

GREEN PASTURES ACADEMY, INC.

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# HANDBOOK



5455 Flat Shoals Parkway, Decatur, Georgia 30034



# *Collette L. Gunby*

*President/CEO,  
Green Pastures Academy, Inc.*

I have come to be known as the “keeper of the recipe.” Like the late Coretta Scott King, I was married to a dreamer. Mrs. King and I lost our husbands during what I consider youthful years. As we were married not only to the man but to their dreams as well, we had little choice but to move forward. This was necessary despite the great sacrifice and demand upon our lives and the lives of our children.

Green Pastures Academy is the brain-child of Ronald E. Gunby, my dreamer. It was born out of his desire to provide an academic haven to many families who sought a Christian education for their children. Our children were the first students. My daughter, Kelley, was the first graduate. As a lasting tribute, my grandchildren along with hundreds of other former and present students, are now partakers of the dreamer’s legacy. As keeper of the dream and President of the school, I must be mindful of the awesome responsibility which Ronald left in my hands. I cannot afford to let one child down!

God has given us this school. It is our duty and responsibility to present ourselves careful stewards and appreciative vessels of such responsibility. It is for that reason that we **REQUIRE** that our teachers **LOVE GOD** and **LOVE His children, educate them, and treat them fairly**. Additionally, we must **REQUIRE** that they are willing to work as though they are working for **HIM** and not just for a salary. There is a big difference.

We have gone before God and trust Him completely as He has ordained and ordered our steps.

This is going to be a year of promises fulfilled before our eyes! The faithful will reap great reward!

In His Service,

Dr. Collette L. Gunby



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# Statement of Faith

## We Believe...

...in the Divine verbal inspiration, integrity, finality, and sole sufficiency of the Bible as the Word of God. *2 Peter 1:21; 2 Tim. 3:16,17; James 1:25; Heb. 4:12*

...in the Holy Trinity of Father, Son and Holy Spirit—three persons coequal in the substance, power, and eternity in unity of the Godhead. *1 John 5:7; Matthew 3:16,17; Matthew 28:19*

...that God created man in His own image; placed him in innocence into the garden; and that by voluntary transgression, man fell, becoming totally depraved; thus, transmitting to all mankind both physical and spiritual death. *Genesis 1:26,27; 2:15-17; 3:6,7,14-21*

...in the virgin birth, Deity, substitutionary death, vicarious atonement, and imminent return of the Lord Jesus Christ. *Isa. 7:14; Luke 1:26-35; Isa 9:6; John 1:1,14; 1 Thess. 4:16,17; 1 Peter 2:24; Heb. 1:18; Matt. 1:23; Isaiah 53:6,10; 1 John 2:2; John 10:11; 1 Peter 1:18,19; Heb. 9:22*

## We Believe...

...in the pre-tribulation, pre-millennial return of the Lord to catch away His bride, the true Church, to meet Him in the air. *1 Thess. 4:13-17; 2 Thess. 2:2-8*

...in the Millennial Reign of Christ with saints in power and great glory. *Rev. 20:4-6*

...that salvation and justification of sinners are wholly of grace through faith in the finished work of Christ, and that those who come to God through Christ are given eternal life and shall never perish. *Rom. 5:1,2; Eph. 2:1-9*

...in the Baptism of believers by immersion, showing forth the death, burial, and resurrection of the Lord Jesus Christ, and our identification with Him. *Matt. 3:11; 28:19, Rom 6:4,5*

...in the Baptism of the Holy Spirit with the evidence of speaking in tongues. *Acts 2:1-4; Isa. 28:9-12; Mark 16:17*

...in the ordinance of the Lord's Supper; the fruit of the vine signifying His shed blood, the broken bread signifying His broken body, showing forth His death till He comes; this being the duty and privilege of every believer. *1 Cor. 11:23-26; 1 Cor. 10:16; Luke 22:17-20; Matt. 26:26-28*

...that the first day of the week, Sunday, is the Lord's Day, commemorating the resurrection of the Lord Jesus Christ. *Acts 20:7; 1 Cor. 16:2*

...in the resurrection of the body, both of the just and the unjust. The just at the coming of the Lord; the unjust at the close of the millennium; and the final judgment and the eternal punishment of the wicked. *1 Thess. 4:13-18; 1 Cor. 15:51-55; Rev. 20:5,6,11-15*





## Distinguishing Characteristics

*Green Pastures Child Care Center is Committed to :*

- Developing the Whole Child (Spiritual, Mental, and Physical)
- Emphasis on the Basic Fundamentals of Education (Reading, Writing, and Arithmetic)
- Strong Phonics Program
- High Academic Standards
- Bible-Based Curriculum
- Born Again, God-Fearing, Dedicated, Qualified, and Experienced Teachers
- Ongoing Staff Development/Teacher Training
- Character Building
- Strong Parent/Teacher Relationships

## Statement of Purpose

The primary purpose of Green Pastures Child Care Center is to provide quality child care in a Christian environment. The Bible is used as the foundation of our center. Care of the highest quality is offered to the children to help ensure their positive growth and development.

