

GREENWOOD CHRISTIAN ACADEMY PRESCHOOL  
HANDBOOK

5100 John Tyler Highway  
Williamsburg, VA 23185  
757-345-0905 (x 201, x 202)

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Williamsburg, VA 23185

757-345-0905 (x 210, x 202)

[www.greenwoodchristianacademy.net](http://www.greenwoodchristianacademy.net)

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## **Vision Statement**

Educating to think biblically and impact globally.

## **Mission Statement**

Providing a quality Christian education at an affordable price.

## **Educational Philosophy**

The staff and teachers of Greenwood Christian Academy make every effort to build our curriculum around developmentally appropriate practices. The implications of such practices include:

- Learning must be meaningful to children and related to what they already know.
- Learning should be physically and mentally active; that is, children should be actively involved in learning activities by building, creating, experimenting, investigating, and working with their peers.
- At the preschool level, children should be involved in more hands-on activities with concrete objects and manipulatives than worksheet activities.

## **Non-discrimination Clause**

Greenwood Christian Academy shall not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admission policies, scholarship and loan programs, athletic programs, or other school administered programs.

## Statement of Doctrinal Beliefs

All Scripture is divinely inspired of God and is without error in the originals.  
(II Timothy 3:16; II Peter 1:21)

One God eternally exists in three Persons: Father, Son, and Holy Spirit.  
(Matthew 3:16-17; II Corinthians 13:14)

Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.  
(Isaiah 4:14; John 1:1, 14)

Man was created in the image of God; man sinned, and thereby incurred not only physical death, but also that spiritual death which is separation from God; and all human beings are born with a human, sinful nature.  
(Genesis 1:26; 2:16-17; Romans 5:12)

Christ died for our sins as a substitutionary sacrifice, and all who believe in Him are justified by His shed blood. (John 3:16; Romans 5:1, 8-9; I Timothy 2:5; Hebrews 7:25)

The crucified body of our Lord was resurrected from the dead; He ascended into heaven and is our Intercessor. (Matthew 28:6; Acts 1:9-11; I Corinthians 15:4)

The personal, premillennial return of our Lord and Savior, Jesus Christ  
(I Thessalonians 5:1-3, 8-11)

All who repent of their sins and receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and become the children of God.  
(John 1:12, 3:3-5; Acts 20:21)

All believers are baptized by the Holy Spirit into His one true body and are set apart to a holy walk. (Romans 6:3-4; I Corinthians 12:13)

All true believers, having been born again into the family of God, are possessors of everlasting life, shall never perish, and are eternally secure in Him.  
(John 10:28-29; I Peter 1:23)

The bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost are certain.  
(John 5:28-29; I Thessalonians 4:13-18; Revelation 20:11-15)

Immersion is the Scriptural mode of baptism and is for believers only.  
(Matthew 3:16; Acts 8:36-38).

The Lord's Supper is a commemoration of His death until He comes and is to be celebrated periodically  
(Luke 22:17-20; I Corinthians 11:23-26).

As children of the Lord, we should endeavor, by God's grace, to live a consistent Christian life and refrain from worldliness in general and to so conduct ourselves that we will not be stumbling blocks to anyone  
(Romans 12:1-2; Romans 14; Colossians 3:1-17).

The Genesis account of the creation of the universe in six twenty-four hour days, the creation of mankind on the sixth day, and the judgment of mankind through a world-wide flood precludes acceptance of any form of evolution, including "theistic evolution" or "progressive creation"  
(Genesis 1, 2, 6-9; Exodus 20:11; Colossians 1:16; Revelation 10:6).

## **GCA Preschool Curriculum and Goals**

**Spiritual Growth:** In our chapel program children will be taught Bible stories of the Old and New Testament. The children will follow God's plan for the world as an expression of His love and care. They will be encouraged to follow God's teachings in the classroom through additional study of the Bible, and our hope is that they will live as the Bible instructs by making good choices, speaking kind words, sharing, showing love to others, taking turns, and caring about others. They will be encouraged to allow Jesus to be their best friend and have a personal relationship with Him as their Savior.

**Motor Skill Development:** The children will have a variety of opportunities to build their gross motor skills. On the playground and in the fellowship hall area, they will use their large muscles on the swings, climbing, playing with hula-hoops, enjoying the fun of a colorful parachute, tossing bean bags, and playing actively with other children.

