



**We abide by the following discipline policy:**

**We:**

1. DO praise, reward, and encourage the child.
2. DO reason with and establish boundaries for the child.
3. DO set a good Christian example before him each day.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the child.
6. DO deny privileges for poor behavior.
7. DO provide the child with natural and logical consequences for his behavior and maturity.
8. DO respect the child's needs, desires, and feelings.
9. DO attempt to discipline without damaging the child's spirit.
10. DO remove misbehaving children from the rest of the children for short periods of time.
11. DO explain things to the child on his level.
12. DO emphasize disciplining with consistency.
13. DO believe in working with and through our parents in order to develop good behavior in our children.
14. DO deny our day care privileges to children who do not respond to the methods outlined above.

**We:**

1. DO NOT spank, bite, slap or otherwise physically punish a child.
2. DO NOT yell at or use sarcastic remarks to a child.
3. DO NOT use any form of profanity before a child.
4. DO NOT punish a child when bathroom accidents occur.
5. DO NOT deny meals or rest as punishment.
6. DO NOT leave a child unattended or without supervision.
7. DO NOT place a child in a locked room, closet, or box as punishment.
8. DO NOT criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

GNCA uses the accredited Abeka curriculum published by Pensacola Christian College, Pensacola, FL.

GNCA is a member of and is pursuing accreditation from American Christian International (ACSI).

***May the Lord partner together our efforts as well as our hearts.***

## **GNCA DISCIPLINE POLICIES**

### **From a Biblical Perspective...**

*Train up a child in the way he should go: and when he is old, he will not depart from it. Proverbs 22:6*

The goal is for children to obey the authority that they can see so that they will learn to obey God whom they cannot see. GNCA believes in biblical discipline. The childcare does not administer corporal discipline, for this type of discipline should be handled by the parents. But, because of our sinful nature, even very young children will disobey. When this happens, teachers will remove the child from the situation for time-out. The amount of time given for time-out is based on the age of the child.

Children must learn to obey each teacher in the classroom, and discipline matters are handled consistently by our teachers. In order to ensure a child's safety, children must learn to obey the first time they are told. GNCA teaches that each child's actions always have consequences-sometimes the consequences are good and sometimes they are bad.

Teachers will communicate with parents concerning their child's behavior. If behavior problems persist, a parent/teacher conference will be scheduled. If a child continues in disobedience or defiance and does not fear the consequences set before him, he becomes a danger to himself and to others. At this time, parents will be called to administer the necessary discipline. Parents must arrive within the hour, which begins once the parents are called. When the parent arrives, a private conference room/meeting area will be provided. GNCA encourages parents to remind the child of the wrong action, administer the discipline, pray with the child, and encourage the child to return to the class and make the right choices.

The goal of discipline is to see a change in behavior. When the child returns to the class, the child will apologize to the teachers and to the student (if another student is involved in the situation). Seeing a child exhibit a remorseful spirit is a good indication that the discipline was effective and the wrong behavior will not continue. If the behavior does continue, additional calls may be made to the parents.

Please know that while a child's wrong behavior is not acceptable, it may be normal for this age. GNCA will work consistently with all children to help them understand that obedience is an important lesson. When classroom discipline methods, parent meetings, and parent visits do not produce the desired behavior in the child, parents will be asked to remove their child from the childcare.

## **Good News Christian Academy (GNCA)**

*Good News Christian Academy is an Outreach  
Ministry of Good News Freewill Baptist Church*

*Pastor: Glen E. Johnson*

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**E-mail: [www.info@gnchristian.org](mailto:www.info@gnchristian.org)**

**Website: [gnchristian.org](http://gnchristian.org)**

*A delightful learning experience,  
based on Christian values*

## **Parent - Student Handbook**

**Director: Mary Lynn Corbett**

## LETTER FROM PASTOR



Dear Parent,

We are pleased that you and your child are interested in our Early Education Program (Childcare / Pre-school / Before and After Care) at Good News Christian Academy (GNCA). Our mission at GNCA is to provide a God - centered program that will meet the academic, emotional, physical, social, and spiritual needs of your child.