*To achieve these goals, the faculty and staff of Green Pastures Academy are committed to maintaining:*

- A Christian Atmosphere Conducive to Learning
- A Bible Based Curriculum
- A High Academic Standard of Excellence
- A Faculty Composed of Concerned, Dedicated, and Knowledgeable Teachers Committed to the Spiritual and Educational Growth and Development of the Students
- Strict Discipline
- Character Building
- Student Recognition of God's Purpose for his/her life.
- A Strong Parent/Teacher Relationship (Informed parents are the rule, rather than the exception.)

# Teacher/Child Relationship

## Philosophy of Christian Child Care

The philosophy of Green Pastures Christian Day Care Center is that each child is a precious gift from God. And as such, each child has a valuable calling on his/her life and a potential destiny to fulfill.

The Child Care Center values each child's individuality. We believe that children need both spiritually and physical nurturing, as well as stimulating activities for a well-rounded developmental experience. We actively seek a relationship with parents in providing for the care and education of the children

## The Staff

The Center is staffed by highly qualified personnel. It consists of an administrator, a director, and teachers. All personnel have been carefully selected based on educational background, training and experience. They have gone through a carefully security check. In addition each member of the staff continues to attend yearly workshops, training classes, seminars and conferences to maintain the center's licensing with the State of Georgia.

## Children Learn What They Live

If children live with criticism,  
They learn to condemn.

If children live with hostility,  
They learn to fight.

If children live with ridicule,  
They learn to be shy.

If children live with shame,  
They learn to feel guilty.

If children live with tolerance,  
They learn to be patient

If children live with encouragement,  
They learn confidence.

If children live with praise,  
They learn to appreciate.

If children live with fairness,  
They learn justice.

If children live with security,  
They learn to have faith.

If children live with approval,  
They learn to like themselves.

If children live with acceptance and friendship,  
They learn to find love in the world.



## **HEALTH POLICY** *(continued)*

### **Rashes**

We cannot diagnose rashes; suspected contagious diseases, such as chicken pox, impetigo, measles, scarlet fever, ring worm, pinworm, etc. (a) If a rash is noted, the child will be isolated in the classroom until a parent can come and take the child home and to a doctor. (b) The student will be re-admitted to school when an untreated rash has completely disappeared or when a physician's note states that the rash is not contagious.

### **Draining Skin Lesion**

Children with chicken pox, impetigo, etc., will not be re-admitted until sores have dry scabs.

### **Serious Lung Congestion**

Persistent cough or wheezing will require that the child go home and remain at home until proper duration on an antibiotic. If congestion persists, please take child to a physician.

### **Pinkeye, Conjunctivitis, or Strep throat are extremely contagious**

Please check your child carefully before bringing him/her to school. You will be asked to take your child home immediately if any of these are suspected. A doctor's note will be required to re-admit your child.

### **Regurgitation**

If a child regurgitates (vomits) two or more times and exhibits other symptoms of illness, i.e. irritability, stomach cramps, headaches, sore throat, etc., you will be asked to take your child home. If these symptoms occur during the night, **do not** bring your child to school the next day. If it occurs two days in a row, a child cannot return until a doctor's note is received.

### **Infestations**

Children with infestations, such as lice or scabies, must not be in attendance at school until their pediatrician certifies in writing that they are totally free from infestation.

### **Bad Colds**

Children with a bad cold should not attend school. A bad cold has some or all of the following symptoms: (a) heavily running nose, discolored mucus; (b) uncontrollable coughing; (c) hoarseness; (d) general listlessness; (e) frequent sneezing.

### **Food Allergies**

A note from a pediatrician must be submitted if there are any food allergies.

## **INFECTIOUS DISEASES**

For the safety of students and staff, all parents with children that have infectious diseases such as Hepatitis A, mumps, meningitis, tuberculosis, HIV/AIDS, etc. must disclose this information to the school immediately.

## **MEDICATION**

The school prefers not to give children medication, however, if a child has recovered from an illness but needs to continue taking medication until completion, parents may bring the medicine to the school. Please understand that Green Pastures Christian Child Care Center is not regulated by law to administer medicine, but may do so as an accommodation to parents.

State regulation requires that all medicine be (1) in the original prescription containers, (2) clearly labeled with the identity of the medicine and a prescription number and/or written dosage instructions and (3) the child's name must appear on the container itself.

### **Procedures for Medication:**

(a) Fill out and sign a medication authorization form in the child's classroom.

(b) Give the medicine and the authorization form directly to the child's teacher.

### **Medication will not be given**

- (a) If the authorization form has not been completely filled out and signed;
- (b) if the medication has been prescribed for someone other than the child;
- (c) if the non-prescription medicine has been given for three (3) days;
- (d) if it is medication for the control of fever, nausea or diarrhea.
- (e) if the medication is not in original container

## *IMMUNIZATION*

As the state requires, children's immunization records must be on file with an annual update. **A second MMR must be given to every child prior to entering sixth grade.**

**A child with any communicable disease must not attend school during the contagious period.** For bacterial or viral diseases, the contagious period is specified by the DeKalb County Health Department's publication on contagious diseases. For bacterial infections, the pediatrician specifies the contagious period. Because of the danger of contagion, all instances of communicable disease must be reported immediately to the school.

