

# **Glades Christian Academy Preschool**

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## **Mission Statement**

Glades Christian Academy Preschool is committed to offering a program that meets your child's physical, social and emotional needs and that will promote their success in life and encourage them to commit to the adventure of following Christ

## **Philosophy**

We believe that the preschool years provide the foundation for social and academic success. Young children have a natural capacity to play and learn. Glades Christian Academy Preschool provides an environment in which children play and imagine, wonder and explore, make new friends through social experience, enjoy new opportunities and develop a relationship with Christ.

At Glades Christian Academy Preschool we respect that each child has individual differences and we recognize that all children develop at their own pace and in accordance with their own style. Our program provides each child with choices, challenges and opportunities that nurture feelings of self esteem, competence and intellectual growth. Our curriculum promotes literacy and incorporates biblical teachings.

## **Arrival and Dismissal**

Parents must come into the center with their children to drop off and pick up. All children must be signed in and out each day. Sign in and out books are located in the lobby. This is extremely important as these sheets are used in the event of an emergency. Children will only be released to parents or to an adult that has been designated in writing. Anyone that picks up your child must show a picture id that corresponds with the name on your pick up list.

## **Center Operations**

We are opened Monday through Friday from 7:00am to 6:00pm. Any child (children) picked up after closing will be charged \$1 for every minute you are late.

## **Holiday Closings**

Glades Christian Academy Preschool is closed on the following days:

New Year's day (if falls on a weekend then the Monday after or the Friday before)

Martin Luther King Day

Presidents Day

Good Friday

Easter Monday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving and the day after

Christmas Day (if falls on a weekend then the Monday after or the Friday before)

We will also close Christmas Eve Day.

Signs will always be posted

## **Tuition**

There is a \$160 non refundable registration fee. Tuition is due on Mondays for the week we are in. Tuition payments made after Tuesday at close of business is considered late. A \$10 late fee will be automatically added to your account.

There will be a \$35 charge for any checks returned.

## **Vacation**

One week's vacation will be given each year. The year is based on your enrollment date, not the calendar year. Vacation must be taken in one week blocks. If your child is out beyond the allotted time, you must pay half tuition to hold their space or you must withdraw and re enroll.

## **Medical Information**

Medical information, (form #3040, physical and form #680, immunizations) along with a signed emergency medical authorization form located in the enrollment packet must be on file before your child (children) can enter school. All immunizations must be current.

## **Attendance**

Children need consistency and order in their lives. All children are expected to arrive at school no later than 9:00am. Children may have up until 11am with a doctors note. Children arriving later disrupt the class and feel overwhelmed. Late arrivals can be turned away.

## **Sick Child Attendance and Limitations**

Any child who is too ill to participate in indoor or outdoor activities should be kept at home. Children who become ill at school must be picked up immediately. Per the Child Care Ordinance, no child can attend school with the following:

- \*\*A fever of 100.4 or above
- \*\*A skin rash that has not been identified by a phone call or in writing by a doctor
- \*\*Diarrhea and or vomiting two or more times in a day
- \*\*Evidence of head lice
- \*\*Severe coughing or excessive runny nose
- \*\*Conjunctivitis (pink eye)
- \*\*Sore throat or difficulty swallowing
- \*\*Stiff neck
- \*\*Infected skin patches
- \*\*Pain of which the child complains and interferes with normal activity

- \*\*Evidence of infection
- \*\*Excessive fatigue
- \*\*A moist or open sore

Contagious diseases must be reported to the school by the parent as soon as the illness has been diagnosed so that other parents may be notified of the exposure. CHILDREN ILL BECAUSE OF COMMUNICABLE DISEASES MUST HAVE A WRITTEN STATEMENT FROM A DOCTOR STATING THAT THEY ARE NO LONGER CONTAGIOUS BEFORE RETURNING TO SCHOOL. All children sent home must be symptom free for 24 hours per the Child Care Ordinance before returning to school.

## **Emergencies**

Minor accidents occurring during class such as cuts and scratches will receive prompt attention by staff members. The injuries will be treated with soap, water and bandaids. In the event of a serious emergency, parents will be contacted. All accidents/incidents are documented on an accident/incident report. Parents must sign the report and they will be given a copy.

