



The Parent's Handbook  
For the 2017/2018  
Before and After School  
&  
Summer Program  
Kindergarten through Fifth Grade



*Guardian Christian Academy  
6851 Courthouse Road  
Chesterfield, VA 23832  
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Welcome to Guardian Christian Academy. It is our desire to provide a very safe and positive experience for your children.

## **HISTORY**

Guardian Christian Academy was originally established in 1975 as Meadowbrook Preschool which was located on Cogbill Road. It was a half-day preschool program that provided a Christian environment where children were nurtured, educated, and taught to love the Lord. Even then there were dreams to extend our programs to reach more children.

When Southside Nazarene Church relocated to the corner of 288 and Courthouse Road in 1999, the name was changed to Guardian Christian Academy, and services to families in the Chesterfield community and beyond were added. Throughout that time period, the dreams for the addition of a high school grew. Plans for building and program expansion took shape, and 9th-12th grades were added one year at a time.

Today Guardian Christian Academy offers:

- Preschool
- Junior Kindergarten
- Elementary
- Middle School
- High School
- Child Care
- Before and After School Care
- Summer Programming  
Summer Camps

The following information has been prepared to help familiarize you with the Before and After school program / Summer program (here after referred to as childcare) of Guardian Christian Academy. Should questions arise after reading this material, please contact the office for assistance. ORGANIZATION Guardian Christian Academy is a ministry of Southside Nazarene Church. The school is its own corporation and is governed by a board of directors, which includes representation from the Southside Nazarene Church board. The Early Childhood Director provides supervision to the overall childcare program, with qualified supervisors and workers to staff the rooms.

## **CHILDCARE VISION**

GCA childcare provides quality care in a nurturing Christian environment, emphasizing a well – rounded program that encourages the development of strong minds and character.

## **GCA MISSION**

To equip students to become Christian leaders who impact the culture for Christ.

## **PHILOSOPHY**

We believe children are a most precious gift from God. Biblical values, as well as cultural and moral ethics, are shared with the children through activities, chapels, and simple prayers during all hours of the program. Because this is not just another childcare facility, parents of all faiths will be pleased with

the positive Christian values that are taught by caring, loving teachers who are passionate about children.

Guardian Christian Academy operates in the Southside Church of the Nazarene at 6851 Courthouse Road, Chesterfield, Virginia. This allows us the luxury of using the Church classrooms, the gym, lunchroom, and the kitchen for our programs.

## LICENSING AND REGULATIONS

Guardian Christian Academy is a religious sponsored center. We have filed all documents required by law with the Department of Social Services, and been granted a Religious Exemption certificate. This certificate is renewed on a yearly basis, and takes the place of a license. All Social Service requirements pertaining to inspections, background checks, staff / student ratio, and education are enforced. Our class sizes are maintained at the following ratios:

6 years and over	One adult for every 15/20 students (Social Services requires one adult for every 25 students)
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## STATEMENTS OF FAITH

It is the desire of Guardian Christian Academy to provide a safe and caring environment in which children are able to learn both academic content and biblical truths. Biblical values and moral ethics are integrated into the academic curriculum to help children adopt a biblical world view and develop into well-rounded individuals. Christian values are taught with individualized love and attention from teachers who are passionate about teaching, the Lord, and children. This education is based on the Statements of Faith listed below. The term "Bible" at GCA always refers to the Holy Bible, the compiled 66 books forming the Old and New Testaments, and is to be the Bible used and referenced at GCA.

- 1) We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (I Timothy 3:15, II Peter 1:21)
- 2) We believe that there is only one God, eternally existent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28: 19, John 10: 30)
- 3) We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11 and Revelation 19:11).
- 4) We believe in the absolute necessity of regeneration (spiritual rebirth) by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
- 5) We believe in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection where they stand before the judgment seat of Christ (John 5:28-29).
- 6) We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
- 7) We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

- 8) We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25)
- 9) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- 10) We believe that any form of sexual immorality (including adultery, fornication, homosexual, transgender, and bisexual behavior/conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor 6:9-10)
- 11) We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139)
- 12) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)
- 13) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of Guardian Christian Academy.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Guardian Christian Academy’s faith, doctrine, practice, policy, and discipline, the GCA School Board - is the final interpretive authority on the Bible’s meaning and application.