**Children must have a note from a pediatrician to return to school when they have had any type of contagious disease.**

# Child Care Safety Guidelines

## **Effectiveness**

When an emergency occurs quick, proper action can make a difference.

All day care center should have established guidelines and policies concerning facility and equipment safety, as well as transportation and severe weather.

Child safety features should be installed on electrical outlets and other hazards such as drawers, bathrooms etc. and exit routes should be well signed in case of fire or severe weather. Center should regulate fire drills arrears where children are cared for in should be clearly separated from area used for operation of the facility.

## **Severe Weather, Fire or Emergency Situations**

If an emergency situation develops such as severe weather, fire, physical damage to the building, or any other situation that poses a threat, the safety of the children is our first concern. The center is equipped with a weather band radio, a fire alarm, sprinkler system and fire extinguishers. Fire and severe drills are conducted according to state and county regulations or every 30 days. If there is an emergency situation and it becomes necessary to close the center, parents will be notified to make arrangements for early pick-ups. If there is inclement weather and it is determined that the center will not open, parents will be instructed by the center as to TV stations providing closing information.

If an emergency situation develops and it is determined that the building or premises are unsafe, your child(ren) will be transported to a safe location. Parents will be notified of the situation and you will be required to pick-up your child(ren) as soon as possible.

# Admissions Policies and Procedures

## Statement of Non-Discrimination

Green Pastures Academy is an outreach ministry of Green Pastures Christian Ministries, Inc. Our school is open to all children in the Atlanta Metro Area who wish to enroll, without regard to race, sex, or national origin.

## Entrance Requirements

An admission interview with the prospective parents will be scheduled. The purpose of the interview is to present the Child Care Center to the prospective parents. It also enables the Child Care Center staff to become better acquainted with the family.

In order to enroll your child in the center, there are various forms located in the main office which must be filled out. The forms provide us with important information about your child and state requirements. It is important that all forms are completed as soon as possible in order for your child to be considered for enrollment. The Director or Office Manager will be happy to assist you with any questions that you may have concerning registration.

*Included in the mandatory forms are the following:*

1. Application for each child, complete with emergency information
2. A current certificate of health and immunization (Form 3231)
3. Emergency treatment permission forms
4. Emergency release form
5. Certified birth certificate
6. Eye, Ear, Dental & Nutrition Form (3300) - All 4 year olds.
7. Social Security Number

A medical release form must also be signed so that the center staff may seek treatment for a sick or injured child in the parent's absence. It is important to fill out all forms as soon as possible.

**An agreement will be signed by the parent(s) stating that they have read, understand and agree with the policies, goal, discipline, and Statement of Faith of Green Pastures Child Care Center.**

## Registration

Forms for registration are available in the main office. The forms are to be filled out and returned with a \$25.00 non-refundable application/registration fee. Applications are only given if there is a place available for your child in the center. A prior appointment is arranged for you and your child to tour the center and talk with the Director.

## Enrollment

Children between the ages of six weeks and four years are eligible for enrollment at the center. Enrollment is on a first come, first serve basis with the following exception: priority is given to children of Green Pastures employees. A non-refundable enrollment fee must be paid before the child enters the center. This enrollment fee will cover each child in your family enrolled at the center. The fee is used to purchase toys, equipment, workbook, supplies, curriculum and other instructional materials.

Children may be enrolled at any time during the year if space is available. The nursery and pre-kindergarten is a year-round program. Parents must pay full tuition whether the child is present or not, to maintain the child's slot in the Child Care Center.



## Financial Policies

### Registration Fee

A non-refundable \$25.00 registration fee is required.

### Enrollment Fee

This non-refundable fee must be paid for each child that enters the center. The fee is used to purchase toys, equipment, workbooks, supplies, curriculum and other instructional materials.

### Supply Fee

An annual, non-refundable supply fee is paid each additional year your child remains at the Center. This fee is paid per child and is used to update and replace needed equipment, toys and other supplies.

### Method of Payment

Please remember that the Child Care Center and the office are open year-round with the exception of major holidays. We do not close for Spring Break; and in the case of major holidays, on the average we will only close for one or two days except for Christmas week. Christmas week is the **free week** for child care and the Center and office are closed all week.

Tuition is calculated on the basis of the entire school year (12 months), therefore, no reduction can be made, or refunds given for sickness, vacations, or school holidays. If a student withdraws from the child care for any reason (other than expulsion), please make sure that it is

at the end of the month. **No refund of fees or tuition will be given once the month begins.** If tuition has been paid in advance for the entire year, a refund will be given for the number of months remaining in the payment plan for the school year if a child withdraws from the Child Care Center.

### Intent to withdraw

From the date you start, your child is considered to be enrolled in our Center, until we receive **written notice** otherwise. A minimum two-week written notice addressed to Accounts Receivable (office), is required prior to withdrawal (although, we request 30 days if possible). The two weeks begins on the date we actually receive written notice and issue you a written receipt of such notice. You are responsible for payment for those two weeks whether your child attends school or not. (This notice is common among high quality pre-schools and allows us to notify the family of the next child on our waiting list of an opening).

