

Contents

| | |
|---|----|
| Welcoming Statement | 2 |
| Philosophy..... | 2 |
| Mission Statement | 2 |
| Policies | 2 |
| Enrollment Information | 2 |
| Communication..... | 2 |
| Programs offered | 3 |
| Program Times | 3 |
| The Calendar Year | 3 |
| Illness | 3 |
| Medications | 4 |
| Arrival and Departure | 4 |
| Clothing (and other items from home)..... | 4 |
| Birthdays | 5 |
| Security | 5 |
| Discipline | 5 |
| Expulsion | 5 |
| Parent Code of Conduct..... | 6 |
| Of Special interest to parents | 7 |
| Forms | 7 |
| Accident Report | 7 |
| Permission to Give Medication..... | 7 |
| WV Immunization Program Guidelines..... | 11 |
| WV Asbestos Free Environment | 12 |

Welcoming Statement

Welcome to GBCS Kindergarten-3 year old & Kindergarten-4 year old program. It is our desire that your child's experience with us will be enjoyable. The handbook will help you understand the schools' mission, procedures, and policies.

Philosophy

It is the purpose of Greater Beckley Christian Schools to provide a quality academic education incorporated with a Christian view of God and the world, and presenting all truth as God's truth. We desire to provide a warm spiritual atmosphere where students see Biblical values modeled. Each student will be challenged to live a life in fellowship with God through Jesus Christ in the power of the Holy Spirit, and a life of service and witness to men. We believe that the education of children is the God-given responsibility of parents, and that the school is to function as an extension of the home to meet this obligation.

Mission Statement

Greater Beckley Christian School is dedicated to inspiring children to lead Christ-centered lives. We support parents in their God-given responsibility of educating children by striving to provide quality spiritual, academic, personal, and social instruction in the light of God's word.

Policies

Enrollment Information

- 1 GBCS K-3 & K-4 admits children regardless of race, religion, color, or national or ethnic origin.
- 2 The children must be potty-trained prior to the beginning of the school year. Children are expected to remain enrolled for the full year except under unusual circumstances. Two weeks written notice is requested prior to withdrawing a child from the center.
- 3 Morning care is available from 7:30 – 8:00 in the elementary school building. There is an additional fee for this service.
- 4 Our classroom doors open at 8:00. Regular attendance is expected for the days your child is enrolled. If your child is absent, please call the office no later than 8:15. Please respect our class time and be sure your child arrives by 8:30.

Communication

If you need to communicate with your child's teacher, you may call during rest time or call the office to schedule an appointment. Class time is important and we do not want to take a teacher away from their duties.

Programs offered

Our K-3 program offers a foundation for learning shapes, colors, letters, numbers, poems, and finger plays. We also have fun with music, drama, health & safety, character development, and will participate in a community outreach during the holiday season.

Through our K-4 curriculum the children will learn shapes, colors, letters, blends, poems, finger plays, counting to 100 by 1's and 10's, recognizing and writing 1 – 20, and many will learn to read one and two-vowel words by the end of the year. We also have fun with music, drama, health & safety, character development, and will participate in a community outreach during the holiday season.

Program Times

8:00 – Our building opens

8:30 – Class-time begins

11:45 – 11:55 – Half- Day dismissal

2:50 – 3:10 – Full-Day dismissal

The Calendar Year

The following are Teacher Enhancement and Holidays when school will be closed and Early dismissals:

- September 7th – Labor Day
- September 25th – Teacher enhancement
- October 12th -Teacher enhancement
- November 10th – Grandparents Day 1PM Dismissal
- November 11th– Veteran's Day
- November 25th – Early Dismissal
- November 26th & 27th – Thanksgiving Break
- December 22nd – Early Dismissal
- December 23rd – January 1st – Christmas Break
- January 18th– Teacher enhancement
- February 15th – President's Day
- April 2nd – Teacher enhancement
- April 5th – 9th – Spring Break
- May 28th – Early Dismissal

Illness

If a child exhibits any of the following symptoms they must be kept at home:

- Fever greater than 100 degrees
- Diarrhea
- Sore Throat
- Mouth sores with drooling
- Stiff Neck
- Difficult rapid breathing
- Nasal secretion that is thick, yellow, or green. Cloudy or colored nasal secretions may be an indication of allergies. Please check with your doctor to rule out infection.
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucus.
- Vomiting
- Severe pain or discomfort, lethargic behavior and/or increased crying.