## CORE VALUES

The core values of Guardian Christian Academy are an extension of those of our sponsoring church; Southside Church of the Nazarene. They are as follows:

1. **Everyone’s life matters.**  
(Ephesians 2:1-7; Matthew 28:18-20; Luke 15; John 17:1-3)  
God deeply wants people to know Him, so we intensely focus on reaching out to everyone possible, meeting them where they are and guiding them into the Kingdom of God.

GCA is an evangelistic school which strives to reach out to all people and provide an avenue for coming to know God. We recognize that all people are uniquely created and as such have unique needs, gifts, and callings. Because of this, it is critical that students be met “where they are” and guided along in all areas of their growth: spiritual, intellectual, emotional, physical, and social.

2. **We are created for intimacy with God.**  
(Psalm 139:17-18; Luke 5:16; John 15:1-10; Psalm 95:5-7)  
Intimacy with God is available to all believers, and is the source of strength, security, and power for our journey of faith.

In order to have an intimate relationship, one must know God; that comes from knowing His Word.

At Guardian Christian Academy, the Bible is held in reverence, with the memorization, understanding, and application of scripture central to instruction. A culture of prayer is created and understood as imperative to having the intimate relationship God desires with us. Worship is a part of this intimacy as well, and is promoted at GCA as a key component of our relationship with Him. It is seen as crucial for faculty, staff, and administration to model evidence of a growing relationship with Jesus Christ and a lifestyle of prayer and worship.

3. **No one climbs alone.**

(Ecclesiastes 4:9-12; John 13:34-35; Acts 2:42-47; 1 Peter 2:22; Ephesians 4:15, 32)

God's openness and love towards us is our pattern for our relationships with each other. Believers thrive in authentic Christian relationships.

At GCA, we are committed to community through promoting a sense of unity and striving to partner with parents in the education of their children, while still recognizing and appreciating individual and cultural diversity. Our shared love for God and for one another unites us as we strive to meet the mission and vision of our school. Students are guided in their relationships with peers, as well as with faculty, recognizing that the relationships we live out on a daily basis should reflect our understanding and appreciation of God's love for us.

4. **We are to be like Christ.**

(Mark 1:17, 2:14, 8:34; 1 Corinthians 9:24-27; 2 Timothy 3:10-17; Galatians 5:22-23)

We have encountered the deal of a lifetime in apprenticing ourselves to Jesus. We are learning from Him how to live our daily lives.

Because of this, Guardian Christian Academy strives for academic excellence coupled with the emphasis on continuous spiritual growth. Bible is taught throughout the grades as a core course and Biblical principles are tied to all areas of learning, both in and out of the classroom. This shaping of a child's life, and of his worldview, is seen as an integral part in helping him to be open to the work of the Holy Spirit in his life, molding and shaping him to be more like Christ.

5. **God has designed us to serve.**

(Exodus 35:20-35; Matthew 20:25-28; Romans 12:4-8; Ephesians 4:3-13)

Coordinated, strategic service is an expression of our spiritual gifts and is a joyful and grateful response to God's love and purpose for us.

GCA is committed to providing opportunities for mission and service and to modeling a servant attitude as we work and minister both inside and outside of our walls. Students are taught to be good stewards of their gifts, talents, time, and resources and to utilize each to display God's love and to impact the culture for Christ. They are prayerfully guided in recognizing and utilizing their spiritual gifts and in preparing to follow God's calling on their lives.

6. **The next generation depends on us.**

(Deuteronomy 6:4-9; Hebrews 11; 1 Corinthians 10:31-11:12; Genesis 27:1-38)

Starting with our families, through example and lifestyle, we are preparing the next generation to announce the Gospel and lead the way. We believe in the power of mentoring, of passing on deep passion for Christ and His Kingdom through the relationships between older and younger Christians. We believe this is how disciples are best multiplied.



At Guardian Christian, we recognize the critical importance of preparing the next generation. Because of this, we are committed to proclaiming the Gospel and modeling a Godly lifestyle to our students and families. We are focused on promoting a Biblical worldview through our commitment to God's Word and through the purposeful use of Biblical integration in all areas of instruction. We recognize the responsibility we have to mentor students as they grow intellectually, spiritually, physically, emotionally, and socially, as well as the opportunity to impact the world for Christ long after we are gone. We consider it both a challenge and a blessing to have the chance to leave a legacy by investing in the lives of students.

