



**Early Childhood Center
Parent/Student Handbook
2019-2020**

4863 US Highway 42
Mount Gilead, Ohio 43338
419-946-5990 FAX: 419-946-1103

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Welcome

Gilead Christian Early Childhood Center was established in 1980 to provide an education in a warm and loving atmosphere for children three through five years of age. The Infant/Toddler programs opened in 1998 offering care for children six weeks through three years of age. Recognizing the importance of a balanced growth, our staff will provide an opportunity for the social, mental, physical, and spiritual development of the child. This service has grown from a sincere love for the child and a desire to help each one mature and adjust well in our modern world.

Mission Statement

Gilead Christian School partners with families and churches to be and make active disciples of Jesus Christ by training hearts, growing minds and inspiring lives.

Vision Statement

Gilead Christian School will contribute to our community by fostering Christ-centered disciples through the pursuit of spiritual development and academic excellence founded on a Biblical worldview.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existing in three persons—Father, Son and Holy Ghost (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death through His shed blood (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).
6. 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 (John 5:28-29).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
8. We believe that God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). We believe gender identity is determined by biological sex and not by one's own self-perception (Ephesians 4:17-18).

9. We believe that the term “marriage” has only one meaning: the unity of one natural-born man and one natural-born woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:25, Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a natural-born man and a natural-born woman.
10. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct and use of pornography) is sinful and offensive to God (Matthew 15:18-20, 1 Corinthians 6:9-10).
11. We believe that God offers redemption and restoration to all who confess and forsake their sins, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11).
12. We believe that every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31, Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are not in accord with Scripture nor the doctrines of Gilead Friends Church/Gilead Christian School.
13. We believe that all human life is a gift from God and is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged and every other stage of condition from conception through natural death. We are therefore called to defend, protect and value all human life (Psalm 139).

Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior.

Infant/Toddler Philosophy

Gilead Christian Infant/Toddler 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. Furthermore, we want to help each child understand themselves and how to properly express themselves as they experience God’s world. Games and fun activities are used daily for growth in small and large motor skill development 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 for our encouragement in our role as beings to worship our Lord and Savior. Our ultimate desire is for each child to feel wanted, understood, safe and loved in the hope that they will grow as Jesus did, “...in wisdom and in stature, and in favor with God and man.” Luke 2:52

Preschool Philosophy

Gilead Christian School believes that Early Education should consist of more than a playtime experience. Furthermore, three, four and five year olds do not thrive well in a tightly structured classroom setting. Gilead Christian Preschool Program is an activity-centered environment where the children learn through age-appropriate learning centers in small classroom settings. We desire for children to leave the preschool years with a strong sense of security, healthy self-esteem, enthusiasm for living, enthusiasm for learning, self-discipline, appreciation and respect for others and an appreciation and respect for God and the Church. Our goal is to provide a school readiness program immersed in a stimulating social, moral and spiritual atmosphere.

Administrative Staff

Gilead Christian School Administrator	Bryan Potteiger	bryan.potteiger@gileadchristianschool.org
Early Childhood Administrator	Yvonne Kinsella	yvonne.kinsella@gileadchristianschool.org
Early Childhood Director	Michele Knight	michele.knight@gileadchristianschool.org
Administrative Assistant	Becky Shipman	
		becky.shipman@gileadchristianschool.org
Finance Director	Deann Everroad	deann.everroad@gileadchristianschool.org

Communication

Parent Newsletter	REMIND text
Gilead Christian School Facebook Page	TRZ Automated Phone Call System
Bulletin Boards	Email
Gilead Christian School Website:	TV Stations
www.gileadchristianschool.org	

License

The Early Childhood Center is fully licensed by the Ohio Department of Education. The Administrative Code Preschool Program Rules are located in both the administrator and director's office. The license is posted near the administrator's office at the preschool entrance. The Early Childhood Center license capacity is 145. The center's licensing record, including compliance report and evaluation forms from the health, building and fire departments are available upon request. The Ohio Department of Education's phone number is 614-466-0224 for to use to report a suspected violation by the center. The Early Childhood Center is just the first segment of Gilead Christian School and is located at the Gilead Friends Church, 4863 US Highway 42, Mount Gilead, Ohio. Grades K-6 are held at the elementary building located at 220 South Main Street, Mount Gilead. Grades 7-12 are held at Gilead Friends Church.

Staff Training

All administrators and staff members are trained in First Aid, CPR, Communicable Disease: Prevention, Recognition and Management, Child Abuse: Recognition and Prevention and Child Development. 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 and director of Gilead Christian School and the Pastor of Gilead Friends Church are available for counseling for either the child or the parents, if requested.