**Tuition reductions will not be made for absences during the school year, regardless of the cause of such absences. If a student is expelled from school, no refund of fees or tuition will be given. (See Tuition Refund Program in Contract)**

### Tax Deductions

Child care tuition is *tax deductible* for infants to K4 children.

**Parents, it is to your advantage to retain all receipts of payments made to the Child Care Center. Please include your child's name and your family number on your checks.**

### Donations

Donations to Green Pastures Christian Child Care are tax deductible and may be given to purchase needed supplies, toys and equipment. We encourage each family to donate a minimum of \$100.00 each school year. (See "Family involvement", in the Parents Information Section.) Other donations of educational items are also welcome as they may enhance the quality of education for all children in the Child Care Center.

### Free Week

Each child received the week of Christmas as a free week. The Center and office are closed during this week. Please see the Child Care calendar.

### Delinquent Accounts

Accounts are required to be current each month. A late fee of 10% of the current months' tuition is incurred on all accounts not paid by the 5th of the month. Late tuition plus late fees are payable by cash, credit card or money order only. Checks are not accepted for late payment.

Please note: All delinquent accounts are subject to all remedies necessary to collect what is due, up to and including turning accounts over for collection or by legal (court) action. If by legal action, all incurred legal fees are also due. Students will not be allowed to attend Child Care Center if all fees are not current by the 15th of the current month.

# Green Pastures Academy Child Care Center Financial Information

## Application, Enrollment and Supply Fees

### Application Fee

Six weeks - four years (one time)  
\$25.00 (per child, no refund)

### Enrollment Fee

Six weeks - four year (one time)  
\$150.00 (per family, no refund)

### Supply Fee

Six weeks - four years (each additional year)  
\$75.00 (per child, no refund)

### Fees for Ages 6 Weeks - 23 Months

\$130.00 (a week) x 51 Weeks = \$6,630.00  
*Fees are paid monthly through FACTS.*

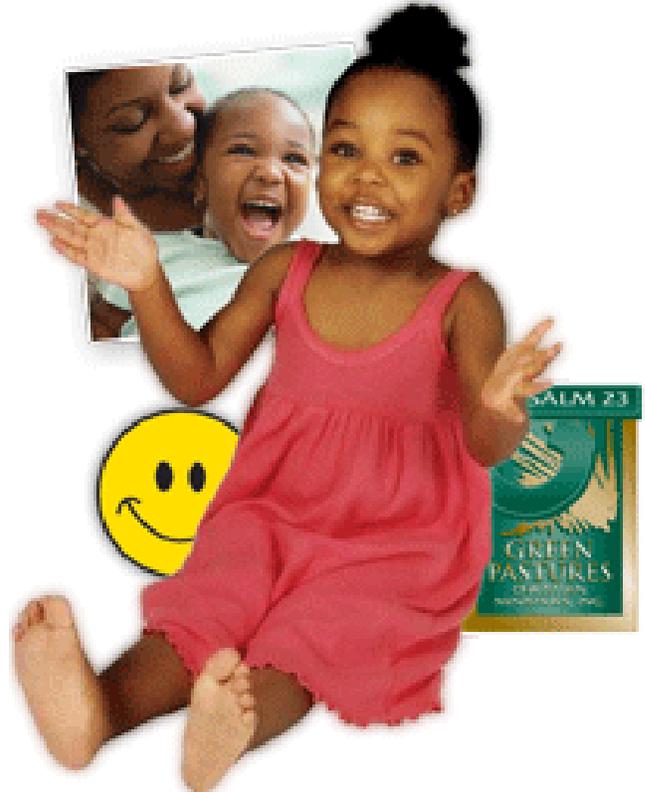
### Fees for Ages 2 - 4 Years

\$115.00 (a week) x 51 Weeks = \$5,865.00  
*Fees are paid monthly through FACTS.*

## Financial Policies

**T**he Child Care Center is a year-round program. Children between the ages of six weeks and four years old are eligible for enrollment at anytime during the year, if space is available. Enrollment is on a first come, first serve basis.

All child care tuition fees are processed through FACTS, a tuition management service. An outline of the program is available in a parent brochure as well as on-line at [www.factsmgt.com](http://www.factsmgt.com).



## Extra Curricular Activities: Spanish, Music & Dance

**T**he hours of operation for the Child Card Center are 6:30 a.m. to 6:30 p.m. Monday through Friday.

*All inquiries should be directed to:  
Mrs. Joyce Stewart, Child Care Director*



**Green Pastures Academy, Inc.**  
5455 Flat Shoals Parkway  
Decatur, GA 30034  
(770) 987-8121 (770) 987-7475 (fax)

# SCHEDULE INFORMATION

## HOURS OF OPERATION

6:30 a.m. – 6:30 p.m. .... Child Care Center Hours

### Arrival and Dismissal

Parents must follow all traffic signs and procedures of the Child Care Center when delivering or picking up children. This is for the safety of the children and all others. Children are not allowed to cross the parking lot alone. Playing in the parking lot prohibited.