## PROGRAM

The Before and After school program includes the following –

- Homework room until 4:30pm, Monday—Thursday
- Games and activities
- Recreation time inside/outside, depending on the weather
- Movie day on Friday afternoon

The **Summer program** includes the following –

- Bible verse memorization challenge (26 verses; one for every letter of the alphabet)
- Field trips to activities like bowling, putt putt, skating, swimming, Ironbridge Sports Park, Rockwood park, Ironbridge park, Maymont, etc...
- Video games, board games, arts and crafts, and other in house activities

## HOURS OF OPERATION

Before School: 6:30am – 9:00am

After School: 3:00pm – 6:00pm

Summer Care: Monday through Friday, 6:30AM - 6:00PM

## SCHOOLS SERVICED by GCA

Jacobs Elem, Alberta Smith Elem, Spring Run Elem, Crenshaw Elem, Clover Hill Elem, Gates Elem, Swift Creek, and GCA Elem

## VAN/BUS SCHEDULE

### Morning

7:50 AM – Vans leave for Spring Run, Alberta Smith, Clover Hill, and Jacobs Elementary

8:00 AM – GCA students leave daycare area for classrooms

8:45 AM – Gates Elementary students board County bus in the parking lot

8:50 AM – Crenshaw Elementary and Swift Creek Elementary students leave

### Afternoon

3:15 PM – GCA students return to the daycare area

3:30 PM – Spring Run, Smith, Jacobs, and Clover Hill Elementary students return

3:50 PM – Crenshaw students return

4:10 PM – Swift Creek & Gates students return

A booster/carseat is required for anyone under the age of 8 who rides in our vans. Riders in the minibus and full size school bus are exempt.

The Childcare Center is closed on the following holidays & training days (and/or others as announced):

New Year's Day, Good Friday, Memorial Day, July 4th , Labor Day, Thanksgiving Thursday & Friday,  
\*Christmas Day, and One (1) training day in the Fall.

***\*Times vary according to where Christmas and Christmas Eve fall in the week***

\*\*In the event of inclement weather, childcare center late opening and closing announcements can be found on:

- School phone voicemail (call 301-8276 and listen to message)
- TV Channels 6 and 12 (on air and their website listings)

***Regardless of the events listed above, full weekly tuition is due.***

## **PRE-ADMISSION**

Parents are required to tour the center with their child/children and have an interview with the Director prior to admission. At that time you will receive a packet of information which includes the following:

- An informational brochure covering all programs
- Registration Form
- Immunization Form

At this meeting, communication between the Director and the parents will help determine if GCA is a good match for the family's needs.

## **REGISTRATION**

At the time of registration, parents receive the handbook for this program. An annual, non-refundable fee is paid at the time of registration for the Before and After school program; the registration fee is \$100. If you are registering for the Summer program only, the fee is \$40. Each parent must submit a completed application for admittance, along with an immunization record on each child, signed by the family physician. This must be updated annually for as long as the child/children are in the program. A copy of the child's birth certificate must also be presented at the time of enrollment.

A financial agreement form will be completed at the time of registration. After reviewing the form's information, a signature from the parent will signify they agree and understand their financial obligation to GCA for the coming year. Payments will be handled through FACTS (Fast Automatic Cash Transfer System).

It is your responsibility to update your child's records as needed (i.e. new address and phone number, new employment, change in custodial care, etc. . . .). This will insure that we are able to contact you concerning any issues that may arise with your child/children.

***All registrations are received at the discretion of the Director***

## **TUITION**

**FACTS** - GCA has entered into an agreement with an automated payment company (FACTS) to handle the payment of tuition. Each family will be required to enroll in the program within 7 days at the FACTS website, <http://online.factsmgt.com/signin/4JS5Q>. GCA will cover the cost of one FACTS enrollment fee per child. Tuition payments will be automatically withdrawn from your account on the day of the week

you have selected. FACTS will assess an insufficient funds fee of \$30 if a payment is returned by the bank. GCA reserves the right to assess an additional fee for returned payments. You may also be required to pay with cashier's check, money order, or cash.

Weekly childcare tuition is due on the day of the week selected through FACTS. Full Time Childcare families are offered the option of picking two weeks out of every year (September to August), and paying half of the weekly tuition. By doing this, we give you a week of care for free. This option is only offered to families whose children are with us all year round.

Absence – The Programs are staffed according to the number of children enrolled. For this reason, there will not be a reduction of tuition on holidays or days that a child misses for illness.