Good News Christian Academy is an out-reach ministry of Good News Free Will Baptist Church. This God-given ministry's goal is to lead children to Jesus Christ and train them in the Bible, Christian character, language and traditional subject matter while assisting in strengthening the home and church. Each staff member is a Christian, active in the church, with the ability to communicate well with children. Our staff will give your child the love and affection he or she needs for healthy development. We desire to be the next best thing to your home!

Thank you for your interest in GNCA.

Sincerely,  
Glen E. Johnson, Pastor

## YOUR CHILD'S DAILY NEEDS

### K-2

- Packed lunch, snacks, and drinks (no caffeinated drinks)
- Change of clothing
- Naptime mats and sheets are provided by GNCA
- Sheets will be sent home on Fridays to be washed and should be returned on Mondays. It is a state requirement for all mats to have sheets. If parents should fail to return a sheet for their child's mat, a sheet will be provided by GNCA and the parent will be charged for the sheet on their next billing cycle. Do not bring pillows or toys for naptime.

### K-3 and K-4

- Packed lunch, snacks, and drinks (no caffeinated drinks)
- Change of clothing
- Naptime mats and sheets for full-day students are provided by GNCA
- Sheets will be sent home on Fridays to be washed and should be returned on Mondays. It is a state requirement for all mats to have sheets. If parents should fail to return a sheet for their child's mat, a sheet will be provided by GNCA and the parent will be charged for the sheet on their next billing cycle. Do not bring pillows or toys for naptime.

**Please make sure all of your child's belongings have their name clearly marked**



## **Birthdays**

- Parents may provide cupcakes or cookies to be served during the class's snack time to celebrate their child's birthday. The child's teacher must be notified at least two days in advance. If individual party favors are brought for the children, they will be placed in the child's backpack to take home with them.
- GNCA is unable to host parties which would include multiple decorations, visits from clowns, etc.

## **Food Reminder**

- Since breakfast is not served by GNCA, children should be fed before being brought to school. However because parents' schedules may necessitate a child being brought to GNCA at 6am, a place will be provided for your child to eat breakfast items brought from home.
- Please pack a nutritious lunch and snacks for your child as GNCA does not provide a hot lunch program. If food items are perishable, please place a cold pack in their lunch to protect the food items from spoilage.
- The administrator and teacher should be notified of food allergies and documented with a physician's note.

## **Naptime**

A daily naptime will be scheduled for all full time childcare students. While each child may not fall asleep during naptime, each child is expected to lie quietly on their mat.

## **Toys**

Toys should not be brought to school without special permission from the teacher. The teacher will notify parents when a special toy may be allowed for show and tell.

## **Videos**

Videos may be used on limited occasions. Videos shown will have a "G" rating and will have been approved by the administration before hand. Children should not bring videos to school.

## **Statement of Faith**

1. We believe the Bible to be the plenary, verbally inspired Word of God, the only infallible authoritative rule of faith and practice.
2. We believe there is one God, eternally existent in three persons, the Father, the Son, and the Holy Spirit.
3. We believe in the Deity of Jesus Christ, His virgin birth, His sinless life, His vicarious death through His shed blood on the cross, His bodily resurrection, His ascension, and His imminent return.
4. We believe that salvation is by grace through faith alone and that all people are sinners in need of being saved.
5. We believe in the present ministry of the Holy Spirit who enables the believer to live a godly life.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the eternal conscious blessedness of the saved in the presence of Christ and eternal conscious punishment of the lost with the devil and his angels.

## **Mission Statement**

To lead a child to Christ

To build a child up in Christ

To equip a child to serve Christ

GNCA is a ministry of Good News Free Will Baptist Church. The childcare and pre-school will operate in harmony with the church. The administration and teachers will strive to do the following;

- To help each child develop in the manner God has set forth for them
- To see that each child grows and matures by meeting their needs physically, intellectually, emotionally, socially and spiritually
- To be an extension of the home by offering a nurturing and loving atmosphere

## **Statement Of Non-Discrimination**

GNCA admits students of any race, color, nationality of ethnic origins to all the rights, privileges, programs and activities generally accorded to or made available to students at the school.

