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Mission Statement

GCS exists primarily to assist parents in fulfilling their divine responsibility to train thoroughly each child to obey God in every area of life. This is accomplished by providing programs of learning experiences to guide the individual student in understanding, appreciating and relating to the truth of God as revealed in His Word, His world and in the Holy Spirit.

Academically, the school seeks to provide a learning program which is flexible and comprehensive enough to offer the best education possible for each individual student.

Additional supportive programs include a nurturing daycare for children (newborn-12th grade), kindergarten preparatory preschool program, a competitive athletic program, and a fine arts and music program.

In the final analysis, it is the purpose of Gilead Christian School to help the student to grow as Jesus grew, "*in wisdom and in stature and in favor with God and Man.*" Luke 2:52

Reviewed by the GCS School Board January, 2000

Statement of Faith

(Of the National Association of Evangelicals)

We *believe* the Bible to be the inspired, the only infallible, authoritative Word of God.

We *believe* that there is only one God, eternally existent in three persons- Father, Son & Holy Ghost

We *believe* in the deity of our Lord Jesus Christ—in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.

We *believe* that, for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

We *believe* in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We *believe* in the resurrection of both saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We *believe* in the spiritual unity of believers in our Lord Jesus Christ.

All programs at Gilead Christian School are administered without discrimination in regard to race, color, gender, national or ethnic origin.

INFANT/TODDLER PHILOSOPHY

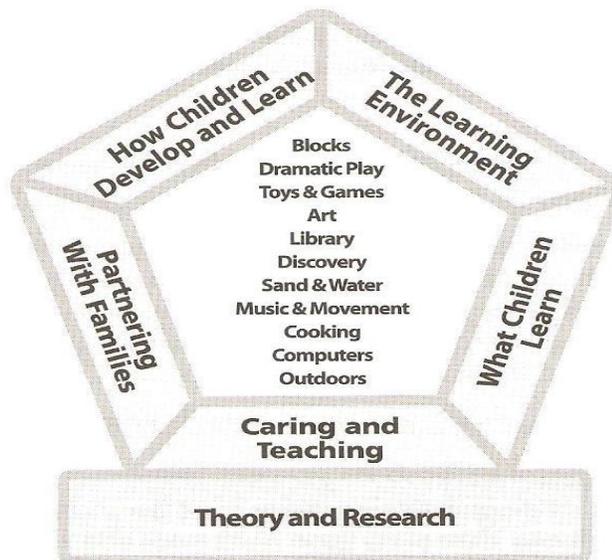
Gilead Christian Infant/Toddler Daycare Program strives to provide a healthy, safe and thoroughly Christian atmosphere in which children can mature socially, spiritually and physically. It is our desire to know, understand and treat each child as a unique child of God and to help each child understand themselves and how to properly express themselves in all situations in God's world. Games and fun activities are used daily for growth in small and large motor skills as well as enriching activities to foster the exploration of God's creation. Reading and music are used frequently throughout the day to encourage the development of communication and imagination as well as our encouragement of our role as beings created to worship our Lord and Savior. Our ultimate desire is for each child to feel wanted, understood, safe and loved in the hope that it will enable them to grow as Jesus did, "...in wisdom and in stature, and in favor with God and man." Luke 2:52

PRESCHOOL PHILOSOPHY AND GOALS

- A. We desire for children to leave the preschool years with the following:
1. A strong sense of security
 2. A healthy self-esteem
 3. An enthusiasm for living
 4. An enthusiasm for learning
 5. Self-discipline
 6. An appreciation and respect for others
 7. An appreciation and respect for God, and the Church
- B. Gilead Christian Early Childhood Center was established to provide an education in a warm and loving atmosphere for children three through five years of age. Recognizing the importance of a balanced growth, our staff will provide opportunity for the social, mental, physical, and spiritual development of the child. This program was also established as a service to the families and children of the community. This service has grown from a sincere love for the children and a desire to help their proper development and adjustment in our modern world.
- C. We feel that the early childhood center should be more than a playtime experience. Further, we feel that 3, 4 and 5 year olds do not thrive well in a tightly structured classroom setting. Therefore, our program is activity-centered where the children learn as they are engaged in age-appropriate activities. Our goal is to provide school readiness immersed in a stimulating social, moral, and spiritual atmosphere.