## DISCOUNTS

- **Multiple Child Discount** – Families with two or more children in the childcare program receive a \$10 discount on the weekly tuition for the 2nd child, \$15 for the 3rd, 4th, etc.
- **Referral Discount** – If a parent/guardian recommends Guardian Christian Academy to a family not presently seeking enrollment, the family who enrolls with GCA as a direct result of the recommendation fills out a referral form. The new family presents the referral form at the time of registration. The referring family:
  - Will receive a \$250 gift card after the referred child completes 2 months in the childcare, JK, or K-12 program.
  - Receives a gift card for the amount of one month's tuition of the preschool program for which the family registers.
  - Has no limit to the number of referrals for which they can receive credit.
  - Understands these benefits are contingent upon the new family remaining at GCA a minimum of 2 months; the referral incentive will be awarded after that period of time has elapsed.

## LATE FEES

If the **weekly childcare payments** fall behind by a week, appropriate arrangements must be made to pay in full by the following Monday. If payment is not received, or appropriate arrangements aren't made by the end of business Monday, you may be asked to leave our program. There is a **\$30 fee assessed by FACTS for any payments returned for insufficient funds.** If this occurs, we will require payment to be made by cash, cashier's check, or money order. GCA reserves the right to assess an additional fee for returned payments.

## LATE PICK UP FEES

All children registered in Before & After care must be picked up by 6:00pm. **Late charges of \$1.00 per minute** past 6:00pm are incurred by the family. All parents who pick up their children after 6:00pm are required to sign a form stating the exact time the child was picked up from the facility. The time is recorded on the form from the school cell phone.

***The late charges are billed to your child's account and must be paid with the next tuition payment.***

## ARRIVAL & PICK UP

The doors open at 6:30AM, Monday through Friday, to receive children, and close at 6:00PM.

Parents will provide a list of authorized adult persons allowed to pick up their child/ren from the center. Children are **not released** to anyone under the age of 16. A note or phone call from the parents must be received before a child is released to someone whose name does not appear on the original list. If a note or phone call is not received, the child will remain with academy personnel until the parent or legal guardian can be reached by phone for permission to release the child.

***THERE ARE NO EXCEPTIONS TO THIS POLICY! This is for the welfare of the child.***

## **CHILD CUSTODY**

All custodial parents and/or legal guardians have:

- Accessibility to progress reports can be granted - To do so, make an appointment with an administrator.
- The opportunity to participate in parent/teacher or administrative conferences and/or be advised of developmental, behavioral, or emotional concerns
- The right to pick up or sign out the child

Any student for whom the court has granted custody to an individual parent or person must have a copy of official court documentation as verification to be included in his/her student file. It is only with official documentation of restrictions that any of the above named rights can be denied a parent. Guardian Christian Academy will comply with the court-ordered mandates as written in the latest copy provided to the school.

In addition, any student for whom the court has granted guardianship to a grandparent or other individual must have a copy of the official court documentation included in his/her student file. In such a case, the above named rights will be granted to the legal guardian. Such documentation is also required before an admissions application will be processed if it is being submitted by someone other than the parent. If a parent desires for a grandparent, step parent, or other family member to have the parental rights stated above, they must provide a written statement stating so.

## **TERMINATION OF SERVICES**

Parents are required to give two (2) weeks written notice of intent to withdraw their child/ren from the center. Without such written notice, parents are liable to pay the center for two (2) weeks of tuition after the last day of attendance. Termination forms are available at the front desk.

## **NON - DISCRIMINATORY POLICY**

Children are accepted by the school regardless of race, color, religion, or natural origin. Our restrooms are "boy only" or "girl only" facilities in keeping with our Statements of Faith.

## **DRESS CODE, CHANGE OF CLOTHES**

Children should attend the center appropriately dressed for the weather. Please keep in mind that we go outside for playtime, as long as the weather is nice and the temperature is above 40 degrees.

Since there are climbing toys on the playground and in the gym, tennis shoes are the preferred footwear for children to safely play on this equipment. All outer garments should be clearly marked with the child's name.

To properly deal with accidents, a complete change of clothes must be left at the school at all times for the child. As the seasons change, so should the type of clothes left at the school for the children.