The children will develop their fine motor skills in the classroom as they play and work with quality educational manipulatives, which make learning fun. They will have the opportunity to work at the computer, paint, write, draw, stencil, put puzzles together, and work with play dough.

**Language & Literacy Development:** The children will hear grammatically correct language used by teachers and will engage in numerous individual and group activities to develop their use of language. They will have access to many books in their own classroom and will enjoy an age appropriate print-rich environment. The children will act out stories and enjoy story time with their teachers. They will be encouraged to participate at circle time, express themselves freely as they play, and join in during special times of sharing. In addition, the pre-k 4 classes will be instructed in pre-reading and writing skills using the ABeka Book pre-k 4 curriculum.

**Art:** The children will be given great freedom in expressing themselves through process art. Clay, paint, fabric, chalk, and collage materials are examples of the various supplies that will be made available to the children. Art projects will be used to support the curriculum as well as to encourage creativity.

**Science:** The children will have opportunities to explore the world around them as they go on nature walks and field trips outside the classroom. They will explore the wonders of science inside the classroom as well with activities such as planting seeds, working with magnets, and using magnifying glasses, measuring and observing. Students will be encouraged to ask questions, make predictions about the weather, and learn about nutrition and healthy choices.

**Music:** The children will have opportunities to hear music, as well as sing, move, relax, and respond to it. In addition to enjoying music for its own sake, musical activities will be used to teach concepts, reinforce learning, and develop skills of various kinds.

**Dramatic Play:** The children will be encouraged to play both informally in learning centers and outdoors, and more formally in story time and group activities. They will use a variety of puppets, dress-up clothes, and other props to identify with people, times, and places in a make-believe world.

**Math Skills:** The children will be exposed to many opportunities for child-initiated play involving sorting, counting, measuring, building, classifying, patterning, and identifying numbers, as well as times of teacher directed activities, within small one-on-one centers and during circle time. They will learn how math is applied to everyday life.

**Computer Skills:** GCA recognizes the value of introducing computers to young children. The software that we choose allows children to explore concepts, determine the pace and direction of the experience, and use their creativity. Developmentally appropriate software is open-ended and calls for thinking and active problem solving.

**Social Skills:** On becoming a member of a preschool class, each child will become a member of a large family. This means that they will learn to share, care, encourage, take turns, help, comfort, and speak kindly. They will work in small groups as they play with clay, do puzzles, or work on the computer. They will work in larger groups as they play house, build with blocks, create a mural, or play a game. Learning to play together is considered a major goal of the preschool experience.

## **Preschool Policies and Procedures**

**Staff:** Our preschool teachers and teaching assistants are required to have appropriate education and experience in working with young children. Teachers and their assistants are mature and sensitive to young children, their parents or caregivers, and other staff persons. Teachers are certified in First Aid and CPR and complete the required hours of staff development training in the field of early childhood education each year, as determined by the Virginia Department of Social Services. They are certified annually by a practicing physician to be free from any disability which would prevent them from caring for children. They encourage parental participation whenever possible.

**Church/School Partnership:** King's Way Church provides and maintains an excellent facility for the school. The preschool occupies classrooms with access to a spacious room for indoor activities. The preschool is air conditioned, cleaned daily, and in excellent condition. The fenced playground is adjacent to the preschool and contains age appropriate equipment for large muscle development and the opportunity for free play time. In addition, members of the church support the school individually through donations, volunteering, and their prayers.

Greenwood Christian Academy is covered by public liability insurance, follows Virginia state licensure guidelines, and affirms a policy of non-discrimination.

**Parent/Teacher Partnership:** Parents are a very valuable part of our program. Greenwood Christian Academy has an open door policy for parents. However, please understand that research tells us that children make the best adjustments to preschool environments when parents encourage independence and allow teachers to help in developing positive peer relationships. Prolonged visitation can be disruptive to the classroom environment. Therefore, we trust that parents will be sensitive and respectful of this issue.

**Tuition, Registration & Fees:** According to state law, all persons enrolling a child in preschool for the first time must provide proof of that child's identity and age. Such proof may include a certified copy of the child's birth certificate, a passport, proof of birth from a hospital, physician, or midwife's records, or a birth registration card. The proof of identity must be presented to GCA office staff at the time of registration.

