4% discount and not required to pay billing fee of \$150</i>		\$3,393.60

ELEMENTARY TUITION RATES

Elementary (grades 1st through 5th)

5 days per week (Monday-Friday) 8:30 to 3:00	\$4,290.00
10 month payment plan (begins Aug.1 and ends May 1)	\$429.00
<i>Payment in full received by Aug. 1 receive 4% discount and not required to pay billing fee of \$150</i>	\$4,118.40

MIDDLE SCHOOL

Grades 6, 7 & 8

5 days per week (Monday – Friday) 8:30 to 3:00	\$4,565.00
10 month payment plan (begins Aug.1 and ends May 1)	\$456.50
<i>Payment in full received by Aug. 1 receive 4% discount and not required to pay billing fee of \$150</i>	\$4,382.40

TUITION DISCOUNTS

A 20% sibling discount is given on any student(s) enrolled after the oldest student.

A 4% discount is given on tuition if the account is paid in full by August 1st and no billing fee will be applied.

GCS FINANCIAL POLICY

The registration fees, when paid, reserve a place in the classroom. All paid registration and class fees are non-refundable. Tuition payments are due by the first day of each month. Past due payments will be assessed a \$25 late fee if not paid by the 7th. Parents are responsible for contacting the office prior to the 1st of each month if there is a problem in making the payment on time. If alternate payment arrangements have not been made, and the account is in arrears at the end of the calendar month, the student may not be allowed to continue at GCS. Reinstatement will be considered on a case-by-case basis by the school administration. A minimum \$25 charge will be assessed for checks that are returned by the bank for any reason.

PARENT INVOLVEMENT HOURS

You may choose one of the following 2 options:

Option #1 Working a minimum of 10 hours per school year per student in a variety of positions, i.e., Hot Lunch program, classroom helpers, Walk-a-thon, room parent, school carnival, and summer maintenance projects. Please realize that you are responsible for finding ways to volunteer. We will try to notify you of needs within the school through notes sent home, occasional phone calls, etc. However, all volunteer assignments are made according to the discretion of the classroom teacher or school administration.

Option #2 Pay a \$100 work fee (per family)

EARLY WITHDRAWAL

Although parents are allowed to make monthly tuition payments, tuition is considered an annual amount charged to cover the cost of having a child enrolled in the school. Therefore, in case of early withdrawal of your student, the month in which you withdraw will be owed in full plus a withdrawal fee of \$625 for elementary and middle school students and \$250 for preschool students will be assessed. No other monies/fees will be reimbursed. The same early withdrawal fees will apply to those who pay annually. A reimbursement check will be mailed within 30 days of the students last day.

STUDENT INFORMATION

ACCIDENTS

A student who witnesses an accident, or who is injured on campus, should report it immediately to a teacher who will make a written report to the office. If no teacher is available, the accident should immediately be reported to the office. Students should not attempt first aid on their own unless no staff member is available.

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 school, 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. Students are to use wholesome language that is edifying and encouraging (Ephesians 4:29; 5:4).

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 Matthew 18.
2. Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the Senior Administrator
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

While discipline is basically positive training in the right direction (Proverbs 22:6), there must be consequences for failure to follow the rules. Students must realize that the "law is not made for the righteous person," but for the "lawless and rebellious, for the ungodly and sinners, for the unholy and profane..." I Tim. 1:19

Teachers and school administrators will use a number of disciplinary methods. Each case of misconduct will be handled on an individual basis. If a student causes a problem, he/she will own that problem. It will be up to the student to take steps to work it out. A student will always be given the opportunity to explain his version of the problem. The corrective measures to be employed to help the student work out his/her problem and correct his/her misconduct will be determined by the teacher or administrator involved.

The discipline process is to provide intervention, then give the student an opportunity to change or modify his/her behavior. Failure to modify would result in the next level of intervention. The goal of discipline is to produce changed behavior. Disciplinary alternatives can include, but are not limited to, the following: parent conferences, loss of recess or playtime, detention, work detail, non-participation in extra-curricular activities (i.e., field trips), probation, suspension, and expulsion.

DISCIPLINE CATEGORIES & CORRECTIVE ACTION

Corrective Procedures: The purpose of correction in the school situation is to lovingly encourage student to change their attitudes and also their actions. “Whom the Lord loveth, He chasteneth” suggests to us that chastening is an expression of Christian love. When a student’s action demonstrates a lack of love for God, his neighbor, and himself, correction calls him to change his mind (repent) and respond to God’s love with a different attitude. Changed behavior will follow from a changed attitude. The final goal is loving submission to Christ as Lord and to those whom He provides to give us educational leadership. Misconduct has been classified into three categories, depending on the severity of the violation.

