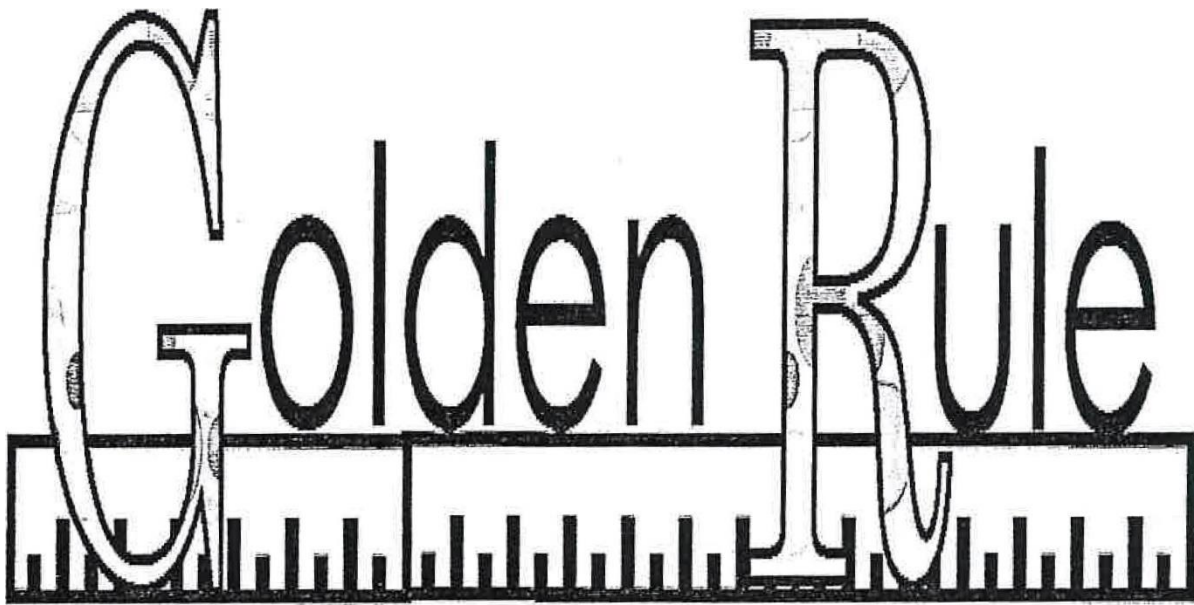


# Parent and Student Handbook



A ministry of Solitude Baptist Church

Christian School

Matthew 7:12

Phone: (256) 878-5365

## **Mission Statement**

The care and welfare of children is important to the Lord Jesus Christ. Golden Rule Christian School (GRCS) recognizes the importance of teaching children about God and provides them with the environment that is conducive to them experiencing God's love. Since the primary training of children must begin at home, GRCS seeks to provide additional support for the nurturing of children, through the ministries of its program.

## **Statement of Purpose**

Golden Rule Christian School provides a safe and happy environment where children can learn about God's work in a Christian environment in which the child may grow physically, socially, mentally and spiritually. It is our goal that each child achieves readiness for Public School. GRCS utilizes the A Beka Book curriculum. GRCS will plan and carry out a daily program that includes playtime, story time, table work, snack time and daily bible lessons.

## **Education Policies**

Golden Rule Christian School accepts children from age 6 weeks through Kindergarten. We also accept children from Kindergarten through 4<sup>th</sup> Grade in after school care. The child must be the designated age by September 1<sup>st</sup> of the current school year to enter his/her appropriate age group. GRCS does not discriminate against any child based on race, color, religious belief, national origin or gender. GRCS reserves the right to determine a child's eligibility based on space, medical needs and/or special needs or circumstances. The school reserves the right to make the final determination of a child's acceptance into the program.

The GRCS Director must have the following informational documents of file:

- Completed and Signed Registration Form and Emergency contact Form
- Physician signed Immunization Record (Blue Slip).
- Signed copy of Parent's Acceptance and Agreement of School Policies

**All paperwork, tuition, registration and supply fees must be turned in prior to your child's first day of school.**

## Tuition and Fees

Class	Monthly	Registration / Book
Infants	\$475.00	\$55.00
Toddlers	\$475.00	\$55.00
Transition and Two's	\$430.00	\$80.00
Pre-K Three	\$410.00	\$80.00
Pre-K Four	\$410.00	\$80.00
Extended Day/ K thru 6th	\$150	\$55.00
Summer Program/ K thru 6th	\$380	\$55.00
Extended Day All Day	\$10 per day	

Tuition is due on the 5<sup>th</sup> of each month your child attends. Checks should be made payable to Golden Rule Christian School. The office staff will be able to accept your payment or can be put into the drop box outside the office. Cash payments need to be placed in an envelope with the child's name listed on the outside if placed in the drop box. Please do not put your payments in your child's bag or belongings. There will be a fee charged for insufficient funds on returned checks. Payment can be made by credit card with Venmo or Square.