PreSchool Curriculum

Gilead Christian PreKindergarten Program has embarked on a new journey and has incorporated a nationally accredited curriculum for our program. We will be using; the *Creative Curriculum*, in addition to, the handwriting curriculum that the Gilead Christian PreKindergarten staff has developed; furthermore, they are both aligned with the current Ohio Department of Education state standards. The *Creative Curriculum* is founded on teaching principals that are diverse for students, just as the students here are all diverse. We do not all fit into a perfect box; therefore, we cannot teach like children are all the same. So, the *Creative Curriculum* focuses on the children and their actions within the environment, as well as, their actions with their peers and teachers. It provides children with a learning technique that helps them play while learning. The *Creative Curriculum* uses 5 areas of framework, in addition to the theory and research, which includes: How Children Develop and Learn, The Learning Environment, What Children Learn, Caring and Teaching, and Partnering with Families. Below is a graph of the framework and its incorporation into the classroom.



The Gilead Christian PreKindergarten handwriting curriculum is being developed by the Gilead Christian School Pre-K staff. This area of the curriculum uses worksheets that are aligned with the state standards and the *Creative Curriculum* standards to ensure we have significance and reason to our teaching with worksheets. This program has been in practice for many years; however, this year we have made it official by linking Standard based learning. Furthermore, our future holds the implementation of a daily bible curriculum with the *Creative Curriculum* and the handwriting curriculum to give our children the tools and readiness for success in their schooling careers.

License

The Gilead Christian Preschool Center is open 5 days a week and is in operation during the school year. The Infant/Toddler Center is open 5 days a week all year long. It is sponsored by the Gilead Friends Church as an interdenominational service. It is a member of The Association of Christian Schools International. The early childhood center is just the first segment of Gilead Christian School and is located at the Gilead Friends Church, 3613 Twp. Rd. 115, Mt. Gilead, Ohio. Grades K-6 are held at the elementary building and grades 7-12 are held at Gilead Friends Church.

The early childhood center is fully licensed by the Ohio Department of Education. The license is posted near the administrator's office at the preschool.

The law and rules are available at the center. The center's licensing record, including compliance report forms and evaluation forms from the health, building, and fire departments, are available upon request from the department. The Ohio Department of Education's phone number is 1-614-466-0224 for any person to use to report a suspected violation by the center. The Early Childhood Center license capacity is 145. The center observes the following staff/child ratios and small group sizes maintained for each group:

	Staff/Child Ratios
INFANT	1:4 (0-18 mo.)
TODDLER	1:7 (18-36 mo.)
PRESCHOOL	1:12
PRE-KINDERGARTEN	1:14

ADMISSION PROCEDURE

A. To begin the enrollment process at Gilead Christian Early Childhood Center, interested parents/guardian meet with the Early Childhood Administrator to discuss philosophy, policies and procedures of the Center. A tour of the center is given and the Administrator acquaints the parent/guardian with the required state forms, which must be completed to be officially enrolled. When the enrollment forms are returned and the required registration fee is paid a date is scheduled for your child to begin.

Registration Fee for Preschool is \$50.00 for the first child - \$25.00 for each child thereafter. If you enroll after January 1, the fee will be \$35.00.

Registration for Infant/Toddler is \$50.00 regardless of enrollment date. This registration fee is non-refundable.

Pursuant to Rule 5101:2-12-37 of the Administrative Code, each child attending the school (except those children who are attending a grade of kindergarten or above) will secure and have on file verification of a medical exam. **The medical exam statement will verify a date of exam within the past twelve months and be on file within thirty days of the child's date of admission** and every thirteen months thereafter, until the child is attending a grade of kindergarten or above.

NOTE: A current Immunization Record and/or Medical Statement must be on file before child may start at Center.

B. All children are considered for enrollment regardless of race, color or national origin. The Gilead Christian Early Childhood Center recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs and activities. In addition the school will not discriminate on the basis of race, color, ethnic origin in the administration of its education and programs.

C. No child will be admitted:

1. Who has serious academic, conduct, emotional, learning or physical problems which interfere with participation in the regular academic program and for which our program is not equipped or staffed, unless parents are willing to bear the expense of all additional staff and services.
2. Whose parents or guardian are not willing to abide by the purpose, philosophy, objectives and policies of Gilead Christian Early Childhood Center.

HOURS OF OPERATION

Infant/Toddler

6:30 A.M. to 6:30 P.M./5 Days per Week/Year Round

Preschool

6:30 A.M. to 6:30 P.M./5 Days per Week/School Year

HOLIDAYS/SCHOOL CLOSINGS

The Early Childhood Center calendar will include all days that the Center will be closed. **This means that parents will need to have a back-up plan when holidays or school closings occur.**

Cancellations due to bad weather will be announced on the following TV stations:

WBNS – TV	Columbus	Channel 10
WTVN – TV (Fox 28)	Columbus	Channel 6
WNBC – TV	Columbus	Channel 4



We also have our TRZ System. You will receive a call from Gilead Christian School. Remember, this is a courtesy call and should not be counted on as your only means of notification.

On these days, the entire Early Childhood Center will close.