- Eye drainage of any type should be checked by a doctor to rule out an infection.
- Unusual rashes should be treated by a doctor to rule out infection.

If the child exhibits any of the symptoms above they should not attend school. If the symptoms present during school hours the child will be removed from the group and sent home. Once the child is symptom free for 24 hours or have seen a physician and has a note they may return to school.

A child or staff member will not be permitted in the center with an excludable communicable disease as specified below, until a note is obtained from a healthcare provider stating that the person has been diagnosed and poses no health risk to others. If a child contracts any of the following diseases, please report it to us immediately. These conditions are categorized as “highly contagious.” The child may not return to school without a doctor’s note. If the child is exposed to a contagious disease the school will notify the parents.

- German Measles
- Mumps
- Meningococcus
- Scarlet Fever
- Tuberculosis
- Whooping Cough
- Campylobacter
- Esherichia coli
- Giardia Lamblia
- Hepatitis A
- Salmonella
- Shigella
- Impetigo
- Lice
- Scabies

Medications

Each day the child is on medication please see their teacher to sign in the medication. We will not given medication without written authorization from the physician.

Arrival and Departure

Children may be dropped off at 8 AM in the K-3/K-4 building. Those who require early care may drop-off their children in the lunchroom of the elementary school at 7:30 AM. We ask that you enter through the elementary school when dropping off.

Afternoon dismissal begins at 2:50 PM.

Aftercare closes promptly at 5 PM.

Please make sure that you sign-in and sign-out your child.

Clothing (and other items from home)

Please label all items brought in from home.

- We ask that all children bring in a change of clothes.
- Children who stay for nap need to bring in a nap mat.
- It is always recommended that children dress in washable, comfortable play clothes. They will participate in a wide range of activities and should not be prohibited because of their clothing.

Please make sure that you child dresses appropriately for the weather.

- No open-toed shoes
- Children are not allowed to bring toys or jewelry from home.
- No sippy cups or pacifiers.

Birthdays

Birthdays are a special time at GBCS. Each child may bring in a special treat for his birthday. The treat must be in a sealed and labeled container due to the increasing number of childhood food allergies. Please make arrangements with the teacher before bringing in a snack.

Security

We are concerned about the safety and security of your children. Therefore only those listed on the bottom of your application will be permitted to pick up your child. In cases such as this we must see a picture ID from an alternate person picking up your child. Acceptable ID are a driver's license or passport.

Discipline

One of the objectives of Greater Beckley Christian School is to help students learn self-discipline. This quality is developed as the student learns to submit to proper authority and to control his behavior for the good of the group and in order to achieve his goals. In addition, it is impossible to provide a safe, orderly place for students to learn without a certain amount of structure. For all these reasons, there is the expectation of support from parents and the cooperation of our students with the requirements. Each teacher is trained to handle classroom discipline. Students are always to address and reply to the teacher with the utmost respect. Members of the faculty and staff of GBCS are to be addressed always as Mr., Mrs., or Miss. Persistent or serious misbehavior is referred to the administrator.

When a child needs to be disciplined we follow several steps to make sure the discipline is fair and effective.

- The first step is to reward. Children who are doing what a teacher has asked will be rewarded verbally or with special responsibilities.
- The second is to reiterate the rule or desired behavior. We want to make sure that all of the children understand clearly what is expected.
- The third step is to redirect the child. If a child is having difficulty in a particular area, we will relocate the child to another area where the child may be able to cooperate better.
- • The fourth step is to regroup. If the child continues to have difficulty, then the child will be away from the group for a short time out. The child will be placed next to the teacher during this time. The duration of this time should be no longer than the child's chronological age.
- If the child continues to have difficulty then the child will be taken to the head teacher or principal.
- If the child has extreme difficulty complying with the rules then the parent will be notified by phone. This action will only be taken if the child is uncontrollable.