Tuition accounts for the previous year must be current in order for registration of the student to be honored for the following year.

**Letter of Intent:** In order to reserve a class position, parents may have the option of signing a letter of intent and paying the registration fee when a registration packet is obtained. This provides a 2 week grace period during which a class placement is reserved for the student. Enrollment paperwork and the first month's tuition must be received in the school office by the end of the 2 week period in order to retain the class reservation. After this time, the registration fee and class position will be forfeited. If the child is withdrawn from GCA during the 2 week period, the registration fee will be returned. After that time, the registration fee is non-refundable. Parents may opt to receive a registration packet without paying a registration fee. However, a class space will not be reserved until paperwork and fees are received in the office.

The first month's tuition is due within 2 weeks of registration. **The first month's tuition is non-refundable.** Those applying for Extended Care will be assessed an additional non-refundable registration fee.

Annual preschool tuition may be paid in 9 or 12 monthly installments. The first payment is due within 2 weeks of registration regardless of the payment option selected. Remaining payments are made October-May for the 9 month plan and July-May if the 12 month plan is selected. Checks should be made payable to Greenwood Christian Academy or GCA.

Tuition that remains unpaid after the 5<sup>th</sup> of the month is considered late. A late fee of \$25 will be assessed on the 6<sup>th</sup> of the month. Tuition checks are to be made payable to Greenwood Christian Academy or GCA

The school's monthly expenses are the same regardless of the number of children present. Therefore, it will not be possible to charge less than the full tuition for absences or school holidays.

# GREENWOOD CHRISTIAN ACADEMY PRESCHOOL

## Classes & Fees 2010-2011

### Hours of Operation

|                       |             |
|-----------------------|-------------|
| Before Care           | 7:30-9:00   |
| AM Preschool          | 9:00-12:00  |
| PM Preschool and PEEP | 12:30- 3:30 |
| Squirrels             | 9:00- 3:30  |
| After Care            | 3:30-5:30   |

### Classes Offered

| Class Name   | Age of student by Sept. 30, 2010                     | Days & Times Offered   |
|--|--|--|
| Bunnies<br>Rabbits<br>Beavers                      | 2½-4 years old                                       | 2 days per week (M/W or Tu/Th)<br>3 days per week (M/W/F or Tu/Th/F)<br>4 days per week (M-Th)<br>5 days per week (M-F)<br><br>Bunny class is offered AM only<br>Rabbits and Beavers may attend AM or PM |
| Chippies<br>Chipmunk                               | 4-5 years old<br>(Pre-K)                             | 3 days per week (M/W/F or Tu/Th/F)<br>4 days per week (M-Th)<br>5 days per week (M-F)<br><br>Chipmunk class is AM only<br>Chippies may attend AM or PM   |
| Squirrels  | 4-5 years old<br>(Pre-K)                             | M-F Only, 9:00-3:30  |
| PEEP<br>(Preschool Extended<br>Enrichment Program) | Any student enrolled in a<br>morning preschool class | Available M-F; students are required to<br>register<br>for a minimum of 2 days per week  |

### Preschool Registration Fees

| Class Name                     | Registration Fee |
|--------------------------------|------------------|
| Bunnies, Rabbits, Beavers      | \$ 100           |
| Chippies, Chipmunks, Squirrels | \$ 175*          |
| PEEP, Before Care, After Care  | \$ 50**          |

\*Pre-K 4 registration includes ABeka Book fee and personalized class year book.

\*\*Onetime fee applies to all extended care.

Annual preschool tuition may be paid in 9 or 12 monthly installments. The first payment is due within 2 weeks of registration regardless of the payment option selected. Remaining payments are made October-May for the 9 month plan and July-May if the 12 month plan is selected. Checks should be made payable to Greenwood Christian Academy or GCA.

