

Parent Handbook

2017 - 2018

Growing Hearts



Daycare and Preschool

A Ministry of
Zion Community Church of the Nazarene
6287 West Ratliff Road
Bloomington, IN 47404
Phone: (812) 876-2700
Fax: (812) 876-6621
Email: ghdp.office@gmail.com

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MISSION AND MINISTRY GOALS

Growing Hearts Daycare and Preschool (GHDP) believes that children learn and develop best by experiencing the world in which they live through dramatic play, music, movement, and hands-on activities in a loving and safe environment. By providing such opportunities, GHDP will help your children build a strong foundation for years of higher learning.

As a ministry operating under the auspices of Zion Community Church of the Nazarene (ZCCN), it is the desire of GHDP to:

- Provide quality care for your child by qualified and trained staff in a loving and caring Christian atmosphere in which your child will experience emotional security and a sense of routine.
- Recognize each child as a unique individual created in the image of God.
- Foster spiritual development and awareness through weekly chapel, Bible narratives, memory verses, songs, and prayer.
- Structure educational class times to meet the needs of each child according to his or her abilities. Learning will include cognitive and creative skills in language development, literacy, math, music, social interactions, sensory awareness, science, health, art, and creative movement.
- Encourage physical development through indoor and outdoor recreation.
- Foster healthy emotional development through positive reinforcement, encouragement, and love.
- Help develop self-esteem, independence, self-reliance, and self-discipline.
- Encourage social development through guidance, modeling, and providing opportunities for children to interact with one another and work through issues in a healthy and loving manner.
- Interact with children in ways which emphasize and foster attitudes of mutual respect between adults and children.
- Establish good communication between parents/guardians and child care providers.

GHDP is a Registered Ministry with the State of Indiana. It complies with the state rules and guidelines for Registered Ministries. It also complies with State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted.

BUDGET

The budget for GHDP is set by the GHDP Director and must be approved by the ZCCN church board. GHDP does not receive funds from ZCCN, so GHDP depends on the regular payment of tuition and fees from families for our day-to-day operation. Operational expenses for GHDP tend to increase each year due to an increase in the cost of living, inflation, and compensating our employees. We believe that quality care for your children is important and we do our best to retain the best teachers and staff through ongoing training and increases in pay, when appropriate. We understand that the cost of child care varies in our area, so we appreciate the loyalty of our GHDP families and will do our best to provide the quality care you have come to expect from GHDP at a rate that is fair and comparable.

HOURS OF OPERATION

GHDP is open Monday - Friday from 6:30am until 6:00pm, with the exception of the following holidays (for which we will be closed):

- **Labor Day** - Monday, September 4, 2017
- **Thanksgiving Day** - Thursday, November 23, 2017
- **Thanksgiving Holiday** - Friday, November 24, 2017
- **Christmas Eve** - Sunday, December 24, 2017
- **Christmas Day** - Monday, December 25, 2017
- **New Year's Day** - Monday, January 1, 2018
- **Good Friday** - Friday, March 30, 2018
- **Memorial Day** - Monday, May 28, 2018

- **Independence Day** - Wednesday, July 4, 2018

There will be no charge for holidays we are closed. A notice will be posted prior to the holiday letting parents/guardians know we will be closed.

Other Holidays/Breaks: GHDP will remain open for RBB Fall/Winter/Spring Breaks, as well as the Martin Luther King Jr holiday. Your child's schedule (part-time or full-time) for these breaks will remain the same as through the regular school year (August - May). A sign-up sheet is posted prior to the holiday/break, on which you will be asked to indicate whether or not your child can be expected to attend GHDP. This helps us plan for staffing in advance so we can better use our resources. If your child will not be in attendance at GHDP during that holiday/break, you may choose to use available vacation/sick days to cover your child's absence if he/she is usually scheduled to attend on those days. If no vacation/sick day is applied to those days, you will be charged the regular tuition rate. If your child is part-time and does not normally attend on Mondays and you indicate on the sign-up sheet that he/she will not be in attendance at GHDP on MLK Jr Day, you will not be charged for that holiday, nor will you need to use a vacation/sick day to cover the absence.

Adverse Weather: If GHDP closes due to weather or any other emergency situation (such as a power outage or gas leak) there will be no charge to your account.

NOTE: Child drop-off before 6:30am is not permitted. Child pick-up after 6:00pm will incur fees and may result in forfeiture of enrollment at GHDP if habitual.

See our **ATTENDANCE POLICY** below for more information about calling in sick and using vacation days.

ADMISSION REQUIREMENTS

The following requirements must be met in order to be admitted to GHDP or placed on our waitlist if a current opening is not available:

- Schedule and take a tour of our facility.
- Complete and submit an application for enrollment.
- Provide documentation from physician of immunization records (per Indiana State guidelines; see below)
- Provide signed acceptance of GHDP policies and Parent/Guardian Notice.
- Pay the non-refundable Registration/Waitlist Fee of \$15.00 per child.

Age Requirements: GHDP admits children age 6 weeks (if immunized) up through 5 years into our regular daycare/preschool program. Kindergarten students should be 5 years of age; special consideration may be given to children who are older than 54 months (4 years 6 months). Before/After School care and Summer Camp are offered for elementary students in grades K - 5.

Waitlist: If an immediate opening is not available in a particular age-group/classroom, parents/guardians may choose to be placed on our waitlist. There is a non-refundable \$15 Waitlist Fee that doubles as the Registration Fee once a student is placed from the waitlist into a classroom. Waitlisted spaces are filled in the order they are received as spaced open in our classrooms, with the exception being newly arrived siblings of current GHDP students. Please note that our waitlist for our Nursery class for newborns is usually long. While we would love to be able to accept all children who are in need of care, we are limited on space and cannot exceed appropriate teacher-to-child ratio guidelines.

Immunizations: For the safety of all children and staff at GHDP, we require each child enrolled at GHDP provide proof of vaccination in the form of printed documentation from a licensed physician following Indiana State guidelines: <http://www.state.in.us/isdh/25785.htm>. Any exemptions must be requested in writing with supporting documentation (religious statements, scripture reference, etc.) and discussed with the GHDP Director, and may be subject to review by the ZCCN church board before admittance is approved or denied.