Expulsion

When a behavior puts the enrolled child, other children, or staff members at risk, it may be necessary to remove the child from school. This will only be done after all other options are exhausted and the following steps have been taken.

- The unacceptable behavior or practice is seen in different settings with different teachers.

- All discipline guidelines have been followed
- The head teacher principal has discussed the situation with the parents or guardian.

In the event that we require a child to leave GBCS permanently we will inform the parents or guardian of the following in writing,

- The time period for removing the child from school.
- Alternative care options
- Their financial responsibility.

Expulsion of a child is never an option that we wish to exercise; however there are instances where we must consider what is best for all the children and staff.

Parent Code of Conduct

GBCS requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. Achieving this ideal environment is not only the responsibility of the employees, but also of every parent or adult who enters GBCS'S facility.

- **Swearing/Cursing:** No parent or adult is permitted to curse or use inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive and will not be tolerated. If a parent feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At no time shall inappropriate language be directed toward members of the staff.
- **Threatening of employees, children, other parents, or adults:** Threats of any kind will not be tolerated. In today's society, we cannot afford to be passive when threats are made. In addition, all threats will be reported to the proper authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, we will not assume the risk of a second encounter. All Parents must be responsible for and in control of their actions and behaviors at all times.
- **Physical/verbal punishment of your child or other children at School:** Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to a staff member and/or principal.

Furthermore, it is inappropriate for one parent to seek out another parent and discuss his or her child's inappropriate behavior. All behavior concerns should be directed to a staff member and/or program director. The concern will be addressed by a staff member or principal with the other parent. Although you may be curious regarding the outcome of such a discussion, all staff members and program director are strictly prohibited from discussing anything about another child to you. All enrolled children have privacy rights and are protected by these rights. It is not the intention of GBCS to terminate children from our program, but rather work within the framework of our policies.

Of Special interest to parents

Please join us for our open house to meet our teachers and staff.

Parents of enrolled children may visit the school at any time without notice. However we ask that you stop by the office when you first arrive.

Please provide a snack for your child each day.

Weekly folders will be sent home every Monday.

Friday is theme day these will be posted on our calendar.

Forms

Accident Report

An accident report will be written up when any injury occurs that requires first aid. **Unusual Incident**

An incident report needs to be written up if a child deliberately causes any emotional or physical injury to another child. A copy needs to be given to the Principal for our records and the parent will be notified. If a problem persists the parents will be contacted for a scheduled meeting with the Principal and staff member.

Permission to Give Medication

Medication will not be given without written authorization by your child's healthcare provider.

Greater Beckley Christian School
Prosperity, WV

Accident Report

Child's Name _____ Date of Accident _____

Address _____ Time of Accident _____

Phone Number _____

Type of Injury _____

Description of Accident (describe in detail, including how it happened)

Follow-up Action Taken

Who was supervising the child at this time _____

Witness(es) _____

First Aid Care Administered

Administered by _____ Time _____

Physician notified, if any _____ Time _____

Ambulance called (if needed) _____ Time _____

Where directed _____ Time _____

Which parent/guardian notified _____ Time _____

Person completing form _____

Signature

Permission to Give Medication in Child Care

The following information is to be completed by the child's healthcare provider:

Child's Name _____ Date of birth _____ Wt _____

Medication _____

Allergies _____

Dosage _____ Route _____

Time of day medication is to be given _____

Special instructions _____

Possible side effects _____

Start date _____ End Date _____

Signature of Health Care Provider Phone Number Date

The following information is to be completed by the parent or guardian:

I hereby give permission for my child, _____, to receive the above medication according to the listed directions and cautions, from the principal or designee. I confirm that I have given at least one dose of the medication without any evidence of side effects or adverse reactions. I understand that this is my responsibility to provide the medication in its original container and labeled with my child's full name. I am also to supply the appropriate measuring device needed to give the accurate dose of medication.