Unauthorized area (handicapped, tow away zone, and reserved) are unavailable for parking, dropping off, or picking up children. If you need to speak with the person(s) in charge of your child at that time, please park in a parking space so provided.

Your child is to be accompanied to the classroom by an adult, the child is never under any circumstances, to enter the building alone or be left inside the door to find his/her own way. Children in our care will be released only to those persons known to the staff and whose names have been provided in writing by a parent or guardian. Identification is required if the person picking up the child is not recognized by a staff member. State regulation require us to know who is in the building at all times. Please have them identify themselves at the front desk before picking up your child. A parent or person designated to pick up the child must sign the sign-out form at the end of the day before leaving the center.

The primary mechanism for ensuring the security of the center is strict adherence to established procedures for your child’s arrival and departure, including signing in and out.

### Late Fees

A \$25.00 late fee will be charged to parents who have not picked up their child by 6:30 p.m. If the parent is late picking up a child two times after 6:30 p.m., the parent will face the penalty of being charged not only the \$25.00 late fee but will also pay \$25.00 for each additional 15 minutes late.

The late fee must be paid in the office on the next business day or no later than Friday of the same week. There are no exceptions to the rule. If payments are not made by Friday of the same week, your child will not be allowed to return to the Center. Fees should not be placed in the child’s book bag nor given to the teacher. Parents are expected to respect the Center’s policies. Failure to follow outlined policies may result in termination of child care service.

EXAMPLE	
Time	Charge
6:31pm - 6:45 pm	\$ 25.00
6:46 pm - 7:00 pm	\$ 50.00

## Academics

### Curriculum *(Two, Three and Four Years Old)*

The *A Beka Book Curriculum* published by Pensacola Christian College in Pensacola Florida is used as the primary curriculum at Green Pastures Child Care Center. Supplemental curricula are used in areas as desired by the administration and faculty. (Please refer to Infant and Pre-K handout on Curriculum and Schedule).

### Bible

Bible is the most esteemed subject and is taught every day.

### Weekly Folders *(Four Years Old)*

Each Monday the children will take home a folder containing work from the previous week. This will keep parents informed about the work the child is doing and the weekly progress that he/she is making. **Folders must be checked by the parents, signed, and returned the following day.**

## Homework

Homework is assigned to reinforce what has been taught in the classroom on a particular day, or an accumulation of previous work. Homework is an important element in the Center's program. All assignments must be completed properly and turned in on time. It is mandatory that parents sign all homework. A Bible memory verse is given each Monday to be learned and recited on Friday of the same week. Homework will also be given on Monday and Tuesday for K2/K3; and Monday, Tuesday, Wednesday and Thursday for K4. Homework should be returned on the next school day.

## Quarterly Progress Reports *(Two, Three and Four Years Old)*

Each student will receive a Quarterly Progress Report. This will inform the parents of the child's **current academic standing**. It is also an opportunity to identify areas in which a student is deficient. **These reports must be signed and returned the following day. The reports will be returned to the parents at the end of the following day.**

# School Closings

## School Cancellations

Decisions regarding Child Care Center closings, early dismissal, etc. will be announced on local television stations and WSB radio. Please tune to these stations during times of questionable weather. Additionally, we will use a text message system to notify parents.

## Holidays

Green Pastures Child Care Center celebrates those holidays deemed appropriate in accordance with our statement of faith and/or policies, principles, and procedures. **The following list of holidays, personages, items, and activities are not used in celebration of holidays or observed as a holiday, nor do we encourage others to embrace them.**

- Leprechauns, four leaf clovers ("good luck"), St. Patrick's Day
- Easter Bunny, Easter egg hunts, Easter baskets\*
- Halloween (actively taught against)
- Santa Claus\*

**\*Easter is celebrated in observance of the Resurrection of our Lord and Savior Jesus Christ, and Christmas as the birth of Jesus Christ. For all other holidays, please refer to your yearly calendar.**

The following is a list of annual holidays celebrated at the center. The center will be closed on these days:

- Labor Day
- Good Friday
- Thanksgiving
- New Year's Day
- President's Day
- Memorial Day
- Christmas
- ML King, Jr. Holiday
- 4th of July

# Classroom Procedures

## Schedule

A classroom schedule is posted in every room. Parents may obtain a copy of their child's schedule from the teacher or the office.

## Behavior Adjustment

When your child first enters the Center, you and your child may experience a period of adjustment. In this new situation, changes in behavior may occur. Your child may cry and you may worry about leaving him/her at the Center. These are normal, temporary reactions to change in the daily routine. Soon you will find that your child has settled in and is eager to go to the center each day. If after a reasonable time, the staff feels that a child is not benefiting from the program, the Director will talk with the parents and help to find a more appropriate setting for the child.

## Discipline

Discipline and consistency are as important to your child's worth and education as their development in academics. We will strive to teach your child to conduct him or herself in an acceptable manner. Accomplishing desirable behavior is expected and can be achieved.

Green Pastures staff will: clearly explain what is expected and why, praise children for desirable behavior, teach children acceptable methods of communicating and getting along with peers, remove a child from an activity to allow the child to regain control and notify parents if continual disobedience becomes evident. Uncontrolled behavior is destructive to a child **WELL AS THOSE AROUND THEM**. Parents, teachers and students must work together to bring about a change. If unacceptable behavior demands one on one care for your child, enrollment may be terminated.