**GNCA will not be equipped to receive students less than 30 months of age.**

## **INTRODUCTION**

### **Good News Christian Academy will offer child-care in the following areas:**

1. Year round All Day childcare/pre-school from ages 30 months through 4 years
  - Classes will begin on the day following Labor Day
  - Space cannot be held for a child that has been taken out of the child-care program
  - A child must continue enrollment in the summer months in order to maintain space the following school year
  - Parents who terminate the Childcare service must reapply
2. Pre-school Students (9:30am to 1:00pm) K-3 and K-4
  - This is a nine month program beginning in September and ending in June
  - The child's birthday must be on or before November 01 to be accepted in the age appropriate class
3. Before and After school care for elementary students ages 5-12

### **Staff Profile**

- All staff members of GNCA are professing Christians who strive to live for the Lord
- GNCA hires teachers who feel they have been called into a place of service for Christ in the ministry of young children and who are actively involved in the ministry of the church

#### **GNCA employs teachers whose qualifications are as follows:**

- Has an Early Education Certificate through the state of Virginia OR
- Has a Pre-school Associate Certificate through American Christian School International (ASCI), which is recognized by the state of Virginia OR
- Has a degree in a child related field such as Nursing OR

## **Communication**

Teachers will place notes for parents, papers, and memos in each child's backpack on a daily basis. Parents may contact their child's teacher if questions arise concerning their child's progress. The best time to contact teachers is to call between 12:00pm and 2:00pm by calling the school office. Conferences can be arranged with teachers to discuss specific information.

## **Parent-Teacher Conference**

During the course of the year, teachers may schedule a conference to talk about the progress and behavior of children. This is a time when all of your child's teachers will be available to meet. Teachers work very hard to be consistent in all areas. A child must see all his teachers as the authority to be obeyed. Therefore, it will be necessary for parents to meet with all his lead teachers at the same time. GNCA asks that both parents are present for the conference, if possible. Both father and mother will be able to hear and comment on the information given about their child. In single-parent homes where the other parent is not involved, it is not necessary for this parent to be present. Conferences are the key to good communication between you and your child's teachers. Our teachers welcome the opportunity to discuss the progress of your child.



## **Dress**

Parents with children in the two, three and four-year-old classes must bring their children fully dressed in weather-appropriate clothing. Each child should wear comfortable shoes that will not easily slide off their feet. For safety reasons, jewelry should not be worn. Each child should have an extra set of clothing at school.

## **Logos and Pictures**

Children must wear clothing that is in harmony with our Christian world-view. Therefore clothing with graphics are not to be worn.

## IN THE CLASSROOM



### Morning Drop-Off

1. All children are to arrive through the main entrance doors, and be signed in. Staff will be available to assist in this process.
2. For security and safety reasons, parents are not allowed to enter the classroom area. Parents may be permitted to enter on special occasions such as a birthday celebration.
3. Parents should also use the sign-in sheet to list those persons picking up their child in the afternoon if the parent is unable to do so.
4. Conversations with the teachers should be brief.
5. Teachers will be available to discuss issues during naptime if necessary.

### Getting Adjusted

The best way to help a hesitant child get adjusted to the new classroom is by saying good-bye to the child at the classroom door. Once the parent walks into the classroom, it is harder for the child to leave the parent. If a parent leaves their child crying, the parent can call the office later and ask how the child is doing. Sometimes a child who has never been away from home may take some time adjusting, but teachers are prepared to help the children adjust easily. Teachers have found that adjustment is difficult for a child whose parents repeatedly step back into the classroom.

### Visitation

Parents should not come to the childcare for a visit and then leave without taking their child. After the child has been left with his teachers, the child believes he is going home the next time he sees his mom or dad. Having to make another break from the parent is very upsetting to the child and to the other children in the room. Parents should consult with the teacher or the director prior to visiting if they will not be taking their child.

