

Gardendale Christian Academy



Summer Care
Holiday
After School Care
Handbook
2017-2018

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-Policies

The policies set forth in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the spring prior to the start of summer care or after school care. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, GCA reserves the right to make the change at the discretion of the administration.

If there are custody agreements involved with your child, you must provide the Academy with a copy of court papers indicating who has permission to pick up the child. GCA will not deny a parent access to their child without proper documentation.

Dress Code

- Tee-shirts with pictures or logos that are questionable (inferences of sex or the profane) will not be allowed.
- Tank tops or sleeveless t-shirts cannot be worn.
- See through jerseys must be worn with undershirt.
- Non-marking shoes are always required for safety reasons.
- Flip-flops or sandals are discouraged (except on water days) because of injuries to the feet and toes on the playground.
- Girls are not allowed to wear halters or blouses that would expose bare midriffs. All sundresses must have a blouse/shirt worn beneath them.
- Shorts are allowed for boys and girls. A three-inch inseam is required on all shorts. No short shorts!
- No earrings for boys.
- One-piece swimsuits are required and may be worn under clothes on water activity days. Please provide a clothes bag and towel with child's name on them.

Personal Belongings

GCA is not responsible for any broken items or clothes lost.

Items of significant importance to your child or family should not be brought to GCA.

Only "G" rated movies may be viewed at GCA.

Toy guns, swords, knives or any other toy of this nature should not be brought to GCA.

Game Boys, etc. and games are not allowed.

Check the Lost & Found Box frequently. (Located in the gym lobby stairway)

Rules of Conduct

There will be no defacing of school property. This includes books, walls, equipment, desks, etc.

- When a student is responsible for damage to school property, he/she will

be expected to replace or repair the item.

- Profane language will not be tolerated.
- Possession/use of drugs (tobacco and alcoholic beverages included) is prohibited.
- Wrestling, fighting, name-calling, roughhousing anywhere or any time before, during or after school, will not be tolerated.
- Gum is not allowed on school property.
- Each student is to keep up with personal property. Parents are
- "Questionable" materials will not be allowed.
- Students must obtain permission for use of any telephone. Cell phones are not allowed.
- Be respectful to School personnel at all times.
- Bullying will not be tolerated at GCA.

Discipline

- Discipline, which is firm, consistent, fair, and tempered with love, is maintained at the school. When disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.
- If detention and other minor types of discipline are not effective, corporal punishment, if necessary, which consists of paddling a child on his/her buttocks in the presence of another adult by the School Director, will be administered. The parent will be notified when this step of discipline has been necessary.
- When the parents have failed to give written permission for corporal punishment, they will be asked to come to the school to administer such or to pick up their child if he/she becomes unruly.
- A child may be dropped from summer care/after school care if he and/or the parents manifest unwillingness to rectify behavior.
- If you wish to speak with a staff member regarding your child, you must have the School Director present.

Bullying

Gardendale Christian Academy has high behavior standards and a reputation for well-behaved students. GCA strives to maintain a safe learning and work environment that is free of bullying. Students, staff, and the School community Gardendale Christian Academy has high behavior standards and a reputation for well-behaved students. GCA strives to maintain a safe learning and work environment that is free of bullying. Students, staff, and the School community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. Bullying is harmful behavior initiated by one or more students and directed toward another student or students. Bullying is repeated, intentional aggressive behavior.

Examples of Bullying:

1. Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.,)
2. Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
3. Psychological: acts that instill a sense of fear or anxiety
4. Miscellaneous: any act that insults or demeans an individual in such a

way as to cause distress, reluctance to attend School, a decline in work standards or problem behaviors.

Reporting Bullying

Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action, up to, and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports.

Any reported bullying shall be addressed as soon as possible. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. Not all conflict constitutes bullying. If it is indeed a form of bullying the School Director shall be notified immediately.

The School Director will meet with the victim, witness and bully privately. Appropriate actions (corporal discipline, or possible suspension) will be taken depending on the age of the child and the form of bullying at the discretion of the School Director. Parents of all children involved will be contacted.

Parent/Legal Guardian Disclosure

Parents or legal guardians are required to disclose any physical, emotional, or behavioral limitations, needs or concerns about their child in writing prior to registration. The Director reserves the right to deny your registration if it is determined that our program is not suited or staffed to meet your child's needs. Gardendale Christian Academy reserves the right to withdraw any child from our program at any time if behavioral and/or emotional problems with a child disrupt class time, another person's safety, or the child makes it unreasonably difficult to meet the needs of the other children in the School.