## **MEDICATIONS**

A Medical Authorization form must be filled out and signed; one medication per form. Medication must be turned in to the teacher or director at the time of arrival with instructions on how it is to be administered. NEVER leave medications unattended on a counter, class-room desk, or in a child's bag. Clearly mark the child's name on the outside of the medicine container. Medicines will not be given if they are out of date. Also, we cannot give a dosage that exceeds the pharmacist or manufacturer's label. If your child has been sick through the night, or is running a fever, please do not send him/her to the center the next day. A rash which persists for a week must be examined by a doctor before a child is readmitted to class.

## **MEDICAL AUTHORIZATION FORMS**

A Medical Authorization form must be completed and signed by the parent every time they want GCA personnel to administer medicine to their child. In case a parent cannot be reached in an emergency, a doctor or hospital must have written permission to provide any emergency service. The registration form provides a place to give us the proper permission for this type of situation.

## **HEALTH STANDARDS**

In order to protect your child and the other children in the Center, the following guidelines have been established for illnesses.

If at any time the Director or Supervisors feel that a child is sick or contagious, parents will be notified promptly so the child can receive proper medical care. Parents are expected to pick up their children immediately upon being called.

When enrolling in the Center, the parents or guardians agree to keep the child at home if he / she has a:

- |                             |                            |                      |
|-----------------------------|----------------------------|----------------------|
| - fever                     | - bronchitis               | -lice                |
| - unidentified rash         | - impetigo (until treated) |                      |
| - diarrhea                  | - vomiting                 | - ringworm           |
| - conjunctivitis (pink eye) | - severe cold              | - contagious disease |

A child may be readmitted to the Center following an illness with the approval of the Center Director or with a doctor's note.

Please do not give your child a fever reducing agent prior to bringing them to the center. This may only mask the fever, causing it to spike while at the daycare.

**A CHILD MAY NOT BE READMITTED TO THE CENTER UNTIL 24 HOURS HAS PASSED AFTER THE LAST SIGNS OF ANY SYMPTOMS LISTED ABOVE.**

## HEALTH SCREENING

Daily health observations should be made for each child to identify promptly changes in the child's pattern of behavior or physical appearance that might alert staff to an illness. The staff should always check for these symptoms:

- severe coughing
- pink eye
- infected skin patches
- unusual behavior
- vomiting
- yellowish skin or eyes
- unusual spots or rashes (con't next page)
- feverish appearance
- scratching body or scalp
- severe diarrhea

If a child has any of these symptoms he / she will be separated from the other children and the parents will be notified immediately.

## HAND WASHING POLICY

All sinks have proper hand-washing procedures posted above them.

Staff should wash hands:

- Upon arrival
- Before putting on gloves to prepare and / or serve food
- After taking gloves off following each instances of handling soiled clothing or an injured or sick child

Children should wash hands:

- After using the restroom
- Before food is served / eaten
- After blowing nose
- Before cooking

***Hand washing must be done in sinks in the bathrooms or classrooms, not in the sinks in the kitchen or janitor's closet.***

## ANIMALS ON SITE

For a number of reasons, pets and animals are to be kept at home and not to be brought onto the property. Provisions and permission can be obtained for animals involved in educational instruction.

## LUNCH/SNACKS

Children have the option of buying their lunch from the school cafeteria or bringing their lunches from home. All tickets are purchased at the front desk. The cost is as follows:

10 - lunch meal ticket	\$35.00
10 - milk/dessert ticket	\$10.00

You will be notified when the child has 2-3 lunches left on the ticket so that you may purchase another one in a timely fashion. Allow 2 days for turnaround if the order is placed in the black payment box. If your child arrives at school without a lunch, and does not have a lunch ticket on file, a peanut butter or cheese sandwich is provided for him/her. If the child receives a sandwich for the third time, you will be billed \$1.50 for each of the 3 sandwiches.

All lunch counts must be submitted to the food service by 10:00am. If you know your child will arrive at school after 9:55am, please call prior to 9:55am and ask to have him/her included in the lunch count. If you, as a parent, plan to eat lunch at school, please include yourself as well.

If you provide a lunch from home, please include a drink, preferably something other than soda.

Snacks are provided for the children in the childcare program after school. During the summer months, snacks are also offered in the morning.

Parents must notify the school of any food allergies that their child/ren may have at the time of registration. A doctor's note must be on file in order for us to substitute foods. All precautions will be taken to ensure that a child does not eat anything that they are allergic to, and substitutions will be made for that child to ensure a nutritious and complete meal or snack.