Tuition payments are late if not made by the 10<sup>th</sup> of each month. Special arrangements can only be made with the Director for late payments. These arrangements must be made prior to the late payment date. A late notice will be sent home in the event of non-payment with a late payment fee applied of \$25.00 per week. After two consecutive late fees have been charged, the child could possibly be dismissed.

There are no deductions for absences unless arrangements are made with the Director. Full payments are due regardless of absences or closing.

## Registration and Book Fees

Annual Registration and Book Fees are due at the time of Annual enrollment. These fees secure a place for your child as well as daily supplies and materials necessary for proper instruction. These fees are **NON-REFUNDABLE**.

## Daily Schedule Information

There will be a teacher at the drop off and pick up areas that will escort your child to and from his/her classroom. **Children must be dropped off by 8am unless prearranged with Director.** Please let the teacher know if there are any specific instructions for your child for that day.

Children will not be allowed to leave with anyone other than those listed on the Enrollment form, including spouses. Where there is legal, custody or court mandated restrictions for a parent not to see their child, the school must have copies of the court orders and the child will not be released to that parent.

Special arrangements must be made with the Director for anyone else to pick-up the children other than the person(s) on the pickup list. Identification will be required.

Late pickup will result in an additional fee of \$5.00 for the first 10 minutes and \$1.00 per minute thereafter.

Please notify the office of any changes of address, phone numbers or any other important information.

## Medications

All medications to be administered by Golden Rule Christian School MUST:

- Be in the original container (including non-prescription)
- Be labeled with the child's name
- Be labeled with the date (if a prescription)
- Include directions for administering the medication (include the amount to be given)
- Be authorized by the parent or physician in writing.

The Director and/or the office staff are the only personnel who can administer medications. **ABSOLUTELY** no medications will be kept in the classroom. Strict documentation will be kept in the school office of all medications given, recording the time given, the name of the person that administered the medication, the name of the medication and the child's name. **NO** medication will be given without signed documentation, In this event, the parent or guardian will need to stop by the school and administer the medication.

## General Health and Wellness

### Illness and Injuries

Please do not send your child to school if he/she is showing signs of being ill. This is for the good of everyone.

Your child will not be permitted at school if any of the following symptoms are occurring:

- **Fever** — If your child has a fever of 101 or more, you will be called to pick up your child. Your child must be without fever without having taken medication for at least 24 hours before returning to class.
- **Vomiting and/or Diarrhea** — If your child has vomiting and/or diarrhea 2 times, you will be called to pick up your child. Your child must be free of symptoms for at least 24 hours before returning to school.
- **Communicable disease** such as but not limited to: **Mumps, Chicken Pox, Measles, Whooping Cough, Scarlet Fever, etc.**
- Common Cold, Flu, sore throat, croup, colored nasal discharge, persistent cough, etc.
- Skin Infections, undiagnosed rash, boils, Ringworm, Impetigo, etc.
- **Eye Infections** - Pink Eye or any infection that causes the eye(s) to matt up.
- **Lice** — Must present a note to the Director from your child's physician stating he/she is cleared to return to school.

Children will not be permitted to return to class until they are not contagious. GRCS reserves the right to request a medical release from your child's physician regarding any questionable illness before the child is allowed to return to classes. GRCS also reserves the right to determine if the child is well enough to attend.

In the event of serious injury or illness, every effort will be made to contact the parents or guardians of the child. If they cannot be reached, then the school will attempt to call a designated emergency contact person(s). If deemed necessary by the school leadership, the child will be taken to the appropriate hospital emergency room. The child's parents or guardians are responsible for medical costs as may arise. Be assured, every effort will be made to prevent accidents at school.

### **Nap or Rest Time**

All children will have a rest time following lunch. The length of time will be determined by the child's age group. Two year olds and up must bring a rest mat or a beach towel. Parents may also send blanket and any security item in your child's bag. **BE SURE ALL ITEMS ARE CLEARLY LABELED WITH YOUR CHILD'S NAME.**

### **Toys from Home**

"Home toys" may be brought on teacher designated "Show and Tell" days only, unless special arrangements are made with the Director and class teacher. Pets are NOT ALLOWED.