CATEGORY 1: These offenses are those that are associated with non-rebellious behaviors such as childishness, immaturity, thoughtlessness, forgetfulness, or carelessness that prevent order and instruction in the classroom.

CORRECTIVE ACTION: Most disciplinary situations will be handled in the classroom at the level where the offense occurs. Offenses may result in additional work, loss of privileges, detention, parent-teacher disciplinary conference, student-principal conference, or work experience, or Category 2 consequences for recurrent offenses.

CATEGORY 2 (Minor Offenses): These are activities and attitudes that show a lack of respect for authority, or may be frequent violations of Category 1 rules. For example: Excessive talking, failure to turn in homework, writing and passing notes, repeated inappropriate behaviors, small damage of property, disrespect for adults, threats, discourtesies or insolent behavior toward others, scoffing, cheating, violation of dress code, etc.

CORRECTIVE ACTION:

Violation #1: A teacher and/or administrator conference. The parents may or may not be contacted depending on the offense. A disciplinary report will go on file. Teacher initiated disciplinary consequences may be in effect.

Violation #2: Parents contacted and a second report will be placed in the student’s file.

Violation #3: A conference with the student, administration and parent to set up a Behavioral Contract.

Violation #4: If the student does not comply with the contract set forth during the administrative, parent/student conference, the student will be suspended for up to three (3) days.

Violation #5: If, after suspension, the student does not comply with school policies, does not show submissiveness to authority, or shows signs of turning his/her heart to follow God, the student will be dismissed from Gaarde Christian School.

CATEGORY 3 (Major Offense): These are activities that are in violation of Federal, State or City laws, that seriously threaten the safety of other students, that show flagrant lack of respect for authority or property, or that violate Biblical moral codes and conduct. For example, theft, cheating, possession of tobacco, alcohol, illegal drugs, immoral behavior, fighting, pornography, blatant disrespect etc. Frequent and repeated violations of Category 2 rules would also be considered a major offense.

CORRECTIVE ACTION: These problems will result in some type of suspension and may result in immediate expulsion. The length of suspension varies upon the severity of the offense, attitude of person, repentant spirit, frequency of problem and previous school records such as citizenship, attendance, tardy infractions, detentions, or work experience. Parents will be notified immediately of the nature of the offense. It is the intent of the school to involve the parents in the disciplinary process of major offenses.

GCS students are expected to abide by the following rules & guidelines:

1. Fighting is strictly forbidden on the school grounds. Severe discipline will be administered in every case. Fighting is described as punching or striking another student. If a student returns a blow when he/she could have gotten away to report the incident, the student may be punished along with the attacker. This policy will be strictly adhered to.
2. NO destruction of school property.
3. Running, shoving, tripping, punching, or throwing objects of any kind is not permitted on the premises at any time.
4. No radios, recorders, skates, skateboards, or other disruptive or potentially dangerous items are to be brought to school.
5. Leave all bulletin boards, chalkboards, and other equipment and materials alone unless given specific permission to use them.
6. Students are to stay out of classrooms unless there is a teacher present.
7. Restrooms are to be kept neat and clean. Always pick up after yourself. If you find a mess or a malfunctioning toilet, etc., please notify a teacher or the front office right away.
8. Be kind and courteous to everyone in and out of class.
9. Gum chewing will not be permitted on school grounds or in the building at any time that school is in session.
10. Inappropriate gestures of any kind, (i.e., using hands, body) will result in immediate discipline.
11. Possession of narcotics, alcohol, nicotine or non-authorized prescription drugs, knives, firearms (or look-alike toys) will be grounds for immediate expulsion from school.
12. Cell phones may not be used during school hours. All student cell phones need to be turned off and kept in the students’ back pack or locker.

SEARCH & SEIZURE: In order to insure a climate in our school which assure safety and welfare for all, equipment such as desks, lockers and cabinets do belong to the school and students are allowed to use this equipment as a convenience. GCS does not tolerate the use of such equipment for the storage of illegal items. Students are assured of their rights as individuals and that these rights will always be balanced with the needs of the school. In a search and seizure situation, the following procedure will be observed:

1. A search and of a student's belongings and person is limited to a situation where there is probable reason to believe that the student is secreting evidence of an illegal act or school violation.
2. Illegal items (firearms, tobacco, drugs, weapons, etc.) or other dangerous possessions may be seized by school officials.
3. Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession.
4. If student guidelines are not followed, a student may receive detention, suspension, or expulsion.

DRESS CODE - Purpose

GCS recognizes that parents and students are primarily responsible for the appearance and dress of the student, therefore guidelines have been limited. The purpose of the guidelines established is to best enhance the learning environment and uphold the spiritual climate of GCS. The goal is to create an environment that discourages using fashion as a status symbol or arena for competition. Acceptability of dress should not determine the acceptability of the student. Each individual should be recognized for his/her effort, abilities and spirit. The school also endeavors to encourage Christian young people to be concerned with the Biblical principle of modesty.