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 amicable solution.

If a is still not resolution reached, the school administrator should explain the situation to the president of the Gilead Christian 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 school 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. Gilead Christian School is a Christian school and we should handle all conflicts the best possible way using Biblical guidelines and principles.

Policies

Hours of Operation

The school is in operation from 6:30am-6:30am Monday-Friday:

- Summer Program (June-August)
 - Infant
 - Toddler
 - 3-5
 - Grades K-3
- School Year (September-May)
 - Infant
 - Toddler
 - Preschool-age 3
 - Prekindergarten-age 4-5

Holidays and School Closings

The Early Childhood Center calendar will include all the days that the center will be closed. Please refer to the communication list if school is cancelled due to bad weather. The Early Childhood Center may 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. Parent/Guardian will need to have a back-up plan when holidays or school closings occur.

Staff/Child Ratios

0-12 months-Infant	1:5
12-18 months-Infant	1:6
18-30 months-Toddler	1:7
30-36 months-Preschool	1:8
3 years-Preschool	1:12
4/5 years-Preschool	1:14

Rosters

Names and telephone numbers of the parents/guardians of children attending the Early Childhood 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.

Non-Discriminatory

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.

Custody Agreements

- Proper custody paper must be on file in the office. The Early Childhood Center may not deny a parent access to their child without proper documentation.
- We ask that school grounds not be used as an exchange (between parents) for your child.

Admission

To begin enrollment, schedule a tour with the Early Childhood Administrator or Director to discuss philosophy, policies and procedures. When the following forms are submitted the child is officially enrolled:

- Enrollment Packet
- Birth Certificate
- Discipline Policy
- Family Information Sheet
- \$50 Registration Fee
- Physical Form
- Immunization Record
- Court Papers if applicable

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 **30** days of the child's date of admission and every thirteen months thereafter, until the child is attending a grade of kindergarten or above.

No child will be admitted who has serious academic, conduct, emotional, learning or physical problem which interferes 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. Furthermore, those parent/guardians that are not willing to abide by the purpose, philosophy, objectives and policies of Gilead Christian Early Childhood Center will not have their child enrolled.

Arrival/Departure

- Sign children in/out each day. Failure to do so could result in a fee.
- Children **may not** be dropped off outside the building or sent in alone.
- Children must be accompanied by an adult at all times.
- Parents are responsible for making the staff member aware when taking their child from the center or playground.

Identification

- Photo identification will be required when picking up your child.
- Child only released to those adults (16 or older) listed on the Emergency Information Form. Please keep this up to date.
- Call the Early Childhood office if you need to change your Emergency Information Pick-up List.

Access to Center

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office. (Administrative Code 3301-37-07 (E)).

Emergencies/Accidents

In the case of a minor accident/injury, staff will administer basic first aid. If the injury is more serious, first aid will be administered and a parent will be contacted immediately to determine course of action. If the injury is life-threatening, EMS will be contacted along with the parent. An incident/injury report will be completed by staff member and kept on file for one year for all situations including a child being left unattended.

Safety

- Children are supervised at all times.
- The staff have access to stationary and portable telephones at all times.
- Fire drill: conducted/recorded monthly.
- Tornado drills: conducted April through July.
- Lock-down/Intruder drills.
- Spray aerosols will not be used where children are present at the Early Childhood Center.
- Fire emergency and weather alert plans are posted in every child-occupied area.
- **Do not** park along sidewalks. You must park in a designated parking space. **Do not** leave your car running while unattended. **Do not** leave a child unattended in a vehicle.

Withdrawal/ Exit

Please inform the Early Childhood Center if you plan on withdrawing your child. You may withdraw children at any time, however a two week notice is required. Failure to provide a written two week notice will result in an additional two week tuition charge. A \$50 Registration fee will be assessed to re-enroll and is non-refundable. Special circumstances will be reviewed by the Early Childhood Administrator and the finance committee.

Finance

Tuition

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 parent/legal guardian and that person should sign a Tuition Agreement Form. All fees from previous school years are due in full by August 31st. The school has the right to terminate the attendance of any student for any reason addressed in the GCS Student Handbook, including the failure to maintain their financial obligation to Gilead Christian School.

Late Payment

An invoice not paid within 30 days of the due date is subject to a late fee of \$30 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 per child in 15-minute increments (time is rounded up and begins at 6:31pm). 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

We do accept Title 20 and are funded through The Ohio Department of Job and Family Services. Registration fees will be waived if you qualify.