Signature of Parent/Guardian Date

WV Immunization Program Guidelines

West Virginia Immunization Requirements for New School Enters

State law and rules require that all children entering school in West Virginia for the first time in grades K-12 must show proof of immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella and hepatitis B unless properly medically exempted. The table below outlines immunization requirements as most commonly met. The West Virginia Bureau for Public Health recommends that vaccine doses administered 4 days or fewer before the minimum interval of age should be considered valid.

| Vaccine | Requirement | Provisional Enrollment | Additional Information |
|---------------------------------|--|--|--|
| DTaP/DTaP-IPV/Tdap | Before admission, four doses required. One dose must be after the 4 th birthday. | After one dose, student may be allowed up to 8 months to complete the series. | <ul style="list-style-type: none"> Three doses only for children completing primary series at age 7 years and older. Children exempted from the pertussis component of DTaP vaccine should receive DT vaccine instead, or if past 7th birthday, Td (Tdap vaccine, as applicable). |
| Polio (IPV) | Before admission, three doses required. One dose must be after the 4 th birthday. | After one dose, student may be allowed up to 90 days to complete the series. | <ul style="list-style-type: none"> If polio immunization series included both IPV and IPV, then a total of 4 doses are required. |
| Mumps, Measles & Rubella (MMWR) | Before admission, two doses required. First dose must be after the 1 st birthday. | After one dose, student may be allowed up to 30 days to complete the series. | <ul style="list-style-type: none"> Doses should be a minimum of 28 days apart. |
| Varicella | Before admission, two doses required. First dose must be after the 1 st birthday. | <ul style="list-style-type: none"> After one dose, children less than 13 years of age may be allowed up to 90 days to obtain 2nd dose. Children aged 13 years and older may be allowed up to 30 days to obtain the 2nd dose. | <ul style="list-style-type: none"> Children less than 13 years of age must have a minimum interval of 12 weeks between the 1st and 2nd doses. Children aged 13 years and older may receive the 2nd dose 28 days after the first dose. Immunity may also be demonstrated through the legal guardian's written or verbal attestation of varicella (or shingles) disease. |
| Hepatitis B | Before admission, three doses required. Last dose must be after the age of 6 months. | After one dose, student may be allowed up to 4 months to complete the series. | <ul style="list-style-type: none"> First dose is not valid if administered before 24 weeks / 6 months of age. |

WV Code § 55-3-4 and § 55-2-2(b) for further information. Local exemptions must be requested by a physician who has visited or interviewed the child and be reviewed and approved by the local health officer in the county in which the child is enrolled. Requests for exemptions must be based on current scientific or immunization practice and include the following information: the vaccine(s) to be exempted, the medical reason for the exemption, whether the exemption is temporary or permanent, and, if temporary, when the exemption should be reconsidered. West Virginia State Law does not allow for non-medical exemptions to immunization requirements. Exemptions based on medical need or the age at which a child is being permitted to attend school are not valid. Any deviation must be consulted with local, age appropriate immunization providers found at <https://www.dhs.gov/immz> and receiving school immunization providers.

3/2008



**Immunization records, social security number, and birth certificate must be included with school admission forms.

WV Asbestos Free Environment

2009-2010 School Year

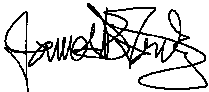
Dear Parents and Staff:

The building of Greater Beckley Christian School has been tested and found not to contain any asbestos materials.

A copy of the program management plan is on file in the school office.

This letter is being sent in compliance with federal and state regulations regarding asbestos containing materials.

Sincerely,

A handwritten signature in black ink, appearing to read "James Fritz", written in a cursive style.

Dr. James Fritz

Administrator