ATTENDANCE POLICY

To maintain enrollment at GHDP, parents/guardians are expected to abide by the following rules:

- Child drop-off is between 6:30am - 9:00am. Early drop-off (prior to 6:30am) is not permitted. Waiting until 6:30am to drop off your child(ren) allows our morning staff to adequately prepare the classrooms prior to the arrival of children. Unless previously arranged, please avoid late drop-off after 9:00am. In order for your child to receive the full benefit of their care and education at GHDP, arrival by 9:00am is essential, and arrival by 8:00am is preferred.
- Children must be picked up on time (prior to 6:00pm) each day, otherwise a Late Pick-Up Fee will be assessed (see ***TUITION AND FEES*** for rates). A meeting with the Director will be required if your family reaches three (3) late pick-ups in one school year (August - July). Habitual late pick-ups may result in forfeiture of your child's enrollment, meaning you will need to seek childcare elsewhere. GHDP may be forced to pay staff overtime at a higher rate if your child is not picked up before closing at 6:00pm, hence the need for the Late Pick-Up Fee.
- Avoid dropping off or picking up your child during the hours of 1:00 - 3:00pm, which is our scheduled rest/nap time for infants - preschoolers. Disruptions during rest time cause classroom issues throughout the remainder of the day because children did not receive adequate rest. If you attempt to drop your child off during rest time without making prior arrangements with the front office, GHDP reserves the right to refuse childcare for your child that day. We must keep the best interest of all children enrolled at GHDP at the forefront of each decision we make.
- Expected absences (such as vacation days or scheduled medical appointments) that are known in advance should be submitted in writing to the front office at least one (1) business day in advance. See ***Sick/Vacation Days*** and ***Unexcused Absences*** below for more information.
- Tardiness or unexpected absences (such as illnesses or other emergencies) should be reported to the front office **by 9:00am** on the day of the absence. See ***Sick/Vacation Days*** and ***Unexcused Absences*** below for more information. The following are appropriate methods of notifying the front office of an unexpected absence:
 - Phone: (812) 876-2700; leave a voicemail message if no answer
 - Email: ghdp.office@gmail.com
- For parents/guardians of our part-time students who have a **flex schedule** at work and do not always work the same hours from week to week, we will do our best to accommodate your schedule. We ask that you please notify us of your work schedule at least 2 weeks in advance so we can plan to have adequate staffing on-site to care for your child(ren) without going over teacher-to-child ratio. If we do not receive advance notification from you, we may not be able to accommodate your schedule for a given day, which means you will need to find childcare elsewhere for that time.

Sick/Vacation Days:

- Each school year (August - July), each child (infant - preschool) is allowed **10 sick/vacation days** that can be used to cover absences for reasons such as illness, vacations, or any other excused absence. You will not be charged tuition for any excused absence covered by a sick/vacation day. Once your 10 sick/vacation days are used, you will not receive more for August - May. Unused vacation days expire on July 31st and do not roll over into the new school year.
 - Children (infant - preschool) enrolled for the **summer** will receive additional vacation days to use for June - July only, which may be used along with any unused days from the original 10 received. The number of summer vacation/sick days received depends on whether the child is enrolled part-time or full-time for the summer:
 - Part-time: 5 additional sick/vacation days (for June - July only)
 - Full-time: 10 additional sick/vacation days (for June - July only)
- Kindergarten students do not receive sick/vacation days because regular attendance is expected during the school year (August - May), just as if they were attending a public school. If your child must miss school due to illness or vacation, your account will still be charged the regular rate.
- Elementary students enrolled in our Summer Camp (June - July) do not receive sick/vacation days. If your child must miss camp due to illness or vacation, your account will still be charged the regular rate.

- To avoid being charged for an absence, **you must notify the front office no later than Friday of the same week** that you wish to apply a sick/vacation day to an excused absence that was properly called in. The following are appropriate methods of notifying the front office that you wish to use sick/vacation time:
 - **In writing** to administrative personnel at the front desk; a form is available on the parent info table near the front desk
 - **Email:** ghdp.office@gmail.com
 - **Phone:** (812) 876-2700; leave a voicemail message if no answer

Unexcused Absences: Notification of your child’s absence from a scheduled day at GHDP must be given by the parent/guardian to the front office via phone or email **by 9:00am**, otherwise it will be considered an unexcused absence. You will **not** be allowed to use a sick day or vacation day to cover the absence, nor will you receive a refund for the missed day. Proper notification of your child’s absence (by 9:00am) allows us to make any necessary changes in staffing early in the day.

- If your child is absent for more than two (2) weeks without proper notification, we will assume you have withdrawn your child and you will be charged per our ***Withdrawal*** policy (see below).

Withdrawal: If at any time you wish to withdraw your child(ren) from enrollment at GHDP a **written notice** must be given to the Director **at least two (2) weeks in advance**. If a two (2) weeks’ written notice is not given, you will be charged a full two weeks (10 days) of tuition and fees after the date of withdrawal. Balances that are left unpaid will be sent to collections.

Inclement Weather: GHDP reserves the right to make our own decisions regarding the safety of the children in our care. GHDP closely follows the Richland Bean-Blossom Community School Corporation (RBBCSC) schedule, including closings due to weather-related events, such as heavy snow or ice. If RBBCSC closes school due to weather, GHDP will close as well. However, if RBBCSC has decided to operate on a delayed schedule, GHDP will remain open on our regular 6:30am - 6:00pm schedule, unless the decision is made to close once school has begun. If children have already been dropped off at GHDP before the decision is made to close school, we will contact parents/guardians and/or emergency contacts to request immediate retrieval of children. It is the responsibility of parents/guardians to ensure their child has adequate alternative care if GHDP is closed. If GHDP decides to close prior to 9:00am, families will not be charged tuition for that day, nor will they be required to use a sick/vacation day to cover the missed day.

- All GHDP families are encouraged to sign up at www.rainedout.com to receive a text message and/or email in the event that GHDP must close for any reason. Simply search for “Growing Hearts Daycare and Preschool.”

New Sibling Leave: The addition of a new family member is exciting and we encourage families to spend as much time together as possible during this time of transition. GHDP allows children enrolled in our program who have gained a new sibling (either through birth or adoption) the opportunity to take a “new sibling leave.” **The leave must be approved in advance and completed within (6 weeks) 180 days of the new sibling’s date of birth/adoption.** During this leave, your child will not be attending GHDP, no tuition charges will be accrued, and no sick/vacation days will be used. GHDP will hold your child’s spot at GHDP until the end of the leave. If additional time is desired, you may request that any remaining sick/vacation days be applied to cover the additional time off, or you may choose to pay the regular tuition rate during that time. **The leave must be requested in writing prior to the first day of the leave** [Note: the request may be submitted in advance with an open start date; once the baby is born/adopted, you must notify the GHDP front office by phone within two (2) business days so we will know when the leave is to officially begin]. If your child has been absent from GHDP for this purpose and we have not received written request of the leave within two (2) weeks of the start date, you will be subject to our ***Withdrawal*** policy (see above).

- **Sibling Preference:** We believe it is important for children from the same family to all receive care from GHDP as space allows, so we offer “sibling preference” to existing GHDP families (with an older child currently enrolled) who have a new baby/child that needs care. Our waiting list for our Nursery classrooms is rather high, so we need to know as soon as possible if expecting mothers plan to enroll their new baby at GHDP once maternity leave is completed. We cannot guarantee a space will be held if we do not receive proper notification and/or if a delay in care is requested rather than beginning immediately following maternity leave.

TUITION AND FEES

A **non-refundable Registration/Waitlist Fee of \$15** is required to enroll or be placed on the waitlist at GHDP. If a waitlisted child is later placed into a classroom at GHDP, a Registration Fee will be waived since the family has already paid a \$15 Waitlist Fee. The Registration Fee must be paid in full before your child can attend GHDP.