The Early Childhood Center will exercise a one hour delay for inclement weather. In the event of a one hour delay, the Center will open at 7:30 AM. Please use your discretion in bringing your child out on those days.

ABSENT DAYS

If your child will be absent for the day, please call the Center before 9:00 am. This information is important for our lunch count every day. If your **Infant/Toddler** is not in attendance by 9:00 am and we have not been contacted, a lunch will not be ordered for your child.

DAYS-MISSED POLICY

If you choose to take vacation during your child's enrollment, there will be no reimbursement. In the event of an extended absence, please contact the finance office.

It is not our intent to short-change our parents; however, parents using our K-12 grades are never reimbursed for any reason, except for permanent withdrawal. Reimbursements create cash flow problems, keeping in mind that we must commit to our staff on the basis of enrollment, which hopefully, will stay consistent throughout the year.

RESPONSIBILITY FOR PAYMENT (for tuition and other fees)

The parent/legal guardian signing the enrollment forms must also sign a Tuition Agreement Form. They are responsible for payment of tuition, daycare, lunch charges and other fees. In the event that someone other than the parent/legal guardian is assuming the responsibility for making payments, both the parents/legal guardian and that person should sign a Tuition Agreement Form for the GCS Finance Department. If the latter does not meet the financial obligation, the parents/legal guardian who enrolled the child is responsible.

All fees are due in full by June 30th. The school has the right to terminate the attendance of any student for any reason addressed in the GCS Student/Parent Handbook, including the failure of the parent to maintain their financial obligation of Gilead Christian School.

LATE PAYMENT FEES

An invoice not paid within 30 days of the due date is subject to a late fee of \$35 for every 30 days it is not paid in full. Payments will be applied to the oldest outstanding invoice moving forward until payment is exhausted. If a payment has not been made within sixty (60) days of the due date, the school may, at will, suspend the student and is under no obligation to provide services, educational or otherwise to aid said student. In the event that prior or present obligations have not been met; any sum paid for any purpose including Preschool Application fee for a future year will be applied first to the satisfaction of prior and/or current obligations.

OVERTIME CHARGES

After 6:30pm, our specified closing time, parents will be charged at the rate of \$10.00 per child in 15 minute increments. (Time is rounded up and begins at 6:31 p.m.) Late pick-up time will be invoiced and mailed the following day.

Parents who are continually late in picking up children will lose daycare privileges.

GOVERNMENT FUNDING

If you are eligible for public assistance, we are contracted through The Ohio Department of Job and Family Services. This will be discussed at the time of your interview or tour of the center.

WITHDRAWAL POLICY / EXIT REPORT

Parents may withdraw children at any time. Please be considerate and contact us if that is the case. If parents desire to re-enroll children in the same school year, the registration fee will be \$50.00.

Registration fees are non-refundable.

Exit Report – An exit report must be completed within three days of the child’s last day of preschool attendance.

Special circumstances will be reviewed by Early Childhood Administrator and the finance committee.

ROSTERS

Rosters of the names and telephone numbers of the parents/guardian of children attending the center are available upon request.

If you do not wish for your child’s name to be listed on the roster, please indicate this in your enrollment packet.

EMERGENCIES AND ACCIDENTS

The center will take the following action in case of an emergency or accident:

1. Parents/Guardian will be contacted.
2. With permission, via registration information, children will be transported to the source of emergency medical or dental care by parents, if available, or by the child care staff worker(s) available. If transported by Emergency Squad, the Emergency Personnel will determine the facility to which the child will be transported.

ARRIVAL/DEPARTURE

- All children must be signed in/out each day.
- **Children may not be dropped off at the entrance of the building or be sent inside alone.**
- ALL medications must be given to a staff person and a release form signed that allows us to administer the medication to your child.
- Any special messages, pickup notes, etc., are to be given to a staff member.
- Parents are responsible for the supervision of their child before and after sign in.
- Staff must be made aware of each child’s presence before the parent departs.
- At the time of pickup, parents are asked to make contact with their child’s supervising staff member to ensure that staff is aware that the child has been picked up.

Parents will list on child's Emergency Information Form the names of all those permitted to pick up their child from school. Only those listed on the form will be allowed to pick up children. It is the parent/guardian's responsibility to keep this information up to date.

If plans change and someone other than the person listed on the daily sign-in sheet will be picking up your child, please contact us.

All persons will be required to show identification if staff is unfamiliar with them. Daycare children will not be released to anyone under the age of 16.

CUSTODY AGREEMENTS

If there are custody issues involving your child, you must provide court papers indicating who has permission to pick up your child. The Center may not deny a parent access to their child without proper documentation.

In custody situations we ask that school grounds not be used as an exchange area (between parents) for your child.