The school menu is published monthly, and can be viewed on our website - GCAkids.com. Please review it and let us know if you have any concerns or questions. The children are not forced to eat, but are encouraged to "try" everything on their plate. Because of allergies, they are not allowed to share their food with other children and are always supervised while eating.

## **FIELD TRIPS**

During the summer, the school age children take many trips off-site on our school bus. They are expected to be with their adult chaperones at all times, and adhere to the following rules when riding the bus:

- Keep the seat belt fastened at all times
- Keep feet out of the aisle
- Refrain from screaming or making loud noises while the bus is moving
- Keep all food and drink in their proper containers while on the bus
- Take all personal belongings with them when exiting the bus after a trip
- Close all bus windows opened during the trip
- Place all trash in the bag provided by the driver
- All payments for field trips are to be given to your child's teacher.

## **IMAGES, PHOTOS, VIDEOS, DVDS**

GCA staff takes pictures and videos throughout the year for a number of purposes. These include, but are not limited to: bulletin boards in the building, presentations for the children and their families, the teaching of technological skills, and promoting Guardian Christian Academy through the church, advertisements, DVDs, and the internet/social media to name a few. As stated in the registration, these pictures/videos/DVDs are in no way sold for profit but can be used for the benefit of Guardian Christian Academy.

## **DISCIPLINE POLICY**

The following procedure will be administered if your child is in need of discipline:

- 1) the teacher issues verbal warnings and tries to redirect behavior.
- 2) if those attempts fail, the child is placed into a time out chair.
- 3) if needed, a second time out is spent in a chair near the door and away from the rest of the class.

- 4) if this does not bring about the desired result, the child is brought to the office for additional time out and discussion of behavior.
- 5) child is dismissed from school if cooperative attitude is not achieved.
  - a. Parents are kept informed as to their child's behavior, both good and bad. Aggressiveness such as hitting, biting, spitting, swearing, etc. will be dealt with immediately by coming to the office. These aggressive acts may result in dismissal from our programs.

## CRISIS MANAGEMENT

A Crisis Management plan of action has been developed by the school administration in partnership with church personnel with the aim to protect and sustain life, minimize personal injury, reduce emotional trauma, assist in emotional recovery, limit damage to facilities, and prepare for cooperation with local emergency responders in the event of a crisis. The plan consists of comprehensive crisis management policies and procedures designed to address a range of potential crisis events and critical incidents. It should be noted, however, that no plans can specifically address the limitless, diverse threats and scenarios that may confront Guardian Christian Academy and other schools across America. No plans should limit the use of common sense, good judgment, flexibility, and ingenuity, needed to adapt and respond to a wide variety of unpredictable events and complex circumstances. It is the responsibility of each member of the faculty and staff of Guardian Christian Academy to participate in crisis preparation and training, and to be ready to respond in the event of a crisis.

Crisis Management plans include the training of all faculty and staff in crisis management, as well as for providing resources pertinent to being prepared to respond to a crisis event. It includes the training of select faculty and staff in CPR and emergency first aid. Ongoing training and preparation includes the discussion of various crisis scenarios and the conducting of scenario drills with faculty and staff.

Students participate in regularly scheduled and documented fire and tornado drills, some of which are announced and some of which are not. Though other potential crisis events are not drilled with students present, students are taught the importance of listening and following directions of their teacher at all times, including when there is an emergency. Discussion of potential crises are limited and tailored to the developmental level of the student. When questions arise on the part of a student or students, teachers give a brief, age appropriate response, then refer the student to their parent to address any concerns that may have given rise to the question.

Parents need to be prepared to cooperate with the administration, faculty, and staff in the event of a crisis. In a crisis situation GCA:

- First addresses the situation
- Secondly takes the necessary steps to keep the students safe
- Thirdly informs the parents

The mode of communication will be the *best mode of communication for the issue at hand*. With the variances in potential scenarios, the mode of communication will vary as well.

Since one crisis may vary from another, an exact protocol cannot be given. However, in general, if a parent is on site at the time:

- Stay in the area to which you've been assigned.
- Stay off the parking lot and away from emergency responders or where emergency responders may need to go



- Do NOT find or make a move to find or pick up your child at that time
- Stay away from staging areas such as where administrators are functioning, first aid may be given, or first responders may be gathering
- Do NOT speak with the media; designated personnel will provide the media with the type of information and amount of information that is best given

If parents are off-site, wait WHERE YOU ARE for communication from GCA personnel. Additional people on the premises can result in confusion, cloud the accountability of known persons, and open the possibility of slowing the critical actions of first responders. Plans are in place to address communication with parents during a crisis and to provide for the safe and orderly reuniting of student and parents following a crisis event whether it is on site or at another prearranged location.