**Preschool Tuition Rates**

| <b>Days per Week</b> | <b>9 Payments</b> | <b>12 Payments</b> | <b>Annual Tuition</b> |
|----------------------|-------------------|--------------------|-----------------------|
| 2                    | \$ 155            | \$ 116.25          | \$ 1395               |
| 3                    | \$ 215            | \$ 161.25          | \$ 1935               |
| 4                    | \$ 255            | \$ 191.25          | \$ 2295               |
| 5 Half days          | \$ 290            | \$ 217.50          | \$ 2610               |
| 5 Full days          | \$ 435            | \$ 326.25          | \$ 3915               |

**PEEP (Preschool Extended Enrichment Program)**

PEEP is designed to provide additional learning experiences outside of the regular preschool day. Children have the opportunity to explore, in more depth, concepts that are presented during the morning preschool class through stories, crafts, games, songs, and Spanish instruction. Students attending PEEP will need to bring a lunch and rest blanket.

**PEEP Tuition Rates**

| <b>Days per Week</b> | <b>9 months</b> | <b>12 months</b> | <b>Annual Tuition</b> |
|----------------------|-----------------|------------------|-----------------------|
| 2                    | \$ 65           | \$ 48.75         | \$ 585                |
| 3                    | \$ 90           | \$ 67.50         | \$ 810                |
| 4                    | \$ 112          | \$ 84            | \$ 1008               |
| 5                    | \$ 145          | \$ 108.75        | \$ 1305               |

**Before Care \$7 per day**

Before Care is offered each morning that school is in session and is available to all enrolled preschool students. Parents will be billed for Before Care at the end of the month, based on the number of days their child attended.

**After Care \$12 per day**

After Care is offered each afternoon that school is in session and is available to all enrolled preschool students. Parents will be billed for After Care at the end of the month, based on the number of days their child attended.

Note: Preschool classes are under no obligation to make up days missed for snow or other hazardous weather conditions. There is no pro-rating for days missed due to absence for illness, travel, etc. Tuition is an annual fee broken into monthly payments as shown above. There is no reduction of fees for school holidays or breaks. These holidays are taken into account in the establishment of annual fees.

# General Information

## Administrative Staff

- Mrs. Kitty Beatty .....Preschool Director
- Mrs. Joanne Spangler ..... Principal
- Mrs. Patti Adams ..... Assistant Principal

## Preschool Hours

- Students: 9:00-3:30
- Teachers: 8:45-3:45
- School Office: 8:30-4:00

## Telephone Numbers

- GCA Office: 345-0905
  
- Mrs. Beatty: x 202
- Mrs. Spangler: x 301
- Mrs. Adams: x 201
  
- Fax: 564-7739
- King's Way Church Office: 564-7929

**School Year:** The preschool is in session for approximately nine months, September through May. The dates for opening and closing are to be determined annually. It is understood that a child who is admitted to the school is enrolled for the entire school year.

**Calendar:** Our school calendar closely follows the Williamsburg-James City County (W-JCC) school calendar, with a few variations. A current calendar will be posted on our website and provided at the beginning of each school year.

**Snow Days:** GCA preschool abides by the decision of the W-JCC schools concerning school closings due to inclement weather.

- If the W-JCC schools are closed, we will be closed.
- If they open 1 hour late, we will open 1 hour late.
- If W-JCC opens 2 hours late, all morning classes will be cancelled, but we will hold our afternoon classes, including PEEP and After Care, beginning at the normal 12:30 p.m. class time. The Squirrel class will begin at 11:00 a.m. if there is a 2 hour delay.
- Parents may call the school on the morning in question for information regarding schedule changes due to inclement weather.
- Preschool classes are not obligated to make up days missed due to snow or other weather conditions.

**Attendance:** Regular attendance is expected unless a child is ill. Parents are requested to notify the school by phone on days it is necessary for their child to be absent. We assume that if a child is well enough to attend school, he or she is able to participate in all school activities, including field trips and outside play.

**Visitors:** All visitors, including parents, are asked to sign in at the front desk and wear a visitor's badge, even if you are only entering the building to drop off or pick up your child. This allows office staff to know who is in the building at all times and contributes to the safety of students, teachers and visitors.

**Messages:** The teachers cannot accept verbal messages from children. Please write a note to the teacher or office staff if you have information that you want to share. No child will be released to anyone other than the parent or legal guardian without written notice from the parent.

**Address & Telephone Changes:** Please notify us in writing of any changes in your address, phone number or e-mail. Please give us your unlisted phone number, your work numbers and cell phone numbers so that you may be reached in case of an emergency.