Tuition at GHDP is paid by automatic withdrawal from your checking account at your bank. This ensures that all accounts are current and helps us keep our costs lower by eliminating credit card processing fees and the possibility of returned checks. Automatic withdrawal paperwork must be completed upon enrollment so that we can accurately bill your account.

Tuition is billed each Monday for the current week of care, unless a holiday falls on that Monday, in which case billing will occur on Tuesday of that same week.

Infant - Preschool (August - July):

Tuition for infants - preschoolers is determined based on whether or not your child is toilet-trained and whether he/she is to be enrolled part-time or full-time. If your child has been accident-free for at least 2 weeks, you may be assessed the "toilet-trained" rate. **Part-time** enrollment is 3 days/week or less; **full-time** enrollment is 4+ days/week. Tuition rates for babies - preschool are as follows:

- Full-time (4+ days/week):
 - Toilet-trained: \$138 / week
 - Not Toilet-trained: \$160 / week

- Part-time (1 - 3 days/week):
 - Toilet-trained: \$ 92 / week
 - Not Toilet-trained: \$105 / week

Full-Day Kindergarten (August - May): \$110 / week

Extended Care (Before/After School) for Elementary Students (August - May):

Fees for Before/After School care are charged only for the days utilized.

- Before School Only: \$ 5 / day
- After School Only: \$ 5 / day
- Before + After School: \$10 / day

Summer Enrollment (June - July):

We understand that the need for childcare in the summer may differ from the regular school year due to vacations and changes in parent/guardian work schedules. To help better meet your needs during the summer months, we allow families to alter their child(ren)'s normal attendance schedule by choosing a part-time or full-time schedule that best fits their needs. We ask for written confirmation of your child's summer schedule (either part-time or full-time) **no later than April 1st** so that we can adequately plan for staffing and transportation (for Summer Camp participants) during the summer months.

NOTE: If you choose to withdraw your child from GHDP for the summer (June - July) only, but plan for your child to return to GHDP in August, **you must notify the front office in writing no later than April 1st** to avoid forfeiting your child's enrollment at GHDP. If we do not receive proper notification, your child will be subject to our ***Withdrawal*** policy.

Infant - Preschool: Tuition rates for summer follow the same tuition structure for Infant - Preschool outlined above. Your child will remain in the same classroom until reevaluations in August.

Summer Camp (completed grades K - 5): Summer Camp is offered for elementary-aged students either part-time (3 days or less) or full-time (4+ days). Registration deadline is April 1st. Any changes to

Summer Camp enrollment require a two (2) week notice in writing prior to April 1st. All Summer Camp fees are non-refundable. Below is our Summer Camp fee structure:

- Summer Camp Tuition:
 - Part-time (1 - 3 days/wk) \$ 69 / week
 - Full-time (4 - 5 days/wk) \$115 / week
- Transportation Fee: Varies each year
- T-shirt Fee: \$ 15
- Field Trip Fees: Vary depending on location

Late Pick-Up Fee (August - July):

- Pick-up between 6:01pm - 6:05pm: Flat fee of \$5
- Pick up at 6:06pm or later: Flat fee of \$5 plus \$1 extra for every minute thereafter
 - Example: If child is not picked up until 6:10pm, the family will be charged a total of \$10 in late fees.

NSF (Non-Sufficient Funds) Fee (August - July):

If your account does not have sufficient funds when the automatic withdrawal is made on Monday, GHDP will be charged a fee of \$30, which we will then add to your account. We will send a letter home with you notifying you of the issue and the resulting fee that you will be charged. The following Monday, you will be charged the previous week's tuition, the current week's tuition, plus the NSF fee of \$30. If your account incurs more than one (1) NSF fee in a school year (August - July), a meeting with the Director will be required. Habitual NSF fees may result in forfeiture of your child's enrollment, meaning you will need to seek childcare elsewhere. Any tuition/fees that go unpaid for 30 days will be turned in to collections.

Other Fees/Expenses:

- **Curriculum Fees:** Children age 2 - Kindergarten will benefit from curriculum purchased by GHDP. Fees vary from year to year, depending on the curriculum that is used.
- **Classroom Supplies:** A list of supplies needed for each classroom is sent home at the beginning of each school year (in August). GHDP does provide some classroom supplies at no charge, but families may be asked to contribute supplies for their child's classroom. For children who are still in diapers/training pants, families must ensure their child has an adequate supply of diapers/training pants, wipes, diaper rash cream (if used), and formula on supply in their child's classroom. Teachers will notify parents/guardians in advance (2 days) if a child is running low on any feeding/diapering supplies.

Sibling Discount:

We understand the expense of childcare can sometimes be more difficult for larger families, so to help alleviate some of the financial burden we offer a discount to our families with multiple children enrolled at GHDP:

- Second Child Tuition Discount (2 children): \$15 total savings/week
- Family Tuition Discount (3+ children): \$25 total savings/week

TRANSPORTATION

Transportation to and from GHDP is the responsibility of each child's parent/guardian. Elementary-age children who are enrolled in Before/After School at GHDP may ride the bus to and/or from Edgewood Primary/Intermediate and GHDP. It is the parent/guardian's responsibility to inform their child(ren) which bus they should board at the end of the school day.

There are times when a special off-campus field trip has been planned and it is necessary for your child to be transported to a different location. In such an instance, a permission slip may be required, in addition to fees associated with transportation or admittance/participation, depending on the nature of the field trip. Your child's teacher and/or the GHDP Director should notify you in advance so you can prepare your child to attend or make other arrangements if you do not wish for your child to participate.

Summer Camp: Elementary-age children who participate in Summer Camp at GHDP from June - July will have the opportunity to attend off-campus field trips multiple times each week. GHDP has hired safe and reliable transportation via the RBBCSC transportation system to transport children to/from each field trip location safely. A non-refundable Transportation Fee will be charged to all Summer Camp registrants and must be paid prior to the beginning of Summer Camp. The transportation fee varies from year to year depending on the overall charge and the number of campers who enroll. A calendar of events will be created and distributed to parents/guardians in advance so they are aware of their child(ren)'s travel schedule for the summer. We welcome parent/guardian chaperones on our field trips; contact our Director for more information about being a chaperone.

CLASS DESCRIPTIONS AND SCHEDULES

GHDP classes are divided by age and ability. Upon enrollment and at the beginning of each school year (August), your child will be evaluated to determine which class seems to be the best fit. GHDP follows state guidelines in regard to teacher-to-child ratios to ensure adequate supervision for each child in our care. Below are the various class options GHDP offers:

Nursery

Ages: 6 weeks - 1 year Ratio: 1 teacher:4 children

Infants begin to develop an understanding of the world around them through their senses and physical actions. To develop these skills, our infant/toddler program is designed with various age appropriate experiences and exercises which will help your child develop at his/her own speed. These areas include language development, cognitive development, large and small motor skills, and social and emotional development. The children are spoken to frequently and enjoy being read to, as well as hearing and participating in songs and finger plays. We have a progressive nursery program which allows your child to move into an age-appropriate classroom at the beginning of each school year or as certain milestones are achieved.