### **Telephones**

Cellular phone and pagers are not permitted for students.

### **Crafts / Special Activities**

From time to time, crafts and special activities will be planned. Parents will be notified of the days and requirements for the crafts and activities.

### **Special Events**

#### **School Pictures**

School Pictures will be scheduled during the school year. The school will choose a professional photographer to come to the school to take individual and group pictures. Parents will be able to purchase the pictures if they choose to do so. GRCS may also schedule holiday pictures.

#### **Birthday and Holiday Parties**

Our school loves to celebrate birthday! If you wish, you are encouraged to bring a special treat for snack time that would not be too messy or a choking hazard for children. Cookies are always a big hit. You may bring party favors for all the children in the class. Personal party invitations are not allowed to given out unless every child in the class receives one.

Throughout the year the classes will have holiday parties, such as Thanksgiving, Christmas, Valentine's Day, Easter, etc. Please consider helping with these parties by bringing food items, drinks, party favors, etc.

### **Class Time**

Class starts promptly at 8:00am. We ask that all children be here by that time so that they may get every opportunity to learn. The school day will have scheduled times for story time craft time, work time, music, chapel, daily bible lessons and outdoor play. Daily outdoor time will be observed, weather permitting. Parents are encouraged to send sunscreen if needed. Any missed days of class time will not be made up.

## Clothing

School activities are often messy but fun. Please dress your child appropriately, comfortable, easily manageable "play" clothes. Each child will need to bring a change of clothes in a Zip Lock bag with each piece of clothing clearly labeled with the child's name. It may be necessary to bring more than one change of clothes if your child is in diapers or in the process of potty training. Parents will be notified if there is a need to dress up or dress differently for the day or a planned activity.

### Items needed for School

- **Infants** - will need diapers and wipes, bottles, formula, baby food and several changes of clothes.
- **Crawlers and Toddlers** - will need diapers and wipes, bottles and/or Sippy cups, formula, baby food and several changes of clothes.
- **Transition Room (18mos — Two)** - will need diapers and wipes, several changes of clothes, a full size backpack and a nap mat or something to sleep on for nap time.
- **Two year olds** - will need diapers and wipes, several changes of clothes, a full size backpack and a nap mat or something to sleep on for nap time.
- **Three year olds — Pre-K** - will need one change of clothes, a full size backpack and a nap mat or something to sleep on for nap time.

### Meals

Breakfast will be served daily at 7:30. If your child arrives at school after 7:45am he/she will need to eat breakfast before arrival.

Every child will need to bring their lunch, which will start at 11:45am. The school will provide snack at 2:30pm every day.

### Miscellaneous Policies

#### Holidays

We will be CLOSED to celebrate these holidays with our Families:

Labor Day

Thanksgiving Holiday

Christmas Eve and Christmas Day

New Year's Day

Fourth of July

Memorial Day

## **Bad Weather**

The local weather will be monitored continually for inclement weather. In the case of dangerous weather conditions before the opening of the school day, the classes may be dismissed for the day or opened later in the day. Notice of closings will be announced on Social Media FB phone or text. In case of dangerous weather conditions developing during the school day:

- If the weather forecasts are announcing that dangerous weather is on its way but far enough away to dismiss school and get home safely, parents will be notified, and school will be dismissed.
- If a Tornado Watch is in effect, the school leadership will make a decision to determine to dismiss school.
- If a Tornado Warning is in effect, the children and teachers will be moved to a secure area until the tornado warning conditions have passed. No one will be allowed to leave the secure area, until the warning is lifted.

## **Fire Drills**

Your child will participate in fire drills throughout the school year. The procedure is necessary to help all children know what to do and what will be done in the event of a fire or similar emergency. These drills are practiced to teach the children to handle emergencies in a calm and orderly manner. Fire evacuation routes are posted near the door of each classroom.

## **Disciplinary Action**

We believe that discipline should be given in love, care guidance and understanding. We accept each child as a person of worth, a person created in the image of God. There is a difference in punishment and discipline.

Discipline accentuates the positive choice, sets realistic limits, encourages a child to express feelings, listens carefully to what the child is saying, and uses consequences that are related to the behavior. Discipline helps a child become a self-controlled individual.

It is our policy to teach discipline at all times. No corporal punishment will be used. If your Child's behavior becomes intolerable, you will be notified.