DRESS CODE - General

1. Daily attire shall be neat, clean and in good condition, no holes.
2. Clothing or jewelry with emblems, writing or pictures shall reflect that which is wholesome and positive. Any clothing or jewelry that depicts values contrary to that of the school's mission or principles is not allowed.
3. Shorts may be worn. Shorts must be no shorter than three inches above the knee. Lycra or other stretch shorts are not allowed.
4. Shirts and tops shall be long enough to be tucked in. Extremely tight tops, tank tops, or spaghetti strap tops are not appropriate school attire. Undergarments should not be visible at any time.
5. Friday is casual day in which students may wear t-shirts and sweat pants.
6. Shoes must be worn at all times. We discourage open-toed shoes due to safety issues.
7. Specifically excluded are: tight, clingy clothing, grunge or youth gang related clothing, oversized pants, hats, flip flops and unnatural hair coloring.
8. Hooded sweatshirts (pullover or zip up) and coats may not be worn in the classroom, they may be worn during recess.

DRESS CODE – Specific

Boys: Shall wear collared shirts, sweaters, jeans, pants or shorts. T-shirts, sweatpants and athletic shorts are not acceptable except on Fridays.

Girls: Blouses, turtlenecks or tops, shorts, pants, jeans or skirts. T-shirts or sweatpants are not acceptable except on Fridays.

Chapel: Girls – dresses, skirts, jumpers with a blouse or sweater. Dresses/skirts/jumpers must be knee length or longer.

Dress shoes/sandals with socks or tights. No pants, tennis shoes or hooded sweatshirts. Girls should not wear heels; we recommend rubber soled shoes for safety. Girls may wear leggings under their dresses or skirts.

Boys – white dress shirt or sweater/sweater vest with a collared shirt. Dress slacks and dress shoes. No jeans, tennis shoes or hooded sweatshirts.

DRESS CODE – Appearance

1. Student's hair should be clean, neatly groomed and not interfere with eyesight. No "distracting" styles or unnatural colors. Boys' hair should be no longer than the middle of the collar in the back and not extend below the ear lobe on the side.
2. Jewelry for girls should not be excessive or distracting. Earrings are to be worn in the earlobes only. For boys, no earrings are allowed at school. Specifically excluded are permanent tattoos as well as adornment with compromising symbolism and body jewelry.
3. Middle School girls may wear light make-up and heels and all middle school students may wear flip flops.

These guidelines are subject to modification as deemed necessary by the GCS Administration.

DRESS CODE VIOLATION

Enforcement of the dress code will be in accordance with the spirit of the rules as well as the wording. If in doubt as to the acceptability of an article of clothing, ask the administration ahead of time. The administration reserves the right to judge any article of clothing on an individual basis for appropriateness, neatness, and modesty. While it is possible a student's attire or hairstyle meets the letter of the Dress Code as stated, these may not be appropriate as worn, particularly while sitting or walking. If attire is not appropriate, the student will be sent to the office and will remain there until acceptable clothing is available.

FLAG & BIBLE PLEDGES

Christian Flag - I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood uniting all true Christians in service and in love.

Bible - I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

American Flag - I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

GRADING

The following policies are generally accepted by educators as being applicable to grading procedures. They should serve as a framework within which each teacher will detail his/her own specific grading procedures:

1. Each student's performance in the educational program of the school is his/her major responsibility.
2. Achievement of the class objectives should determine grades.
3. Minimum standards should be such that all students enrolled in the class can accomplish them. However, a minimum accomplishment will deserve a minimal passing grade (D).
4. Minimum standards of citizenship goals and objectives will be established for each course and explained to the student.
5. The relative value of class work, assignments, tests, and examinations will be established in relation to expectations for grade levels.
6. Midterm progress reports indicate the direction of the student's achievements.
7. Class absence and tardiness may be reflected in the grade.
8. The letter grades (A, B, C, D, and F) are used to designate achievement standing for grades 2-8. The teacher may use a plus (+) or a minus (-) symbol at his/her own discretion, but these symbols are not included on the permanent record. The letter grades represent the following achievement levels:

A = Excellent or Superior Work	A = 93 to 100%
B = Above average	B = 84 to 92%
C = Average	C = 74 to 83%
D = Below Average, Minimum Passing	D = 63 to 73%
F = Failing	F = up to 62%

9. The letter grades (E, S+, S, and NI) will be used to designate achievement standing for grades Kindergarten thru first. The letter grades represent the following achievement levels:
 - E** = Excellent or Superior Work
 - S+** = Above Average
 - S** = Average
 - NI** = Below Average, Needs Improvement
10. The letter grades (P, D, and H) are used to designate achievement standing for Preschool & Pre – Kindergarten students.
 - P** = Performing the skill
 - D** = Developing the skill
 - H** = Help needed to develop the skill

PROMOTION TO NEXT GRADE LEVEL – All promotions to the next grade will be upon the approval of your child's current GCS teacher and the administration.