## **New Student/Parent Orientation**

Glades Christian Academy Preschool attempts to make every family feel welcomed and happy that they chose our center for their childcare needs. We encourage student and parent interactions. Parents can volunteer or attend special events. We encourage all parents to be involved in their child's education and in developing their relationship with Christ.

## **Parent Observation**

We have an open door policy which means that you can come and drop in and out whenever you wish. You cannot sit down and actually observe a class in progress without an appointment. It would be too disruptive to the children. Our children come first at all times. Our goal is to provide the children with a warm, orderly, nurturing environment and your cooperation helps to ensure this.

## **Daily Reports**

You will receive a daily report from your child's teacher on the needs and performance of your child. It will tell you the highlights of your child's day and inform you of any items needed.

## **Conferences**

Any parents who have concerns are welcomed to speak to the teacher before or after class time. Children's progress and any problems that the child may be having can be discussed at this time or an appointment can be made through the office.

## **Communicating Changes**

In the event that significant change is going to occur in your home, the center needs to be informed. All information is confidential. This helps us to better interact with your child.

## **Lunch and Snack**

All students are to bring a healthy morning snack, lunch and afternoon snack to school each day. Listed below are examples of healthy snacks. Two of any of these foods:

\*\*1/2cup milk

\*\*1/2cup portion juice, fruit or vegetables

\*\*1 child sized portion bread, cereal, rice or noodles

\*\*1 child sized snack portion meat or meat alternate

Please provide a well balanced lunch. We ask you not to send fast food, sodas, heavily sugared or processed lunch items. Due to the fact that there is no cafeteria, heating or refrigeration is not available. Please include an ice pack or hot/cold thermos if needed. Please notify us of any food allergies.

## **Birthdays**

Birthdays are a special time for the children. Children enjoy bringing in special snacks to share with their friends. Please check with your child's teacher to see what would be acceptable for their class. Only store bought cakes and cupcakes are allowed. No unblown balloons.

## **Your Child's First Week Of School**

On your child's first day, all required paperwork must be turned in and completely filled out. Children should not bring in any toys, except for show and tell. The center is not responsible for lost or stolen items. The center will not be responsible for any jewelry. Children should not wear clothes that hamper going to the bathroom alone. Since children will be on the playground, closed toe shoes should be worn.

## **What To Bring From Home**

- Infants:** Favorite soft crib toy or mobile, pacifiers, two changes of clothes, disposable diapers, wipes, two empty bottles, formula and food. Formula should be already mixed. Please label everything.
- Toddlers:** Sippy cup, disposable diapers, wipes, two changes of clothes, small sheet to cover mat, small blanket. Please label everything.
- Twos:** Disposable diapers, wipes, pullups, underwear if potty training, two changes of clothes, small sheet to cover mat, small blanket. Please label everything.
- Pre schoolers:** One change of clothes, small sheet to cover mat, small blanket. Please label everything.

## **Adjusting**

On the first day, your child may be tearful and have some misgivings about going to school, this is normal. Your child's adjustment depends on you and your reaction. We ask for your cooperation in making the transition process easy for your child. The more confident you are in our center, the quicker your child will adjust. With some children, we find it is best for the parent to smile confidently, say goodbye and leave quickly. With other children, we recommend a more gradual goodbye.

Children frequently cry just until the parent leaves, then the tears stop. We will keep you informed if your child is crying more than this.



## **Discipline Policy/Behavior Problem**

Our staff models expected behavior and uses positive methods of discipline which encourages self control, self direction, self esteem and cooperation among the children. Discipline should be biblical and corporal punishment will never be used. Time out for no longer than the child's age would be used if needed.

Our goal is to give the children the security of knowing we care enough to prevent them from hurting themselves or others.

A child will only be disenrolled when all avenues have been explored and the decision is made to disenroll the child to do what is in the best interest of the child and all the children.

## **Weather Emergencies**

In the event of a severe weather emergency, Glades Christian Academy Preschool follows the guidelines of the Broward County School Board. However, we reserve the right to modify a policy based on what's in the best interest of the children and GCAP. As an emergency occurs, we will post signs informing parents of the status of our school. You can also call the school for updated messages.

## **Non Discrimination Policy**

Glades Christian Academy Preschool 410 Lakeview Drive, Coral Springs admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of it's educational policies, admissions policies, and other organization-administered programs.