No physical or verbal abuse shall be allowed. Punishment shall not be associated with food, rest or toilet training. It is a part of the Center's educational policy to regard discipline as a part of the total relationship between staff member and his/her group of children. Providing children with a positive, stimulating environment, using praise and redirecting activities often prevents problems. Rules and consequences for behavior will be discussed with pre-school children so that they may better understand why their conduct is unacceptable.

## **Biting Policy**

Even in the best preschool settings, periodic outbreaks of biting occur among infants and toddlers, sometimes even among the preschoolers. This is an unavoidable occurrence in groups of young children. When it happens, it can be very frustrating and stressful for children, parents and teachers as well. Understand that this is not an unusual phenomenon among children who are going through the oral stage of their development. It is not something to blame on children, parents, or teachers, and there are no quick and easy solutions. Children bite for a variety of reasons: sensory exploration, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: excitement, attention, the desired toy. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, that a teacher cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

1. The biter is immediately removed from the group. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, and then redirected.
2. A written incident report is given to the parents of all children involved when they are picked up that day.
3. We look intensively at the context of each biting incident from patterns, in an effort to prevent further biting behavior.
4. We work with each biting child on resolving conflict or frustration in an appropriate manner.
5. We make special efforts to protect potential biting victims.
6. We make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families.

## **Mandated reporting information**

Teachers and Directors are required by law to report evidence of child neglect or abuse. Those who fail to report according to state regulations can be held accountable under law. No one, including school management and/or a child's parents can interfere with this reporting requirement.

## **Supplies** *(Two, Three and Four Years Old)*

All supplies and curricular will be provided by the Center. Parents are asked to provide a book bag and change of clothing. Baby bags and book bags must be washed and sanitized frequently.

Parents should feed their children prior to bringing the child to the Center. Soiled diapers will be changed by the parents before leaving the infant room.

## **Outdoor Play**

At least one and one half hour per day is spent in outdoor play time. This time is very important for a growing child because the child's body needs exercise and practice in physical coordination and gross motor skills. Dress children appropriately for the weather. If a child is too ill to go outside, then he/she is too ill to be at the Center.

## **Visitation**

Parents are welcomed and encouraged to visit the Child Care Center at any time their child is present. However, we ask the parents to consult with the class schedule. We discourage parental visits at meal times and nap times in the infants room and during potty training times in K2 classroom. We request cooperation, however, in not disturbing our program.

## Field Trips

The purpose of field trips is to provide children with actual interacting with their environment. They extend the study of various themes and provide children with new experiences. Green Pastures Child Care Staff will ensure that safety is the first priority on all field trips and outing away from the center.

Parents are notified, in advance of trips to be taken off campus. Time, date, location, mode of transportation, and cost information is provided. Parents will be asked to help supervise students on field trips, and community service outings. The parents are responsible for paying their own entrance fees for field trips.

## Toilet Training

The Center will help with toilet training, however, please do not try to train a child before he/she is ready. Once training has begun, it must be continued at home. Toilet training at the Center will begin when the children move to the toddler class.

## Toys

The Center provides a variety of toys and learning materials for the children. Please do not allow your child to bring toys, gum, money, keys, etc. from home. Check your child's book bag periodically. The Director will let you know of any exceptions to this policy.

## Nutrition

The food served at the Center is prepared by Green Pastures Academy's nutritionist. The teachers serve the meals in a classrooms. Meals and snacks are planned to meet the nutritional and caloric needs of the children while they are in attendance at the Center. Menus are posted weekly on the hall bulletin boards and in each classroom.

### Meals are scheduled as follows:

- 8am - 9am - Morning Snack
- 11am - - Lunch
- 2:30pm - Afternoon Snack (main building)
- 3pm - Afternoon Snack (K3/K4 building)

Children are required to eat the meals and snacks provided by the Center. If a child has a food allergy that is verified by a pediatrician's note, other arrangements can be made. If your child brings food into the Center, he/she will only be allowed to eat it after the food provided by the Center had been eaten. Fruit or juice will be the only snacks the children are allowed to bring to the Center. The children are not allowed to bring any sweets or soft drinks to the Center. Lunch boxes, lunch bags nor plastic bags are to be brought by students to the Center. Fruit and juice may be placed in your child's tote or book bag only.

**If a student has a food allergy, the Emergency Release Form must state this information so that those foods will not be served to the child.**

If your child will arrive late at the Center, please notify the teacher so that lunch can be served. Because of the individualized nature of the diet of children under twelve months of age, baby food and formula must be provided by the parents. Please make sure that all bottles and foods are properly prepared prior to bringing it to the Center. Please label all baby food and formula with the child's name and date. All baby food must be fresh and jars sealed and labeled for each meal. Make sure that the child is not hungry and does not need to eat immediately upon arrival.