PARKING LOT

- You must park your vehicle in a designated parking space. **Do not** park in the driveway. This is a fire department safety issue. We are also concerned for our families who have to walk around cars that block the sidewalk into the building.
- Do not leave your car running while it is unattended by an adult.
- **DO NOT** leave a child unattended in a vehicle at any time.
- Secure your child in the parking lot for his/her safety.

UNLIMITED ACCESS TO CENTER

Any custodial parent, custodian, or guardian of a child enrolled shall be permitted unlimited access to the center during its hours of operation for the purposes of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, he/she shall notify the administrator or his/her designee of his/her presence.

Parents/Guardians will have access to parent roster, a compilation of addresses and phone numbers of all parents/guardians using Gilead Christian Early Childhood Center.

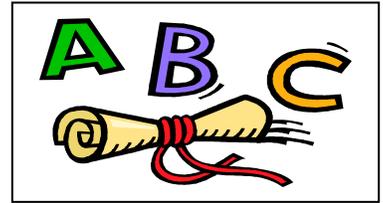
CHILD ABUSE/NEGLECT REPORTING

The Ohio Revised Code 2151.421 mandates the reporting of suspected child abuse or neglect by child care professionals, workers, and personnel.

PARENTAL PARTICIPATION – For PreSchool/PreKindergarten

Parents/Guardians are encouraged to participate in their children's preschool experience by the following:

1. Spend a day at preschool
2. Provide snacks
3. Serve as a resource person for special topics
4. Suggesting interesting programs
5. Attend preschool open house in August
6. Attend preschool parties, Trike-A-Thon, and other activities



BEHAVIOR MANAGEMENT & DISCIPLINE POLICY

A child care staff member in charge of a child or group of children shall be responsible for their discipline.

We use positive-reinforcement method which is very effective for 99% of our children. For the other 1% we try to be very discerning with the methods used. These methods include:

1. Removing the child from the group
2. Talking one on one.
3. A "time-out" chair (1 minute per child's age)
4. The child is again made aware of expected performance.
5. Parental consultation.
6. The removal of special privileges will be considered as the next step.
7. If child cooperation and performance remains unacceptable, child/parents will not be allowed to use the center.
8. In all cases, of disagreement, the Gilead Christian School Board will be the final authority.
9. In every instance, prayer will be a vital part of our approach.

These methods of discipline shall be followed by all persons on the premises. The following restrictions shall be observed:

- A. There shall be no cruel, harsh, or unusual punishments.
- B. No discipline shall be delegated to any other child.
- C. No physical restraints shall be used on a child.
- D. No child shall be locked in a room or placed in a hallway.
- E. No child shall be subjected to verbal abuse such as profanity, threats, or derogatory remarks.
- F. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
- G. Techniques of discipline shall not humiliate shame or frighten a child.
- H. Discipline shall not include withholding food, rest or toilet use.
- I. No teacher shall be guilty of child abuse. The center shall protect children from child abuse while in attendance in the program.

DISMISSAL POLICY

Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the school, or whose presence is detrimental to the group, will be discharged from the school. Discharging a child does not imply that the child has failed or there is anything wrong with the child. It implies the child has natural needs which cannot be met within our group setting, and it is in the child's best interest that another form of care is found.

PARENT/TEACHER CONFERENCES for PreSchool/PreKindergarten

Two Parent/Teacher conferences will be scheduled, one to be in the Fall and one in the Spring. One parent-teacher conference is required each school year. You will receive your child's progress report at this time. Above and beyond this, parents are encouraged to seek out child care staff members to discuss their child's needs, progress, and exchange information about the program. The Early Childhood Administrator and each child care staff member can be made accessible any afternoon during the week. Documentation of such conferences will be available for both the center and parents.

SAFETY POLICY

No child will be left alone or unsupervised.

Children should be escorted by parents into the early childhood building. Upon leaving, all children must be accompanied by an adult.

A child care staff member will be available to receive the child and take any instructions for that day. The time of arrival and departure will be recorded on the daily attendance sheets.

The staff has access to stationary and portable telephones at all times.

Fire drills are conducted and recorded monthly. Tornado drills are conducted April through July-monthly.

Lock-down drills will also be conducted throughout the year.

Fire emergency and weather alert plans are posted in every child-occupied area.

If an accident or incident occurs, an incident report will be completed by the staff member present.

Spray aerosols will not be used where children are present at the preschool/daycare center.

Parents/Guardians must understand that all employees of the early childhood center are required by law to notify local public official when they suspect child abuse and/or neglect.

Updated 08/10/16

THE MILDLY-ILL CHILD

The mildly ill child shall be allowed to remain with the group for class time and play activities. The child shall be observed for any change in condition as evidenced by increased fever, lethargy, vomiting, or other worsening symptoms. Temperature shall be taken every 4 hours. Medication may be administered per school policy. Parents shall be notified of worsening symptoms immediately.