## VISITORS

Parents are welcome at GCA. We require that parents/prearranged guests sign in and out at the main office and receive a pass before going to an appointment, conference, classroom, or to the lunchroom. To avoid interruptions but adequately address concerns, arrangements to conference with teachers need to be made in advance. This allows teachers to give full attention to the matter at hand. Visits to the classroom *during instructional time* must be prearranged for a specific purpose with both the teacher and the administrator.

Remember, if you plan to eat a cafeteria lunch, we need to know by 9:55 am. We ask that parents remember they too are role models in the way they dress, converse, and respond. In addition, it is important to remember that Guardian Christian Academy as a school is a gun-free property. Guns are not to be brought onto the premises inclusive of the facility or the roughly 290 acres upon which it sets.

## SCHOOL OFFICE

- 1) Main office personnel is available from 8:00 am – 4:30 pm on school days. If your call is unanswered, leave a message. Your call will be returned. School office hours may vary during school vacations. The differing hours will be listed in the newsletter.
  - a. To reach the daycare before 8:00 am or after 4:30 pm, please call 804-301-8276.
- 2) All visitors, including parents and volunteers, must sign in and out at the main office and wear a visitor's badge indicating they have legitimate business at the school. In the event of an emergency, it is critical to know who is in the building.
- 3) Parents wishing to talk with a child's teacher may schedule an appointment by contacting the school by phone or by note, or through avenues relayed by the teacher.
- 4) During the school day, forgotten lunches, blankets, etc., may be left in the main office to be delivered. PLEASE DO NOT GO DIRECTLY TO THE CLASSROOMS; this causes interruptions or distractions which can be avoided.
- 5) It is essential, for the sake of the child, that any changes in phone numbers, address, pick-up information, or custody issues be relayed to both the office and the teacher at the time of the occurrence. Copies of updated court decisions need to be submitted when changes in custody occur.

## COMMUNICATION WITH PARENTS

### EMAIL

E-mail may be used to relay information, but is not a forum by which to discuss the progress or behavior of a student. This is to be done in person where the need for clarification or evidence of concern or confusion is more easily discerned and, thereby, addressed.

E-mail or batch texting may also be used to:

- Announce any unexpected changes (i.e. cancelation of after school practice) or reminders (i.e. special dress day or School Spirit Day)
- Give pertinent reminders
- Provide information of a timely or sensitive nature
- Communicate classroom information

Parents are strongly encouraged to check e-mails daily.

### WEBSITE

The school website, [www.gcakids.com](http://www.gcakids.com), includes supply lists, calendars, newsletters, and menus for you to access from home or work. Revisions to the website will be ongoing and become an important source of information.

### FACEBOOK

The school's Facebook page, [www.facebook.com/GuardianChristianAcademy](http://www.facebook.com/GuardianChristianAcademy), is a valuable tool for our community to learn what activities and events our students and families are enjoying. When you tell how creative the students were in doing ... , how awesome a particular field trip was, what the students learned, they did ... , how much you enjoyed a skating party with just GCA folks in attendance, etc., it says a lot about our school that other parents want to hear. Social media is not the forum for voicing internal concerns or grievances; taking them directly to the persons involved brings about a solution or mutual understanding much more effectively. Therefore, GCA expects all parents and students to honor this policy when utilizing both GCA and their own personal forms of social media.

When immediate changes in announced or standard procedures occur, every attempt is made to post them on Facebook. Examples include a cancelled athletic event, school closure, or closed roads. With the vast majority of parents/guardians using Facebook, it is an effective means of communication.

All communication is to be appropriate, worded carefully, respectful of others, and generated from a positive motivation whether it be written, printed, verbal, non-verbal, on the computer, or on the internet. *"May the words of my mouth and the thoughts of my heart be pleasing to you, O Lord, my rock and my redeemer." Psalm 19:14*

### STAFF

Our staff is qualified by study, personality, and experience. Each member is dedicated to the education, care, and personal guidance of your child by setting Christian standards and ideals.