HOMEWORK PHILOSOPHY

Homework is an integral part of the school program. Each teacher gives homework according to grade level. Each student is required to complete his or her homework on time. General guideline is 10 to 15 minutes per grade, however if a student does not use their class time efficiently this may be increased. Homework is given as the following:

- DRILL** We believe that most students require regular drill to master essential material.
- PRACTICE:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- REMEDIAL WORK:** As instruction progresses, various weak points in a student's grasp of a topic become evident. Homework is given to aid the student to overcome such difficulties.
- SPECIAL PROJECTS:** Book reports, compositions, special research assignments and projects are some of the activities useful in extending learning beyond the basic study of the text and classroom discussion.

Students who have been absent will have two days to make up work for every day they missed school.

OUT-OF-BOUNDS AREAS

The following areas are out-of-bounds to students and should not be entered without special permission.

1. Staff (Teachers & others) desks.
2. The front office
3. The Administrator and Pastoral offices.
4. The sanctuary
5. The furnace rooms
6. The teacher workroom
7. The kitchen
8. The storage sheds
9. The garbage/disposal area
10. Off school grounds
11. Other areas as posted

PERSONAL ITEMS

The school is not responsible for personal items which students bring, i.e., sport cards, legos, collectibles, etc. No buying, selling, trading, or exchanging of personal items is permitted. Electronic devices are not allowed at school including, but not limited to cell phones, handheld games, mp3 players. These devices will be collected by the teacher and may only be retrieved by a parent.

RECESS RULES

The recess areas include the blacktop, the fenced field, the playground and the gym. Students must never play on the lawn or steps in front of the church building. All students must be visible to the playground supervisor during outdoor recess. No student can leave the play area without permission. GCS recess rules are as follows:

General Rules

- Do not bounce balls off of classroom walls or gym lights and ductwork.
- 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 cones and/or branches from trees
- No fighting or play fighting (Including Karate/TaeKwonDo)
- No one is to be in classrooms on recess unless permission is given
- When whistle sounds: line up quickly by class
- 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

Specific Rules

1. No slamming into gym walls
2. No hanging on basketball hoops
3. No going behind the fence, bushes, buildings, or dumpsters
4. No food or drink on the playground
5. No spitting
6. No bringing toys or play equipment unless shared
7. All school equipment must be shared
8. No bad attitude
9. No bad language
10. No fighting, pushing, or shoving
11. Don't interfere with other students' games; kicking ball away from players, etc.
12. No leaving playground or recess area without permission
13. No hitting or kicking
14. No arguing or being disrespectful to the recess teacher

SEXUAL HARASSMENT POLICY

Sexual harassment is a specific form of discrimination. It can be a verbal or non-verbal form of harassment. It is a means of degrading the sexuality of an individual. Sexual harassment also includes making unwanted statements with sexual connotations to another person. Behavior of this nature will not be tolerated in any form.

TEXTBOOKS

All textbooks (unless purchased by the student) are the property of the school: however, they are the responsibility of the student during the period of issuance. Lost books will be replaced at the student's expense. A textbook should have a life span of at least five years, and should proceed in condition from new to excellent, to fair, to poor. Damage or extraordinary wear to textbooks will result in a damage assessment to the children. No labels, stickers, pictures, etc., which conflict with Gaarde Christian standards are permitted.

GAARDE CHRISTIAN DAY CARE A MINISTRY OF FAITH JOURNEY CHURCH

HOURS

Gaarde Christian Day Care, a ministry of Faith Journey Church, offers before and after school care for students. Day care hours are 7:00am to 8:10am and 11:30am to 6:00pm.

COST

The cost of daycare is \$4.25 per hour, per child. If your child uses daycare from 7:00am - 8:10am 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 daycare must be submitted 48 hours 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 daycare is not a drop-in situation, if your child comes to daycare 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. Any student not picked up within 15 minutes of the end of their school day will be escorted to daycare and charged accordingly. If your account is not current, your child will be unable to use daycare.

DROP OFF AND PICK UP PROCEDURES

The parent/guardian will walk the child into the facility, let a daycare staff member know the child is here and sign them in using the code provided by the school. The child may only be picked up by an individual who is authorized to pick up the child. Authorization is noted in the child's file. The child needs to be signed out using the code provided by the school.