### Staff Profile (continued)

- Has experience teaching children and at least 9 semester hours in child growth and development or early childhood education and is working toward the completion of this degree OR
- Teachers are required to continue to develop their teaching skills and knowledge of young children through planned workshops and conventions
- Other qualifications as the administrator may find appropriate

### Staff/Child Ratio

GNCA will limit pre-school class sizes to 10 students per class

### Inspections

- GNCA meets all regulations required by the state of Virginia for a church childcare/pre-school
- All state guidelines concerning sanitation, health and safety are followed
- Fire drills are conducted periodically



## ADMISSIONS

### Admission Procedure

- Pay application fee and receive the application packet to begin process
- Complete the application and other required documents included in the application packet
- Submit the application and required documents with the enrollment fee
- Acceptance is based upon available space

### Waiting List

When space is not available in a classroom, your child will be placed on a waiting list. To be placed on a waiting list, the application must be completed and the application fee received. If the parent chooses another Childcare/Pre-school while on the waiting list, the application fee will be refunded.



## GNCA CURRICULUM

### K-4 (continued)

#### Bible

- Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan
- Includes memory verses and hymns/ choruses

#### Fine Arts

- Music arts and crafts

#### GNCA will also teach the following in each age group

- Obeying the first time
- Developing social skills
- Learning good manners and habits



# GNCA CURRICULUM

## K-4

### Language Arts

#### Phonetic and Reading

- Recognition of name, sound, and picture of long and short vowels and consonants
- Sounding of blends and one and two vowel words
- Reading of sentences and stories with one and two vowel words

#### Cursive Writing

- Formation of letters. Blends and words
- Writing of first name



#### Poetry

- Twenty-eight poems and finger plays committed to memory

#### Language

- Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science

#### Numbers

- Numbers recognition and counting 1-100
- Number concepts 1-20
- Numbers before and after 1-20
- Numbers largest and smallest 1-20
- Additions 1-9

# FINANCIAL POLICIES

## **Childcare and pre-school tuition will be billed as follows:**

- Full-Time childcare/pre-school fee is due each Monday of the current week
- Before and After care fee for elementary students will be due each Monday for the current week

In the case of public school delays and unexpected school cancellations after student has arrived (See “Special Closings” on page 12)

- Pre-school Students (9:30am to 1:00pm) fee will be due the 7th day of each current calendar month beginning in August for September. The last payment will be paid in April.
- **Book Fees** for the student’s curriculum, worksheets and materials will be covered in the tuition fees (Please refer to GNCA current rate chart for cost of each school program)
- **Late Fees** of 5% will be accessed after a five day grace period and 1% daily thereafter while said account remains past due. Past due accounts not made current within 30 calendar days will result in suspension of student until account has been made current.
- All accounts shall be set up for electronic transfers either weekly or monthly depending on the program in which your child(ren) is enrolled
- An insufficient fund fee for electronic transfer of \$5.00 will be accessed per occurrence

## **Vacation Time**

Children in full-time childcare are eligible to receive two weeks vacation during the calendar year. These two weeks do not need to be consecutive weeks. A vacation week is Monday through Friday. No partial weeks will be accepted as a full week. Two weeks written notice must be submitted to the school office prior to the requested vacation date. Parents will not be charged for the vacation weeks used when proper notice is given.

## **School Closings and Holidays**

- The full payment is required whenever our childcare/pre-school/before and after care is open three days or more of any one week (i.e. meaning school holidays and inclement weather)
- GNCA school calendar will list the holidays and special days the childcare and pre-school will be closed
- Credit will be administered to the student's account in the event of school being closed due to unforeseen circumstances in which GNCA is responsible

## **Hours of Operation**

- Full-Time childcare/pre-school students scheduled hours are from 6:00am to 6:00pm
- Pre-school students scheduled hours are 9:30am – 1:00pm
- Before care scheduled hours are 6:00am – 9:00am
- After care scheduled hours are 3:00pm – 6:00pm
- Late charges accrue at a rate of \$1.00 per minute beginning at the child's designated pick-up time. Late fees will be added to the next billing cycle



# **GNCA CURRICULUM**

## **K-3**

### **Language Arts**

- Recognition of name, sound and picture for short vowels and consonants
- Formation of vowels and consonants in upper and lower case
- Language development and listeners skills that include color words, shapes, animals, community helpers, health, safety, manners, science

### **Numbers**

- Simple counting 1-30 and number concepts 1-15

### **Bible**

- Lessons such as creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan
- Hymns/ choruses and memory verses

### **Fine Arts**

- Music arts and crafts



## GNCA CURRICULUM

### Two, Three, and Four Year-Old Kindergarten

Learning habits is a vital part of the program. GNCA uses A Beka Book Nursery curriculum. Class time is teacher-directed and focuses on teaching children the following. The pre-school programs will begin at 9:30AM daily.