The mildly ill child may be excused from outside playtime if requested by parents or deemed appropriate by school staff. Proper supervision shall be provided for children remaining indoors.

MEDICATION ADMINISTRATION POLICY

Any time we must administer medication to a child here at the Early Childhood Center, the Ohio Department of Education requires a form to be filled out by the parents and/or physician.

- If your child is taking an over- the- counter medication, Box #1 must be filled out by the parent/guardian. **If your child is under 2 years of age, Box #2 must also be filled out by a physician every 4 months due to weight changes.**
- If your child is taking a PRESCRIPTION MEDICATION, Box #2 MUST be filled out by a physician.

IMPORTANT NOTE: IF THIS FORM IS NOT FILLED OUT PROPERLY, WE CANNOT ADMINISTER ANY MEDICATION TO YOUR CHILD.

PARENT NOTIFICATION PROCEDURE FOR EXPOSURE TO COMMUNICABLE DISEASE

In the event of exposure to a communicable disease, a note will be sent home with each child describing the condition.

COMMUNICABLE DISEASE POLICY All staff will be trained in the signs and symptoms of communicable diseases, proper hand washing and disinfection procedures. Staff members will be asked to stay away from the center if they are sick as indicated by a fever.

A child with any of the following symptoms of signs of illness will be isolated on a cot with a pillow and blanket from the rest of the children. We will check for a fever, rash, pain, etc., and his/her parents will be notified to come and pick up the child from the center.

- a. Diarrhea (more than one abnormally loose stool within a 24-hour period).
- b. Vomiting
- c. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound. For bronchiolitis, RSV and bronchitis, do not bring child back to center if the child is still having severe coughing and sinus drainage.
- d. Difficult or rapid breathing.
- e. Yellowish skin or eyes.
- f. Conjunctivitis (Pinkeye) – Child may not return until discharge has ceased.
- g. Temperature of 100 degrees Fahrenheit taken by axillary method when in combination with any other sign of illness. **PLEASE DO NOT BRING YOUR CHILD TO THE CENTER IF THEY WAKE UP WITH A FEVER OVER 100 DEGREES FAHRENHEIT.**
- h. Untreated, infected skin patch(es).
- i. Unusually dark urine and/or gray or white stool.
- j. Stiff Neck
- k. Skin Rashes
- l. Lice infestation – the child must be checked by a staff member (after treatment) before they may return to class.
- m. Listlessness or extreme tiredness.
- n. Complaints of localized pain (throat, ear, head).

We request that the child not return to school until the fever, diarrhea, or vomiting has ceased for 24 hours. If you bring your child in prior to that, they **will not** be allowed to stay unless accompanied by a doctor's excuse.

In case of any contagious disease, please contact the office personnel as soon as you become aware of them.

The communicable disease chart is located on the Preschool Workroom door.

DRESS CODE

Please send your child in play clothes. Girls: please put shorts on underneath dress. We want them to be able to participate in all activities. We play in sand, paint, paste, etc. **NO TANK TOPS OR OBJECTIONAL T-SHIRTS** will be permitted. In accordance with our school policy, we do not observe Halloween; therefore, please refrain from sending your child to the center in Halloween attire. It is our desire to present Christ to a world that does not know Him. Dressing appropriately to fit the occasion is important.

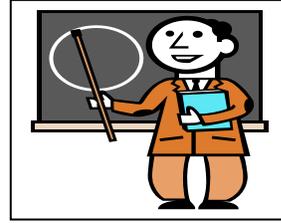
NOTE: Please NO flip-flops. We have experienced many accidents on the playground with these types of sandals.

Updated 08/10/16

STAFF TRAINING AND QUALIFICATIONS

All administrators and staff members are trained in the following areas annually:

1. Child Development
2. Child Abuse-Recognition and Prevention
3. Red Cross – First Aid
4. Communicable Diseases
 - Prevention
 - Recognition
 - Management



Each member of our staff is dedicated to the Christian belief and has been employed as a qualified and competent person to provide loving and understanding care for each child according to their needs. The administrator of Gilead Christian School and the Pastor of Gilead Friends Church are available for counseling for either the child or the parents, if requested.

- **ALL STAFF ARE FINGERPRINTED THROUGH THE BCII and FBI**

COMMUNICATIONS

PARENT NEWSLETTER: This is our weekly communication letter to parents. It will let you in on all the upcoming activities, etc.