Absent Days/Vacation

Please call the Early Childhood Center before 9:00am if your child will be absent for the day. If your child is not in attendance by 9:00am and we have not been contacted, lunch will not be ordered for your child.

It is imperative that you inform us of any schedule changes for your child. If failure to do so becomes habitual, the administrator has the right to terminate your child's care.

After 5 consecutive days of unreported absences your child will be considered withdrawn.

If you choose to take vacation there is no reimbursement. In the case 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, except for permanent withdrawal.

Medical

Illness

- Do not send your child to school if they are ill or they require medication to feel better.
- Staff conduct daily health checks of students and those showing signs of illness may not be admitted.
- If a child is exposed to a communicable disease, parents are notified. Please notify the school if a physician diagnosis a communicable disease. Communicable Disease Charts are located in the Infant, Toddler and Preschool areas.
- If a student becomes ill during school they will be separated from the class, the parent/guardian will be notified and the student picked up within one hour.

Communicable Disease

- Diarrhea (more than one abnormally loose stools within a 24-hour period).
- Vomiting
- 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.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Conjunctivitis (Pinkeye)- The child may not return until discharge has ceased.
- 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.
- Untreated, infected skin patch(es).
- Unusually dark and/or gray white stool.
- Stiff neck
- Skin Rashes
- Lice infestation- The child must be checked by a staff member (after treatment) before they may return to the center.
- Listlessness or extreme fatigue.
- Complaints of localized pain (throat, ear or head).

Return to School After Illness

- Fever under 100 degrees for 24 hours WITHOUT fever reducing medication.
- No Diarrhea, Vomiting for 24 hours.
- Antibiotic has been given for over a 24 hour period for ANY type of strep or bacterial infection.
- Nit and Lice free.

Medication

The Ohio Department of Education requires that Form JFS 01217 be completed when the Early Childhood Center is to administer medication to your child.

- If your child is taking 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.

Discipline and Dismissal Policy

Behavior Management & Discipline Policy

A child care staff member in charge of a child or group 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:

- Removing the child from the group.
- Talking one on one.
- A “time-out” chair (1 minute per child’s age).
- The child is again made aware of expected performance.
- Parental consultation.
- The removal of special privileges will be considered as the next step.
- If the child cooperation and performance remain unacceptable, child//parents will not be allowed to use the center.
- In all cases of disagreement, the Gilead Christian School Board will be the final authority.
- 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:

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

Dismissal

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 Gilead Christian Early Childcare Center, 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.

Program

Child Abuse/Neglect Reporting

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

Dress Code

Please send your child to school in appropriate clothing for weather and classroom activities.

Acceptable:

- Girls need shorts under dresses/skirts
- Tennis Shoes
- Coats, hats and gloves

Unacceptable:

- NO OBJECTABLE T-SHIRTS (Halloween T-shirts included)
- NO Flip Flops
- Girls: NO “high heels”
- NO crocs

Allergies

If your child has a food allergy, you will need to supply his/her lunch and snacks.

Belongings

Please do not allow your child to bring guns, gum or toys to the center. Toys will be provided by the Gilead Christian Early Childhood Center. Please be sure to label all of your child’s belongings. The Early Childhood Center is not responsible for any unmarked or lost item.

Parental Participation

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

- Spend a day at the Early Childhood Center
- Provide snacks
- Serve as a resource person for special topics
- Suggest interesting programs
- Attend preschool open house in August
- Attend preschool parties, Trike-A-Thon, and other activities
- Participate in fundraisers

Infant Program

Supplies/Belongings

- Labeled and prepared bottles each day
- Sippy cup (if using, clean each day)
- Extra can of formula (for emergency use)
- Diapers (6 each day)
- 2 crib sheets and blankets (laundered weekly)
- Wipes
- Bibs and/or burp cloths (clean ones each day)
- 2 boxes of tissues
- Diapering medications (i.e Desitin with proper medication form filled out)
- 2 changes of season appropriate clothing

Please label **ALL** coats, sweaters, hats, mittens, boots, cups and nap items etc. worn or brought to the center.

Infant Daily Schedule (6:30-6:30)

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

Sleep Policies

Position Waiver- All infants will be placed on their backs for naps. Parents must read and sign the Sleep Position Waiver Form if they wish to have their child placed on his/her stomach for naps. This request comes from the American Academy of Pediatrics and the U.S. Public Health Service.