**Birthdays:** Each child will celebrate his or her birthday during the school year. Children having a summer birthday will have a “pretend” birthday. You will be notified by your child’s teacher to set and confirm the date for your child’s birthday celebration. You will be asked to provide cookies or cupcakes, juice, cups and napkins. Please do not bring favors or goody bags.

**Dress:** Play clothes are suggested. Shoes should be appropriate for outdoor play; closed toe, rubber soled athletic styles are best. Weather permitting; all children will have outdoor play time each day. Please mark your child’s coats, sweaters, gloves, hats, etc. with his or her full name.

If parents wish to send a change of clothes, it should be packed in a Ziploc bag, clearly marked with the child’s name. The clothes will be kept at the preschool throughout the year.

**Lost & Found:** Items that are found throughout the school will be placed in Lost & Found. We will periodically place reminder notes in the Greenwood Gazette and may display items at semester’s end. Articles not identified and still remaining at the end of the semester will be washed and donated to local charities or retained for students requiring a change of clothes at school.

**Car Line Procedures:** If you use the car line for drop-off or pick-up, please drive around to the back of the building and pull as far forward as possible. If there are no cars in front of you, please pull your vehicle all the way up to the handicapped parking sign, with your vehicle facing the playground.

Please do not talk on your cell phone while waiting in car line. This is crucial for the safety of everyone involved in the car line process.

Place your child’s car tag in your passenger side window so that it is visible to GCA staff. (It is very difficult to see tags that are placed on the front dash.) The car tag shows your child’s name and class and helps teachers get your child to class or to the car as efficiently as possible.

Virginia law requires that children under 8 years of age must be secured in a child safety seat or booster seat. Greenwood staff can not assist children who do not have a car seat. If for any reason you do not have a car seat, please enter the building and escort your child to the car. Do not allow your child to be unbuckled while waiting in car line. A teacher will unbuckle your child when it is safe to do so.

Once a teacher approaches your car whether at drop-off or pick-up, please put your vehicle in park. Please remain in your car and allow the teacher to help your child getting in or out of the car.

For your own safety, and the safety of others, please do not pull around other cars in line unless you are asked to do so by a teacher.

**Drop off and pick up policies:** If you prefer to walk your child into the building, you are welcome to do so. Morning students can be dropped off at 8:55 and afternoon students at 12:25. If you walk your child in, please give a quick hug or high-five at the classroom door and make a speedy exit. If you are concerned about your child being unhappy after you leave, please feel free to call the office. We will be glad to check on your child and let you know how he or she is doing. Please do not engage the teacher in conversation beyond a friendly greeting. She must give her full attention to the children during this time, but will be happy to call you later if you have questions or concerns.

If you arrive after carline has ended, you must walk your child in and make sure that they arrive safely at the classroom.

Parents walking their child in are asked to sign in on the visitor's log located at the reception desk, and wear a visitor's badge while in the building.

When picking up your child for early dismissal or a medical appointment prior to the close of the school day, please send in a written note at the beginning of the day to indicate when and to whom your child will be released. You will be asked to sign the visitor's log and wear a visitor's badge when you pick up your child from his or her classroom.

In the event of an emergency or unique circumstance, please call the school office at 345-0905 to inform us of the change in arrangements. For the safety of all concerned, we may ask for photo identification of your authorized substitute.

If you are going to be late picking up your child, please call the school office and let a GCA staff member know as soon as possible. If you are consistently late for pick up, your child may be placed in the PEEP or After Care program and you will be charged the daily fee.

## Student Health and Safety

The school will make every effort to protect the health and safety of your child. Cooperation of the parents in helping prevent the spread of communicable diseases is of great importance. Young children are highly susceptible to childhood diseases. The school will notify parents when their children have been exposed to diseases and requests that parents agree to do the same.

**Is my child well enough to go to school?** Many parents are frequently concerned about when to keep children home or send them to school. The following information is intended to help parents with this decision.

The child should stay home if he/she:

- has a fever of 100 degrees or more, and should remain at home for 24 hours after the temperature returns to normal without the aid of medication
- has vomited or has had diarrhea, and should remain at home for 24 hours after it has stopped
- has a persistent cough
- has any rash
- has open skin sores
- has inflamed eyes

**Illness:** If a child becomes ill while at school, a parent will be notified immediately. If we are unable to reach a parent or one of the emergency contacts listed on the registration form, the child will be isolated from other classmates until a parent or their designee arrives to pick up the child.