Throughout the year, staff members are required to attend on-going professional and personal development classes through such organizations as CCCECE (Chesterfield County Coalition of Early

Childhood Educators) and the Virginia Department of Social Services. In monthly staff meetings, they are also provided with on-going ideas and concepts to better equip them in the classroom.

Each staff member has been certified by their family physician, stating that they are free from any physical disabilities which would prohibit their involvement with children. Satisfactory background checks have been received. Documents are on file at the school.

***GCA staff members are not allowed to provide babysitting services for any of the parents who currently have children enrolled in the program.***

## **STAFF QUALIFICATIONS**

The minimum qualifications for staff at GCA are as follows:

- A. No staff shall have been convicted of a felony or a misdemeanor related to abuse, neglect, or exploitation of children or adults.
- B. Staff shall be:
  - Of good character and reputation; active in their local church
  - Be 18 years or older to teach
  - Have a High School diploma or equivalent certificate
  - Capable of carrying out assigned responsibilities
  - Capable of accepting training and supervision
  - Capable of communicating effectively both orally and in writing as applicable to the job responsibility
  - Be able to work in harmony with the doctrinal issues of the Nazarene Denomination
  - Have their own transportation
- C. All staff shall have the following documents on file:
  - Criminal History Records check through the State police
  - Criminal Records check through Child Protective Services
  - Staff health report signed by a practicing physician, certified annually to be free from any disease that would prevent them from caring for children
  - TB test results. Screening is conducted every two years
  - References

## **CHILD PROTECTION POLICIES**

By Virginia law, anyone who has reasonable cause to believe that a child is being physically abused, sexually abused, neglected, or otherwise abused is legally required to report this information. Any staff member of GCA who has cause to question that a child's physical or emotional health or welfare has been or may be adversely affected by abuse or neglect, must report that possibility which will in turn be reported to one of the following: the local Child Protective Services or the Child Abuse Hotline (800-752-6200). Child Protective Services will notify the parents of the child. All reports of child abuse or neglect shall be held in absolute confidence. GCA staff members are charged with not communicating any information concerning the alleged event to any person except as necessary to cooperate with any official investigation.

## **SOLICITATION**

In an effort to be consistent, Guardian Christian Academy does not permit soliciting on the premises. This includes the distribution or posting of flyers or business/cause related materials left by a parent or

affiliate. The only exceptions are materials/information generated by GCA itself or its partners, Southside Nazarene Church, XZone, or Footsteps Counseling.

### **SOUTHSIDE NAZARENE CHURCH**

The church of the Nazarene is evangelical in doctrine, with an emphasis on being set free from sin and guilt. Our church believes a person can live a holy life through the power of Jesus Christ. If you do not have a church home, we invite you to visit Southside Church of the Nazarene.

Guardian Christian Academy

**RATE SHEET**

As of 6/1/2017

**Lunch**

Students & Adults                      \$35 ticket (10 lunches)

**Before & After School services**

Hours: 6:30am – 9am; 3:00pm – 6pm                      Grades: K through 5th

Cost:	Before & after	\$105.00 weekly*	<b>Non-refundable</b>
	Before only	\$45.00 weekly*	Registration fee: \$100
	After only	\$ 75.00 weekly*	

\*In addition to the weekly fee, an extra **\$12.00 a day** is charged if the student is with us on “school closed” days with County or private schools.

**Summer Program**

Hours: 6:30am – 6:00pm, Monday through Friday

Cost:	Registration fee	\$40 (for those only attending during the summer)
	All week	\$165 plus field trip cost
	Daily	\$36 plus the day’s field trip cost

**Payment Policies:**

The payments **for childcare are expected in the office every Monday for the week ahead**. Children are not allowed to return to the center for care if their account is past due.

The Guardian Christian Academy Board has passed a policy that allows each family with us all year to choose two weeks out of the year and pay only ½ of the weekly tuition due. They ask that one of these weeks be used during the summer (June – August), and one during the school year (September – May). In doing this, each family pays for 51 out of 52 weeks of care for the year.

**If a child is gone any other time of the year, the full weekly amount must be paid.** Allowances are made during the summer for vacations and camp attendance.

If a family has more than one child in our programs, the family discounts apply.





Before and After School  
&  
Summer Program  
Parent's Handbook Receipt Page

We / I have received a copy of the 2017/2018 Guardian Christian Academy Parent Handbook for the Before and After School / Summer program and agree to abide by the conditions set therein.

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Parents' Name

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Signature

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Parents' Name

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Signature

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Date