Swings/Bouncy Seats- According to Ohio Administrative Code 3301-37-06 Infants shall be placed in their cribs for sleeping, and shall not be allowed to sleep in car seats, swings, mesh cribs, playpens, bassinets of any type, or other equipment. If a medical condition exists where a child needs to sleep in equipment other than a crib, written permission shall be obtained and updated every six months from a physician and be kept on file for review.

Program

- 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.
- No infant shall be placed in his/her 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 sleep with bibs.
- Toys-provided by GCS-sanitized weekly.
- All of our cribs meet the new C.P.S.C. 16 CFR 1220, A.S.T.M. 406 Standards, and A.S.T.M. 2710 Commercial Crib Standards.

Infant Breakfast/Lunch/Snacks/Formula

We do not provide breakfast, but you may bring breakfast for your child to eat here at the center. Parents will supply and prepare formula, infant food and/or lunch. Please prepare and label all bottles with name and date daily.

Lunch is served at 11:00am. If your child is eating table food The Early Childhood Center will provide lunch for your child at no additional cost. Lunch will include foods from the four basic food groups which supply one-third of the child's recommended daily dietary allowance and you will receive a monthly menu. During the summer months you must provide a packed lunch for your child. Lunches packed by parents must meet the ODHS nutrient guide, #1239.

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.

Toddler Program

Supplies

- Sippy Cup
- Diapers (6 each day)
- Crib sheet and blanket or sleeping bag for nap (laundered weekly)
- Wipes
- 2 boxes of tissues
- Diapering medications (i.e Desitin with proper medication form filled out)
- Change of season appropriate clothing: shirt, pants, socks (if potty training, please bring plenty of underwear)

Please label **ALL** coats, sweaters, hats, mittens, boots, cups and nap items etc. worn or brought to the center.

Program

- Toddler cots are cleaned and disinfected daily.
- Please check your child's mailbox: Early Childhood Center information, child's artwork etc.
- Toys-provided by GCS-sanitized weekly.

Toddler Breakfast/Lunch/Snacks

We do not provide breakfast, but you may bring breakfast for your child to eat here at the center between the hours of 6:30-8:15am.

Lunch is served at 11:00am. Any child arriving after 11:00 am must eat lunch before they arrive. Lunch will include foods from the four basic food groups which supply one-third of the child's recommended daily dietary allowance and you will receive a monthly menu. During the summer months you must provide a packed lunch for your child. Lunches packed by parents must meet the ODHS nutrient guide, #1239.

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.

Toddler 1 Daily Schedule: 18-24 Months (6:30-6:30)

6:30am-8:00am	Breakfast, Free Play
8:00am-8:30am	Diaper Change
8:30am-9:00am	Snack
9:00am-9:30am	Nap/Quiet Time
9:30am-10:00am	Finger Play, Story Time, Art
10:00am-10:30am	Diaper Change
10:30am-11:00am	Music and Movement
11:00am-11:30am	Lunch
11:30am-12:00pm	Free Play, Story Time
12:00pm-12:30pm	Diaper Change
12:30pm-2:30pm	Nap
2:30pm-3:00pm	Snack
3:00pm-3:30pm	Diaper Change
3:30pm-4:00pm	Music and Movement
4:00pm-5:00pm	Free Play, Story Time
5:00pm-5:30pm	Diaper Change
5:30pm-6:00pm	Snack
6:00pm-6:30pm	Free Play

Toddler 2 Daily Schedule: 24 Months-3 years (6:30-6:30)

6:30am-8:00am	Breakfast, Free Play
8:00am-8:30am	Potty, Diaper Change
8:30am-9:00am	Snack
9:00am-9:15am	Jesus, Story, Music Time
9:15am-9:40am	Gym
9:45am-10:15am	Potty, Diaper Change
10:15am-11:00am	Art, Craft, Manipulatives
11:00am-11:30am	Lunch
11:30am-12:00pm	Free Play, Story Time
12:00pm-12:30pm	Potty, Diaper Change
12:30pm-2:30pm	Nap
2:30pm-3:00pm	Potty, Diaper Change
3:00pm-3:30pm	Snack
3:30pm-4:00pm	Manipulatives, Story Time
4:00pm-4:30pm	Outside, Gross Motor, Music
4:30pm-5:00pm	Potty, Diaper Change
5:00pm-5:30pm	Free Play
5:30pm-6:00pm	Snack
6:00pm-6:30pm	Free Play

Preschool

Preschool Curriculum

Gilead Christian Early Childhood 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 do not teach as if all children are created equal. 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. In addition to the theory and research, the Creative Curriculum uses 5 areas of framework: How Children Develop and Learn, The Learning Environment, What Children Learn, Caring and Teaching, and Partnering with Families. The Gilead Christian Prekindergarten curriculum is being developed yearly by the Gilead Christian School Prekindergarten staff. This area of the curriculum uses worksheets that are aligned with the state standards and the Creative Curriculum standards to ensure they have the essential and vital components that will enrich our program. The implementation of a daily Bible curriculum with the Creative Curriculum and the handwriting curriculum gives our children the tools and readiness for success in their schooling careers.