## Birthdays

Because birthdays are very important to young children, each child's birthday will be a special day at the Center. Parents who wish to celebrate their child's birthday at the Center should talk with the teacher at least a week prior to the big day. This will allow the teacher sufficient time to fit the party into the class schedule. If cancellation becomes necessary, please notify the teacher as soon as possible. All parties at Green Pastures Child Care Center will be held Monday thru Friday, between 2:00 pm and 3:00 pm only. If for some reason a parent is unable to be present to give a party at this time, the teacher will be happy to do so.



## Parents Information

We recognize that a strong relationship between the Center and home is important for each child's well being. Besides daily conversation, parents can be involved with the Center in a number of ways:

- Visiting the Center
- Sending notes to your child's teacher or the director
- Participating in J.P.T.F.
- Participating in Parents/Teachers activities
- Participating in Teacher Appreciation Day
- Volunteering as a room parent
- Volunteering at least one hour

## Parent/Teacher Conferences

Green Pastures Child Care Center teachers are always happy to meet with parents, however, because of classroom commitments, parents should call the Center and arrange for an appointment.

In addition to any conferences that may be necessary, all teachers will schedule mandatory conferences to discuss each student's progress. All parents are required to attend these conferences.

If a student has a Center-related problem, please inform the teacher. On occasion, a student will experience a personal or academic problem that the teacher does not immediately recognize. If another student caused the problem, please do not deal with the student; talk with the teacher.

## Parent/School Relations

A Christian Child Care Center is made up of people—parents, administrators, teachers and students. Like any other collection of individuals, the people associated with a Christian Child Care Center have the potential for misunderstandings and disagreements. Nevertheless, it is God's will that we live and work together in harmony. In Matthew 18:15-17, Jesus gives us a formula for solving problems. Here is our solution for solving people-to-people problems at Green Pastures Child Care Center:

- Keep the matter confidential.
- Talk with your child's teacher.
- Be straightforward.
- Be forgiving.
- Parent and teacher should share the matter with the director if the matter has not been resolved satisfactorily with parent and teacher, or if it is not a parent/teacher/student matter.

- Parent and teacher should share the matter with a school administrator if the matter has not been resolved satisfactorily with parent and teacher, or if it is not a parent/teacher/student matter.
- Parent should share the matter with the ministry liaison, a neutral individual who will listen and respond to parent concerns if the matter has not been satisfactorily resolved between parent and administrator.
- Parent should share the matter with Pastor/President, if the matter has not been satisfactory resolved with the ministry liaison.

## Family Involvement

We believe that the Christian philosophy of education is based on a proper relationship between the family and the Church. The Bible is quite clear on the fact that the family is the basic unit of Christian education, and it also stresses continually the responsibility of the parents to teach and train their children (*Proverbs 22:6*)

In light of this, Green Pastures Christian Child Care Center expects parental involvement from each family in the educational process, (i.e. following school rules and assisting their child(ren) in doing the same, helping students with their assignments, attending school meetings etc.).

### List of suggestions for family involvement:

- Volunteer.
- Volunteer to be a room parent.
- Participate in special projects/ events/field trips.
- Donate needed paper goods and others items
- Donate money for needed school supplies
- Share ideas or child-oriented materials with teacher.
- Donate books or money to the school library.

(For further involvement see Visitation.)

## Jesus/Parent/Teacher Fellowship

**JPTF** meetings are held two or three times a year, and other times as needed throughout the school year, to ensure that parents are kept abreast of what is happening in the school. Parents are required to attend all meetings. Each J.P.T.F. Meeting is mandatory. A parent representative must attend each meeting. A fine of \$25.00 will be incurred if a family representative is not present.



# Dress Code

A registration table will be set up at each meeting so that parents may sign in to show their attendance. Progress reports will be given out to parents at the end of each meeting. Open House is a mandatory event.

## Seminars/Workshops

Periodic seminars/workshops for parents are held; the times and dates will be announced. We encourage parents to make suggestions for different seminar/workshop topics.

We expect all infants and toddlers to arrive at the Center fully dressed, clean and dry. Parents will be asked to dress their child or change a diaper if necessary. We request that the older children be sent to the Center in sturdy, comfortable play clothes and sneakers. An extra set of clothing from home must be kept on hand in your child's bag at all times. Even four year olds sometimes need to change and are very embarrassed if they have nothing to wear.

## School Uniform

**Non-Chapel Day Uniform for Girls:** - Navy WRAP Skort, white short sleeve or long sleeve pique knit shirt with school logo, white socks, navy and white saddle Keds, navy or black shoes.

**Chapel Uniform for Girls:** - Houndstooth dress white socks or tights and navy and white saddle Keds.

**Chapel and Non Chapel Days Uniform for Boys:** - Navy pleated slacks, white short sleeve or long sleeve knit shirt with school logo, navy or black socks and black tennis shoes

It is important for children to feel that they are learning to take care of themselves. To support this idea, we ask that children be sent to the Center in clothes that they can manage with little or no assistance. Elastic waist are easier for children to manage.

Also, parents are required to bring ten to twelve diapers, four to six pairs of training pants, three to four bibs (Velcro or snap), ointments for their infants and toddlers each day. Please label all of your child's belongings (bottles, dishes, ointment, etc.). Small thin blankets are needed for nap time.