Toddlers

Ages: 1 - 1 ½ years Ratio: 1 teacher:5 children

Toddlers begin to develop an understanding of the world around them through their senses and physical actions. To develop these skills, our infant/toddler program is designed with various age appropriate experiences and exercises which will help your child develop at his/her own speed. These areas include language development, cognitive development, large and small motor skills, and social and emotional development. The children are spoken to frequently and enjoy being read to, as well as hearing and participating in songs and finger plays.

Preschool-Prep

Ages: 1 ½ - 2 years Ratio: 1 teacher:5 children (or 1:7 if all children are age 2)

Toddlers begin to develop an understanding of the world around them through their senses and physical actions. To develop these skills our infant/toddler program is designed with various age appropriate experiences and exercises which will help your child develop at his/her own speed. These areas include language development, cognitive development, large and small motor skills, and social and emotional development. The children are spoken to frequently and enjoy being read to, as well as hearing and participating in songs and finger plays.

Two-Year-Olds

Ages: 2 years Ratio: 1 teacher:7 children

Our program for two-year olds develops the child's language, as well as, gross and small motor skills. Self-discipline, cooperation, and creative expression are fostered through play activities. Exploration of manipulative toys, books, indoor and outdoor play equipment and materials helps to develop the child's curiosity, creativity, and independence. Art and music experiences with a variety of materials are an integral part of the program.

Three-Year-Olds

Ages: 3 Ratio: 1 teacher:10 children (or 1:7 if any are in diapers/training pants)

The creative preschool program is the core of the three-year old curriculum. Listening to stories, retelling events, dramatic play with puppets, music and movement help the child to develop concepts and language

skills necessary for future learning. A variety of play and art materials are provided for the child's exploration. Stringing beads, building with blocks, painting, drawing, cutting, and constructing with different materials foster the development of the child's small motor and problem solving skills, as well as, enhancing his/her sense of creativity and self-expression. Daily writing exercises introduce the three-year-olds to creating letters.

Three-to-Four-Year-Olds

Ages: 3 - 4

Ratio: 1 teacher:10 children

The creative preschool program is the core of the three-year old curriculum. Listening to stories, retelling events, dramatic play with puppets, music and movement help the child to develop concepts and language skills necessary for future learning. A variety of play and art materials are provided for the child's exploration. Stringing beads, building with blocks, painting, drawing, cutting, and constructing with different materials foster the development of the child's small motor and problem solving skills, as well as, enhancing his/her sense of creativity and self-expression. Daily writing exercises introduce the three-year-olds to creating letters.

Preschool

Ages: 4 - 5

Ratio: 1 teacher:12 children

The four- to five-year-old child is ready for the reading, math, and handwriting skills that will prepare him/her for the more formal learning environment of the elementary school. The readiness program focuses on phonics skills and listening comprehension, and will be initiated for the child who demonstrates readiness for this skill. The manipulative approach to learning math is used to develop math concepts. Beginning handwriting skills are taught. Creativity, curiosity, and confidence are developed through varied activities. Art experiences, manipulative materials, dramatic play, books, and games enhance the child's concept development.

Kindergarten

Age: 5

Ratio: 1 teacher:15 children (or 1:12 if any 4-year-olds are enrolled)

We offer a Kindergarten program at GHDP so long as enrollment numbers present a need; at least 12 students must be registered for Kindergarten in order for us to offer the program in a given year. Our Kindergarten program offers the five-year-old child the opportunity to expand on reading, writing, and math skills that he/she has already learned in our preschool program. Children will have a well-rounded education, including language arts, social studies, science, mathematics, health, music, and art. We use Abeka curriculum, which is Christian-based and offers a wide variety of study topics and teaching tools to help each student learn to the best of his/her ability and to foster a love of learning.

Before/After School Care

Grades: K - 5

Ratio: 1 teacher:15 children

Elementary-age children can receive care before and/or after school in a safe and loving environment. Children can take an RBBCSC bus from GHDP to Edgewood Primary/Intermediate in the mornings and/or can take an RBBCSC bus from Edgewood Primary/Intermediate to GHDP in the afternoons. While at GHDP, children are encouraged to unwind for a bit, work on some homework (if desired), and enjoy their time with us!

Summer Camp

Grades: Completed K - 5

Elementary-age children who have completed grades K - 5 may enroll in our Summer Camp during the months of June & July. Students will get to travel 2 - 3 days per week to various off-campus locations for field trips and extended learning. While on-campus at GHDP, students will remain engaged in fun activities throughout the day, including games, group activities, and water fun! There are additional fees associated with our Summer Camp program; see the **TUITION AND FEES** section for more information.

Class Schedules:

Schedules vary from classroom to classroom, as different age groups have different needs and abilities in regard to structure. Your child's teacher will provide a schedule for their classroom and a copy of the schedule is posted in each room so that any GHDP staff member, volunteer, or parent/guardian can see the schedule at any time. We recognize that children feel secure when a routine is established and transitions are easier when they know what to expect, so each teacher does his/her best to adhere to their classroom schedule, when possible. There are some days when deviations from the schedule are necessary, such as days that include a special celebration, special visitor, or a field trip. To obtain maximum benefit from our academic program, we

ask that your child be in attendance at GHDP during the academic portion of the day, which is from 8:00am - 1:00pm (or 8:00am - 3:00pm for Kindergarten). We understand that there are times when a student may need to miss a portion of the day due to a medical appointment or some other reason, but we ask that parents/guardians please limit the number of times their child is absent during teaching time. If a parent/guardian ever has any questions about their child's schedule while at GHDP, we encourage them to reach out to their child's teacher for more information.

CURRICULUM AND EVALUATIONS

Our preschool curriculum generally uses a combination of printed and online resources that help build a strong foundation for skills such as reading, writing, and math in our GHDP students as young as two years of age. Our Kindergarten program uses Abeka curriculum which is Christian-based and offers a wide variety of study topics and teaching tools to help each student learn to the best of his/her ability and to foster a love of learning. Once our curriculum materials arrive, we will display them near the front office so parents/guardians will have the opportunity to review the materials.

Evaluations: Evaluations for each student are conducted at the time of enrollment to determine best classroom placement in regard to age/ability and to allow the assigned teacher to have a baseline from which he/she can gauge each child's progress throughout the school year. Regular evaluations are performed throughout the school year to ensure each child is progressing through our curriculum and/or learning program appropriately. This also allows our teachers to practice differentiation by offering additional assistance or increased learning opportunities, depending on each student's level and learning preference.

Curriculum Fees: Fees may change from year to year, depending on which curriculum is used. Parents/guardians will be notified in advance of the cost of the curriculum. This charge will be applied directly to your account in the same way tuition is charged.