**Medication:** No medication will be administered to a preschool student by GCA staff. Any necessary medications must be administered to the child either before or after school. GCA employs several staff members who are trained in the administration of emergency medications such as epi-pens and inhalers, which must be provided by the parents and clearly labeled with student's name, expiration date and appropriate dosage.

**Suspected Child Abuse or Neglect:** State law mandates that Greenwood Christian Academy report to the Virginia Department of Social Services any suspected evidence of child abuse or neglect.

**Emergency Procedures:** In case of an emergency evacuation of the school, all children will be removed by staff members according to a predetermined plan of action. Children will remain under staff supervision at all times until a parent can be notified and is able to retrieve their child. Evacuation drills will be practiced monthly.

In the case of an emergency which requires the children to remain in the building, staff members will follow a set procedure. Children will be moved to a safe location in the building and a parent will be contacted as soon as possible. Shelter-in-place drills are discussed with the students and are practiced at least twice during the year.

**Safety Precautions:** Every precaution is taken to insure the safety of your child at school. The following list, while not all inclusive, makes note of some important safety measures.

- Classrooms, playgrounds, and lunchrooms are always supervised. We count on parents to join with teachers in encouraging children to observe and obey safety and classroom rules.
- Children are to walk with their class and teacher at all times, unless they are with a parent or another staff member.
- Children are to play only in designated play areas outside.
- Children are not to enter the school building unattended.
- Children are expected to show respect for school property and are not to tamper with fire extinguishers or electrical outlets.

# Virginia Reportable Disease List

In accordance with Virginia Department of Social Services requirements and in compliance with the signed reportable diseases agreement, please report any of the following diseases to Greenwood Christian Academy within 24 hours or the next business day after your child or any member of your immediate household has been diagnosed.

Acquired immunodeficiency syndrome (AIDS)

🦠 Amebiasis

## 🦠 ANTHRAX

🦠 Arboviral infection (e.g., EEE, LAC, SLE, WNV)

🦠 BOTULISM

🦠 BRUCELLOSIS

🦠 Campylobacteriosis

🦠 Chancroid

🦠 Chickenpox (Varicella)

🦠 *Chlamydia trachomatis* infection

## 🦠 CHOLERA

🦠 Creutzfeldt-Jakob disease if <55 years of age

🦠 Cryptosporidiosis

🦠 Cyclosporiasis

## 🦠 DIPHTHERIA

**DISEASE CAUSED BY AN AGENT THAT MAY HAVE BEEN USED AS A WEAPON**

🦠 Ehrlichiosis

🦠 *Escherichia coli* infection, Shiga toxin-producing

🦠 Giardiasis

🦠 Gonorrhea

Granuloma inguinale

## 🦠 HAEMOPHILUS INFLUENZAE INFECTION, INVASIVE

🦠 Hantavirus pulmonary syndrome

Hemolytic uremic syndrome (HUS)

## 🦠 HEPATITIS A

🦠 Hepatitis B (acute and chronic)

🦠 Hepatitis C (acute and chronic)

Hepatitis, other acute viral

🦠 Human immunodeficiency virus (HIV) infection

# 🦠 Influenza

## INFLUENZA-ASSOCIATED DEATHS IN CHILDREN <18 YEARS OF AGE

Kawasaki syndrome

🦠 Lead - elevated blood levels

🦠 Legionellosis

Leprosy (Hansen's disease)

🦠 Listeriosis

Lyme disease

Lymphogranuloma venereum

🦠 Malaria

🦠 **MEASLES** (Rubeola)

🦠 **MENINGOCOCCAL DISEASE**

🦠 **MONKEYPOX**

🦠 Mumps

Ophthalmia neonatorum

**OUTBREAKS, ALL** (including, but not limited to, foodborne, nosocomial, occupational, toxic substance-related, and waterborne)

