

Gaarde Christian School

Preschool 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, which 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).

GENERAL SCHOOL INFORMATION

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

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 activities generally accorded or made available to students at the school and do 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 sixth grade. It must be understood that attendance at GCS is a privilege and not a right. Any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment will forfeit the privilege. 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 entering Kindergarten through 6th grade 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.

School/Business hours are:

Day Care	M-F	7:00 am - 8:10 am, 11:30 am - 6:00 pm
Preschool AM Programs	M/W/F & T/Th	8:30 am - 11:30 am
Preschool PM Programs	M/W/F	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

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

Bible curriculum is taught each day and is integrated throughout all activities of the day. We focus on teaching godly character traits that will help us to act more like Christ in what we do and say. We will use bible stories, practical living stories, prayer and music. Our goal is for each child to have a personal knowledge of God and the Lord Jesus. We also want them to know that God loves us and wants us to love and serve Him, that God is the Creator, that Jesus is our friend, that the Bible is God's Word and that prayer is our time to talk to God.

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. You may bring cookies or cupcakes, juice, paper cups, and napkins. 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). All individuals dropping off/picking up students are required to follow this procedure. All vehicles must exit from the premises from the lower driveway marked "EXIT." The afternoon preschool class must park and walk their child to class.

11:30/11:45 am and 3:15 pm 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. When picking up your child, during any car line, please have your "carline sign" (you will receive one from the school) in the front right-hand side of the window with the child's last name or carpool name. Remember, cars need to stay close together as traffic gets backed up on to Gaarde Street. Any individual other than the parent picking up the student must be listed in the student's file, if not the student will not be released. Students not picked up 15 minutes after their class ends will be signed in to day care and charged accordingly.

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 (no children please) when scheduled through the administration. Classrooms are not open to observation the months of September and December or the last two weeks of school.

CLASS SIZE

Preschool 3's 1:12 ratio

Preschool 4's 1:16 ratio

Pre-Kindergarten 1:16 ratio

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 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. The curriculum is designed with the fact that children of the preschool age need to have fun in order to learn. We recognize that every child is unique in their way of learning and we believe it is important to give many opportunities for each child to be able to learn in an environment that challenges them yet does not frustrate them. Preschool is the foundation for Gaarde's elementary reading and math skills.

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, 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. Preschool students will leave their t-shirts in the classroom and they will be sent home on the last day of school.

Each teacher will be arranging the field trips for his/her own class. Oregon State law mandates that our preschoolers are adequately secured in an appropriate child restraint whenever traveling in a vehicle with seat belts. 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.

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 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.

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 for capital improvements, 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.

ILLNESS AND PRESCRIPTION MEDICATION

Because no nurse is available, students who become ill at school should 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 (medication will be discarded every Friday, if not picked up by parent); 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.

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! 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 School will always follow Tigard/Tualatin School District for school delays/closures. If there is a two hour late start, car line will begin at 10:10 and school will start at 10:30 am. There will be no morning preschool or ½ Day Kindergarten classes. PM preschool classes will meet. Day Care will open at 9:00 am and be open all day to preschool and Kindergarten students. Hot lunch will not be served. If there is a one hour late start, care line will begin at 9:10 am and all morning classes will start at 9:30 am. Day care will open at 8:00 am. 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. The lost and found is located in the day care area. 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 parents' input in regards to GCS. We have Gaarde Parent Association meetings on a monthly basis at which 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 quarter. 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 in a variety of positions, i.e., Hot Lunch program, classroom helpers, Walk-a-thon, room parent, school carnival, and summer maintenance projects. Please refer to the GCS Parent Partnership Agreement for a full list of ways to become involved. 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)

PARENT ORIENTATION

In the beginning of September an evening will be spent in explanation of the basic philosophical foundation for the Christian School. The distinctive characteristics of Christian education will be presented, our staff will be introduced, and important information regarding teacher expectations will be shared. Parents should be present at this orientation (no students/children please).

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.

PRESCHOOL POTTY TRAINING

All students are to be potty trained before enrollment at GCS. Potty trained 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 GCS staff person cleans up the child. If the parent cannot be reached the child will be taken care of immediately and the parent will be notified. If a student has a continuing problem with potty training, there will need to be a parent/teacher conference to address the issue.

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. Do not surprise the next person who needs it with non-functional equipment.

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.

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.

SHOW & TELL

Show & Tell is always encouraged in the preschool and early elementary grades. Each teacher will set their own classroom policy for show & tell.

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 no matter how valid the reason. 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. When an individual comes onto the premises and signs-in, they must wear a button/sticker that states they are a visitor or volunteer. When the individual leaves the premises, the button/sticker is returned at the front office. All doors to the facility will be locked during school hours except for the main entrance and daycare doors.

SNACKS

Our preschool requires that each student bring a nutritional snack each day. Due to 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. No cookies, cakes, or candy, please; the high sugar content of these foods can cause behavior problems.

STUDENT TRANSFER PROCEDURE

Parents finding it necessary to withdraw their child from school any time before the end of the year need to give written notification to the administration stating the date and reason for withdrawing. We encourage you to schedule an exit interview with the administration as well. Withdraw fees will apply, see page 14.

SUPPLIES

Each student is expected to furnish his/her supplies as requested on the supply list furnished to the parent upon enrollment.

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.

VISITORS

Any individual visiting the school premises during school/business hours is to sign in and out at the front office. Student guest labels must be obtained from the front office. This badge must be worn to all classes during the day. Visitors will usually be restricted to those interested in attending Gaarde Christian or out of town guests.

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 to a teacher immediately who will make a written report to the office.

DISCIPLINE

Since we see our preschool 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 Preschool 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 Preschool temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of the child attending Gaarde Christian Preschool.

DRESS CODE

Comfortable, washable play clothes are a must for school. Dress your child for an active day. Please keep in mind that we do many fun things and sometimes children get messy and dirty. Children may want to “dress up” for special school events. There will be no “messy” play or activities on these special days.

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 will include some outside play. All jackets, sweaters and caps should be clearly marked with your child’s name. “Sunday” shoes and thong type sandals are dangerous on active feet and inappropriate for school except on those special days. Loose-fitting jewelry, especially necklaces, are also a hazard for young children and, therefore, best not worn to school. We ask that children not wear clothing representing violence, sorcery or supernatural powers. Since young children have difficulty distinguishing between realities and pretending, this type of clothing often leads to violent play at school.

Finally, helping your child choose clothes for school is a great opportunity to begin lessons in modesty and appropriateness or inappropriateness of some clothing styles. Speak to your director or program supervisor if you have questions about our dress policies.

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 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

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. Day Care area
12. Other areas as posted

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 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 cones and/or branches from trees

No fighting or play fighting (Including Karate/TaeKwonDo)

No one is to be in classrooms during recess unless permission is given

When bells ring/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

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.