Academic Instruction: GHDP offers an excellent academic program. The children in our preschool program participate in a variety of school-readiness activities including pre-reading and pre-math. Each child is introduced to letter and number recognition, letter sounds, and number meaning. Special emphasis is placed on vocabulary building, using complete sentences, verbal expression, and hand-eye coordination activities. In addition, children are instructed in the Bible. Lessons are presented in age-appropriate ways that are both enjoyable and meaningful to the child. Music and art are important ingredients to our curriculum and are used to extend and emphasize the skills and concepts taught in the other subjects. The individual needs of the child are met as their strengths are built upon. For example, a child who comes to school knowing their letters and numbers receives reinforcement of those concepts and is given help in learning the sounds and meaning of those symbols.

Social Instruction: Our students are given many opportunities to interact with other children, as well as adults. Through this interaction and special lessons taught in Christian conduct, morals, and good manners, it is our hope that each child will learn appropriate ways to interact with peers.

Physical Development: Early childhood is a time of rapid growth for the child. Children this age need a lot of movement and learn best by using all of their senses. Therefore, we provide a program that incorporates a lot of physical and creative movement. The mind can only absorb what the body can endure. Therefore, the children are given lots of opportunities to move, stretch, and explore.

Spiritual Training: It is the goal of GHDP and ZCCN to present the gospel of Jesus Christ to our students and their families. Our Bible curriculum presents basic Biblical stories, concepts, and applications. It is our goal for each child to know Jesus as Lord and Savior and to accept the Bible as the inspired word of God and a guide for daily Christian living. Every morning the children will say the pledge of allegiance, the pledge to the Christian flag, and the pledge to the Bible. GHDP and ZCCN uphold the beliefs and core values of the Church of the Nazarene.

- **Chapel:** A special time is set aside each day for children age 2 - 5 to attend Chapel. During this time, Bible stories and songs will be shared and basic Biblical principles will be taught. Christian character

traits will also be emphasized and integrated throughout the daily program. Children are taught that: God is the creator of the world and of all life in the world; God is a loving and just God; Jesus is God's only son who loves us, died on the cross for our sins, and rose from the dead so that we may have eternal life through Him. Children are encouraged to learn about Jesus' life so they can follow His example and teachings, including loving God and showing God's love to their friends and classmates. The Christian character traits of love, kindness, honesty, sharing, and thankfulness are emphasized in all aspects of our daily Chapel program. Children are encouraged to memorize short Bible verses and to say prayers at meals and whenever they have a need. We encourage parents/guardians to help reinforce these messages at home and we enjoy hearing students "teach" their parents/guardians stories and concepts they learned during Chapel.

SPECIAL NEEDS POLICY

GHDP does not have an on-staff special needs aide/teacher. If you or GHDP feel your child requires or would benefit from additional special needs services, a meeting may be called with your child's teacher and the GHDP Director to discuss the possibility of hiring a special needs teacher/aide to work with your child; the parent/guardian would be responsible for all expenses related to the hiring of the special needs teacher/aide.

COMMUNICATION

We believe that open communication is critical to the success of your child's care and learning here at GHDP. It is our goal to communicate to all parents/guardians important information about your child, including information about meals/snacks, diapering/toileting, napping, any issues that arose throughout the day, and highlights about what your child learned while at GHDP that day. We also encourage parents/guardians to regularly communicate with their child's teacher(s) regarding any issues that have arisen at home or anything else that may help us provide better care for your child while at GHDP.

Regular avenues of communication occur in the following ways: **verbal** (parent-teacher conversations, parent-Director conversations, etc.), and **written** (this handbook, letters, information sent home by teachers, printed newsletters, emails, Facebook, etc.).

Class Dojo: Each educationally-based classroom (Two-Year-Olds up through Kindergarten) has a *Class Dojo* account which allows teachers to share and communication important classroom-specific information electronically with parents/guardians. Such information that is shared via Class Dojo may include notes about what was learned in class on a given day, information about upcoming classroom celebrations, or photos of the children engaging in learning activities throughout the day. For more information about Class Dojo, speak with your child's teacher or go online to: www.classdojo.com

Custody Issues: We understand that some children in our care have parents/guardians who share custody with another individual. GHDP will do everything in our power to help provide continuity of care between both parent/guardian situations and the GHDP environment. GHDP refuses to engage in behavior which restricts any legal guardian's access to student information and/or interaction with the child. Unless a legal restraining order is filed against an individual and a copy of the document is provided to the GHDP Director and the Ellettsville Police Department, we are required to provide the same level of information to and interaction with all legal guardians of the children in our care. If custody issues within your family become a concern and GHDP staff are unable to conduct business in a normal manner and/or any GHDP staff member or child is endangered due to these issues, you may be asked to find care elsewhere for your child(ren).

If there are ever any concerns regarding the care of your child, please speak with your child's teacher(s) first. You may also ask to speak with the GHDP Director if you feel the situation warrants it. We strive to provide the best care to all students at GHDP and appreciate your willingness to allow us the opportunity to correct any issue that arises. The appropriate chain of communication at GHDP is as follows:

It is the parent/guardian's responsibility to ensure each child's Emergency Contact form is kept up-to-date and that all phone numbers, addresses, and email address on file are current.

ARRIVAL & DEPARTURE POLICIES AND PROCEDURES

To maintain enrollment at GHDP, all parents/guardians are expected to abide by the following arrival/departure rules:

- Children must ALWAYS be escorted into the building and to their assigned classroom by a parent/guardian. Do not drop children off at the door. Please make sure a teacher is aware of your child's presence in the room before departing.
 - Each family is assigned a 4-digit PIN code that is required to be entered on the keypad inside the first set of glass doors in order to gain entry to the building. **Children must be signed in and out by a parent/guardian via the keypad each day**, regardless of whether you are picking up your child from his/her classroom, the gym, or the playground. Children are not allowed to sign themselves or a sibling in/out, for the sake of accuracy and accountability.
 - If you have more than one child enrolled at GHDP, you will see each child's name appear on the keypad, followed by a number. If you are signing **all enrolled children** in on a given day, simply select OK after typing in the PIN code. If you are signing in **some but not all** of the children, enter the PIN code followed by the number that corresponds to that child, then select OK.
 - GHDP will never allow a child to leave the building with someone who is not on your approved list of adults authorized to pick up your child. If your child is to be picked up by someone other than a parent/guardian or a regularly assigned adult, you must inform the Director and your child's teacher in writing in advance. This policy is in place for the protection of your child. Exceptions will not be made except in the case of an emergency with proper authorization. Your child should always be told who will pick him/her up. Whoever will be picking your child up must have your 4-digit PIN code and must appropriately sign your child out using the keypad.
 - **Custody/Restraining Orders:** If a legal custody order and/or restraining order restricts access rights to a child in our care at GHDP, we must have a copy of the order on file at GHDP, along with a photo of the individual if a restraining order exists. A copy of the order must also be provided to the Ellettsville Police Department. It is the parent/guardian's responsibility to notify GHDP of any legal restrictions on who may or may not pick up or visit a child while at GHDP.
-

MEALS AND SNACKS

We encourage children to eat nutritious meals and snacks at home and while they are in our care at GHDP. A variety of fruits and vegetables, healthy carbohydrates, proteins, and plenty of water should be provided by parents/guardians each day to foster healthy growth.