🦠 **PERTUSSIS**

🦠 **PLAGUE**

🦠 **POLIOMYELITIS**

🦠 **PSITTACOSIS**

🦠 **Q FEVER**

🦠 **RABIES, HUMAN AND ANIMAL**

Rabies treatment, post-exposure

🦠 Rocky Mountain spotted fever

🦠 **RUBELLA**, including congenital rubella syndrome

🦠 Salmonellosis

🦠 **SEVERE ACUTE RESPIRATORY SYNDROME** (SARS)

🦠 Shigellosis

🦠 **SMALLPOX** (Variola)

🦠 *Staphylococcus aureus*, infection (invasive methicillin-resistant and any vancomycin-intermediate or vancomycin-resistant)

🦠 Streptococcal disease, Group A, invasive

🦠 *Streptococcus pneumoniae*, infection, invasive in children <5 years of age 17

🦠 Syphilis (report **PRIMARY** and **SECONDARY** syphilis by rapid means)

Tetanus

Toxic shock syndrome

🦠 Toxic substance-related illness

🦠 Trichinosis (Trichinellosis)

🦠 **TUBERCULOSIS, ACTIVE DISEASE - (MYCOBACTERIA ~)**

Tuberculosis infection in children age <4 years of age

🦠 **TULAREMIA**

🦠 **TYPHOID FEVER**

**UNUSUAL OCCURRENCE OF DISEASE OF PUBLIC HEALTH CONCERN**

🦠 **VACCINIA, DISEASE OR ADVERSE EVENT**

🦠 **VIBRIO INFECTION**

🦠 **VIRAL HEMORRHAGIC FEVER**

🦠 **YELLOW FEVER**

🦠 Yersiniosis

## Preschool Student Conduct and Expectations

**Discipline:** GCA's disciplinary policy is gentle firmness. There will be no rough handling of children at any time. There will be no corporal punishment (spanking) at any time. Usually talking about the incident with the child and getting the child involved in a constructive solution is all that is necessary. If a continuing problem should develop, the parents will be notified. If the situation continues, the administrator may recommend dismissal of the child for a period of time. Behavior that would warrant dismissal includes, but is not limited to, persistent biting, hitting, spitting, or lack of independence using the bathroom.

**Expectations:** Following the admission of each child to the school, there will be a period of observation. During this time, if the teacher, parent, or administrator feels that the child is not adjusting to the class structure, a conference will be held to discuss possible solutions. The school and parents, as partners, will work on a plan of action that will benefit the child. However, if no progress is made, Greenwood Christian Academy reserves the right to delay the child's continuation in the program. The reasons that a child might be removed include a situation where a child is not yet mature enough for school or requires special services that GCA is not qualified to provide.

Upon entering the preschool program, each child must be completely toilet trained with a high degree of independence in toileting. The staff recognizes that there might be occasional accidents as the child adjusts to a new environment, but reserves the right to call the parent or childcare giver to come to school and change the child. Children experiencing frequent accidents at school may be asked to withdraw until greater control is maintained.

## Preschool Volunteer Opportunities

Greenwood Christian Academy appreciates the willingness of families to volunteer both in and out of the classroom. We welcome your participation and encourage you to contact your child's teacher for opportunities to enhance the classroom experience as we partner together to make school a fun and meaningful time for the students.

Specific volunteer opportunities will also be made known at the beginning of the school year through a parent volunteer sign-up sheet that will be sent home with your child.

**Snacks:** Parents will be asked to take turns providing a healthy snack for the class. Teachers will coordinate snack donations. Please check with your child's teacher regarding food allergies specific to your child's classmates.

**Donations:** Each child is asked to periodically donate consumable items such as tissues, anti-bacterial wipes, or material needed for art projects. Teachers will notify parents of specific items needed.

If you wish to make a charitable donation to Greenwood Christian Academy Preschool, please contact the front office. GCA is a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code.

**Field Trips:** Field trips will be planned for the pre-k 4 classes in order to complement the curriculum goals. Because state law demands that each child under the age of 8 must be in a child safety seat, we prefer that each parent drive his or her own child on each field trip. If a parent is unable to drive, they must sign a waiver giving another parent permission to transport their child, and stating that a car seat has been provided and safely installed. Drivers escorting children other than their own must provide a copy of a valid driver's license and proof of insurance. Each field trip will be preceded by a permission slip which must be completed and returned to the teacher before the child will be allowed to participate.