GCS WEBSITE: www.gileadchristianschool.org

If you need to contact the Early Childhood Administrator, e-mail is the best method if you have access to a computer. The address is: yvonne.kinsella@gileadchristianschool.org

PARENT/SCHOOL RELATIONSHIP: THE MATTHEW 18 PRINCIPLE

Gilead Christian School is made up of many people; parents, administrators, teachers, board members, and students. Like any other institution where you have a large group of people, you have the potential for misunderstandings, disagreements and even wrongdoing. Nevertheless, it is God's will that we all work together in harmony. We are to always give a "good report" and to constantly work for "unity". When a misunderstanding or strong disagreement does occur, the following principles should be followed in solving conflicts. These principles are based in the spirit of Matthew 18:15-17.

The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. This is important in that it stops gossip and statements that can hurt. Not sharing or listening can stop a breach of confidentiality, and you can in Christian love encourage the person to speak with the party directly involved.

The first step and usually the only step needed in solving a conflict is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level.

Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and self-improvement can only come when the issues are lovingly and yet clearly presented. A humble approach, which seeks reconciliation of a relationship, is more apt to achieve forgiveness than a prideful approach that seeks to place blame or be right.

"...If he shall hear thee, thou hast gained thy brother". This implies that once the matter is resolved, you should wholeheartedly forgive and restore the person whose fault has caused the problem.

If the conflict persists, the persons involved should agree to share the matter with the school principal and/or administrator. "...Take with thee one or two more, that in the mouth of two or three witnesses every word may be established". An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

If a resolution still is not reached, the school administrator should explain the situation to the president of the GCS school board. The president will then have input on how the matter will be presented to the board or resolve the issues with the administrator and others involved and then report to the school board at the next meeting. Depending on the complexity of the situation, it may be appropriate for the board to request a special board meeting. The goal of such a meeting is to:

- Present the situation so that all members have a clear understanding
- Offer a solution or solutions for resolving the conflict
- Give reproof and correction if necessary
- Offer forgiveness and wholehearted restoration to those who have made amends.

In summary, the Matthew 18 Principle requires that parents talk to teachers about student problems before they talk to administrators. In-house conflicts should be discussed between the parties involved before they talk with administrators. A prayerful systematic approach to any problem dealing with people can help to improve any situation if not solve the problem completely. GCS is a Christian school and we should handle all conflicts the best possible way using Biblical guidelines and principles.

INFANT INFORMATION PAGE

Immobile Infant Schedule

We follow the child's schedule.

Mobile Infant Daycare Daily Schedule (Hours of Operation: 6:30am to 6:30pm)

6:30am – 9:00am	Arrival, Breakfast, Free Play
8:00am – 8:30am	Bottles/Diaper Change
9:00am – 10:00am	Nap Time
10:00am to 11:00am	Diaper Change/Snack
11:00am to 12:00pm	Lunch/Clean Up
12:00pm to 1:00pm	Music/Diaper Change/Bottles
1:00pm to 3:00 pm	Nap
3:00pm to 4:00 pm	Diaper Change/ Snack
4:00pm to 5:00 pm	Directed Play
5:00 pm to 6:30 pm	Diaper Change/Bottles/Free Play

INFANT SUPPLIES

Prepared bottles each day
 Extra can of formula
 2 crib sheets and blankets
 Bibs and/or burp clothes
 Sippy cup (if using)
 2 changes of season appropriate clothing
 Diapers
 Wipes
 Diapering medications (i.e. Desitin)
 2 boxes tissues

CHILDREN'S BELONGINGS

Please label all coats, sweaters, hats, mittens, boots, books, cups, nap items, etc. worn or brought to the center. We try very hard to keep track of all the children's belongings, but it is very hard to do so when they are not marked.

NO PLASTIC BAGS ALLOWED i.e. grocery bags. We also ask that you **DO NOT ALLOW** your child to bring **GUNS, GUM or TOYS** to the center.

BREAKFAST/LUNCH

We do not provide breakfast, but you may bring breakfast in for your child to eat here at the center. Lunch is served at 11:00 am. The cost of school lunches is included in your daycare fee.

Lunch will include foods from the four basic food groups which supply one-third of the child's recommended daily dietary allowance. You will receive a lunch menu monthly.

SNACKS

We will provide morning and afternoon snacks for your child. If you wish to provide your own snack for your child, you may do so. Also, if your child has a serious allergy, we do ask that you bring in your child's snack.

FORMULA AND FOOD

Parents will supply and prepare formula, infant food and/or lunch. **Please label all bottles with name and date, daily.** If your child is eating table food the center will provide lunch for your child at no additional cost. During the summer months you must provide a packed lunch for your child. Lunches may be packed by parents according to ODHS nutrient guide, #1239. GCS will provide morning and afternoon snacks for infants and toddlers. Extra cans of formula should be supplied for emergencies.