A healthy breakfast should be eaten at home prior to arriving at GHDP. Starting each day off with breakfast helps your child be ready to learn and interact with others in a positive manner. Hungry tummies can often lead to grouchy attitudes, so it's best for all when your child arrives at school well-fed.

Proper hand-washing is encouraged for both staff and children prior to all meals and snacks.

If your child has a special nutritional need or allergy, please notify the Director immediately so all teachers can be notified and the appropriate notes can be added to your child's enrollment file.

If your child is an infant requiring frequent feedings by bottle, you must provide enough milk/formula for your child for their entire time at GHDP that day and must notify your child's teacher(s) of the appropriate feeding schedule. All prepared milk/formula will be kept refrigerated. Teachers are permitted to warm your child's

bottle according to state regulations. Please maintain open communication with your child's teacher(s) regarding any changes in your child's feeding schedule.

Lunch:

Children (Nursery 3/4 - Kindergarten) who attend during the lunch hour should plan to bring a healthy lunch from home. Each child's lunch will be stored in a refrigerator on-site at GHDP. Each child's lunchbox should be labeled with his/her name and must include an icepack (per state lunch guidelines). If your child's lunchbox is insulated, please remember to leave open or unzip ¼ of the way prior to placing in the refrigerator to allow proper airflow and temperature maintenance (per state lunch guidelines). Metal lunchboxes do not need to be left open as they allow the cold to transfer more easily, keeping your child's lunch at a safe temperature even when closed.

Younger students (Nursery - Preschool-Prep) will remain in their classrooms for meal times. Older classes (Two-Year-Olds through Kindergarten) will take turns enjoying lunch in our cafeteria. Children will be led in prayer before lunch and snacks. Children are encouraged by their teachers to use good table manners. Children are encouraged to eat their lunches and snacks but are never forced to finish their food.

Summer Camp attendees should plan to provide their own lunch from home. Some travel days it will be necessary for your child to bring a room-temperature sack lunch (in a disposable bag), as we may not always have access to refrigeration and may not have the means to store/carry reusable lunchboxes while on our field trip.

Snacks:

GHDP will provide two (2) daily snacks for children age 2 and up in our preschool program. Milk is provided during morning snack; water is provided with afternoon snack. Before School students will receive snack at GHDP only if RBB has a delayed start (such as for a snow delay). After School students will receive afternoon snack at GHDP.

HEALTH AND SAFETY POLICIES AND PROCEDURES

The health, safety, and overall well-being of each child and staff member at GHDP is of utmost importance to us at GHDP. Unfortunately, there are times when accidents or emergencies happen, so we make every effort to ensure our staff are prepared to aid in the recovery process, where applicable. All GHDP staff are required to pass criminal and medical (including drug) screenings upon hire, and are required to receive regular first aid and CPR training. GHDP staff must be prepared to deal with any crisis that may happen in order to minimize the effects of such events.

The information provided in this handbook does not, nor can it, outline every crisis or emergency that may occur, but what it does serve to do is provide guidelines for the safe and effective care of your child while in attendance at GHDP.

It is the parent/guardian's responsibility to ensure that each child's *Emergency Contact List* is up-to-date.

Each GHDP staff member is legally required to immediately report any suspected cases of physical or sexual abuse to GHDP leadership and authorities.

Medical

- An *Emergency Medical Form* and current copy of your child's immunizations must be on file in order for your child to attend GHDP.

- **Illnesses:** We understand that it's not always easy to take time off work to stay home with a sick child, but for the health and safety of all GHDP children and staff, we require that you not send your child to GHDP when he/she is sick. GHDP reserves the right to refuse service to a sick child who may endanger the health of others at GHDP. Your child should stay home from GHDP if he/she is exhibiting any of the following symptoms:
 - Vomiting
 - Diarrhea
 - Fever of 100.5* F or higher
 - Child feels/appears "sick"
 - Skin rash/spots that could be chicken pox or measles
 - Head lice/nits or scabies

If your child develops a fever (100.5* F or higher) and/or has two or more episodes of vomiting or diarrhea while in our care at GHDP, he/she will be isolated from the other children and the parent/guardian will be notified to make arrangements to have the child picked up IMMEDIATELY.

Your child may return to GHDP when he/she has been free of the following for **at least 24 hours**: fever (without the aid of fever-reducing medication such as Tylenol), vomiting, diarrhea, lice/nits, any communicable illness/disease/rash. A note from a physician may be required before the child may attend GHDP after having a contagious illness.

GHDP must be notified immediately of any serious communicable diseases/conditions, including but not limited to chicken pox, measles, strep throat, influenza, pneumonia, or head lice/scabies.

Be sure to follow our **ATTENDANCE POLICY** to appropriately notify GHDP in the event that your child will not be attending GHDP on a scheduled day.

- **Injury:** If your child is injured while in our care at GHDP, trained staff members will administer basic first aid and/or CPR as needed.
 - Minor injuries, such as scrapes and bruises, will be treated on-site and an injury report will be provided to the parent/guardian upon pick-up, a copy of which will be placed in the child's file. Examples of simple treatment options administered by GHDP staff may include cleaning a wound, applying a bandage, and applying ice to a bump/bruise.
 - If the injury is serious, a GHDP staff member may call 911 if it is determined that appropriate medical care is immediately necessary and cannot be administered by anyone other than a trained healthcare professional. We will make every attempt to contact parents/guardians and/or emergency contacts in the event that additional medical treatment is needed. See the **Emergency** section below for more information about trips to the hospital. At an appropriate time when no immediate health concern is present, an injury report will be written up and copies will be made for the parent/guardian and the child's file at GHDP.
 - **NOTE:** Sometimes an injury may appear to be minor at school and later become more noticeably severe. Fractures or even broken bones are sometimes not noticed immediately. Even if the child has only what appears at first to be a minor bump or bruise, we request that parents be alert to the child's complaints, any inability to sleep, or unwillingness to participate in normal family activities after school.
- **Medication:**
 - **Prescription Medication:** GHDP staff cannot administer prescription medication to your child. If your child has prescription medication that he/she must take, please administer the medication yourself before/after drop-off, or arrange to come to GHDP during the day to administer the medication at the appropriate time. In order for the medication to be stored at GHDP for parent/guardian administration during the day, the medication must be in the original marked container, a valid prescription for the child must be on file, and a parent/guardian must complete and submit a *Medication Release Form* which will be kept in your student's file. Sample medications from your doctor's office without an accompanying prescription are not allowed at GHDP. **Remember, it is always the parent/guardian's responsibility to have current (non-expired) medication and prescription information on file at GHDP.**

