

Welcoming Statement

Welcome to GBCS K-3 & K-4 program. It is our desire that your child's experience with us will be enjoyable. The information found within will help you understand the school's 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 while 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 Preschool 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.
3. 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.
4. 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 is in by 8:15.
5. 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 is in class 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 his 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.

Programs offered

8:00 → Building Opens

8:30 → Class time begins

11:45–11:55 → Half-Day dismissal

2:50–3:10 → Full-Day dismissal

The Calendar Year

GBCS will be closed on the following days:

- September 1st – Labor Day
- October 9th & 10th - Teacher's Convention
- November 11th – Veteran's Day
- November 26th – ½ Day
- November 27th & 28th – Thanksgiving Break
- December 22nd – January 4th – Christmas Break
- January 19th – MLK Birthday
- April 13th – 19th – Spring Break
- May 25th – Memorial Day

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 he 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 has seen a physician and has a note he 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
- Escherichia coli
- Giardia Lamblia
- Hepatitis A
- Salmonella
- Shigellosis
- Impetigo
- Lice
- Scabies

Medications

Each day the child is on medication please see his/her teacher to sign in the medication. We will not give medication without written authorization from a 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 your child.

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 from home.

- We ask that all children bring a change of clothes.
- Children who stay for nap need to bring 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.

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 pickup 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 each Monday.
- Friday is theme day. These will be posted on the 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/Injury _____
Address: _____ Time of Accident/Injury _____
Child's Phone _____

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

Follow-Up Action Taken

Who was supervising the child at this time? _____

Any Witness? _____

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: _____

Permission to Give Medication in Child Care

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

Child's Name _____ Birth date _____ Wt: _____

Medication _____ Allergies _____

Dosage _____ Route _____

Time of day medication is to be given _____

Purpose of medication _____

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.

Date

Signature of Parent or Guardian