**Under no circumstances should the following items be worn to Green Pastures Child Care Center.**

- Thongs/flip flops or bare feet
- T-shirts, sweat shirts must not have words or pictures of a controversial nature (beer ads, rock stars, rock music, profane or derogatory words).
- Biking shorts (spandex material)

Infants should arrive at the Center fully dressed in comfortable clothing. Pajamas should not be worn to the Center. Also, in an effort to continue our high standards in Christian dress and appearance, we ask that you adhere to the following dress code concerning hair cuts, styles and color.

**Girls:** Hair must be well groomed at all times. Girls must not wear nose rings or gold capped teeth nor tattoos.

**Boys:** Hair must be well groomed at all times. Male students are not allowed to wear tails (braided or unbraided, high-lows, lines, arrows, initials or any other type of designs cut into the hair). If a student wished to wear the box haircut, it must not be higher than one inch in height. Any hair color other than the student's own natural color is unacceptable. Boys must not wear nose rings or gold capped teeth nor tattoos.

We expect all infants and toddlers to arrive at the Center fully dressed, clean and dry.

# Infants Daily Schedule

Free Play -----	6:30 a.m. - 7:15 a.m.
Clean-Up Time -----	7:15 a.m. - 7:30 a.m.
Feeding Time -----	7:30 a.m. - 8:00 a.m.
Snack Time -----	8:00 a.m. - 8:50 a.m.
Clean-Up Time -----	8:50 a.m. - 9:00 a.m.
Free Play or Outside Play -----	9:00 a.m. - 9:30 a.m.

Devotion -----	9:30 a.m. - 9:40 a.m.
Language Skills -----	9:40 a.m. - 10:00 a.m.
Music Time-----	10:00 a.m. - 10:30 a.m.
Prepare for Lunch -----	10:30 a.m. - 10:45 a.m.
Lunch -----	11:00 a.m. - 11:30 a.m.
Clean-Up -----	11:30 a.m. - 11:40 a.m.
Motor Skills Development -----	11:40 a.m. - 12:00 p.m.

Nap Time -----	12:00 p.m. - 2:00 p.m.
Wake-Up Time -----	2:00 p.m.
Motor Skills Development -----	2:00 p.m. - 2:30 p.m.
Snack Time -----	2:30 p.m. - 3:00 p.m.
Feeding Time -----	3:00 p.m. - 3:30 p.m.
Free Play or Outside Play -----	3:30 p.m. - 4:30 p.m.
Motor Skills Development -----	4:30 p.m. - 5:00 p.m.
Clean-Up Time -----	5:00 p.m. - 5:30 p.m.
Prepare for Home -----	5:30 p.m. - 6:30 p.m.

**IMPORTANT NOTE:** Diapers are checked frequently (every forty-five minutes to an hour) and changed as often as needed.

# Courses of Study

## K2 thru K4

### Extra-Curricular Activities: Music & Spanish

### Nursery

Language  
Arts

#### Two-Year Olds

Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science

#### Three-Year Olds

Recognition of name, sound, and picture for short vowels and consonants  
Formation of vowels and consonants in upper and lower case  
Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science

Numbers

Simple counting 1 - 25  
Numbers concepts 1 -10

Simple counting 1 - 30  
Number concepts 1 -15

Bible

Hymns/choruses  
Memory verses

Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan

### K4

Language  
Arts

#### Four-Year-Old Kindergarten

##### Phonics and Reading

Recognition of name, sound, and picture of long and short vowels and consonants  
Sounding of blends and one - two-vowel words  
Reading of sentences and stories with one-and two-vowel words

##### Cursive Writing

Formation of letters, blends, and words  
Writing of first name

##### Poetry

Twenty-eight poems and finger plays committed to memory.

##### Language

Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science

Numbers

Numbers recognition and counting 1 - 100  
Numbers concepts 1 - 20  
Numbers before and after 1 - 20

Numbers largest and smallest 1 - 20

Addition facts	1+1	4+1	7+1
	2+1	5+1	8+1
	3+1	6+1	9+1

Bible

Lessons such as Creation, Noah, Boy Samuel, Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan

# Parental Agreement

**M**y signature below declares that all information contained on my child's application, student information, emergency information, and permanent record forms are complete and accurate.

I declare that any and all information pertaining to the physical, emotional, psychological, and/or learning ability of my child, that may otherwise prevent or hinder him/her from entering and successfully completing this educational program, has been made known to Green Pastures Academy Child Care Center. Should any information provided to the center prove to be false or misleading, GPCC reserves the right to deny or rescind acceptance to applicant.

In signing this agreement, I fully recognize that GPCC was founded to be and is committed to being a Christian Center and that it offers a life-style of commitment to Jesus Christ.

**M**y signature below also declares that I/we have read, understand, and agree with all policies and procedures including the Financial Agreements, Discipline, Christian Philosophy of Education, Education Program, and Goals of Green Pastures Academy Child Care Center.

**M**y signature below declares that I have entered into and agree with the policies and procedures outlined in this handbook. As parents/legal guardians, we are responsible to adhere to the prescribed program of Green Pastures Academy Child Care Center.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date



*A Quality Education in a Christian Environment*