- **EXCEPTION:** If your child has a prescription inhaler or Epi-pen required for allergies, GHDP staff can administer or assist your child with administering these medications (depending on age), as any delay in administering these medications to your child could result in severe injury or death. It is the parent/guardian's responsibility to ensure that the medication is not expired, as GHDP staff cannot legally administer expired medication.
 - **Over-the-Counter (OTC) Medication:** If your child has need of over-the-counter (OTC) medication, such as Tylenol or Benadryl:
 - A parent/guardian must complete and submit a *Medication Release Form* (located on the parent information table) **each day**. The *Medication Release Form* must include the child's name, name of medication, proper dosage for child's age/weight, and time(s) the medication is to be administered.
 - All medication must remain in its original container with appropriate label.
 - Place both the medication and the *Medication Release Form* in a plastic baggie (provided on the parent information table).
 - Give the medication/form to the Director or Manager on duty. **Do not** give medication to your child's teacher or leave it in your child's backpack or cubby; this is a violation of Indiana state guidelines.
- **Emergency:** The information in your child's *Emergency Medical Release* will help GHDP staff and the medical professionals know best how to help your child in the event of a medical emergency. In the event that your child requires emergency medical attention, GHDP staff will make every effort to contact the parent/guardian on file and any emergency contacts listed on the child's *Emergency Medical Release* form as quickly as possible. Please note that:
 - There may be times when GHDP staff are required to administer first aid or CPR techniques to your child.
 - There may be times when emergency medical professionals will be caring for your child on-site at GHDP or off-site in the event of a field trip. GHDP may need to dial 911 in order to obtain appropriate medical care for your child.
 - There may be times when your child may need to be transported by ambulance/helicopter to a hospital to receive better care.
 - There may be times when your child requires care from medical professionals while in transit to and in residence at the hospital.
 - GHDP staff will remain with your child as long as possible until a parent/guardian or emergency contact adult arrives.

Fire

GHDP has regular inspections to ensure GHDP is compliant in regard to fire code and that our equipment (sprinkler system, fire extinguishers, etc.) is in proper working order. GHDP routinely holds fire drills so all staff and children will know what to expect in the event of a real fire. Evacuation maps are posted throughout the building, including in each classroom. Emergency kits are also available in each classroom. In the event of a fire, each class will quickly and safely evacuate the building via the nearest exit and will remain together at a designated location. Each teacher will take attendance to ensure each child is accounted for. If it is determined that it is unsafe for children to re-enter the building, GHDP staff will begin notifying parents/guardians and/or listed emergency contacts that their child(ren) need to be picked up immediately. A GHDP staff member will remain with the children until it is safe to re-enter the building or until each child's parent/guardian arrives. If there is damage to our facility due to a fire, parents/guardians should expect further communication regarding the availability of care at GHDP; it may be several days/weeks before GHDP is able to safely provide childcare service.

Tornado/Severe Weather

GHDP routinely holds tornado drills so all staff and children will know what to expect in the event of a real tornado. Shelter maps are posted throughout the building, including in each classroom. There may be times when it is necessary to evacuate all children and staff from the building if it is unsafe to remain. If there is damage to our facility due to a tornado/severe weather, parents/guardians should expect further communication regarding the availability of care at GHDP; it may be several days/weeks before GHDP is able to safely provide childcare service.

Death of a Caregiver

In the event of the death of a GHDP caregiver, parents/guardians and/or emergency contacts will be immediately notified. It may be necessary for children to be picked up by parents/guardians. We understand that witnessing the death of a caregiver would be extremely difficult for a child to process and may result in emotional, mental, or physical distress. Please know that GHDP and ZCCN are available as a support system and will do everything in our power to help children and adults cope with such a tragedy.

DISCIPLINE POLICY

Choices have consequences...Make good choices! This is our motto at GHDP. You will see this posted in our hallways and spoken regularly in our classrooms. It's a great life-lesson that we strive to teach all children in hopes of instilling in them this truth that they will hopefully remember for years to come.

We want each child to feel that GHDP is a fun and safe place to be. It is the goal of each GHDP staff member to create a loving atmosphere where each child can succeed and feel good about himself/herself. Discipline at GHDP is based on positive reinforcement with an emphasis on self-discipline and self-control. Methods used at GHDP are positive approaches that foster such development. The use of physical punishment, abusive language, humiliation, or embarrassment is not permitted at GHDP.

GHDP staff will:

- Respect your child
- Establish clear rules and expectations
- Be consistent in enforcing rules
- Use positive language to explain the desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices and fair consequences
- Redirect your child to a new toy or activity
- Separate your child (age 2+) from an activity or another child to allow your child to "cool down" for a period of time (no longer than 1 minute per year of the child's age)

GHDP staff will NOT:

- Use physical punishment, even if requested by the parent
- Issue threats or bribes
- Deprive your child of food or other basic needs
- Humiliate or embarrass your child

GHDP expects that all children conduct themselves in a thoughtful and loving manner. Children should follow all GHDP rules and guidelines at all times, and should show respect to all GHDP staff and other children. Should a child choose to not follow rules/guidelines put in place by GHDP leadership or teachers, a related and age-appropriate consequence will occur. GHDP leadership reserves the right to request a meeting with the parent/guardian of any child who continually refuses to follow GHDP rules/guidelines. It is never our goal to dismiss a student from our care, but if the negative behaviors persist after all positive discipline approaches are attempted, it may be decided that GHDP is not the right place for this child to receive care.

Violent and aggressive behavior at GHDP will not be tolerated by any child or adult. Unprovoked violent behavior can be defined as any action that has the intent to hurt someone else, including but not limited to hitting, kicking, biting, spitting, and hostile verbal behavior.

- The first incidence of unprovoked violent behavior from a student will result in a written statement of the incident by a GHDP staff witness, a copy of which will be given to the parent/guardian and will be placed in the student's file. The written report will include the action taken by the teacher and a reminder of the "no violence" policy so parents/guardians can reiterate GHDP rules at home. If another GHDP child is affected by the child's violent behavior, the other child's parent/guardian will also be notified of the incident.

- If a second incidence of unprovoked violent behavior is exhibited by the same child, he/she will be immediately suspended (in writing) from GHDP for three (3) business days and the parent/guardian will be required to pay full tuition for those three (3) days. An in-person meeting between the parent/guardian and the GHDP Director will be required prior to the child returning to GHDP. Depending on the child's situation and the behaviors being exhibited, it may be decided that it is in the best interest of the child and other children at GHDP that this child not return.
- A third incidence of unprovoked violent behavior may result in immediate expulsion from GHDP; the child will be unable to re-enroll at GHDP in the future. We cannot allow a child to remain enrolled at GHDP if he/she deliberately disobeys rules and hurts others.

This discipline policy is made without regard to race, sex, creed, color, or religion and is instituted so all children attending GHDP have a safe and comfortable environment in which to grow and develop.

SPECIAL EVENTS

Open House: Parents/guardians are encouraged to visit their child's classroom. Our Open House will take place within one (1) month of the start of school. During the Open House, each teacher will explain the goal and expectations she/he has for her/his class in the year to come, the curriculum that will be used, and the routines that will be followed. Parents will have the opportunity to ask questions and to get acquainted with many of the other services and programs that the school offers. This is a great way to kick off a new school year!