Field Trips & Meals

Children MUST go on any scheduled field trips. This includes swimming, bowling, skating, etc.

If a child arrives after his/her group has left on a field trip the child will be placed with the next age group at GCA.

Please feed your child if he/she will be arriving after lunch.

If a field trip occurs during lunch time a lunch from the kitchen will be sent with your child. Lunches may be brought, please put the child's name on the bag. Restaurant/fast foods may not be brought into the lunchroom by anyone under any circumstances.

Sick Children

Parents will be called if a child has symptoms of;

fever of 100 degrees

vomiting (24 hour wait to return)

strep infection (48-hour waiting period with oral medication and 24-hour period with injection.)

Eye infections Chicken Pox

Rashes with fever Ringworm

Head lice

Ear infections

Any other contagious diseases

Medicine

- All students that require medicine must fill out the appropriate forms in the school office.
- All prescription medicine must be in the original container and be properly labeled with the students' name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration, and the date of the drug's expiration when appropriate.
- All over the counter medicine must be in the original unopened package with the child's name printed on the box or bottle. A form must be filled out in order for the office to dispense this medication. Even some basic first aid items must be provided by parents such as aspirin, Pepto-Bismol, Neosporin, etc. Band-aids will be dispensed from the office. If there is not a form on file or medication in the office and your child needs medication you will be called to bring and dispense the medication.
- Sunscreen MUST be brought from home. GCA will not apply any sunscreen that does not have a child's name on the container and does not belong to that child. GCA does not purchase sunscreen in case a parent forgets to send any. It is the parent's responsibility to provide sunscreen.

Security

All doors will be locked except for doors at the receptionist office and the Nazarene Day Care office.

Children will only be released to names listed on the Info Card.

Holidays

GCA will be closed on the following holidays:

- New Year's Day
- Good Friday
- Memorial day
- July 4th
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Birthdays

Parents may bring a special item (cupcakes, cookie cake, cookies, etc) for their child's birthday. Parents are responsible for providing plates, napkins, etc. Unfortunately, because of the high cost of paper products the kitchen cannot provide these items. Please do not bring soft drinks. You must inform the teacher so she can check with the lunchroom to make sure no one else is using the lunchroom. The teacher will inform you of the time. Remember because of time issues with the lunchroom to make it a small and simple party time. No latex balloons or signs on the walls.

School Cast

GCA uses School Cast as a communication source. You will receive calls when we are forced to close because of bad weather or you need to know of important changes concerning pick-up from area schools or changes in activities during the summer. Please report any phone number changes to the front office.

Finances

As a non-profit organization, GCA seeks to provide the best quality daycare at a minimum cost. As a Christian daycare, we are not entitled to tax revenue and must receive funds for operating the daycare from parents, sponsors and others called to

support this ministry. Financial responsibility is one of the key factors in maintaining a quality Christian daycare for your child. Your cooperation will enable GCA to maintain a positive Christian testimony by having funds necessary to meet our financial obligations in a timely manner. All gifts received by GCA, for which no services are rendered, are tax deductible.

All payments are due on Monday of the week of service and are late at 10:00 am on Tuesday.

Late fees will be added if payment is not made on time.

K4 & K5 students are required to pay full fees during Spring Break, Thanksgiving & Christmas Holidays, and any other holiday the daycare is closed.

No reduction in fees will be given for sickness including but not limited to; head lice, strep throat, flu, etc.

Physical Activity

Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors. It is at the discretion of the School Director if outside play is permitted when the temperature falls below 55 degrees or rises above 95 degrees.

Screen time

Screen time is defined as the use of television, videos, video games, and computers.

Screen time shall be:

- Offered as a free choice
- Limited to no more than a total of 26 hours per week
- Prohibited during meal or snack time

Smoking is prohibited:

At all times in Gardendale Christian Academy-including before and after hours of operation

- Within 10 feet of any entrance or exit
- In any vehicles used by Gardendale Christian Academy to transport children
- On any field trips

Traffic Flow and Parking

For you, your child and our employees the traffic flow around the building is one-way at all times. Parking spaces are furnished when bringing a child into the building. For safety reasons, please do not park at the curb outside the School office as this disrupts the flow of traffic and other parents from backing out of parking spaces.

Fees

Registration Fee \$85 annually (non-refundable)

Weekly \$135

Daily for grades K5 and up \$31 two-day minimum
Second child \$28

After School Care \$60
2nd child \$57
Daily \$18

Activity fees are for summer only and include field trips and a t-shirt.

Activity Fees

K4 \$70

K5 \$130

GS \$140

Breakfast (served from 7-7:30) \$1.25