### K-2

#### Language Arts

- Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science



#### Numbers

- Simple counting 1-25 and number concepts 1-10

#### Bible

- Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan
- Hymns/ choruses and memory verses

#### Fine Arts

- Music arts and crafts

## TERMINATING CHILDCARE/ PRE-SCHOOL/ BEFORE AND AFTER CARE SERVICES

- Services may be terminated by the parent upon notification of intention at least 15 school days in advance or at any time by mutual agreement of both parties
- GNCA may terminate student/school relationship and immediately expel the student should the student or parent refuse to conform to school policy
- Student withdrawal or dismissal during the school year, will be charged the full months fee for the current month of withdrawal or dismissal
- Student withdrawal terminates the following years application fees. To re-enroll, normal admission procedures and fees will be required as described previously in this handbook

## GENERAL INFORMATION

### Personal Information

A change of address, phone number, emergency contact or a change in a child's personal information (such as allergy) must be submitted promptly to the school office in writing.

### Outside Play

Except in intense heat or inclement weather, children will have regularly scheduled outside time. Staff discretion will be used.

## GENERAL INFORMATION (continued)

### School Calendar

Each family will receive a calendar from the school office. The calendar shows special occasions when the school and childcare will be closed. Additional reminders will be posted.

### Special Closings

School closings or delays will be announced on local TV stations as Good News Christian Academy (GNCA). We will not always follow Chesterfield County Public Schools (CCPS) in relation to school closings.

- For our Before and After Care students: on days when CCPS **are scheduled to be closed according to their school calendar**, and GNCA is open according to our school calendar, we will provide all day child care for an additional \$20.00 per day plus the cost of lunch if one is not brought with them.
- On days when CCPS has **unscheduled closings due to inclement weather**, and GNCA remains open, we will provide child care for an additional charge of \$5.00 per hour plus the cost of lunch if one is not brought with them.
- On days of inclement weather when CCPS closes early, and GNCA determines we must close early also, parents will be notified of the time of closure. After the time of closure, a surcharge of \$7.50 per 1/2 hour will be assessed to their account.

### Grievance Procedure

Disagreements sometimes arise between the parent and the teachers. The first step is to approach the teacher to resolve the conflict. A meeting should be scheduled between parents and teacher. If the conflict is not resolved, the administrator will meet with both parents and the teacher. If the parents or teacher are not satisfied, the administrator will meet with all involved parties.

## WHEN YOUR CHILD IS SICK

When a child is sick, parents can assist teachers in preventing illnesses from spreading to others. GNCA asks the following:

1. A child should stay at home if they have a fever, diarrhea, vomiting, unexplained rashes, runny nose of "green or yellow" (accompanied by a temperature of 100 degrees axillary or 101 degrees orally usually indicates an infection), infectious diseases, or any other viral symptoms.
2. If a child was sick during the night, he should not attend class the following day. Please do not give medication to mask the symptoms in order to send the child to school.

Parents will be called to pick up their child for the following:

1. Fever of 100 degrees axillary or 101 degrees orally.
2. Fever of 100 degrees or higher when accompanied by other indicators of illness such as:
  - Known exposure to communicable disease
  - Extreme Malaise
  - Headache
3. Vomiting, and nausea accompanied with fever of 100 degrees and /or abdominal pain.
4. Symptoms of upper respiratory infection including continuous coughing, wheezing, or thick green mucus.
5. Having 3 or more diarrheas.

GNCA policy is that a child may return to school after having been without a fever for 24 hours without the aid of fever-reducing medication. A child leaving school for vomiting and diarrhea will not be allowed to return for 24 hours and must be symptom free.

If medication is necessary, parents should administer the medication at the prescribed times. Asthmatic treatments can be administered through the school office. Proper documentation must be on file. Forms require the signatures of the child's parents, the pediatrician, and the school administration.

### Sick Time

Parents can receive one week free due to their child's illness. A child must be absent from school all five days (Monday-Friday) due to illness.