Parties:

- Birthdays are very special and we welcome the opportunity to celebrate with each child. Parents are welcome to provide simple refreshments, such as cookies, on the day of their child's birthday. Please follow these guidelines when celebrating your child's birthday at GHDP:
 - All food/drinks brought into the classroom for sharing must be store-bought with a list of all ingredients, per state health guidelines. Homemade treats are not permitted.
 - Avoid cookies/cupcakes with dark-colored icing (blue, red, black, etc.), as these colors stain skin and clothing.
 - Check with your child's teacher to see if any classmates have special dietary restrictions or allergies.
 - If you plan on having a party outside of GHDP and wish to hand out invitations at GHDP, we ask that you include one for each of your child's classmates so there are no hurt feelings.
- We also celebrate some holidays with special parties; these are usually Christmas, Valentine's Day, and Easter. Parents will be notified of such parties in advance.

Christmas and End-of-the-Year Programs: Each year our teachers and students work hard to put together two special musical programs. Our Christmas Program highlights our students' favorite holiday music, while our End-of-the-Year Program is a fun-filled evening of favorite preschool tunes as well as a graduation celebration for our Pre-K and Kindergarten classes. All are welcome to share the excitement as our shining stars show off their musical talents!

Special Days: Throughout the school year we like to occasionally host fun days such as Crazy Hat Day or Crazy Hair Day to allow our children and staff opportunity to be creative and silly. During the week of Halloween we host a *Spirit Week*, in which each day has a different theme, including a Costume Day.

ZCCN Events: As a ministry of ZCCN, GHDP encourages our families to get involved in various community outreach events hosted by ZCCN, including:

- **Neewollah** - A positive, family-friendly fall celebration held at the end of October that allows children to have fun and celebrate in a safe environment. Favorite events at Neewollah include our Trick-or-Treat Street, Cake Walk, Hayride, Chili Cook-Off, and lots of super fun games (including Pumpkin Bowling)! This event is free and open to the community.

- **Easter Egg Hunt** - This may be the world's largest Easter egg hunt...almost! With 20,000 eggs stuffed with candy and prizes, there are plenty of eggs for each child to find! Each age group (babies - 5th grade) has a designated area to hunt eggs. We also have game booths set up before and after the Egg Hunt, so feel free to come early to play some games! This event is free and open to the community.
- **Vacation Bible School (VBS)** - ZCCN hosts an annual VBS program which has a spiritual formation focus. Whether our VBS program is a one-day event or a week-long extravaganza, it's sure to be fun and full of great Bible stories, practical applications for every-day life, and missions-oriented giving projects that help teach children that God's blessings are more richly enjoyed when they are shared with others.

MISCELLANEOUS INFORMATION

Rest Time:

Adequate rest is important for all young children, as their bodies are growing and learning at a rapid rate. Depending on the child's age, rest may be in the form of a nap, lying quietly on a cot, or quietly reading a book to oneself. Rest time at GHDP takes place after lunch from 1:00 - 3:00pm. During this timeframe, we try to eliminate as many disruptions as possible, including pick-up/drop-off of students and visits from family members.

During rest time, teachers encourage children to rest by providing cots (or cribs) for lying down, lowering the lights, and providing soothing sounds/music which help to foster a relaxing atmosphere.

Parents/guardians should provide a small pillow and blanket for each child to use during rest time. Be sure to label these items with your child's name. All pillows and blankets should be taken home by the family every Friday to be laundered and then brought back on Monday. Please make sure any pillow/blanket/snuggly brought for rest time does not make noise or light up, as that is a distraction to others who are trying to rest.

Cots are sanitized every Friday and any time a child has a potty accident during rest time.

Staffing in the classroom during rest time may be reduced below standard ratio as long as all children are sleeping, the required child/staff ratio is maintained on the premises, and the required caregivers are immediately accessible.

Appropriate Dress:

- GHDP and ZCCN uphold Christian values, so any clothing items (such as t-shirts with printed images) that do not uphold those values are prohibited.
- Children should always be sent to school in clothing that is appropriate for their age and size, and the current season.
- During colder months, all children should be sent to school with a coat thick enough to keep them warm when playing outside. All coats, jackets, hats, gloves, scarves, and boots should have your child's name on them. It is a good idea to keep extra gloves for your child in his/her classroom during colder months, as they often go missing! If your child does not have the proper outdoor gear, he/she will be asked to remain inside during outdoor playtime. See the section below on *Outside Play* for more information.
- Tops and bottoms should be covered at all times, even on water days.
- Girls should wear shorts underneath skirts/dresses. All children will be engaging in active events throughout the day and we don't want our girls to experience any embarrassing moments!
- Each child should have at least one (1) extra set of clothing in their cubby/classroom, including top, bottom, underwear, and socks. Be sure to switch out clothing items as your child grows and/or the seasons change. Store the clothing items in a large ziptop plastic bag bearing your child's name in your child's cubby/classroom; this bag is handy in the event soiled clothes need to be sent home at the end of the day.
- Appropriate footwear is required. Avoid flip-flops and sandals that do not have backs, as they cause a great number of injuries as children are running, jumping, and climbing. Closed-toe sandals and tennis shoes are great options for warmer months when we will be spending lots of time outside. Snow boots

and thicker water-resistant shoes are great for the winter months. Regardless of the shoe style, be sure it fits your child correctly!

Personal Belongings:

- All personal belongings (including clothing items, pillows, blankets, backpack, lunch box) must have the child's name clearly written on them.
- Any lost/unlabeled items will be placed in the lost and found bins underneath the parent information table near the front desk. Any unclaimed clothing items will eventually be donated to ZCCN's annual clothing giveaway; non-clothing items will be donated elsewhere.
- Refrain from bringing the following items to GHDP:
 - Electronic devices (cell phones, tablets, iPods, etc.); elementary students who need electronic devices for school purposes must leave them turned off in their backpacks while at GHDP
 - Toys (other than a stuffed animal used for sleeping or with the exception of Show & Tell Day)
 - Jewelry or other valuables
 - Any toy or item that resembles a weapon (such as a toy gun)
 - Fidget spinners
- GHDP staff reserve the right to confiscate any personal belongings that are on the list above and/or are creating an issue while at GHDP. Parents may collect their child's belongings at the end of the day. Please respect your child's classroom rules and refrain from sending your child to school with items that can cause a distraction to learning.

Outside Play:

We believe all children should have the opportunity to play outside each day. When the weather permits, your child will be spending at least 30 minutes outside on one of our playgrounds. In colder months, we will still be going outside to play, unless the temperature is below 40°F, in which case GHDP staff will use best judgment regarding children's age, wind chill, and current weather. In cases of inclement weather, we will provide adequate time and space indoors for your child to play and use his/her gross motor skills. Part of that time may be spent in the classroom or in the gym.

DISCLAIMER: GHDP and the ZCCN church board reserve the right to make updates to this Parent Handbook at any time, with or without notification. We will do our best to notify parents/guardians of updates to this Handbook as quickly as possible. Notifications may come in the form of emails, verbal communication (acceptable until a proper written notification can be made), posted notifications on the premises of GHDP, and printed notifications.

The staff and teachers at GHDP look forward to teaching and ministering to your child(ren) while in our care, and partnering with you to ensure continuity of care through open communication and cooperation. Thank you for entrusting your precious treasures to our care!