INFANT INFORMATION

1. Parents will supply and prepare formula, infant food and/or lunch. Lunches may be packed by parents according to ODE nutrient guidelines. Extra cans of formula should be supplied for emergencies.
2. Parents will provide two sets of clean sheets and blankets, one set to be in use, the second set for emergencies. The set in use will need to be taken home and cleaned weekly by the parent.
3. Bibs and/or burp cloths will be supplied by parents. Please make sure your child has a clean bib and burp cloth each day.
4. If your infant is using a sippy cup, please make sure to put their name on it. **TAKE THE CUP HOME WITH YOUR CHILD AND BRING IN A CLEAN ONE THE FOLLOWING DAY.**
5. Your child will need at least two changes of clothing to be left at the daycare at all times. Please make sure that they are season appropriate and fit properly.
6. Diapers, wipes and special medications (Desitin, etc.) will be provided by the parent. Special medications must be accompanied by a "Request for the Administration of Medication" form (ODHS 1217), signed by the parent. We will let you know when your supply is getting low. We require a minimum of 6 diapers per day.
7. Toys will be provided by GCS and sanitized weekly.
8. **PLEASE LABEL ALL ITEMS BROUGHT INTO THE CENTER FOR YOUR CHILD.**

SLEEP POSITION WAIVER

Parents must read and sign the Sleep Position Waiver Form provided by GCS if they wish to have their infant placed on his/her stomach for naps. If we do not have written parental consent, the infant will be placed on his/her back for nap time. This request comes from the American Academy of Pediatrics and the U.S. Public Health Service.

(adopted by the GCS Board September 2007)

INFANT DAILY PROGRAM

No infant shall be placed in his crib with a bottle for feedings and at no time shall a bottle be propped up for an infant. Infants shall not be put to bed with bibs.

Each infant shall be allowed to safely and comfortably sit, crawl, toddle or walk and play according to his/her stage of development, in a designated space apart from sleeping quarters each day.

The center shall devise and implement a program of activities suitable to the age levels and abilities of the infants under care.

Diapering

Diapers and diapering toiletries, wipes, Desitin, special medications, etc., will provided be the parent. Special medications must be accompanied by a "Request for the Administration of Medication" form (ODHS 1217), signed by the parent.

Procedure for diapering:

1. Put liner/paper on Koala Changer.
2. Put child on paper on changer.
3. Use rubber gloves at your discretion, ALWAYS with a bowel movement.
4. Remove the child's diaper and place away from child on liner.
5. Clean baby with either wipes or wet towels (as indicated by parent).
6. Remove gloves while holding diaper and wipes, enclosing them inside the glove as removed.
7. Dispose of soiled diapers in Diaper Genie, and wet diapers in waste can.
8. Apply clean diaper.
9. Clean Koala Changer with Hepacide Disinfectant and disposable paper towel.
10. Wash hands. (If a child is older, it is a good idea to wash his/her hands also.)
11. Always put disinfectant on top shelf of cabinet.

TOYS Toys will be provided and sanitized weekly by GCS.

TODDLER INFORMATION PAGE

Toddler Daycare Daily Schedule (Hours of Operation: 6:30am to 6:30pm)

6:30 - 8:30	Breakfast, Free Play
8:00 - 8:30	Potty Time, Diaper Change
8:30 – 9:00	Free Play
9:00 - 10:30	Puzzles, Playdough, Books/Potty, Diaper Change
10:30 - 11:00	Gym/Outside
11:00 - 11:30	Lunch
11:30 - 12:45	Potty Time/Diaper Change/Movie
1:00 - 3:00	Nap
3:00 - 4:00	Potty Time/ Diaper Change/ Snack
4:00 - 4:30	Gym/Outside
4:30 - 6:30	Free Play

SUPPLY LIST

Sippy Cup

Diapers

Wipes

2 Boxes Tissues

Extra clothing - weather appropriate shirt, pants & socks (If potty training, please bring plenty of underwear)

Nap Items: Crib Sheet and blanket

CHILDREN'S BELONGINGS

Please label all coats, sweaters, hats, mittens, boots, books, cups, nap items, etc. worn or brought to the center. We try very hard to keep track of all the children's belongings, but it is very hard to do so when they are not marked.

NO PLASTIC BAGS ALLOWED i.e. grocery bags. We also ask that you **DO NOT ALLOW** your child to bring **GUNS, GUM or TOYS** to the center.

BREAKFAST/LUNCH

We do not provide breakfast for your child. You may bring breakfast in for your child to eat here at the center between the hours of 6:30 – 8:15.

Lunch is served at 11:00am. Any child arriving after that time must eat before they arrive.

The cost of school lunches is included in your daycare fee.