Preschool and Prekindergarten Daily Schedule (6:30-6:30)

6:30am-8:00am	Breakfast, morning daycare
8:00am-8:30am	Preschool drop off (no charge)
8:30am-11:30am	Preschool/Prekindergarten
11:30am-12:30pm	Lunch-Daycare
12:30pm-1:00pm	Centers
1:00pm-2:30pm	Nap
2:30pm-3:00pm	Restroom
3:00pm-3:30pm	Snack
3:30pm-6:30pm	Centers, outside, gym

Supplies

Prekindergarten

- Book bag
- 1 ream white copy paper (8.5'X11")
- 2 boxes of tissues
- 2 tubs of hypo-allergenic baby wipes
- 1 tub disinfecting wipes (e.g. Clorox)
- 1 Roll Paper Towels
- Nap-items (crib sheet and blanket, or sleeping bag, pillow, stuffed animal. **LABEL** and put in a comforter bag or laundry bag
- Extra change of clothing in a Ziploc bag

*Teachers may have a small list for each classroom

Preschool

- Book bag
- 1 ream white copy paper (8.5"X11")
- 2 boxes tissues
- 2 tubs of hypo-allergenic baby wipes
- 1 tub disinfecting wipes (e.g. Clorox)
- 1 Roll Paper Towels
- Washable markers
- Fiskar round-tipped scissors
- Box of 8 crayons
- 3 or 4 glue glue sticks
- 1 bottle of glue
- Nap-items (crib sheet and blanket, or sleeping bag, pillow, stuffed animal. **LABEL** and put in a comforter bag or laundry bag
- Extra change of clothing in a Ziploc bag

Please label **ALL** coats, sweaters, hats, mittens, boots, cups and nap items etc. worn or brought to the center.

Parent/Teacher Conferences

Two Parent/Teacher conferences will be scheduled, one to be in the Fall and one in 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, Director, and each child care staff member are available by appointment.

Documentation of such conferences will be available for both the center and parents.

Preschool and Prekindergarten Breakfast/Lunch/Snacks

We do not provide breakfast, but you may bring breakfast for your child to eat here at the center between the hours of 6:30am-7:30am.

Lunch is served at 11:30am.

- Lunch tickets may be purchased ahead of time at \$3.00 per lunch. Menus are posted and sent home monthly.
- Lunch will include foods from the four basic food groups which supply one-third of the child's recommended daily dietary allowance.
- Packed 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" (lunches will be supplemented and a \$3.00 lunch fee charged at the discretion of the Early Childhood Administrator or Director).
- Include an ice-pack with your packed lunch.
- Nutrition chart is located on the parent board.
- During the summer months you must provide a packed lunch for your child. Lunches packed by parents must meet the ODHS nutrient guide, #1239.

We will provide a morning snack (provided by parents) and an afternoon snack (provided by the school) for your child.

Student Transition Plan

Transition into Gilead Christian School (all students)

- Families take a tour of classrooms and the center
- Complete required registration paperwork before start date
- Parents receive a copy of the Parent Handbook
- Parents and students are invited to visit a classroom
- Parents are encouraged to attend Open House
- Gilead Christian School Web page

Transition- Infant to Toddler Class

- Child is at least 18 months of age
- Teachers work with parents to make the transition smooth
- Child transitions over a 2-4-day period depending on the child's needs
- Parents are encouraged to visit toddler room and meet teachers
- Child transitions from crib to cot

Transition- Toddler to Preschool Class

- Child is at least 2 ½ years of age
- Child is fully toilet trained
- Teachers work with parents to make the transition smooth
- Child transitions over a 2-4-day period depending on the child's needs
- Parents are encouraged to visit the Preschool room and meet the teacher
- Nap time is adjusted to Preschool Schedule

Transition- Preschool to Prekindergarten

- Child is at least 3 years of age
- Teachers work with parents to make the transition smooth
- Child transitions over a 2-4-day period depending on the child's needs
- Parents are encouraged to visit the Prekindergarten room and meet the teacher
- Child is introduced to classroom structure



**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.

Child's Name

Parent signature

Date

Parent signature

Date