

Ministry of Faith Journey Church

Gaarde Christian Day Care(GCDC) is a ministry of Faith Journey Church. The Deacon board and Senior Pastor oversee the business operations of the Day Care.

While we do not teach Assembly of God doctrinal distinctives to a GCDC student, it is understood that the doctrinal distinctives govern the operations of each entity of FJC including GCDC We do not require our GCDC teachers to subscribe to the beliefs of FJC other than what is described in the 'Statement of Faith", which is found in the GCDC Handbook.

GCDC Staff

GCDC staff go through a vigorous screening process. The interview process is layered and before they are hired each applicant will undergo reference checks, State of Oregon criminal background check, and a nation wide (and international if warranted) background check. All staff, including substitutes, must meet state requirements and complete an orientation process before starting work. Each staff person must continue their education by completing at least the minimum required state clock hours in workshops, & seminars, including First Aid/CPR training.

(A ministry of Faith Journey Church)

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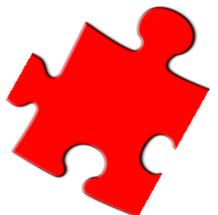


FAITH JOURNEY
CHURCH



Safe & Nurturing
Environment

Christ Centered Learning



HOURS OF OPERATION

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

SCHEDULE

GCDC operate on a 10 month schedule, starting the Wednesday following Labor Day until the date in June which is posted on the annual calendar. The calendar will be published by July 1st. GCDC is closed the following holidays:

- Thanksgiving/Friday after
- Veteran's Day Observed
- Christmas Vacation, as noted on the calendar
- Martin Luther King Jr. Day
- President's Day
- Spring Break, as noted on the calendar
- Memorial Day

There will be other dates of closure throughout the course of the 10 month GCDC calendar all of which will be noted on the annual calendar.

STAY & PLAY

Throughout the year, GCDC offers "STAY & PLAY" events. Each event has a specific theme where students 'step into' the world of the theme for 2 hours. Students must have a registration for GCDC on file and sign ups for Stay & Play events are available until 2 days prior to the event.

REGISTRATION

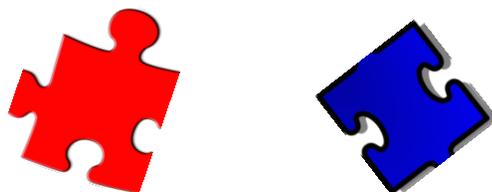
GCDC has limited space and fills in order of registrations and schedules received. GCDC begins to accept registrations/schedules for the following school year in Mid-May.

Day Care for elementary students (ages 5-12) is available beginning the Wednesday after Labor Day. Day Care for preschool students (ages 3 and 4) is available beginning the Monday after Labor Day. Must be of age by **September 1st** and students must be completely potty trained.

PRESCHOOL

◇ Daily Schedule

We believe that young children thrive when they know what to 'expect next'. With that in mind, our daily goal is to follow a routine that allows for children to feel the safety of expectations being met. When they have a general knowledge of what they will be doing in the next segment of time, they transition easier, they feel more in control and they are able to participate fully because they don't have to spend any efforts on wondering 'what is going to happen now'. Generally the afternoon for preschool age students follows a schedule of free play, lunch time, rest time, daily activity, recess, and snack.



ELEMENTARY

◇ Daily Schedule

Elementary age children need similar routines as a preschool age child in order to provide a safe & stress free environment for them to thrive. A typical schedule for an elementary age student includes snack time, recess, homework time, free activity time.

FEES & PAYMENTS

- Cost of day care is \$5.80 per hour, per child
- A flat fee of \$5.80 is charged for any amount of day care use from 7:00am - 8:10am
- Late pick up charges (after 6pm) will result in a \$5.00 charge for the first 10 minutes, and a \$10.00 charge for each five minute period thereafter
- Day care schedules are due two weeks in advance with payments
- **There is no drop in day care**
- Payment for scheduled hours are due regardless of child's attendance
- Schedule changes for day care must be submitted 48 hours in advance; if a situation should arise where you need to make a schedule change with less than 48 hours notification, you will be charged an additional \$3 per hour/per child provided there is space available.
- A permanent schedule should be submitted for consistent schedules
- Accounts past due will result in suspension of day care use until account is current

A registration form and printed schedule must be on file in order for care to be provided. Forms are available online, in the Day Care office or FJC Front Office.

GCDC Handbook Available Upon Request