Lunch will include foods from the four basic food groups which supply one-third of the child's recommended daily dietary allowance. A lunch menu will be posted monthly.

SNACKS

We will provide an afternoon snack for your child. If you wish to provide your own snack for your child, you may do so. Also, if your child has a serious allergy, we do ask that you bring in your child's snack.

TODDLER INFORMATION

1. Each toddler will need a blanket and/or crib sheet for his/her cot.
2. Each toddler will be assigned his/her own cot which will be disinfected at the end of the week, or if it is exposed to urine, vomit, or other bodily fluids.
3. Please take your toddler's bedding home at the end of each week and bring back clean bedding the following week.
4. Please check every day to see if your toddler has art work to be taken home.
5. Please do not bring toys from home.

PRESCHOOL INFORMATION PAGE

Preschool Daily Schedule

6:30am – 8:00am	Morning Daycare
8:00am – 8:30am	Preschool Drop off (no charge)
8:30am – 11:30am	Preschool/Prekindergarten
11:30am – 12:30pm	LUNCH –DAYCARE BEGINS
12:30pm – 1:00pm	Centers
1:00pm – 2:30pm	Nap
3:00pm – 3:30pm	Snack
3:30pm – 6:30pm	Centers/Outside/Gym

SUPPLY LISTS

Prekindergarten:

2 Boxes of Tissues	Small Dry Erase Markers with Eraser Tip
1 box <i>hypo-allergenic</i> baby wipes	1 Ream White Copy Paper (8.5" x 11")
1 tub disinfecting wipes (e.g. Clorox Wipes)	Book Bag

Preschool:

2 Boxes of Tissues	Fiskar Round-Tipped Scissors
Book Bag	Plastic Pencil Box
Pack of Crayons (<i>8 LARGE only</i>)	1 Ream White Copy Paper (8.5" x 11")
1 Large glue stick	1 box <i>hypo-allergenic</i> baby wipes
1 bottle of glue	

FOR ALL CHILDREN:

Extra change of clothing in a zip-loc bag
 Nap items—***SLEEPING BAG - we would prefer this*** (or crib or twin fitted sheet and blanket), pillow and nap toy (stuffed animal). Please put them in a labeled, vinyl zippered bag (comforter bag) or laundry bag. **(No plastic bags, please.)**

Please remember to LABEL ALL of your child's belongings.

CHILDREN'S BELONGINGS

Please label all coats, sweaters, hats, mittens, boots, books, cups, nap items, etc. worn or brought to the center. We try very hard to keep track of all the children's belongings, but it is very hard to do so when they are not marked.

NO PLASTIC BAGS ALLOWED i.e. grocery bags. We also ask that you DO NOT ALLOW your child to bring GUNS, GUM or TOYS to the center.

BREAKFAST/LUNCH

We do not provide breakfast for your child. You may bring breakfast in for your child to eat here at the center between the hours of 6:30 – 7:30.

Lunch (noon meal) will include foods from the four basic food groups which supply one-third of the child's recommended daily dietary allowance. The noon meal will be served to every child present at the center from 11:30-12:30, inclusively. You will be able to purchase lunch tickets ahead of time at \$3.00 per lunch. Menus will be posted in the center and sent home monthly.

Packed lunches may be provided by parents keeping the following guidelines in mind:

Lunches must fulfill at least one-third of the child's recommended daily dietary allowances as specified by the "Food and Nutrition Board, National Research Council, National Academy of Sciences, Washington, D.C., 20418." This information is available in the early childhood office.

Lunches that do not meet these requirements will be supplemented by the center's supply of supplemental foods, representing the four basic food groups.

Please include an ice pack in your child's lunch if it needs to be kept chilled.

Parents whose children's lunches need continual supplementation will be charged the daily lunch fee of \$3.00 at the discretion of the Early Childhood Administrator.

A chart is posted on the parent board to determine one-third of a child's recommended daily dietary allowance.

SNACKS

Your child will receive a mid-morning snack (provided by parents) and an afternoon snack (provided by the school). We have set a monthly parent schedule for snacks. Please watch the newsletter for information.

Special Diets: If a child has a particular dietary need, the Early Childhood Administrator must be notified. Arrangements will be made by the parent to accommodate their child's needs.



Parent Statement of Cooperation with Parent/Student Handbook

(Both parents are required to sign)

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read and understand the Early Childhood Center Parent/Student Handbook.

I certify that I consent to and will submit to all governing policies of the Early Childhood Center, including all applicable policies in the Handbook.

I understand that the services of the Center are engaged by mutual consent, and that either the Center or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Gilead Christian Early Childhood Center and is subject to change without notice by decision of the Administrator or the Gilead Christian School Board.

Parent signature

Date

Parent signature

Date

